



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY MAY 20, 2020**

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

NOTICE is hereby given that, pursuant to section 7(1) and 7(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. 2 M139, the May 20, 2020 Regular Council Meeting will be conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. 2 M139, the public will not be permitted to be in attendance. The meeting will be live-streamed on the Town's Facebook page.

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday May 6, 2020, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (15) a. [Management Report - May 20, 2020](#)

That the Management Report for May 20, 2020 be received and filed for information.

- (22) b. [Updated Town of Comox Council Priorities Summary 2020](#)

That the Town of Comox Council Priorities Summary 2020, as attached to the Corporate Officer's May 15, 2020 report titled "Updated Town of Comox Council Priorities Summary 2020", be approved by Council.

5. SPECIAL REPORTS: NIL

6. BYLAWS: NIL

7. NEW BUSINESS AND NOTICES OF MOTION:

- (26) a. [Planning Report PR 20-4: Extension of Comox Downtown Vitalization Program](#)
1. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be given First Reading.*
 2. *That having given Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 First Reading, having received the May 20, 2020 Planning Report on PR 20-4, and in accordance with Section 226(6)(b) of the Community Charter, Council has considered the bylaw in conjunction with the objectives and policies set out under Section 165(3.1)(c) of the Community Charter in its Financial Plan.*
 3. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be given Second and Third Readings.*
 4. *That Comox Planning Procedures Amendment Bylaw 1947 be given First, Second and Third Readings.*
 5. *That Comox Building Amendment Bylaw 1952 be given First, Second and Third Readings.*
- (42) b. [Planning Report PR 20-5: Temporary Patio and Parklet Program](#)
1. *That Council authorize staff to suspend until September 1, 2020 enforcement of*
 - a. *Comox Zoning Bylaw 1850 setback and parking requirements; and,*
 - b. *Comox Official Community Plan Bylaw 1685 Development Permit Area requirements**in respect of restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to place temporary outdoor seating on existing on-site open space and parking areas provided that:*
 - c. *the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*
 - d. *temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces whichever is greater;*
 - e. *no structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing and serving facilities;*
 - f. *no existing trees are impacted, and any landscaping alterations are temporary; and*
 - g. *use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.*

- (42) b. [Planning Report PR 20-5: Temporary Patio and Parklet Program](#)
2. *That Council direct staff to amend the parklet program to allow restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to set up temporary outdoor seating in a parklet to include Town installation of one no-post barrier and temporary curb stops to demark the three non-sidewalk sides of the parklet, and to exclude the requirement for the construction of a deck surface, provision of bicycle parking spaces or referral to the Comox Business Improvement Association provided that:*
 - a. *the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*
 - b. *applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town; and*
 - c. *the approval is limited to 60 days with a 30 day review/reconsideration if any public complaint is received, after 60 days, Council issuance of a new license is required.*
 3. *That Council direct staff to liaise with City of Courtenay staff to explore opportunities for information sharing and coordination.*
 4. *That Council direct staff to engage with Comox Valley Economic Development & Tourism on an outreach and notification campaign regarding the proposed framework outlined in the May 20, 2020 Planning Report on PR 20-5.*
 5. *That the Town of Comox advocate to the Liquor and Cannabis Regulation Branch to allow for expedited extension of liquor licenses to outdoor patios and parklets.*

8. CORRESPONDENCE:

- (60) a. [Larry Caine: Public outdoor facilities](#)
- (61) b. [Roland Silver \(SPARC BC\): Grant funding to celebrate Access Awareness Day](#)
- (70) c. [Jessie Ketler \(CVRD Board Chair\): Comox Valley Economic Task Force - Appointment of Mayor](#)

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

ADJOURNMENT



CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday May 6, 2020

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

Absent: Nil

Call to Order:

The meeting was called to order at 4:00 p.m.

The Agenda was Amended to include a package of submissions related to item 4(g), updated financial plan related to item 6(d) and budget/debrief information related to item 7(c). The agenda was adopted as amended.

There were 0 members of the public in attendance.

Pursuant to section 6(1) and 6(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. M083, the May 6, 2020 Regular Council Meeting was conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. M083, the public was not permitted to be in attendance.

1. MEETING TIME:

a. Meeting Time

Meeting Time

That, in accordance with section 7(1) of the Comox Council Procedure Bylaw, 2009, the May 6, 2020 Regular Meeting of Council begin at 4:00 p.m.

(2020.124) -- CARRIED

1.1 DELEGATIONS:

a. Inspector Kurvers (RCMP) Annual Performance Plan Priorities

RCMP Annual Performance Plan

Council discussed the latest crime statistics with Inspector Kurvers and identified Town of Comox priorities to be included in the RCMP Annual Performance Plan for fiscal year 2020-21.

b. Jason Walker - Planning Report PR 20-3 Structural Change to Manufacturer Licence Patio Endorsement Application Review 2040 Guthrie Road

2040 Guthrie Road

Mr. Walker advised Council that he has submitted an application to the Province and the Town to increase the outdoor seating area of the Land and Sea Brewing Co.'s facility at 2040 Guthrie Road. Mr. Walker advised that his Provincial licence allows for a capacity of 38 patrons and this will also allow for an attractive amenity for the community.

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

2. MINUTES OF MEETINGS:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday April 15, 2020, be Approved.

(2020.125) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - May 6, 2020

Management Report

That the May 6, 2020 Management Report be received and filed for information.

(2020.126) -- CARRIED

b. Town of Comox Council Priorities 2020

Council Priorities

That the Town of Comox Council Priorities 2020, as included in the May 6, 2020 Regular Council Meeting agenda, be received.

(2020.127) -- CARRIED

c. Comox Bay Sailing Club Moorage Fees

Comox Bay Sailing Moorage

That Council provides no further assistance to the Comox Bay Sailing Club.

(2020.128) -- CARRIED

g. Planning Report PR 19-16 Non-Medical Cannabis Licence Application Review Prime Cannabis Corp. 278 Anderton Road

278 Anderton Road

That Council's discussion of Planning Report PR 19-16 be tabled until 5:30 p.m.

(2020.129) -- CARRIED

5. SPECIAL REPORTS:

a. Comox Valley Regional District Meeting Minutes

CVRD Meeting Minutes

*That the following Comox Valley Regional District meeting minutes be received for information:
- Comox Valley Regional District Board held on Tuesday, April 7, 2020.*

(2020.130) -- CARRIED

6. BYLAWS:

a. Comox Water Parcel Tax Bylaw No. 1942, 2020

Water Parcel Tax

That the Comox Water Parcel Tax Bylaw No. 1942, 2020 be Adopted.

(2020.131) -- CARRIED

b. Comox Sanitary Sewer Parcel Tax Bylaw No. 1943, 2020

Sanitary Sewer Parcel Tax

That the Comox Sanitary Sewer Parcel Tax Bylaw No. 1943, 2020 be Adopted.

(2020.132) -- CARRIED

c. Comox Refuse Collection Amendment Bylaw No. 1585.08, 2020

**Refuse Collection
Amendment**

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.

(2020.133) -- CARRIED

[Opposed: Councillors KGrant NMinions PMcKenna]

d. Comox Financial Plan Bylaw, Tax Rates, Alternative Tax Scheme and Revenue Anticipation Bylaws

Financial Plan Bylaw

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.*

(2020.134) -- CARRIED

[Opposed: Councillor KGrant]

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.*

(2020.135) -- CARRIED

[Opposed: Councillor ABissinger]

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.*

(2020.136) -- CARRIED

[Opposed: Councillor KGrant]

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, as amended to update the Downtown Comox Business Improvement Area tax rate from 1.16000 to 1.32029.*

(2020.137) -- CARRIED

[Opposed: Councillors ABissinger KGrant]

6.1 UNFINISHED BUSINESS:

g. Planning Report PR 19-16 Non-Medical Cannabis Licence Application Review Prime Cannabis Corp. 278 Anderton Road

278 Anderton Road

1. *That Planning Report PR 19-16 be removed from the table.*

(2020.138) -- CARRIED

2. *That Comox Business Regulation Amendment Bylaw No. 1882.04, 2020 be given First, Second and Third Readings.*

(2020.139) -- CARRIED

3. *That, pursuant to section 59 of the Community Charter, Council give notice of its intention to adopt the Comox Business Regulation Amendment Bylaw No. 1882.04, 2020 by publishing such notice in two consecutive issues of a newspaper and posting such notice at the Town's public notice posting place.*

(2020.140) -- CARRIED

7. NEW BUSINESS AND NOTICES OF MOTION:

- a. **National Pharmacare Program - Councillor McGowan (Notice of Motion from April 15, 2020 meeting)**

National Pharmacare Program

That the Town of Comox write a letter calling on the Federal Government to work with the provinces and territories to develop and implement a universal public national Pharmacare program as part of the COVID-19 supports.

(2020.141) -- CARRIED

[Opposed: Mayor Arnott, Councillors KGrant MSwift]

- b. **Organics Collection and Regional District Feedstock Commitment**

Organics Feedstock Commitment

That the Town of Comox commit to providing residential, comingled kitchen and yard waste to the regional organics transfer station located at the Comox Valley Waste Management Centre, in support of the Comox-Strathcona Waste Management's Regional Organics Compost Program.

(2020.142) -- CARRIED

- c. **Nautical Days' Festival – 2020 Cancellation and 2021 Festival**

Nautical Days Grant

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.*

(2020.143) -- CARRIED

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.*

(2020.144) -- CARRIED

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.*

(2020.145) -- CARRIED

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.*

(2020.146) -- CARRIED

d. Planning Report PR 20-3 Structural Change to Manufacturer Licence Patio Endorsement Application Review 2040 Guthrie Road

2060 Guthrie Road

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.

(2020.147) -- CARRIED

8. CORRESPONDENCE:

a. Cliff Moors (CCCharters) Boat Moorage

Marina Fees

That the April 17, 2020 email from Cliff Moors, regarding the increase in the Comox Municipal Marina moorage rates, be received and filed for information.

(2020.148) -- CARRIED

b. Steve Orcharton (Child Find BC) Proclamation Request

Child Find BC Proclamation

That the April 23, 2020 email from Steve Orcharton of Child Find BC, requesting that the Town proclaim May as Missing Children's Month and May 25th as missing Children's Day, be received and the request granted.

(2020.149) -- CARRIED

c. Daniel Franklin (Affordable Housing Project Canada) Revolution

Affordable Housing Project Canada

That the email dated April 28, 2020 from Daniel Franklin of Affordable Housing Project Canada, regarding alternative dwelling policies, be received and filed for information.

(2020.150) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL: NIL

14. EXCLUDE THE PUBLIC:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday May 6, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:

(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

(2020.151) -- CARRIED

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:17 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 6:30 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:30 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT

May 20, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
1.	07-Mar-2007	Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay. (Council provided conditional support on Aug 1, 2018 for a regional organics program, subject to a detailed cost comparative analysis being completed by the CVRD on site location alternatives.)	Regional organics composting site in Campbell River approved by RD and feedstock commitment approved by Council. New contract with Emterra approved April 15, 2020. Plan to implement bi-weekly garbage collection in Fall 2020, <i>including weekly collection of organics and bi-weekly collection of recyclables.</i>
2.	18-Jan-2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Summary of In-Camera motion from last meeting. Letters sent to property owners advising of council decision, noting open house once COVID-19 crisis is over.
3.	18-Jan-2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Court hearing to be scheduled to determine terms of trust.
4.	17-Jan-2018	Boundary Extension Request - Torrence Road	<p>That the Town of Comox proceed with a boundary extension proposal in the Noel, Torrence and Lazo Roads area that includes the following:</p> <ul style="list-style-type: none"> • 480 Torrence Rd • Vacant Land • 456 Torrence Rd • Vacant Land (Lot 10) • 274 Torrence • 1310 Lazo Rd • Vacant Land (Lot A) • 1250 Lazo Rd • Adjacent portions of Torrence and Lazo Roads plus undeveloped south end of King Road; and further, <p>That Town of Comox staff be authorized to develop, sign and submit the proposal to the Ministry of Municipal Affairs and Housing.</p>	Discussions held with Ministry staff regarding condition of Lazo Road and Town desire for grant funding or improvements to be made prior to bringing it into Town boundary. Ministry staff advised that it is not a priority for them for the next few years. Letter to be sent from Mayor to Ministers of Municipal Affairs and Transportation, asking for assistance in upgrades to Lazo Road if it is to be brought into Town boundary. Property owner of Northern three parcels asked to be removed from application.

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

NOTE: Shaded items will be moved to the COMPLETED section.

TOWN OF COMOX – MANAGEMENT REPORT

May 20, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
5.	16-Jan-2019	Dog Park Feasibility and Public Consultation Process	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	Looking at two leash optional areas – fenced in area plus larger trailed area. Meeting with KFN requested in order to discuss use of a portion of Northeast Woods. <i>Project deferred to 2021.</i>
6.	20-Mar-2019	Planning Report PR 19-4: Affordable Housing, Town Initiatives	That staff be instructed to prepare a report on: a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and d. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.	Complex issues that will require considerable staff time to complete. Current priority is working with developer at 695 Aspen to achieve some affordable housing in this project.
7.	03-Apr-2019	Notice of Motion from March 20, 2019 Meeting (Councillor McGowan) - Heritage Registry	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Staff investigating the requirements and consequences of developing a Community Heritage Register, however, Heritage Planning is not identified as a priority of Council.
8.	17-Apr-2019	Interim Report on Affordable Housing Initiatives	That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of self-contained dwelling units in buildings in which each unit is not larger than 45 m2;	Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.
9.	17-Apr-2019	Electric Vehicle Charging Station - Grant Funding Opportunity	That the Town of Comox participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$6,000 to be funded from General Revenue, and representing the Town's portion of the cost of one (1) dual port public electric vehicle charging station at a Town owned	As part 1700 Balmoral Avenue development, a \$25,000 amenity payment was obtained for providing public electrical vehicle charging stations within the Downtown area and/or making capital improvements at Anderton Park. Council approved an agreement between the Town and the Mall for two EV charging stations. New stations also planned at Town Hall and Fire Hall. \$4000 BC Hydro Grant received for each of the three

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

NOTE: Shaded items will be moved to the COMPLETED section.

TOWN OF COMOX – MANAGEMENT REPORT

May 20, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			site within the community and that the location of the charging station be referred to staff.	stations purchased by the Town. <i>Installation at Fire Hall to occur during week of May 19; installation at Town Hall expected week of May 25. Comox Mall awaiting parts before installation can occur.</i>
10.	17-Apr-2019	New Motion (Councillor McKenna): Communications Specialist	That staff include in the 2019 budget, the provision of salary to hire a communications specialist in the year 2019.	Job Description complete and posted. Anticipated start date July 2020. <i>Proceeding with shortlist/interviews.</i>
11.	16-Oct-2019	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	Staff are meeting with regional recreation departments. Will work towards simplifying applications with the goal of implementing integrated Comox/Courtenay-to-RD low-income passes.
12.	06-Nov-2019	PR 19-18 Childcare Space Creation Funding Applications	That the Town of Comox Council endorse the creation of additional childcare spaces; That the Town of Comox Council instruct staff to apply for funding to: purchase a commercial unit at 695 Aspen Road and undertake necessary tenant improvements; That the Town of Comox Council authorize the expenditure of Town funds for professional services necessary to complete applications; That staff be directed to negotiate an option to purchase a commercial unit in a proposed building at 695 Aspen Rd; That staff be directed to negotiate a potential lease agreement with the Comox Valley Children's Day Care Society for the operation of a childcare facility.	UBCM grant application submitted Nov. 21. Provincial grant application submitted Dec. 19, 2019. UBCM requested evidence of confirmation of purchase by March 26, 2020. Evidence of conformation of Daycare Society and Developer agreement with option to purchase was sent to UBCM March 24. Initiated. Preliminary negotiations complete. Final negotiations awaiting grant approval and zoning.

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

NOTE: Shaded items will be moved to the COMPLETED section.

TOWN OF COMOX – MANAGEMENT REPORT

May 20, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
13.	22-Jan-2020	Review of Council Remuneration	That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	CAO to appoint Advisory Group members.
14.	22-Jan-2020	Conference Attendance Policy	That a staff report be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	
15.	18-Mar-2020	Building Capacity - Human Resources	That the positions of Communications/Legislative Coordinator and Land Use Planner be hired with an estimated start date of June 2020, and that the hiring of a Human Resources Coordinator and a Parks Planner/Coordinator wait until input can be obtained from the new CAO on the nature of the positions.	Planner 1 position has been posted and applications are being received. <i>HR Coordinator and Parks Planner/Coordinator deferred to 2021 Financial Plan.</i>
16.	18-Mar-2020	Electronic Council Meetings	That the March 25, 2020 Committee of the Whole meeting be cancelled pending receipt of information from the provincial government on electronic Council meetings.	All Committee of the Whole meetings cancelled until social distancing rules relaxed.
17.	15-Apr-2020	Urban Food Production	That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and develop options in a report to Council to allow small-scale commercial urban food production, including but not limited to chickens (not roosters), bees and urban farmstands on all residential property within the town of Comox.	

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

NOTE: Shaded items will be moved to the COMPLETED section.

**TOWN OF COMOX – MANAGEMENT REPORT
May 20, 2020**

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
18.	15-Apr-2020	Andrea Cupelli (Comox Valley Coalition to End Homelessness): Request for Funding for Habitat for Humanity	That the April 8, 2020 letter from Andrea Cupelli of the Comox Valley Coalition to End Homelessness, requesting that the Town of Comox to designate its 2020 homelessness grant of \$30,000, as well redirect its 2019 homelessness grant that was not provided, to the Habitat for Humanity in order to continue their Lake Trail project, be received and the request granted.	<i>Motion adopted. Request letter from Habitat for Humanity received.</i>

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

NOTE: Shaded items will be moved to the COMPLETED section.

TOWN OF COMOX – MANAGEMENT REPORT
May 6, 2020 – COMPLETED ITEMS

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	COMPLETE
1.	16-Oct-2019	Downtown Comox Business Improvement Area Bylaw	Renewal of the Downtown Comox Business Improvement Area	15-Apr-2020
2.	16-Oct-2019	CAO Executive Search / Strategic Planning	Hire Jerry Berry Consultants Inc. to recruit new CAO and update strategic plan	06-May-2020
3.	18-Mar-2020	Early Approval of Capital Expenditures	Staff reports on the need for new mowing tractor and parks garbage truck	06-May-2020

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

NOTE: Shaded items will be moved to the COMPLETED section.

STRATEGIC PRIORITIES CHART Updated: August 2019

CORPORATE PRIORITIES (Council/CAO)

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

OPERATIONAL STRATEGIES (CAO/Staff)

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



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: May 20, 2020

TO: Mayor and Council	FILE: 6430-04 / 2020
FROM: Jordan Wall, Chief Administrative Officer	DATE: May 15, 2020
SUBJECT: Updated Town of Comox Council Priorities Summary 2020	

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

Recommendation from the Chief Administrative Officer:

That the Town of Comox Council Priorities Summary 2020, as attached to the Corporate Officer's May 15, 2020 report titled "Updated Town of Comox Council Priorities Summary 2020", be approved by Council.

Purpose:

To present the updated Town of Comox Council Priorities 2020 document for Council's review and adoption.

Strategic Plan Linkage:

Strategic planning falls under Council's core service of *Strong Governance and Administration*.

Background:

At its February 26, 2020 Special In-Camera meeting, Council passed the following resolution:

"That an amended summary of 2020-21 Strategic Priorities and Initiatives, including 2020 Specific Projects, be developed and brought back to Council for adoption."

At its May 6, 2020 Regular Council meeting, Council received the Town of Comox Council Priorities Summary 2020 document for information. Specific Initiatives in this update have been reworded slightly, and the following updates have been incorporated:

- Under the Organizational Capacity priority,
 - "Planning and Communications" has been added to the No. 1 "Hire New Staff per Financial Plan" initiative; and
 - the No. 2 initiative "Compensation Reviews and Implementation" has been changed to "Compensation Reviews and Recommendations".

- Under the Community Livability and Relationships priority,
 - the No. 1 initiative has been reworded to remove “Social Housing” and instead include “rental apartments, market condominiums and affordable housing”;
 - “Relationship Building with K’omoks First Nation” has been included as a separate initiative (No. 4); and
 - a separate No. 5 is included and has been broadened from “Support CVEDS” to include “Support Local Economic Development” generally.

- Under the Climate Change and Environment priority,
 - Wording of the No. 2 initiative has been broadened to include both “Step Code 2 (2020) and Step Code 3 (2021) Implementation”; and
 - “increase recycling” has been added to No. 3. Solid Waste Diversion and Reduction initiative.

TOWN OF COMOX COUNCIL PRIORITIES SUMMARY 2020

PRIORITIES

INFRASTRUCTURE AND TRANSPORTATION



Municipal infrastructure is our largest and most significant asset. Council will continue to work towards a financially sustainable plan for development, maintenance and replacement of new infrastructure. Council will also update development servicing standards and ensure new development meets the needs of the community.

ORGANIZATIONAL CAPACITY



Council recognises that its staff are one of its greatest assets, and that the ability of the Town to meet legislative requirements and strategic priorities is met through increased capacity and training. Council will ensure that a new Chief Administrative Officer is hired, and that both Council and staff are motivated to do their best.

INITIATIVES

1 Northeast Comox Development – storm drainage decision and implementation

2 Asset Replacement Financial Strategy – plan for bridging funding gap

3 Implement Capital Plan 2020

4 Regional Sewer Routing Through Comox

5 New Subdivision and Development Servicing Bylaw

1 Hire New Staff per Financial Plan – Planning and Communications

2 Compensation Reviews and Recommendations (exempt, fire fighters, Council)

3 Chief Administrative Officer hiring and start-up

4 Staff training: team building, management skills

TOWN OF COMOX COUNCIL PRIORITIES SUMMARY 2020

COMMUNITY LIVABILITY AND RELATIONSHIPS

CLIMATE CHANGE AND ENVIRONMENT

PRIORITIES



Council will undertake a number of projects this year to ensure that the community continues to be the wonderful place that it is. Relationships with external organizations are extremely important, and Council has an ambitious plan to increase recreational opportunities, as well as other community and development opportunities.

Climate change can have a significant impact on communities, and is an important focus of Council. This year, Council will undertake projects that help to reduce the community's reliance on fossil fuels. Diverting organic waste from entering the landfill not only reduces greenhouse gas emissions, but also saves space and provides valuable nutrients.

INITIATIVES

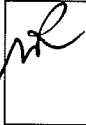
- 1** 695 Aspen Road - rental apartments, market condominiums, affordable housing and daycare proposal
- 2** Mack Laing Park - Resolve "Shakesides"
- 3** Increase Recreation - Culture, Off-Leash Dog Park, Urban Agriculture, Marina Park 2, Community Centre Master Plan
- 4** Relationship Building with K'omoks First Nation
- 5** Support Local Economic Development
- 6** Progress on Planning - St. Joe's, Ander-ton Corridor, Outstanding Applications

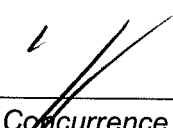
- 1** Install Electric Vehicle Charging Stations
- 2** Step Code 2 (2020) and Step Code 3 (2021) Implementation
- 3** Solid Waste Reduction and Diversion: Reduce garbage, increase recycling and composting




TOWN OF COMOX PLANNING REPORT

TO:	JORDAN WALL, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, DIRECTOR OF DEVELOPMENT SERVICES ELLIOT TURNBULL, PLANNING TECHNICIAN REGINA BOZEROCKA, PLANNER I
SUBJECT:	PLANNING REPORT PR 20-4 EXTENSION OF COMOX DOWNTOWN VITALIZATION PROGRAM
DATE:	RCM MAY 20, 2020 FIRST, SECOND AND THIRD READING REPORT


 Submitted by


 Concurrence


 Approval

Planner's recommendation:

- 1) That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be given First Reading (**Attachment 1**);
- 2) That having given Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 First Reading, having received the May 20, 2020 Planning Report on PR 20-4, and in accordance with Section 226(6)(b) of the *Community Charter*, Council has considered the bylaw in conjunction with the objectives and policies set out under Section 165(3.1)(c) of the *Community Charter* in its Financial Plan;
- 3) That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be given Second and Third Reading (**Attachment 1**);
- 4) That Comox Planning Procedures Amendment Bylaw 1947 be given First, Second and Third Reading (**Attachment 2**); and
- 5) That Comox Building Amendment Bylaw 1952 be given First, Second and Third Reading (**Attachment 3**).

Proposal:

The proposal is to extend the Comox Downtown Vitalization Program, including the Downtown Revitalization Tax Exemption component for another year, up to July 1, 2021.

U:\Dev App\2020\PR\PR 20-4 Downtown Program extension\Reports\1 PR 20-4 RCM_2020_Downtown_Vitalization Program extension_1_2_3 Read.docx

MAY 20, 2020

The key processing steps are listed in **Attachment 4**, including the review and re-evaluation of the Program at 6 month intervals.

Section 226 of the *Community Charter* authorizes revitalization tax exemptions and establishes specific requirements that must be strictly followed. These exemptions are exceptions to the rule prohibiting financial assistance to businesses.¹

There are three components to revitalization tax exemptions:

1. Bylaw - establishes the general parameters of the tax exemption;
2. Agreement with Property Owner- provides Council with an opportunity to specify specific conditions of an exemption as they relate to a particular property; and
3. Tax Exemption Certificate – is issued upon completion of all Bylaw and Agreement requirements.

Further information on these three components is provided in **Schedule 1**.

As the purpose of the legislation is to encourage revitalization, the program does not apply to vacant and unused land or developments for which applications have been submitted prior to the adoption of the revitalization exemption bylaw.

Background:

The Program's intent is to provide incentives to encourage mixed-use commercial and residential development within Downtown, to support and increase the Town's economic, social and environmental vitality. In 2019, the Downtown Vitalization Program \$40,000.00 fee rebate target was increased to \$80,000.00.

To date, the following eligible developments have taken advantage of the Program:

- Residential building at 1700 Balmoral Avenue (five-storey, 45-unit development is under construction; DP was issued in June 2018; the project is eligible for 50% rebate for both BP and DP²);
- Berwick addition at 1700 Comox Avenue (the project is complete, was eligible for BP and DP fee 50% rebates; a 8-year tax exemption certificate was issued in October 2019³); and
- Rezoning and Development Permit application at 1653 Comox Ave, a residential townhouse development (BP fee rebate issued in 2016).

¹ Tax exemptions cannot include exemptions from:

- Taxes, charges or levies for local area services, specified area services, local improvements;
- Municipal fees;
- Parcel taxes (except municipal taxes imposed under Section 197(1)(a)); and
- Taxes imposed by regional district, board of school trustees, hospital district, or other authority.

² \$31,140 BP rebate is pending. The \$3,070 rebate will be applied to DP fees, if project is completed on time, in accordance with the Program.

³ One single-family home existed on site prior to Berwick addition, the total tax reduction for 8 years was estimated at \$2,400.

MAY 20, 2020

Building Bylaw Implications:

During the annual review of other bylaws containing sections applicable to the Downtown Vitalization Program, a typo was found in Building Bylaw 1472 that could be incorrectly interpreted, given that the program provides higher incentives for projects with higher numbers of residential units. Projects of 4 and more storeys are awarded 50% building permit fee reduction and projects of minimum 3 storeys – a 20% fee reduction, i.e. the payable fee is 80% as compared to regular building permit fee for other projects outside of Downtown Vitalization Program area. Proposed Comox Building Amendment Bylaw 1952 provides this clarifying wording.

One Year Downtown Vitalization Program extension:

To extend the Program for one year, proposed Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 (**Attachment 1**) includes the following:

- a) The requirement for a submission of a complete Rezoning or Development Permit Application, if required, on or before July 1, 2021;
- b) The requirement for issuance of an Occupancy Permit on or before the earliest of: the fourth anniversary of the development approval or October 31, 2025; and
- c) The statement that after October 31, 2025, no further Tax Exemption Certificates will be issued.

The proposed Comox Planning Procedures Amendment Bylaw 1947 (**Attachment 2**) extends the fee refund provision to developments obtaining occupancy permit on or before the earliest of: the fourth anniversary of the development permit approval, or October 31, 2025.

The proposed amended deadlines for the various stages of the Vitalization Program would apply to new and existing applications.

Financial Implications:

Application under Downtown Vitalization Program, costs to date include:

Development	Date	Tax exemption cost	DP and BP fee rebate
1700 Balmoral Ave	2020	n/a	\$31,140 (BP pending) \$3,070 (DP pending)
1700 Comox Ave (Berwick)	2019	\$2,400 (estimated)	\$18,745 (issued)
1653 Comox Ave	2016	n/a	\$799.52 (issued)
TOTAL:		\$2,400 (estimated)	\$53,754.52

The estimated \$2,400 tax exemption is well within the \$40,000 tax exemption budget target. The total \$53,754.52 DP and BP fee rebates are well within the \$80,000 target established by Council. Council has previously reserved the right to either end or extend the Program when these amounts are reached and review its Downtown Revitalization tax exemptions at least annually.

MAY 20, 2020

It is the understanding of staff that the Program has been well received by the development industry. Town of Comox Strategic Priorities include zone expansion of the Downtown Revitalization Program as a *Strategic Priority – Next*.

Proposed Bylaw 1946 and \$80,000 fee rebate target are consistent with 2020-2024 Financial Plan, Schedule "B" (Revenue Objectives & Policies, Permissive Tax Exemptions), a copy of which is contained in **Attachment 5**.

MK/RB/ET

Schedule 1
Attachments: 5

MAY 20, 2020

**SCHEDULE 1
REVITALIZATION TAX EXEMPTION**

1. BYLAW

A revitalization tax exemption program must be established by a bylaw. The mandatory items, as per Section 226 (4) of the *Community Charter*, are as follows:

1. Description of the reasons for and objectives of the program;
2. Description of how the program is intended to accomplish the objectives;
3. Description of the eligible properties, related activities and circumstances
4. The extent of the available tax exemptions: i.e. land, improvements or both
5. The amounts of tax exemptions that may be provided under the bylaw, by specifying amounts or by establishing formulas by which the amounts are to be determined, or both;
6. The maximum term of a tax exemption that may be provided under the bylaw, which may not be longer than 10 years.

In addition to the required items per Section 226(4), Council may also include in its revitalization program bylaw:

- the requirements that must be met before an exemption certificate may be issued;
- conditions that must be included in the exemption certificate;
- provisions for a recapture amount that must be paid, if the conditions specified in the certificate are not met.

Section 226(6)(b) of the *Community Charter* states that, before adopting a Program, Council must consider the revitalization tax exemption program bylaw in conjunction with the objectives and policies as set out in its financial plan. The intent is that Council consider the municipality's overall objectives and policies in relation to permissive tax exemptions when exercising its revitalization tax exemption powers. Council must also, prior to adopting the revitalization tax exemption program bylaw, provide public notice of the proposed bylaw in accordance with Section 227 of the *Community Charter*.

2. AGREEMENT WITH PROPERTY OWNER

Once a revitalization tax exemption program bylaw has been adopted, Council may enter into an agreement with the owner of a property regarding the provision of a revitalization tax exemption. The agreement between the municipality and the property owner may outline requirements that must be met before an exemption certificate is issued, and any other conditions on which the tax exemption will be provided.

The agreement with the property owner provides Council with an opportunity to build on the program bylaw by enabling Council to provide a more specific level of detail regarding the conditions of an exemption as they relate to a particular property. Essentially, the agreement is intended to take the program bylaw to another level of specificity.

3. TAX EXEMPTION CERTIFICATE

Once all of the requirements established in the *bylaw* and in the agreement have been met, a revitalization tax exemption certificate must be issued for the property that is the subject of the agreement. This certificate must be issued no later than October 31 in the year before the tax exemption takes effect. As soon as practicable, a copy of the certificate must be provided to the assessor. This ensures that any tax exemptions related to a property are taken into account by BC Assessment during the calculation of the taxable value of a property.

MAY 20, 2020

ATTACHMENT 1

COMOX DOWNTOWN REVITALIZATION TAX EXEMPTION AMENDMENT BYLAW 1946

TOWN OF COMOX

BYLAW 1946

A BYLAW TO AMEND A REVITALIZATION TAX EXEMPTION PROGRAM

WHEREAS Council may, by bylaw, amend a revitalization tax exemption program;

AND WHEREAS Council wishes to amend the revitalization tax exemption program for residential revitalization in the Comox Downtown lands;

AND WHEREAS Council has adopted a Financial Plan Bylaw and has the authority under the provisions of the *Community Charter* to amend the Financial Plan Bylaw;

AND WHEREAS Council has considered this Bylaw in conjunction with the objectives and policies set out in section 165(3.1)(c) of the *Community Charter* in the Town of Comox Financial Plan Bylaw, 2020;

AND WHEREAS the *Community Charter* provides that a revitalization tax exemption program bylaw may only be adopted after notice of the proposed bylaw has been given in accordance with Section 227 of the *Community Charter* and Council has given this notice;

AND WHEREAS the *Community Charter* provides that a revitalization tax exemption program bylaw may only be adopted after Council has considered the bylaw in conjunction with the objectives and policies of its financial plan under Section 165(3.1), and Council has considered this bylaw in that regard;

NOW THEREFORE, in open meeting assembled, Council of the Town of Comox **ENACTS AS FOLLOWS:**

1. Title

This Bylaw may be cited for all purposes as "Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946".

2. Amendments

Comox Downtown Revitalization Tax Exemption Bylaw 1784 is hereby amended as follows:

- (1) By deleting Section 10 in its entirety;
- (2) By adding the following text as Section 10:

After October 31, 2025 no further Tax Exemption Certificates will be issued under this bylaw.

- (3) By deleting Section 12 in its entirety;
- (4) By adding the following text as Section 12:

Each Agreement shall require that an Owner of a Project meet the following construction requirements:

- (a) The completed application for the rezoning or development permit for the Project, if required for the Project, must be submitted no later than July 1st, 2021.
- (b) Project construction must commence on or before the one-year anniversary of the earlier of the date of adoption of the rezoning bylaw, or development permit issuance for the Project; and
- (c) An occupancy permit for the Project and the Tax Exemption Certificate for the Project must be issued on the earliest of the fourth anniversary of the development approval, or before October 31, 2025.

An Agreement may include any additional terms and conditions deemed necessary by the Treasurer, in his or her sole discretion, acting reasonably.

- (5) Comox Downtown Revitalization Tax Exemption Bylaw 1784 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of this bylaw.

3. Adoption

- (1) Read a First, Second and Third Time this _____ day of, 2020
- (2) Notice of this Bylaw has been given in accordance with Section 227 of the *Community Charter* on these _____ days of, 2020
- (3) Finally Passed and Adopted this _____ day of, 2020

Mayor

Corporate Officer

PR 20-4
EXTENSION OF COMOX DOWNTOWN VITALIZATION PROGRAM

MAY 20, 2020

ATTACHMENT 2

COMOX PLANNING PROCEDURES AMENDMENT BYLAW 1947

TOWN OF COMOX

BYLAW 1947

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Planning Procedures Bylaw;

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

1. Title

This bylaw may be cited as "Comox Planning Procedures Amendment Bylaw 1947".

2. Interpretation

- (1) A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time; and
- (2) A reference in this bylaw to any bylaw, policy or form of the Town of Comox is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

3. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

- (1) Deleting Section 7 Application Fees subsection (3) in its entirety;
- (2) Adding as Section 7 Application Fees subsection (3) the following text:

In the case of Applications for new buildings of 3 or more stories in height located within the area shown shaded on the map in Schedule "D" of this bylaw, 50% of an Application fee paid under this bylaw shall be refunded, subject to the issuance by the Town of a Building Occupancy Permit in relation to the Application on the earlier of the fourth anniversary of the development approval, or October 31, 2025.

- (3) Comox Planning Procedures Bylaw 1780 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of the bylaw.

4. Adoption

GIVEN FIRST, SECOND AND THIRD readings this day of , 2020

ADOPTED by the Council this day of , 2020

Mayor

Corporate Officer

PR 20-4
EXTENSION OF COMOX DOWNTOWN VITALIZATION PROGRAM

MAY 20, 2020

ATTACHMENT 3

COMOX BUILDING AMENDMENT BYLAW 1952

Page 8

U:\Dev App\2020\PR\PR 20-4 Downtown Program extension\Reports\1 PR 20-4 RCM_2020_Downtown_Vitalization Program extension_1_2_3
Read.docx

TOWN OF COMOX

BYLAW 1952

A BYLAW TO AMEND TOWN OF COMOX BUILDING BYLAW 1472

WHEREAS Council has adopted a Building Bylaw and has the authority under the provisions of the *Community Charter* to amend the Building Bylaw;

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 "Comox Building Amendment Bylaw 1952".

2. Amendments

Comox Building Bylaw 1472, Schedule 1, Scale of Fees, is hereby amended by replacing Section A.2. Permit Fee with the following text:

- | | | |
|-----|---|---------|
| (a) | permit fee for accessory buildings <10 m ² | \$35.00 |
| (b) | except for accessory buildings < 10m ² and Private swimming pools the fee is | |
| | i) a minimum of | \$75.00 |
| | ii) for each \$1,000 of value of construction, or fraction thereof, up to \$100,000 | \$7.50 |
| | iii) for each additional \$1,000 of value of construction, or fraction thereof, over \$100,000 | \$5.50 |
| (c) | In the case of a factory built building certified by Canadian Standards Association the fee shall be 50% of that specified in Section A.2(b). | |

MAY 20, 2020

ATTACHMENT 4
PROCESSING PROCEDURES

1. First Reading of Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946;
2. Consideration of Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 in conjunction with Financial Plan;
3. Second and Third Reading of Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946;
4. First, Second and Third Reading of Comox Planning Procedures Amendment Bylaw 1947;
5. First, Second and Third Reading of Comox Planning Procedures Amendment Bylaw 1952;
6. Public notification of Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946;
7. Adoption of the proposed Bylaws 1946, 1947 and 1952; and
8. Review and re-evaluation of the Program after 6 months.

MAY 20, 2020

ATTACHMENT 5

2020-2024 FINANCIAL PLAN EXCERPT

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 PLANNING REPORT

TO:	JORDAN WALL, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, DIRECTOR OF DEVELOPMENT SERVICES REGINA BOZEROCKA, PLANNER I ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	PLANNING REPORT PR 20-5 TEMPORARY PATIO AND PARKLET PROGRAM
DATE:	RCM MAY 20, 2020


 Submitted by


 Concurrence


 Approval

Development Services' Recommendation

1. That Council authorize staff to suspend until September 1, 2020 enforcement of
 - a. Comox Zoning Bylaw 1850 setback and parking requirements; and,
 - b. Comox Official Community Plan Bylaw 1685 Development Permit Area requirements
 in respect of restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to place temporary outdoor seating on existing on-site open space and parking areas provided that:
 - c. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;
 - d. temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces whichever is greater;
 - e. no structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing and serving facilities;
 - f. no existing trees are impacted, and any landscaping alterations are temporary; and
 - g. use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.
2. That Council direct staff to amend the parklet program to allow restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to set up temporary outdoor seating in a parklet to include Town installation of one no-post barrier and temporary curb stops to demark the three non-sidewalk sides of the parklet, and to

MAY 20, 2020

- exclude the requirement for the construction of a deck surface, provision of bicycle parking spaces or referral to the Comox Business Improvement Association provided that:
- a. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;
 - b. applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town; and
 - c. the approval is limited to 60 days with a 30 day review/reconsideration if any public complaint is received, after 60 days, Council issuance of a new license is required.
3. That Council direct staff to liaise with City of Courtenay staff to explore opportunities for information sharing and coordination.
 4. That Council direct staff to engage with Comox Valley Economic Development & Tourism on an outreach and notification campaign regarding the proposed framework outlined in the May 20, 2020 Planning Report on PR 20-5.
 5. That the Town of Comox advocate to the Liquor and Cannabis Regulation Branch to allow for expedited extension of liquor licenses to outdoor patios and parklets.

Purpose

The purpose of this report is to propose a low cost and fast method for restaurants, restaurant-lounges, pubs, and breweries to provide temporary outdoor seating in response to a reduction in seating capacity caused by COVID-19 restrictions.

The suggested changes to the Parklet program and bylaw enforcement will allow businesses to open quicker at a lower cost through the:

Elimination of a need to construct a patio at grade level.
Elimination of the need to construct a railing.
Created a process which does not require a building permit.
Stream lined the application process to allow for expedient approvals.
Partnering with CVED to increase awareness and uptake.

Background:

The COVID-19 pandemic has caused significant impacts to the restaurant industry. Restaurants and pubs have experienced a period of limited or no revenue and face an extended period of limited revenue as COVID-19 restrictions reduce seating capacity.

Ideally, the restaurant industry would like to re-open with a capacity as close to pre COVID-19 levels as possible.

Analysis

The existing process for creating outdoor seating typically requires building and development permits and associated design and construction costs which may not be suitable for businesses who need expanded capacity as soon as possible. The Building Code and liquor licensing regulations are provincial regulations. The Town does not have the authority to relax these provincial regulations. Hence this Report focuses on ways to provide temporary outdoor seating

MAY 20, 2020

while COVID-19 restrictions are in place that do not require a building permit and minimize Town involvement and review while limiting potential negative impacts on surrounding land uses.

Two specific options have been identified:

1. Temporary outdoor seating located in an existing open space or parking lot of a subject property; and
2. Temporary outdoor seating located on public property through a modified Parklet Program.

(At this time it is unknown if the province will change their liquor regulations; consequently, these options have been developed to allow for a high degree of flexibility to facilitate their adaptation to changes in provincial regulations.)

Scenario 1: Temporary outdoor seating located in an existing open space or parking lot of a subject property

Provision of temporary seating in these locations may conflict with Zoning Bylaw parking and setback regulations and Development Permit Area requirements.

Within Downtown, parking requirements for restaurants and pubs are limited to the provision of bike parking: no on-site vehicle parking spaces are required.

Outside of Downtown, onsite vehicle parking is required for restaurants and pubs.

Given the expected reduction in activity due to physical distancing requirements across all businesses, it is likely that parking demand will be reduced during COVID restrictions. However, parking can be a sensitive issue in the business community. Therefore, if enforcement of parking requirements is suspended to permit temporary outside seating, it would be prudent to establish a limit as to the number of parking spaces that can be converted.

In terms of setbacks, the implications are minor. Commercial zone setbacks are already minimal so encroachment of temporary outdoor seating into a setback is unlikely to significantly impact adjoining properties unless the use of the seating extends into early morning or late evening hours.¹

In addition, there is the potential that temporary outdoor seating would require a Development Permit. Suspension of Development Permit requirements to permit outdoor seating is unlikely to have significant implications if the suspension is limited to temporary seating.

Two sample site plans are included in **Attachment 1 based on the recommendations contained in this Report** to illustrate how temporary outdoor seating in a parking lot and open space could be established with minimal cost and no Town approval / permit requirements.

These sample plans are based on the following parameters:

- no permanent structures (e.g. decks) are constructed;

¹ The Town does not regulate the hours of operations for restaurants, pubs and breweries that meet Town regulations. This would require amendment of the Business Regulation Bylaw.

MAY 20, 2020

- only existing surface materials are used or in the case of landscaped areas no existing trees are impacted and temporary landscaping modifications are limited to grass, gravel, grading, or pavers; and
- a fence or barrier around the seating area is permitted (and encouraged in the case of seating within a parking lot).

Note, the installation of any permanent structures (e.g. decks) would require a building permit and would be subject to the requirements of the BC Building Code.

Scenario 2: Temporary outdoor seating located on public property through a modified Parklet Program

The Parklet program is an existing program which was established in 2015 with the Komox Grind Parklet (**Attachment 2**).

The current program is intended for permanent fixtures which complement the existing Downtown character. As such, they have substantial design requirements and associated construction costs. In addition, Parklets are located on Town owned property and require a license to operate and liability protection for the Town.

While the Town should not waive the required license and liability protections, the modified program would waive the design requirements for Parklets (such as concrete planters, a deck) and bike parking requirements.

The minimum demarcation of a temporary parklet would be in accordance with the following:

- Town installation of one no-post barrier and temporary curb stops to demark the three non-sidewalk sides of the parklet (**Attachment 3**);²
- Visual demarcation of the curb by the Town; and
- 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town (excluding the side parallel to the adjacent road).

All fixtures should be easily removable and not affixed to the pavement.

Applicants would be required to submit:

1. dimensioned site plan;
2. description of railings including material and height;
3. Confirmation of a comprehensive general liability insurance with no less than \$2,000,000 for bodily harm and property damage, naming the Town as an additional insured; and

enter into a road encroachment agreement.

Complete applications would be reviewed by staff and referred to Council for approval at the next available Council meeting.

² Estimate Town labour cost for installation is \$400.00.

MAY 20, 2020

Correspondence from Restaurant Industry

In a May 7, 2020 letter, the BC restaurant and hospitality industry (**Attachment 4**), the following requests were made:

1. Increase flexibility for patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed;
2. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements (i.e. many patios have more space than the current floor plans allow them to use);
3. Allow pop-up outdoor dining and manufacture sampling spaces;
4. Allow and increase the use of parklets and public space for dining;
5. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations.
6. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

The framework outlined in this report is intended to meet points 1, 2, 3, 4 and 6. Point 5 is currently the jurisdiction of the province. At this time, it is unknown if the Liquor and Cannabis Regulation Branch will be creating a temporary liquor licensing regime in response to COVID-19. Should the LCRB decide to implement such a program, Staff would examine the implications and inform Council of any necessary bylaw changes.

Both the Mayor and Chief Administrative Officer have reached out the LCRB to encourage their participation in reducing red tape and speeding up approval timelines at the provincial level.

Comox Valley Economic Development and Tourism has also offered to provide the following assistance:

1. Identify local companies that would apply and provide staffing support to contact each of them directly to communicate the opportunity;
2. Create for Town review and approval, any communications required and support communications throughout the temporary licencing program;
3. Run a local campaigning in the Town for Council that supports the safe reopening of patios in the current phase and the reopening of restaurants as we move through to the next phase; and,
4. Other as required.

It is proposed the Town engage with Comox Valley Economic Development and Tourism to create a communication campaign on the proposed framework.

Coordination with City of Courtenay

It is recognized that this is an issue facing all restaurants and pubs in the province. As such, it is proposed that Comox staff liaise with City of Courtenay staff and share the information outlined in this report and explore opportunities for coordination.

MAY 20, 2020

MK/RB/ET

Attachments: 4

**PR 20-5
TEMPORARY PATIO AND PARKLET PROGRAM**

MAY 20, 2020

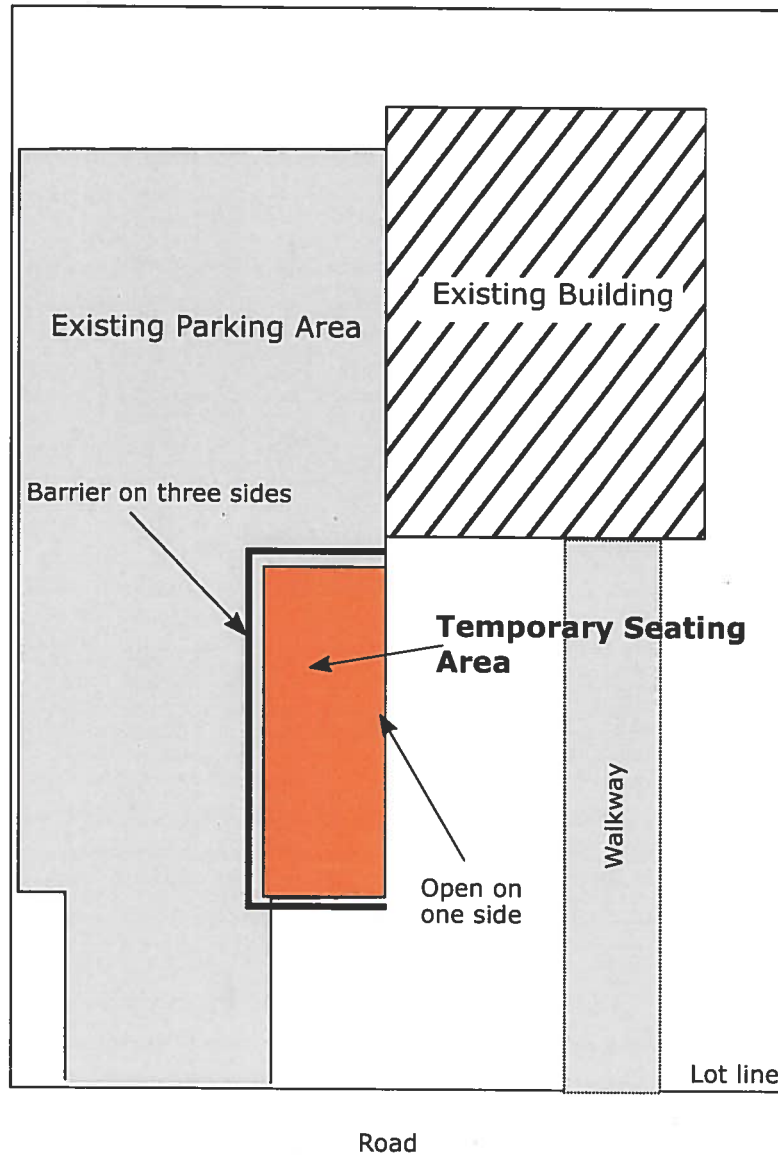
**ATTACHMENT 1
SAMPLE SITE PLANS**

Sample Site Plan - Temporary Seating in a Parking Area



May 2020

For convenience purposes only - drawing is not to scale



Important Considerations

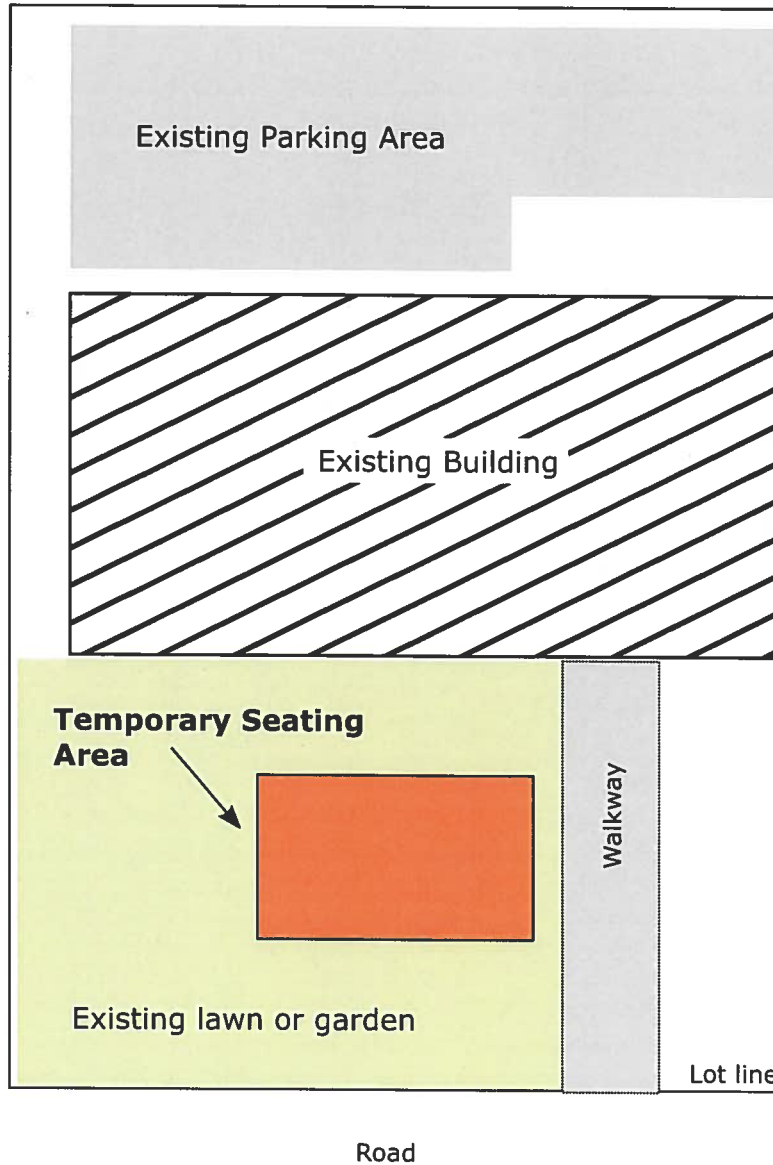
- Barriers (fence, concrete planter, etc) between parking area and seating area are encouraged
- Leave one side open for easy egress in case of emergency
- Identify and address tripping hazards

Sample Site Plan - Temporary Seating in a Yard

May 2020



For convenience purposes only - drawing is not to scale



Important Considerations

Temporary seating area may be fenced or marked with temporary barriers such as planters
Temporary seating area may be leveled with temporary materials such as patio pavers, gravel, or other types of landscape.

**PR 20-5
TEMPORARY PATIO AND PARKLET PROGRAM**

MAY 20, 2020

**ATTACHMENT 2
PERMANENT PARKLET PROGRAM BROCHURE**

PARKLET PROGRAM GUIDE



WHAT IS A PARKLET?

- Parklets are public seating platforms that convert curbside parking spaces into vibrant community spaces.
- Parklets are designed to incorporate seating, greenery, and bike racks and accommodate demand for public space on neighbourhood, retail or commercial streets.
- Parklets are the product of a partnership between the Town and local businesses, residents, or neighborhood associations.
- Parklets foster a sense of community by creating spaces where people can meet and become more physically active within the community.



TOWN OF COMOX PARKLET PROGRAM

- The parklet program is for year round parklets located Downtown
- Proposed new locations are referred to the BIA
- Parklets may replace no more than 2 on-street parking spaces
- Minimum width of unobstructed sidewalk next to a parklet is 2.0 metres
- Dimensions: maximum 2.25m wide (parallel parking width)
- Constructed and maintained by the applicant (commercial, or non-profit organization)
- Require a Road Encroachment Agreement with Town
- Require a Building Permit

HOW TO APPLY

Application for parklet should include:

- Site Plan
- Photos of existing site
- Brief description of number of seating/tables and other features
- Complete Road Encroachment Form
- A comprehensive general liability insurance with no less than \$2,000,000 for bodily farm and property damage, naming the Town as an additional insured will be required.
- A sign permit may be required for any new signs.

FEES

- Building Permit fee of \$ 35
- Annual Road Encroachment Agreement fee of \$ 50, payable by October 30.

GENERAL PARKLET DESIGN GUIDELINES

- Accessible to public
- Easy to construct and disassemble
- Slip resistant & low maintenance materials
- At grade with sidewalk
- Barrier from street traffic
- Minimum of 2 bicycle parking spaces built in or located next to the parklet
- When dis-assembled:
 - i. Applicant is responsible for the complete removal of parklet
 - ii. Town will charge a fee if it must take down the parklet for the applicant



This information package is for convenience purposes only

For more information please contact:
Town of Comox Planning Department
Tel. 250-339-1118
planning@comox.ca

or in person at 1809 Beaufort Avenue, Comox BC

**PR 20-5
TEMPORARY PATIO AND PARKLET PROGRAM**

MAY 20, 2020

ATTACHMENT 3

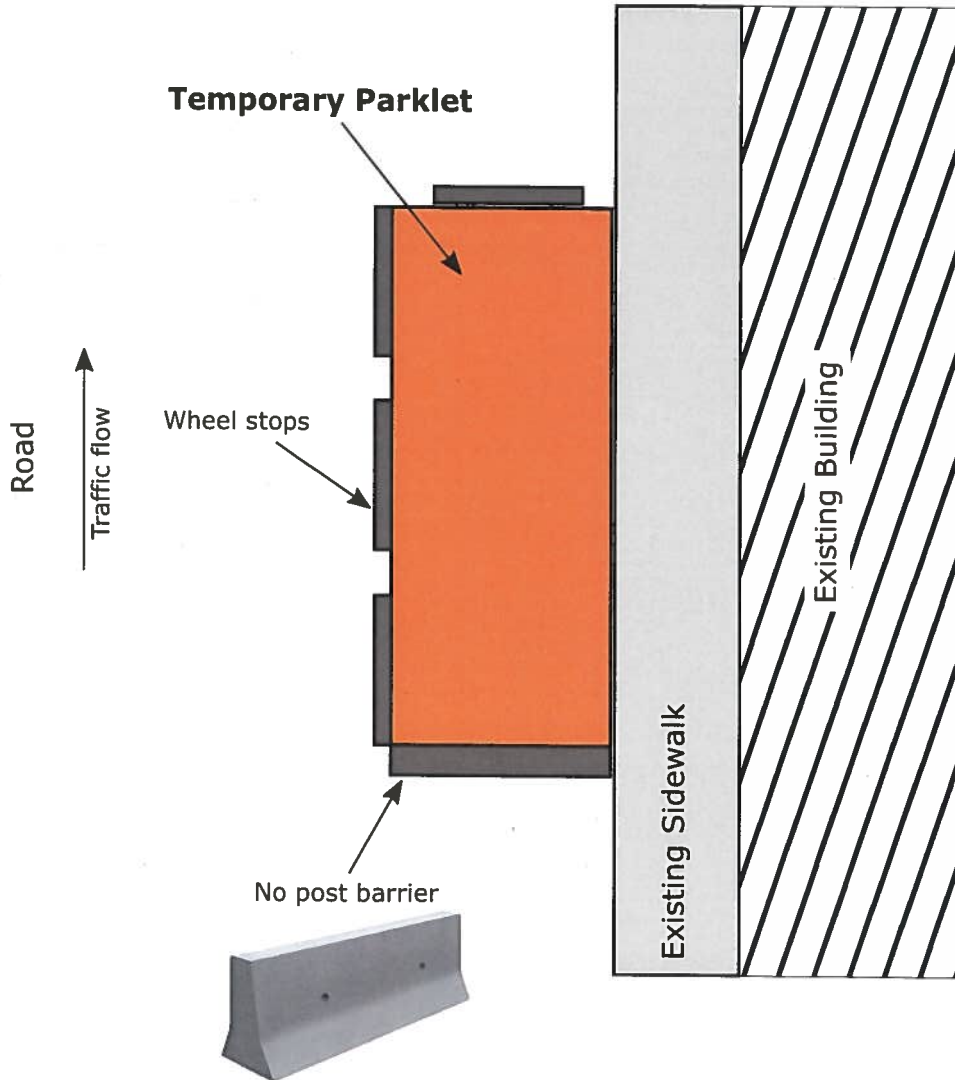
TEMPORARY PARKLET SITE PLAN

Sample Site Plan - Temporary Parklet

May 2020



For convenience purposes only - drawing is not to scale



Important Considerations

No post barrier and wheel stops provided by the Town.

Temporary parklets to be demarked by a 1.07 m high 2 x 4 wooden railing with horizontal roping between posts on three sides excluding the sidewalk side, or other method acceptable to the Town.

Identify and address tripping hazards

**PR 20-5
TEMPORARY PATIO AND PARKLET PROGRAM**

MAY 20, 2020

ATTACHMENT 4

MAY 7, 2020 LETTER FROM BC RESTAURANT AND FOOD SERVICES ASSOCIATION



May 7, 2020

Mayor Russ Arnott and Members of Council
Town of Comox
Town Hall
1809 Beaufort Ave.
Comox, BC
V9M 1R9

VIA EMAIL

Your Worship and Council:

On behalf of the British Columbia's 14,500 hospitality businesses—including restaurants, bars, craft breweries, and winery tasting rooms—we are writing to request your urgent support to aid the survival of local hospitality businesses and thousands of livelihoods during this pandemic crisis. Specifically, we are requesting your assistance for flexible, innovative, and expedited patio permitting.

British Columbia's hospitality industry is facing collapse. While the global COVID-19 pandemic has reverberated throughout our economy, our industry's local small hospitality businesses were hit first, hit hardest, and will be among the last to recover. The majority of BC's restaurants, bars, and tasting lounges have closed, laid off staff, and are facing bankruptcy and financial collapse. Even those businesses remaining opening during this pandemic to offer limited takeout and delivery services and are experiencing dramatically reduced revenues and are struggling to survive.

The collective economic disruption in our sector has been staggering:

- Job losses within the restaurant sector alone are estimated at 121,500.
- At least 1 in 10 restaurants have already closed forever with associated permanent job losses.
- Over 50 per cent of smaller independent restaurants say they will be bankrupt within three months from the start of this crisis (i.e. by June of this year).
- 80 per cent of BC's hospitality businesses have been forced to temporarily lay off the vast majority of BC's 192,000 foodservice employees.
- 80 per cent of Liquor Primaries (i.e. pubs, bars, nightclubs) are closed.
- Liquor Primaries who remain open for take-out/deliver services have experienced 90-95 per cent decline in revenues.

.../2

- Over 70 per cent of BC's hotels are closed.
- BC's tourism sector has laid off 70 per cent of all employees totaling over 130,000 workers.
- All 197 craft brewery tasting rooms in BC are closed, reducing average brewery revenues by over 80 per cent.
- All 366 licensed BC winery tasting rooms in BC are closed, reducing average revenues by over 50 per cent.
- 83 new breweries opened in BC since 2017, including 28 in the last 12 months. These new or recently opened businesses face the biggest threat of permanent closure for our industry.
- Over 250,000 hospitality and tourism workers have already been laid off in BC since the start of this COVID crisis.

While we are working with our provincial and federal governments partners on protocols for a gradual and phased reopening of our sector, BC's local communities have a key role to play in supporting economic recovery. We ask you to support our industry with fast, flexible, and nimble permitting and business services to help our industry get back up and running.

The first opportunity to offer concrete support is with regards to patios, as they offer a hospitality experience within the relative public trust of outdoor space. We ask that your municipality work creatively and collaboratively with operators to help expand current patio areas, add new patios quickly, and permit dining, liquor service and manufacturer's sampling in controllable public spaces.

Specifically, we request your support to:

1. Increase flexibility for patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed;
2. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements (i.e. many patios have more space than the current floor plans allow them to use);
3. Allow pop-up outdoor dining and manufacture sampling spaces;
4. Allow and increase the use of parklets and public space for dining;
5. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations.
6. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

As a sample, we have attached a recent motion from Vancouver Councillor Sarah Kirby-Yung that is resoundingly supported by BC's hospitality businesses.

.../3

It is our sincere hope that we can work with your council to find significant and meaningful measures to ensure our critical industry survives. We recognize that some of these measures may only be made possible for a limited time to help respond to the COVID-19 crisis. Short term assistance is as important as long term as our industry has never before faced a crisis of this magnitude. The very survival our industry's small businesses and the jobs they create now depend on urgent leadership and bold action from our government partners in communities such as the Town of Comox.

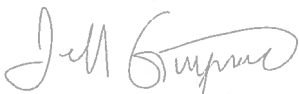
Thank you in advance for your support. We would also like to offer our sincere thanks and appreciation to Council and staff for your diligent work to keep British Columbians healthy and safe during this provincial state of emergency and global crisis.

We remain at your disposal to offer advice and perspective on these issues. Please do not hesitate to contact us at any time.

Sincerely,



Ian Tostenson, President & CEO
BC Restaurant and Foodservices Association



Jeff Guignard, Executive Director
Alliance of Beverage Licensees



Ken Beattie, Executive Director
BC Craft Brewers Guild



Miles Prodan, President & CEO
BC Wine Institute

Cc: Hon. Carole James, Minister of Finance
Hon. Harry Bains, Minister of Labour
Hon. Adrian Dix, Minister of Health
Hon. Lisa Beare, Minister of Tourism, Arts and Culture
Hon. David Eby, Attorney General
Trevor Hughes, Deputy Minister of Labour

COUNCIL MEMBER'S MOTION

Flexible, Innovative & Expedited Patio Permitting

Submitted by: Councillor Kirby-Yung

WHEREAS

1. The COVID-19 pandemic has inflicted significant negative economic impacts with many Vancouver businesses including restaurants, tourism businesses, hotels, and personal-care services such as hair stylists, nail salons and dentists, forced to close or severely limit operations due to health and physical distancing restrictions;
2. Restaurants have been one of the most immediate and hardest hit sectors, and small business operators are struggling to survive with many limited to takeout offerings and attempting to make it through the pandemic;
3. Small businesses like restaurants are vital to the fabric and character of Vancouver neighbourhoods and support complete communities;
4. Small businesses like restaurants are key contributors to Vancouver's economic health generating jobs and tax revenue;
5. The City has a key role to play in supporting economic recovery. Speed flexibility and nimbleness in permitting and business support services will be instrumental to helping businesses get back up and running and survive;
6. Patio season is a critical revenue generator for restaurants and upon us now. Expedited patio permitting must be turnkey when restaurants are able to reopen to table type service;
7. An outcome of Covid will likely be the need for some continued physical distancing processes in businesses. Customers will also be cautious about being in close quarters to others.
8. Patios provide the health benefit of fresh air and sunlight.
9. There is opportunity to be innovative and redefine patios such as pop-up standing patios for quick service type offerings, expanded size to enable physical distancing and more open-air dining, as well as utilization of street or laneway space for extensions where it doesn't impede transit, emergency or service vehicles or traffic.
10. Currently, patio permitting can require a combination of licensing, development permits and permits to enable operations.

THEREFORE

- A. BE IT RESOLVED THAT Council direct staff to prepare options and report back as soon as possible to support more flexible patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed, in order to support the economic recovery of Vancouver's restaurant sector;
- B. THAT such options be considered for the duration of the COVID-19 response and recovery, recognizing that innovation will provide for valuable learning towards operations and adaptation in a new, post-Covid world.
- C. THAT this motion be shared with the Council Pandemic Response and Recovery Working Group for the purpose of enabling them to seek or share further information from the restaurant sector as may be beneficial to and aid this work.

Town of Comox – Administration

Subject: FW: Regarding Dr. Bonnie Henry's statement

From: sijoca [REDACTED]
Sent: May 5, 2020 1:41 PM
To: council <council@comox.ca>
Subject: Regarding Dr. Bonnie Henry's statement

Hello,

In a story published by the CBC on April 29, 2020, Dr. Bonnie Henry states;

"The chance of catching COVID-19 from someone coughing as they walk past you in a park is "infinitesimally small," B.C.'s provincial health officer said Wednesday.

"The risk that somebody who is sick spreads this virus from coughing or sneezing outside and you walk by them very quickly, even when it is within six feet, that risk is negligible.... We always say 'never say never' in medicine, but the risk would be infinitesimally small," Henry said.

Since the beginning of the pandemic, Henry has encouraged people to safely enjoy B.C.'s outdoor spaces in the company of immediate family members, saying that going for walks and spending time in parks is important for mental health."

~~~~~  
Given her position as Provincial Health Officer for B.C and her statement above, my question for any and all members of the Comox council is this - why are public outdoor facilities that pose very little - "infinitesimally small" risk being "shut down" here in Comox? Are you taking into consideration the many other negative "risk factors" associated with this "lockdown"? Have you been instructed to do this, and if so, by whom? If not, then who made the decision to prohibit access to our public facilities - playgrounds, trails, public staircases, small businesses, etc.

I look forward to receiving a response.

Thanks,

Larry Caine  
[REDACTED]

**Town of Comox – Administration**

**Subject:** FW: Grant & Community Accessibility Successes Information! - Join Us in Celebrating Access Awareness Day This Year!  
**Attachments:** Attachment 1 - Access Awareness Day Grant - Fillable Application.pdf; Attachment 2 - Share your Stories!.pdf; Attachment 3 - Accessibility Event Fillable Poster.pdf

**From:** Roland Silver <[rsilver@sparc.bc.ca](mailto:rsilver@sparc.bc.ca)> **On Behalf Of** Accessibility  
**Sent:** May 13, 2020 2:34 PM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** Grant & Community Accessibility Successes Information! - Join Us in Celebrating Access Awareness Day This Year!

|                  |                 |                           |
|------------------|-----------------|---------------------------|
| LOG:<br>20-224   | REFER:          | AGENDA:<br>RCM<br>20MAY20 |
| FILE:<br>0400-03 | ACTION:<br>File |                           |

**RECEIVED**

May 14, 2020

**TOWN OF COMOX**



Dear Mayor and Council

We recently reached out to you regarding this years’ National AccessAbility Week (May 31<sup>st</sup> to June 6<sup>th</sup>) and Access Awareness Day which is scheduled for June 6<sup>th</sup>.

As you may know, Access Awareness Day is about people and communities coming together to celebrate the ways communities have been successful in creating welcoming and inclusive spaces for everyone! COVID-19 has changed the way that people can come together to celebrate but it has not changed the way people and communities care for each other and work together for true inclusion.

As mentioned, we want to celebrate your communities’ accessibility successes and to offer your community the opportunity to receive a \$500 grant with funding support from the Federal government. The funding shall be used to host an event to celebrate Access Awareness Day’s theme of “Accessibility Means Knowing No Limits” or the National AccessAbility Week theme of “I Make a Difference Because I Can”.

Attached to this email is the \$500 grant application (attachment 1). Due to office closures as a result of COVID-19, the date for submission of the grant application is not fixed, however, applications cannot be accepted once funds are fully allocated, so please send in your applications as soon as possible. If an event and associated grant funding are not applicable to your community within 2020, we would love for you to share your story about the ways that your community has been successful in removing barriers and increasing accessibility and inclusion. Please see attachment 2 for details.

We have also included a poster in PDF form (attachment 3) to assist with communication for your event. More accessibility posters can be found on our website at <https://www.sparc.bc.ca/accessibility/access-awareness-day/>. We want to celebrate your community and recognize that true accessibility comes from everyone working together.

Should you have any questions or require further information, please do not hesitate to reach out!

Many thanks and stay safe!

Thank you,

**Roland Silver**

*Manager, Accessibility Initiatives*

**Social Planning and Research Council of British Columbia (SPARC BC)**

4445 Norfolk Street, Burnaby, B.C. V5G 0A7

T: 604.718.7734

E: [rsilver@sparc.bc.ca](mailto:rsilver@sparc.bc.ca)

W: [www.sparc.bc.ca](http://www.sparc.bc.ca)



*SPARC BC works with communities in building a just and healthy society for all.*

*SPARC BC's office is located within/on the unceded, traditional, ancestral territories of the Skwxwúmesh (Squamish), xʷməθkʷəy̓əm (Musqueam), and səlilwətaʔ (Tsleil-Waututh) Nations.*

# Accessibility means knowing no limits.

## \$500 AccessAbility Grants

These grants are provided through SPARC BC with funding support from the Federal government through the Accessible Canada Social Development Partnership Program as well as the Province of British Columbia through the Provincial Accessibility Secretariat. These grants are available to local government partners, local Accessibility Committees as well as local disability serving organizations.

### About Your Organization

Please share a bit of information about your organization.

Your Name: \_\_\_\_\_

Your Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

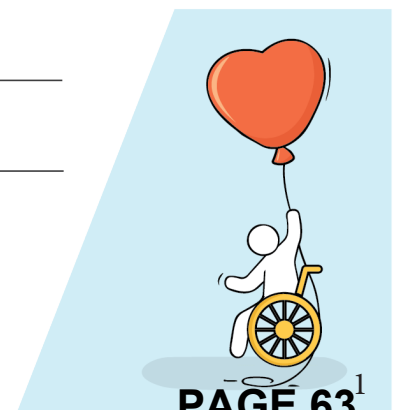
Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Partner Organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## About Your Idea

Please describe how your event builds on the Access Awareness Day theme of “**Accessibility Means Knowing No Limits**”, or the National AccessAbility Week theme of “**I make a difference because I can**”.

## Date, Time & Location of Your Event

Please provide more information about when you will be holding your event and the number of participants that you expect to attend your event.

Date of your event: \_\_\_\_\_

Time of your event: \_\_\_\_\_

Location of your event: \_\_\_\_\_

Are you planning to hold your event on Access Awareness Day or during National AccessAbility Week or will you have to hold your event at a different date because of COVID-19?

- Our event will be on Access Awareness Day (Saturday, June 6, 2020)
- Our event will be during National AccessAbility Week (May 31 -June 6, 2020)
- We will be holding our event later this year because of COVID-19. We will confirm the event later this year.



## Exploring ways to promote true inclusion

There are different ways that communities can come together to promote and support greater accessibility. The funding provided through these grants is intended to recognize and support leadership in accessibility as well as highlight community and regional innovation. In thinking about your event, please describe the different ways that you hope your event can help to promote and support greater accessibility and inclusion in terms of promoting:

- Economic inclusion \_\_\_\_\_
- Social inclusion \_\_\_\_\_
- Recreational inclusion \_\_\_\_\_
- Cultural inclusion \_\_\_\_\_
- Other aspects of community life \_\_\_\_\_

## Breaking down barriers

True inclusion can happen when society is successful in breaking down barriers and in supporting opportunities for true participation in all aspects of community life. Please describe the different ways that your event seeks to break down barriers and to promote full and equal inclusion in all aspects of community life.

- Building partnerships \_\_\_\_\_
- Raising awareness \_\_\_\_\_
- Catalyzing innovation \_\_\_\_\_
- Changing attitudes \_\_\_\_\_
- Address other barriers \_\_\_\_\_



## Key outcomes and highlights from your event

One of our goals is to draw attention to local innovation and the different ways that people and communities can come together to show that by investing in accessibility the possibilities are limitless. Please share the types of outcomes you hope to achieve through your event.

## Knowledge development and knowledge transfer

Please let us know the different ways that you will be sharing the knowledge and insights gained through your event. Also please let us know if you would be interested in participating in the following:

- Sharing your story and highlights of your event through social media
- Participating in a workshop designed to share the different ways that people and communities can work together to promote greater accessibility and inclusion.
- Participating in a provincial community of practice on specific topics that are important to you and other in the area of accessibility and inclusion.
- Other: \_\_\_\_\_

## Next steps

Please complete this grant application form and return it to SPARC BC to the attention of Roland Silver - [rsilver@sparc.bc.ca](mailto:rsilver@sparc.bc.ca).

## Questions

Please do not hesitate to reach out:

Roland Silver

Manager, Accessibility Initiatives

Social Planning and Research Council of British Columbia (SPARC BC)

Office Phone: 604.718.7734 Email: [rsilver@sparc.bc.ca](mailto:rsilver@sparc.bc.ca)





# Accessibility Means...



## What does accessibility mean in your community?

This year, as part of our Access Awareness Day activities, we would like to profile ways communities have been successful in promoting true accessibility. This includes the different ways that communities have been able to create spaces where everyone can share their talents, experiences and abilities in real and meaningful ways and where full participation in all aspects of community life is possible.

The theme for Access Awareness Day for this year is "Accessibility Means Knowing No Limits". This theme recognizes that while society has been successful in making progress, there are still barriers or limitations that prevent individuals with disabilities from having the opportunity to fully participate in their community.

We would like to share these stories through our website and through Instagram under the title of "Accessibility Means...". The theme is intended to invite conversations about what accessibility means from an economic, social, recreational, cultural or personal perspective. As we gather the stories, we want to build on the idea that "Accessibility Means Knowing No Limits". Help us to show that when people and communities come together, the possibilities are limitless.





# Accessibility means knowing no limits

---

Office of the Chair

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



O - Cfile - 0400-60  
Copies - Council  
- JW/Lia

File: 7130-03

May 14, 2020

Sent via email only: jwall@comox.ca

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

|                  |               |                           |
|------------------|---------------|---------------------------|
| LOG:<br>20-235   | REFER:        | AGENDA:<br>RCM<br>20MAY20 |
| FILE:<br>0400-60 | ACTION:<br>MR |                           |

**RECEIVED**

May 14, 2020

**TOWN OF COMOX**

Dear Mayor and Council:

**Re: Comox Valley Economic Task Force in Response to COVID-19**

The Comox Valley Regional District (CVRD) Board would like to officially invite you to participate in the Comox Valley Economic Task Force, supported by the Comox Valley Economic Development Society, which will work to set the strategic direction for a strong and resilient economy for the Comox Valley.

At the May 12, 2020 CVRD Board meeting, the following motion was carried:

*“THAT the CVRD Board initiate a Comox Valley Economic Task Force, supported by CVEDS, and that the CVRD formally invite the Mayors of Comox, Courtenay, Cumberland, K’ómoks First Nation Chief Rempel, the chairs of the CVRD and the EASC, and a rep of CFB Comox to sit as Task Force members;*

*AND FURTHER THAT the primary goal of the Task Force will be to set the strategic direction for a strong and resilient economy for the Comox Valley throughout the COVID era;*

*AND FURTHER THAT the reps of the task force meet to confirm TOR and broader membership and report back to the board;*

*AND FINALLY THAT the Board rise and report on this resolution subject to CVEDS being notified.”*

As noted in the resolution the task force will also consider broader membership, to adequately address the interests of our community. The Terms of Reference presented to the Board are attached and will be considered by the task force.

I look forward to working with you to set the strategic direction of the Comox Valley for a strong and resilient economy post COVID-19. Please confirm your participation in the Comox Valley Economic Task Force by contacting Scott Smith, General Manager of Planning and Development services at 250-334-6077 or by email to [srsmith@comoxvalleyrd.ca](mailto:srsmith@comoxvalleyrd.ca).

Sincerely,

Jesse Ketler  
Chair

Enclosure: Terms of Reference - Economic Recovery Task Force

cc: Russell Dyson, Chief Administrative Officer  
Deana Simkin, President, CVEDS  
John Watson, Executive Director CVEDS  
Shelly Russwurm, Corporate Officer

**DRAFT Terms of Reference (TOR)**  
**Comox Valley Mayors & Chairs Economic Recovery Task Force (ERTF)**  
**Action Plan to Develop Response to COVID-19 Pandemic**  
**April 24, 2020**

**1. Background:**

The Comox Valley Mayors & Chair's Economic Recovery Task Force (ERTF) will develop and direct implementation of an Economic Disaster Recovery Plan to mitigate the potential economic impact to local businesses from the COVID-19 Pandemic.

The ERTF is a collaborative initiative representing the Comox Valley Regional District, City of Courtenay, Town of Comox, Village of Cumberland, K'omox First Nations, CFB 19 Wing Comox, which will oversee a Technical Advisory Committee (TAC) consisting of local government, business leaders and stakeholders.

**2. Objective:**

To create strategies to help our business community recover and adapt during and after the COVID-19 Pandemic.

**3. Strategic Approach:**

We will create our resiliency and recovery initiatives under the following two groupings:

- Immediate (Response during Pandemic)
- Post Shut Down (Recovery after Pandemic)

The efforts of the ERTF will be focused on the potential actions that have the greatest consensus, will have the most meaningful impact and are viewed to be realistically achievable from a local government perspective.

**4. Action Plan:**

This action plan is an initial starting point and will be developed on an ongoing basis, based on feedback from community and industry sector stakeholders.

**5. Focus Areas:**

1. Enable and support a broad-based process to gain meaningful input on measures to be considered to assist in economic recovery;
2. Establish clear communication protocols between local government, business, industry and service delivery stakeholders;
3. Establish a broad based Technical Advisory Sub-Committee (TAC) resourced by the Comox Valley Economic Development Society (CVEDS);
4. Develop an Action based and phased Recovery Plan that considers prioritized risks faced by each sector of the Comox Valley Economy.

## Technical Advisory Sub-Committee (TAC) Terms of Reference & Working Groups

### 1. Strategic Approach:

CVEDS Economic Development Advisory Committee TOR to be temporarily repurposed and launched as the TAC and to include:

1. Communication Team – Establish Protocols, Create and Communicate message;
2. Community Measures – Create Strategies and Framework for economic initiatives;
3. Business Transition Teams – Conduct proactive engagement with business community, industry associations and related Ministries as necessary, to advise and facilitate response strategies.

### 2. Initial Goals and Steps:

1. Discuss role of members/working group to deliver on mandate;
2. Develop working plan for approval by ERTF;
3. Provide any resource requests to ERTF;
4. Set virtual meeting schedules, and administer the implementation of approved measures

### 3. Deliverables:

Business case for each industry sector and one page action recommendations that can be implemented within local Government Authority, advocated to senior levels of government or appropriate bodies, and/or supportive of the ongoing work of industry associations.

### 4. Working Group Meetings:

1. Conference call - minimum once per week, be prepared for short notice emergency calls as required;
2. Collaboration online as required.

### 5. Timelines:

1. Initial meeting of the TAC to occur within one week of approval;
2. Planning sessions to be in place for each sector team by May 15, 2020;
3. Recover Plan Deliverables submitted by June 30, 2020 or as specific business cases are completed.

## 6. Technical Advisory Sub-Committee (TAC) Membership:

The Advisory Council shall be comprised of, but not limited to:

1. The five elected officials that are members of the CVEDS Board.
2. One economic or senior leadership staff person from each of Comox Valley Regional District, City of Courtenay, Town of Comox, Village of Cumberland, and K'omox First Nation Economic Development Commission.
3. Representative(s) from business, development and partner organizations' Board of Directors including:
  - a. Innovation Island Technology Association
  - b. Business Development Bank of Canada
  - c. Comox Strathcona Community Futures
  - d. Comox Valley Chamber of Commerce
  - e. Comox BIA
  - f. Courtenay BIA
  - g. North Island College
  - h. Comox Valley Destination Marketing Advisory Committee
  - i. Comox Valley Harbour Authority
  - j. Comox Valley Airport Commission
4. Members at large from key industry sectors / associations, including but not limited to:
  - a. Agriculture
  - b. Seafood
  - c. Arts & Culture
  - d. Aviation/Aerospace
  - e. Construction / Development
  - f. Forestry
  - g. Health Care
  - h. International Education
  - i. Manufacturing
  - j. Professional Services
  - k. Technology
  - l. Tourism