



## TOWN OF COMOX

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

### REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY SEPTEMBER 16, 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 Ministerial Order, this will be conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with Ministerial Order, the public will not be permitted to be in attendance. Members of the public may attend to view the live-streamed proceedings of Council at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, beginning at 5:00 p.m. The meeting will also be live-streamed on the Town's Facebook and YouTube pages.**

**Public Question Period takes place at the end of each Council Meeting. Questions concerning agenda items can be emailed to [agenda@comox.ca](mailto:agenda@comox.ca) up to 4:30 p.m. each Council meeting day. Questions will be read out at the meeting and responses provided. Please include both your name and address for identification purposes.**

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

Call to Order: 5:00 p.m.

---

#### 1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

#### 2. ADOPTION OF AGENDA:

#### 3. DELEGATIONS: NIL

#### 4. ADOPTION OF MINUTES:

- (11) a. [Regular Council Meeting Minutes](#)  
*Minutes of the Regular Meeting of Council, held September 2, 2020.*

**RECOMMENDATION(S):**

*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday September 2, 2020, be Adopted.*

- (16) b. [Public Hearing Meeting Minutes](#)  
*Minutes of the Public Hearing on Rezoning Application RZ 18-06 (2310 Guthrie Road), held September 2, 2020.*

**RECOMMENDATION(S):**

*That the Minutes of the Public Hearing, held at d'Esterre Seniors' Centre on September 2, 2020, be Adopted.*



**5. COUNCIL COMMITTEE MINUTES AND REPORTS:**

- (20) a. [Strategic Planning Committee Minutes](#)  
*Minutes of the Strategic Planning Committee Meeting, held September 9, 2020.*

**RECOMMENDATION(S):**

*That the Minutes of the Strategic Planning Committee, held in Council Chambers on Wednesday September 9, 2020, be Received.*

**COMMITTEE RECOMMENDATIONS:**

- (22) (1) [Strategic Priorities 2020](#)  
*That the 2020 Strategic Priorities, as included in the September 16, 2020 Regular Council Meeting agenda, be adopted.*

**6. CONSENT AGENDA:**

- (24) a. [Consent Agenda](#)  
*The Consent Agenda contains items that do not typically require discussion or debate. Items listed in the Consent Agenda are considered for approval in one motion without discussion or debate, unless a member of Council requests that the item be excluded from the Consent Agenda. If an item is excluded from the Consent Agenda by Council, it will be considered as an agenda item under the appropriate section, at Council's discretion and without resolution, to discuss such item in more detail or to provide a motion on the item excluded.*

**RECOMMENDATION(S):**

*That the Consent Agenda items as follows be approved:*

- (a) *Correspondence regarding bi-weekly garbage collection:*  
*- August 28, 2020 letter from Sharon Malone*  
*- September 4, 2020 letter from Ken Kemper*  
*- September 10, 2020 email from Morley Drake*

(b) *Lee Winter - Hydro and Telus Towers*

(c) *Diane Stewart - Urinating Outside in Broad Daylight*

(d) *Nina Goodman (Canadian Hard of Hearing Association) Accessibility for People Who are Hard of Hearing During COVID-19 Pandemic*

**7. UNFINISHED BUSINESS:**

- (32) a. [Strategic Planning and Action Items Report - September 16, 2020](#)  
*Updated copy of Strategic Planning and Action Items Report for receipt.*

**RECOMMENDATION(S):**

*That the September 16, 2020 Strategic Planning and Action Items Report be received and filed for information.*



- (54) b. [Rezoning Application RZ 18-6 / Development Permit Application DP 18-4 / Development Variance Permit Application DVP 19-7 \(2310 Guthrie Road\)](#)  
***Proposed zoning amendment to rezone the subject property from Comprehensive Development CD13 to Comprehensive Development CD27 in order to permit a mixed-use development comprised of 42 townhouse units and approximately 530 square metres of commercial space.***

**RECOMMENDATION(S):**

1. *That Comox Zoning Amendment Bylaw 1897 be given Third Reading.*
2. *That Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road be given Third Reading.*

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS: NIL**

**10. NEW BUSINESS:**

- (85) a. [2019 Annual Report](#)  
***Draft 2019 Annual Report for adoption by Council in accordance with the Community Charter.***

**RECOMMENDATION(S):**

*That the 2019 Annual Report, as included in the September 16, 2020 Regular Council Meeting Agenda, be Adopted.*

- (141) b. [Bylaw Dispute Adjudication System](#)  
***Proposed implementation of a Bylaw Dispute Adjudication System, as an additional process to enforce bylaw violations.***

**RECOMMENDATION(S):**

1. *That a Bylaw Dispute Adjudication System be established in the Town of Comox.*
2. *That Corporate Services be directed to bring forward Council Policy outlining the Town's responsibilities, standards and roles within a Bylaw Dispute Adjudication System.*
3. *That the following positions be appointed as Screening Officers for the purpose set out in the Local Government Bylaw Notice Enforcement Act:*
  - (a) *Chief Administrative Officer*
  - (b) *Corporate Officer*
  - (c) *Director of Development Services*
  - (d) *Fire Chief*
  - (e) *Bylaw Enforcement Officer*
4. *That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given First Reading.*



- (141) b. [Bylaw Dispute Adjudication System](#)  
*Proposed implementation of a Bylaw Dispute Adjudication System, as an additional process to enforce bylaw violations.*
- RECOMMENDATION(S):**
5. *That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given Second Reading.*
  6. *That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given Third Reading.*

- (172) c. [New Policy: Community Centre Visitor Code of Conduct](#)  
*Proposed new policy for Council adoption on visitor code of conduct at the Community Centre.*
- RECOMMENDATION(S):**
- That the draft Council policy titled "Community Centre Visitor Code of Conduct", as included in the September 16, 2020 Regular Council Meeting agenda, be approved.*

- (174) d. [Planning Report on REA 20-3 - Komox Grind Parklet Agreement Renewal for 2021](#)  
*Renewal of the Road Encroachment Agreement for the existing parklet at Komox Grind.*
- RECOMMENDATION(S):**
- That the Road Encroachment Agreement for the existing parklet at Komox Grind be renewed for year 2021, subject to the conditions contained in Schedule 1 of the September 16, 2020 Planning Report on REA 20-3.*

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- (176) a. [Alan Hemingway - Request for two additional handicapped parking spaces](#)

**13. LATE ITEMS:**

**14. REPORTS FROM MEMBERS OF COUNCIL:**

**15. MEDIA QUESTION PERIOD:**

**16. PUBLIC QUESTION PERIOD:**

**17. RESOLUTION TO GO IN-CAMERA:**

**18. RISE AND REPORT FROM IN-CAMERA:**



**ADJOURNMENT**



---

CORPORATE OFFICER



**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday September 2, 2020**

**Present:** Mayor R. Arnott  
Councillors A. Bissinger (electronically), K. Grant, S. McGowan,  
P. McKenna (electronically), N. Minions, M. Swift

**Absent:** Nil

**Staff Present:** J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
C. Freundlich, Director of Finance  
M. Kamenz, Director of Development Services

**Call to Order:**

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

The Agenda was Adopted.

There were 0 members of the public in attendance.

Mayor Arnott asked for a moment of silence in honour of Fred Bigelow, retired Brigadier General and former Wing Commander of CFB Comox.

Pursuant to sections 7(1) and 7(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. 3 M192, the 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. 3 M192, the public was not permitted to be in attendance. Members of the public were able to attend to view the live-streamed proceedings of Council at d'Esterre Seniors' Centre, 1801 Beaufort

---

**1. DELEGATIONS:**

- a. Audrey Craig & Sue Wood (Filberg Heritage Lodge & Park Association) To discuss the Filberg Heritage Tree Program**

**Filberg Heritage Trees**

Ms. Craig and Ms. Wood updated Council on the status of the Filberg Heritage Tree Program, now branded as the Filberg Heritage Trees - Your Legacy Lives Here. They provided the objectives of the program and advised that they are wanting the initiative to launch on Earth Day 2021.

- b. John & Brenda Bavin (Applicants): Development Variance Permit Application DVP 20-4 (197 Ellis Street)**

**197 Ellis Street**

John and Brenda summarized the rationale for their development variance permit application. They advised that their home has been built to Step Code 5, which required a half wall to support the upper floor roof overhang, leading to the need for their variance application.

- c. Louise Blomer (MNP) - 2019 Audit Findings**

**2019 Audit Findings**

Louise Blomer summarized the 2019 audit findings for the Town of Comox, including financial statement highlights, the draft audit report and audit findings report. She advised that the audit went really well and thanked staff and Council for their assistance. She identified that it was a clean audit, with no irregularities and no conflicts of interest. Ms. Blomer stated that financial sustainability is healthy and has been consistent over the past 10 years. She stated that flexibility continues to decline, and that the Town is not highly vulnerable to other funding sources

## **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 August 5, 2020, be Approved.*

(2020.263) -- CARRIED

### **3. COMMITTEE REPORTS: NIL**

### **4. UNFINISHED BUSINESS:**

#### **a. Management Report - September 2, 2020**

##### **Management Report**

*That the September 2, 2020 Management Report be received and filed for information.*

(2020.264) -- CARRIED

#### **b. Planning Report RZ 20-2: Zoning Map and Housekeeping Update**

##### **Zoning Map and Housekeeping Amendments**

1. *That the Comox Zoning Amendment Bylaw 1957 be given Third Reading.*

(2020.265) -- CARRIED

2. *That the Comox Zoning Amendment Bylaw 1957 be Adopted.*

(2020.266) -- 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 July 28, August 11 and August 25, 2020.*

(2020.267) -- CARRIED

### **6. BYLAWS:**

#### **a. Comox Council Procedure Bylaw No. 1960, 2020**

##### **Comox Procedure Bylaw**

*That the Comox Council Procedure Bylaw No. 1960, 2020 be Adopted.*

(2020.268) -- CARRIED

### **7. NEW BUSINESS AND NOTICES OF MOTION:**

#### **a. Development Variance Permit Application DVP 20-4 (197 Ellis Street)**

##### **197 Ellis Street**

*That Development Variance Permit DVP 20-4 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 to the September 2, 2020 Planning Report on DVP 20-4.*

(2020.269) -- CARRIED

#### **b. Budget Variance Report, with Year-End Estimates**

##### **Budget Variance Report**

*That the August 27, 2020 Report to Council from the Director of Finance, titled "Budget Variance Report, with year-end estimates", be received for information.*

(2020.270) -- CARRIED

**c. Draft 2019 Annual Financial Statements**

**2019 Annual Financial Statements**

*That the Draft 2019 Annual Financial Statements be received and approved.*

(2020.271) -- CARRIED

**8. CORRESPONDENCE:**

**a. Province's Economic Recovery Engagement Process**

**COVID-19 Economic Recovery**

*That the letter from Minister Robinson, regarding COVID-19 consultation sessions and economic recovery be received, and filed for information.*

(2020.272) -- CARRIED

**b. Charles Romain - Continuing Vandalism, Parking and Traffic Violations at Church Street and Buena Vista**

**Complaint - Church Street and Buena Vista Avenue**

*That the August 5, 2020 email from Charles Romain, expressing concerns about noise and parking related to the Church Street Taphouse, was received and filed for information.*

(2020.273) -- CARRIED

**c. Richard Cockwill and Dawn Lupton - Subdivision of Claddagh Estates**

**Claddagh Estates**

*That the emails received August 7 and 8, 2020 from Richard Cockwill and Dawn Lupton, regarding subdivision applications in Claddagh Estates, be received and filed for information.*

(2020.274) -- CARRIED

**d. Jessie Christophersen (Recycling Council of British Columbia) Waste Reduction Proclamation**

**Waste Reduction Proclamation**

*That the August 11, 2020 email from Jessie Christophersen of the Recycling Council of BC, requesting Council's support in proclaiming October 19th through 25th, 2020 as National Waste Reduction Week in Canada, be received and the request approved.*

(2020.275) -- CARRIED

**e. Danyta Welch (Union of BC Municipalities) 2020 Community Excellence Awards**

**Community Excellence Awards**

*That the August 13, 2020 letter from Danyta Welch of the UBCM, acknowledging the Town's application to the 2020 Community Excellence Awards Program for the Draft Anderton Corridor Neighbourhood Concept Plan and advising of the date and time of the awards ceremony, be received and filed for information.*

(2020.276) -- CARRIED

**f. Haeley Dewhirst (Comox BIA) September Street Closure**

**BIA Street Closure**

*That the August 12, 2020 email from Haeley Dewhirst of the Comox Business in Action, regarding their decision to not close Comox Avenue on the weekend of September 4th and 5th, be received and filed for information.*

(2020.277) -- CARRIED

- g. David Frisch (Comox Valley Regional District) Use of Skyrocket for Municipal Landscaping**

**Skyrocket for Municipal Landscaping**

*That the August 18, 2020 letter from David Frisch, Chair of the Comox Valley Sewage Commission, encouraging the Town to consider switching from the organics program compost to the Skyrocket product for landscaping needs, be received and filed for information.*

(2020.278) -- CARRIED

- h. Cory Vanderhorst (MNP): Letter to Comox Valley Economic Development Society regarding impacts from the new contract with the Comox Valley Regional District**

**Comox Valley Economic Development Society**

*That the June 17, 2020 letter to the Comox Valley Economic Development Society from Cory Vanderhorst of MNP, regarding impacts from the new contract with the Comox Valley Regional District, be received and filed for information.*

(2020.279) -- CARRIED

**REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 6:50 P.M. UNTIL AFTER THE PUBLIC HEARING ON REZONING APPLICATION RZ 18-06 (2310 GUTHRIE ROAD)**

**CARRIED**

**THE MEETING WAS CALLED BACK TO ORDER AT 7:10 P.M.**

**9. LATE ITEMS: NIL**

**10. DELEGATIONS: NIL**

**11. REPORTS FROM MEMBERS OF COUNCIL:**

**a. Councillor Grant**

Councillor Grant advised that he attended the Comox Valley Regional District meetings, meet with the Comox Valley Economic Development Society a couple of times and toured the new condominium development at 1700 Balmoral Avenue.

**b. Councillor McGowan**

Councillor McGowan advised that she:

- attended a BC Municipal Climate Leadership Council meeting,
- attended a d'Esterre Seniors board meeting,
- participated in a call with Dr. Charmaine Enns, and
- attended a Food Policy Council meeting.

**c. Councillor Swift**

Councillor Swift advised that she attended the Comox Valley Regional District meetings and a Filberg Heritage Lodge and Park Association meeting.

**d. Councillor Bissinger**

Councillor Bissinger advised that she attended a site visit with resident regarding a subdivision and rezoning, and attended the Comox Strathcona Waste Management meeting.

**e. Councillor McKenna**

Councillor McKenna advised that he attended a Comox Valley Coalition to End Homeless meeting.

**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 September 2, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:*

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

*(2020.280) -- CARRIED*

**THE MEETING WAS CLOSED TO THE PUBLIC AT 7:22 P.M.**

**THE REGULAR COUNCIL MEETING RECONVENED AT 8:40 P.M.**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 8:40 p.m.

*CARRIED*

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

---

MAYOR

---

CORPORATE OFFICER

**Public Hearing Meeting Minutes**  
**held at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, Comox, BC**  
**on Wednesday September 2, 2020**

---

Present: Mayor R. Arnott

Councillors A. Bissinger (electronically), K. Grant,  
P. McKenna (electronically), N. Minions, M. Swift

Staff J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
M. Kamenz, Director of Development Services  
R. Bozerocka, Planner

Absent: Nil

Call to Order:

The Public Hearing Meeting was called to order at 7:00 p.m.

There was one member of the public in attendance.

Pursuant to Ministerial Order, the September 2, 2020 Public Hearing was conducted by electronic means with some or all members of Council participating electronically. A maximum of 15 members of the public was permitted to attend the Public Hearing in order to enable patrons to maintain a distance of two metres from one another. The Public Hearing was also live-streamed via the Town's Facebook Page for members of the public that were not able to attend in person.

In accordance with the Gatherings and Events Order of the Public Health Officer, access to the Public Hearing was controlled and closely monitored. As well, the first and last names and telephone number, or email address, of patrons who attend the Public Hearing was collected.

---

**PUBLIC HEARING STATEMENT**

Mayor R. Arnott made the following statement:

This Public Hearing is hereby convened pursuant to Section 464 of the Local Government Act for the purpose of hearing representations from those persons who believe that their interest is affected by the proposed:

**1. Rezoning Application RZ 18-06 (2310 Guthrie Road):**

- a. Comox Zoning Amendment Bylaw 1897
- b. Comox Phased Development Agreement Authorization Bylaw 1898:  
2310 Guthrie Road

Council will also receive at this Public Hearing any representations that members of the public wish to make regarding Development Variance Permit Application DVP 19-7, which pertain to

the land that is the subject of Comox Zoning Amendment Bylaw No. 1897 and Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road.

The proposed bylaws have received first and second readings, but have not passed third reading or been adopted by Council. Notices of this Public Hearing have been published in accordance with the requirements of the Local Government Act. Also, a copy of the proposed bylaws and development variance permit application, supporting documentation and any submissions to Council received from the public have been available for inspection at Comox Town Hall as required by the Local Government Act. Copies are also available for review at the desk of the clerk.

To maintain order and to ensure everyone a reasonable opportunity to be heard, I ask that each person wishing to speak first sign the Speaker's List, located at the desk of the Clerk. Once called by the Chair, please begin your presentation to Council by clearly stating your name and address. Please make your presentation as brief as possible. After all have had an opportunity to be heard, anyone wishing to have further input may once again sign the Speaker's List.

Council will not debate with each other or members of the public. Council will not answer questions; we are here to hear from you. Technical questions may be directed by the Chair to the staff.

Everyone will be given a reasonable opportunity to be heard at this meeting. No one will be, or should feel, discouraged or prevented from making his or her views heard. Please refrain from any conduct that would intimidate others or discourage them from speaking.

Due to COVID-19 restrictions, please respect physical distancing requirements while lining up to enter or leave this room, or to have your name added to the Speaker's List. Because of maximum capacity limits on this room, we have an overflow room set up if needed next door in the lounge area, and this meeting is being livestreamed on that side. Those wishing to speak who are waiting next door may have their name added to a Speaker's List in that area, and will be called over once it is their turn. Once you have addressed Council, please move over to the lounge side, if necessary, to allow others the opportunity to address Council.

If members of the public are not able to attend at tonight's meeting due to maximum capacity limits, tonight's meeting will be recessed once we have heard from those physically present. The meeting will reconvene tomorrow night at 7:00 p.m. to hear from you.

## **1. Rezoning Application RZ 18-06 (2310 Guthrie Road):**

### **Application Summary**

#### **a) Comox Zoning Amendment Bylaw 1897**

In summary, the purpose of Comox Zoning Amendment Bylaw 1897 is to change the zoning of 2310 Guthrie Road to a mixed use multi-family and commercial zone.

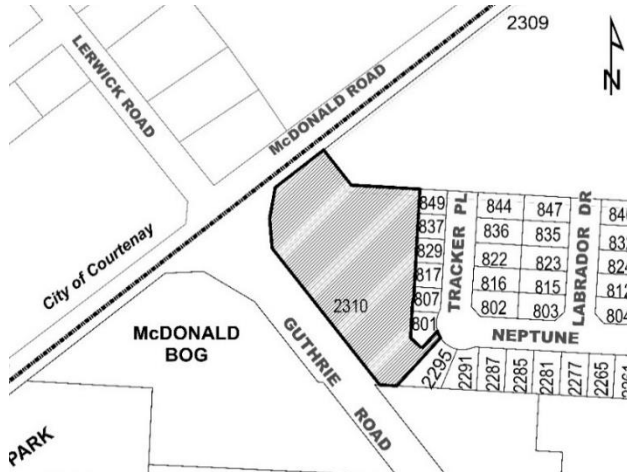
#### **b) Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road**

In summary, the Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road is to authorize the Town of Comox to enter into a Phased Development Agreement with 2310 Guthrie Development Corp. Inc. No. BC0920625 for a term of 10

years, limiting the Town's ability to change the zoning in exchange for an amenity contribution of \$62,842 to the Town's Affordable Housing Reserve Fund

c) Development Variance Permit Application DVP 19-7

In summary, the Development Variance Permit Application DVP 19-7 is to vary the setbacks between buildings to enable the phased construction of the proposed development.



***The Application Summary was received for information.***

**Public Hearing Submissions:**

Mayor Arnott made the following statement:

Written – To ensure that written submissions are included in the minutes of the meeting, please ensure that all are submitted to the desk of the Clerk before the end of the meeting.

Verbal – The proposed bylaws and development variance permit are now open for discussion.

**Speakers: There were no speakers**

**a. Close of Public Hearing:**

There being no speakers on the speaker's list, Mayor Arnott made the following statement:

I would remind those present that legal considerations prevent the members of Council from considering any representation made after the close of this Public Hearing.

Before closing the Public Hearing, I am going to call three times for any further speakers on any of the matters contained in the proposed bylaws and development variance permit application.

For the first time, is there anyone who wishes to make any further representation?

For the second time, is there anyone who wishes to make any further representation?

For the third time, is there anyone who wishes to make any further representation?

There being no further speakers, I declare this Public Hearing closed.

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 7:08 p.m.

*CARRIED*

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

---

MAYOR

---

CORPORATE OFFICER

Certified fair and accurate pursuant to Section 890(7) of the Local Government Act.



---

CORPORATE OFFICER

**TOWN OF COMOX**  
**Minutes of the Strategic Planning Committee Meeting,**  
**held in Council Chambers on Wednesday September 9, 2020**

---

**Present:**

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

**Absent:** Nil

Pursuant to Ministerial Order, the Committee meeting was conducted by electronic means with some or all members of the Committee participating electronically. Further, in accordance with Ministerial Order, the public was not permitted to be in attendance. Members of the public were able to attend to view the proceedings of the Committee at d'Esterre Seniors' Centre, 1801 Beaufort Avenue.

In accordance with the Public Health Officer Order, access to the Committee was controlled and closely monitored. As well, the first and last names and telephone number, or email address, of patrons who attended the viewing of the Committee meeting was collected.

**Call to Order:** The meeting was called to order at 5:00 p.m.

The Agenda was Adopted.

---

**1. DEPARTMENTAL PRESENTATION:**

**a. Development Services Department**

The Director of Development Services gave a presentation on the Development Services Department to the Committee, including personnel planning and an overview of the 2020/21 work plans.

**2. STAFF REPORTS:**

**a. Strategic Plan**

**COMMITTEE RECOMMENDATION:**

That the Committee forward the 2020 Strategic Plan, as attached to the CAO's September 4, 2020 Staff Report, to the next Regular Meeting of Council for adoption.

*CARRIED*

**3. CORRESPONDENCE:**

**a. Alexandra Griffith: Wide-spread use of poisons in rodent control**

The September 2, 2020 email from Alexandra Griffith to Councillor McGowan, regarding use of poisons in rodent control, was received for information.

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 6:26 p.m.

*CARRIED*

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

---

CHAIR

**2020 STRATEGIC PRIORITIES CHART**

September 16, 2020

**Strategic Statement**

**OPERATIONAL STRATEGIES (CAO/Staff)**

**CHIEF ADMINISTRATIVE OFFICER**

1. Build on K'omoks First Nation Relationship
2. Mack Laing Trust
3. Garbage Collection and Organics Program
4. Review of Council Remuneration
5. Asset Management Funding Linkage
6. Marina Park Vendor Policy and Program
7. Marina Park Enhancement and Parking Improvements
8. Shovel Ready Grant Project Strategy
9. Town Website Rebuild
10. RCMP Cost Review
11. DL 194 Parks Property Transfer

Policies

12. Council Conference Attendance Policy
13. CAO Performance Review Policy
14. Senior Staff Performance Review Policy
15. Exempt Staff Benefits Policy

Complete

16. Criminal Record Check Policy

**PLANNING SERVICES**

1. Subdivision Bylaw: Update
2. Open House - Climate Crisis Climate Change Adaptation Strategy
3. Decrease Processing Times
4. Draft Anderton Corridor Land Use Plan
5. Report for Affordable Housing and Short Term Rentals
6. Urban Food Production
7. Downtown Vitalization Zone Expansion
8. Heritage Registry Report
9. Town Website Rebuild: Planning and Building Permitting
10. Participation in CVRD Regional Poverty Reduction Strategy

Major Development Applications

11. 2310 Guthrie
12. 2309 McDonald
13. 468/490 Anderton
14. 1582 Balmoral
15. 695 Aspen- Affordable Housing Contract
16. North East Comox Stormwater Management Plan

Minor Development Applications

17. Parklet Adaptation and Winterization applications
18. 7-10 Minor RZ/DP/DVP Applications

Complete

19. Step Code 2/3 Implementation
20. Childcare Space Creation Funding Applications

**FINANCE**

1. Asset Management Replacement Funding Strategy
2. Payroll Software adoption
3. Conversion of municipal accounting codes and work orders
4. Fiber Optics
5. Phone System Replacement
6. Online account balances and payment options
7. Accounting Software
8. Town Website Rebuild

**CORPORATE**

1. Policy Manual Creation
2. Council Procedure Bylaw Update
3. Records Management System- Administration
4. Boundary Extension Request- Torrence Road
5. Town Website Rebuild
6. Council Delegation Bylaw
7. Review of Corporate/Legal Agreements
8. Solid Waste Collection Changes
9. Bylaw Adjudication System
10. Marina Lease Renewal
11. KFN Fire Protection Agreement
12. SPCA Agreement
13. Solid Waste Collection- Statutory Holidays

**2020 STRATEGIC PRIORITIES CHART**

September 16, 2020

**Strategic Statement****OPERATIONAL STRATEGIES (CAO/Staff)**

<p><b>FINANCE</b></p> <p><u>Complete</u></p> <p>9. Production of Audited Financial Statements 10. Production of Municipal Budget documents</p>	<p><b>CORPORATE</b></p> <p><u>Complete</u></p> <p>14. Hire Communications Specialist 15. COVID Safety Plan 16. Council Procedure Bylaw Update</p>
<p><b>PARKS/BUILDING MAINTENANCE</b></p> <p>1. Wayfinding Project 2. Lazo Greenway Development 3. Off-Leash Dog Park Creation 4. 695 Aspen Daycare Construction Management and Affordable Housing Units 5. Marina Condition Assessment 6. New Garbage Truck &amp; Tractor 7. Town Website Rebuild 8. COVID Adaption for Parks and Public Restrooms 9. Service Contract for Building Maintenance Tender 10. Parks Job-Description Review 11. Garbage Collection Efficiency Review</p>	<p><b>PUBLIC WORKS &amp; ENGINEERING</b></p> <p>1. Anderton Servicing Plan 2. Subdivision Bylaw Update 3. Foreshore Sanitary Replacement 4. Transportation Plan: Update 5. North East Comox Stormwater Management Plan 6. Anderton and Robb Road Intersection Improvements 7. Dryden Watermain and Multi Use Path 8. Noel Avenue Upgrade 9. Sidewalks South Side of Comox Avenue 10. Port Augusta / Comox Avenue Turning Radius 11. Torrence and Balmoral Road Upgrade 12. Manor Outfall Improvements 13. Sidewalk Bolt and Aspen 14. Town Website Rebuild 15. Downtown Parking Strategy</p> <p><u>Complete</u></p> <p>16. Guthrie/Brooklyn Cross Walk Upgrade</p>
<p><b>FIRE</b></p> <p>1. Volunteer Retention/Recruitment 2. Wildfire Deployment Policy 3. Sound of Life-Smoke Alarm Program</p>	<p><b>RECREATION</b></p> <p>1. Site Master Plan 2. Fitness Studio: Capital Equipment 3. Low Income Regional Recreation All Access Pass Program 4. Town Website Rebuild 5. COVID Recreation Delivery Adaptation 6. Hands on Farm Re-Start 7. Active-Net Implementation 8. Children Summer Camp 9. Recreation Guide 10. Programmer Weekly Hour Increase</p>

August 24, 2020

RECEIVED

AUG 28 2020

TOWN OF COMOX

Mayor and Council  
Town of Comox  
Town Hall  
1809 Beaufort Ave.  
Comox BC V9M 1R9

LOG: 20-369	REFER: SR	AGENDA: 
FILE: 5360-02	ACTION: SR	

120-02  
o-c file  
copies - Council  
- JW/SA/CF

Dear Mayor and Council:

Subject: Switch to Biweekly Garbage Pickup

I am writing on behalf of the strata council for EPS2244, Spencer Estates, located at 2030 Wallace Avenue in Comox. We recently learned of your decision to switch to biweekly garbage collection.

We are aware of the Organics Collection Program review and Climate Change Adaption Strategy initiatives contained within the Town of Comox 2019 Strategic Priorities, and support the related principles. However the subject decision does not appear to address townhouse strata properties currently receiving garbage and recycling pickup services via related taxes, but not receiving organics or yard waste pickup services.

Essentially, your decision cuts in half our garbage pickup services without providing any alternatives. Over the past few years, we have spoken to Town Hall staff to inquire how to obtain organics and yard waste pickup services. We were told that the strata would have to obtain 100% agreement from 100% of owners in order to proceed; we were also told that because the issue was governed by a CVRD bylaw, the Town could not assist without a bylaw change.

It is an unreasonable expectation for any strata to obtain 100% participation in voting, let alone 100% agreement on any issue. It seems unfair to impose this requirement on a strata corporation, particularly when it deals with provision of local government services and associated individual taxation. We are willing to seek legal advice on this if necessary.

If the Town and the CVRD are serious about their climate change priorities, we would hope and expect that a bylaw change (if indeed necessary) is something they are willing to pursue to achieve those priorities.

Our strata and other townhouse stratas receive individual door-to-door garbage collection and recycling so there doesn't seem to be a practical reason for not receiving the same organics/yard waste collection services provided to our neighbours. Thus this appears to be a problem of bureaucracy rather than an implementation problem.

We are aware that a small increase in taxes would result but don't believe this is a legitimate argument to "opt out" of such a service. We believe townhouses should be required/able to access the same services as other taxpayers (who don't have an option), at similar cost.

If the Town is unable to resolve this evident inequity, we ask that you exempt townhouse stratas from the change to biweekly garbage pickup, to offset our being excluded from the organics/yard waste pickup services.

We look forward to receiving your reply.

Sincerely

A handwritten signature in cursive script that reads "Sharon Malone".

Sharon Malone  
Strata Council President, Strata EPS2244  
9 – 2030 Wallace Avenue  
Comox B.C. V9M 1X3  
250-941-1278

LOG: 20-373	REFER: SR	AGENDA:  
FILE: 5360-02	ACTION: SR	

120-02

Ken Kemper  
 President, Strata Council  
 Parkwood Estates  
 1220 Guthrie Road  
 Comox, BC; V9M 4A6

o-file  
 copies - Council  
 - JW/SA/CF

Open Letter to Town of Comox Mayor and Council

Re: Bi-weekly garbage pickup

It is a relief to see that weekly collection of yard and kitchen organic waste will continue when you move us to a 2 week schedule for garbage pick up. The odour of kitchen waste after just one week is bad enough, especially if we have been buying from our local fishers down at the harbour. As we all know that smell in the garbage can get out of control after just a few days, let alone weeks. So good on you for clarifying that. We don't want to be attracting vermin.

But wait a second. We live in a strata. In your incredible wisdom strata properties are not worthy of organics pickup. Or have you decided that with this new plan you will extend organics pickup to stratas? Given that all single home properties have curbside pickup it would be most welcome if that service were extended to our curbside as well. That would be very democratic of you but I doubt that that is part of the plan.

We pay taxes like everybody else but because we live in a strata we have to pay a contractor to remove all our yard waste. Now we will have to find a way of dealing with our kitchen waste as well in order to prevent noxious odours and rodent infestations which will be inevitable with your plan. All to save \$23 a year for all Comox homes?

There are condos, town homes and stratas all over town (some with low cost rental agreements) which you have encouraged in order to increase density. I suggest it is also to increase the tax base, the burden of which is disproportionately heaped on stratas. If you persist in this scheme of yours we will all face increased rodent problems. What is the Town of Comox plan for pest control?

I presume you have your Town of Comox dumpsters well secured. If not you can expect a big stink and lots of big fat rats when strata owners use them as their alternate disposal site.

Please take this "plan" back to the table and consider the needs of ALL Comox residents.

Sincerely  
 Ken Kemper



RECEIVED

SEP 04 2020

TOWN OF COMOX

**Town of Comox – Administration**

---

**From:** **RECEIVED** Morley Drake <morleykdrake@gmail.com>  
**Sent:** September 10, 2020 11:04 AM  
**To:** Sep. 10, 2020 Town of Comox – Administration  
**Subject:** Biweekly garbage pick-up

LOG: 20-375	REFER:	AGENDA: RCM 16Sep20
FILE: 5360-20/20	ACTION: MR	

**TOWN OF COMOX**

To the Town of Comox and Comox Council,  
I have a big concern with your biweekly garbage pick-up. You have stated in one of your press releases that there will be a weekly pick-up of organics and kitchen waste so that no one has to store smelly kitchen waste for two weeks. The problem with this is, there are a lot of residents that will be holding this smelly mess for two weeks at no fault of their own. These are the residents that live in strata homes, townhouses and other multi residential dwellings, that do not have organic or yard waste pick up now. It is my understanding that we all pay the same taxes in Comox, so how is it fair that some residents get a service and others do not? Many strata residents are the elderly and have very little space in their homes to store kitchen waste for two weeks. Placing it in the garage only creates a problem that they are not equipped to deal with and that is the attraction of rodents. I am sure the town does not want an infestation in any community of Comox. In my opinion, if we go to this system to save a few dollars for some then you have to extend the weekly organic and kitchen waste pick-up to every household, whether they are a single family, townhouse, rowhouse or a strata home. It must be equal across the board for taxpayers in the town of Comox.

Yours,  
Morley Drake

**Town of Comox – Administration**

---

**Subject:** FW: Hydro/Telus

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

From: Lee Winter <lee.rick@shaw.ca>  
Sent: Saturday, September 5, 2020 10:07 AM  
To: council <council@comox.ca>  
Subject: Hydro/Telus

**RECEIVED**

Sep. 8, 2020

**TOWN OF COMOX**

LOG: 20-377	REFER:	AGENDA: RCM 16Sep20
FILE: 0220-20	ACTION: MR	

Good Morning,

FYI.....the cell antennas on the hydro polls among other cell antennas around town are seriously effecting me and I have a very hard time staying in any shop or cafe etc. in downtown Comox. I know hydro and Telus can do anything they want on the poles but this is a just to inform you, all this radiation is not a good thing on peoples health. Most people can't feel it but none the less it is harming everyone. I have an EMF metre and measured a lot of the cell antennas and all of them were very high to extreme.

One house on Cougar Crescent on the corner read extreme high right at the house, I wanted to knock on their door in let them know....because most people have no idea about this at all. It took me 4 years being exposed to radiation via a very strong router 24/7 to go on long term disability from work. I don't wish what I went through on anyone.

Thank you  
Lee Winter  
Comox

**Town of Comox – Administration**

**RECEIVED**

**Subject:** FW: Urinating outside in broad daylight

Aug. 31, 2020

**From:** [randdstewart@shaw.ca](mailto:randdstewart@shaw.ca) <[randdstewart@shaw.ca](mailto:randdstewart@shaw.ca)>

**TOWN OF COMOX**

**Sent:** Saturday, August 29, 2020 11:42 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>; Ted Usher <[tusher@comox.ca](mailto:tusher@comox.ca)>

**Cc:** 'DIANE HODGES' <[dihodges@shaw.ca](mailto:dihodges@shaw.ca)>; [lizann\\_wood@hotmail.com](mailto:lizann_wood@hotmail.com)

**Subject:** Urinating outside in broad daylight

LOG: 20-376	REFER:	AGENDA: RCM 16Sep20
FILE: 4010-20	ACTION: MR	

Along with the constant traffic racing up and down comox ave and church street; here is just another symptom of your approving a PUB in the heart of a senior residential area of comox. Friday, August 29<sup>th</sup>; while I was on my balcony; located at 1800 comox avenue; I looked towards the pub. A couple; appox 30 years in age; parked along church street; just past the post office on the same side of the street. He gets out and proceeds to urinate into the bushes behind the painted electrical box. She ignores and waits. They both then proceed to head in the direction of the pub; I guess they don't have bathrooms. Unbelievable and disgusting; not that anyone on council at city hall cares. The residents of the immediate vicinity of this pub; will continue to suffer in silence; while the guests of this churchstreet partyhouse continue with the "we can do whatever we want" attitude with no regard for the residents.

Regards  
Diane Stewart



O - Cfile: 4940-20/20-01  
Copies - Council  
- JW/LP/LG

September 05, 2020

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

LOG: 20-378	REFER:	AGENDA:
FILE: 4940-20/21	ACTION: MR	RCM 16Sep20

**RECEIVED**

Sep. 9, 2020

**TOWN OF COMOX**

**RE: Accessibility for People Who Are Hard of Hearing During COVID-19 Pandemic**

Dear Mayor Arnott and Council,

The COVID-19 Pandemic has created unprecedented circumstances that are impacting the health and social wellness of all Canadians. As Governments and communities work collectively to implement safety measures and practices to manage the risks, it is essential decision-makers account for the impact of these practices to ensure they are inclusive to benefit all Canadians. For people who are hard of hearing, the impact of physical distancing and the legislated use of face masks that hide the mouth has created additional challenges in many jurisdictions. Typically, people with hearing loss need to be in close proximity to hear others and to read their lips so that we can communicate effectively. Face masks that hide the view of a person’s mouth interfere with our ability to understand the other party and may have negative outcomes on our ability to engage and be served due to misunderstandings and lack of communication accessibility.

We recommend that the individuals responsible for governance in the Comox Valley adopt and promote the practice of wearing clear masks as a standard universal approach and urge your office to support their use. You are in a unique position to influence the health care and other sectors who look to your leadership on this matter.

While the supply of clear masks meeting regulatory standards is inadequate, initiatives and suppliers are working to address this, and the Canadian Hard of

Hearing Association-Comox Valley Branch is here to work with you to resolve this critical need.

We are also asking that the governing bodies of the Comox Valley commit to adopting and promoting alternatives that can improve overall accessible communication practices such as:

- Using face shields where possible, as many employers have already taken steps in this area.
- Adopting speech to text apps or pen and paper as a workplace practice.
- Ensuring that video and other media are captioned.
- Using assistive listening devices that enable physical distancing.
- Integrating 'Captioning/CART' as a standard practice for meetings.

I am including two links that have been supplied by our National Association regarding a short video explaining mask use as well as one that explains a partnership with a company who will be manufacturing and distributing said masks. They are:

[Share your smile link.html](#) and  
[Como mask partnership.html](#) respectively

We continue to remain positive and know that our collective efforts will ensure we successfully manage through these challenges.

Again, we extend our support and availability to work with you and your colleagues directly on addressing this issue. Please do not hesitate to contact me if you have any questions.

Sincerely,

DocuSigned by:  
  
B997BBC7CCB3445...

for: Nina Goodman, President  
Canadian Hard of Hearing Association  
Comox Valley Branch  
[CVhardofhearing@gmail.com](mailto:CVhardofhearing@gmail.com)

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Build on K’omoks First Nation Relationship	Create increased communication between both Administrative and Council levels to ensure a strong and harmonious relationship.	Meeting between CAO’s took place on June 23 <sup>rd</sup> 2020 Council to Council meeting agreed upon but not date determined as of yet. Last follow up: August 2020
2.	Mack Laing Trust	Modification of the Mack Laing Trust in order to reach a resolution of on the Shakesides building future.	Court hearing to be scheduled to determine terms of trust. Awaiting direction from the Solicitor General.
3.	Garbage Collection and Organics Program	Provide weekly organic and bi-weekly garbage and recycling pick up to residents with curbside service.	The construction of an organics facility by the CVRD has been delayed due to lack of interest in the RFP. The town will remain with current service levels until surety is reached on organics processing capabilities.
4.	Review of Council Remuneration	A Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	
6.	Marina Park Vendor Policy and Program	A policy to regulate in a fair and consistent manner access for street vendors at Marina Park as well as address ongoing garbage issues.	
7.	Marina Park Enhancement and Parking Improvements	Development of a plan to increase youth enjoyment at the park, alleviate parking issues, and expand Marina boat rentals.	
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	A grant writer has been hired with 2 grants totaling 1,050,000 applied for. Announcements expected in the new year.
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	Project targeted for start in late 2020/early 2021.
10.	RCMP Cost Review	Examine and provide rationale for increased RCMP costs.	Meeting confirmed September 10.

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

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	DL 194 Parks Property Transfer	Agreement with Province and KFN to lease the park property for 99 from KFN.	Agreement and Parks Management framework have been sent to KFN. Awaiting response and meeting.
<b>POLICIES</b>			
12.	Council Conference Attendance Policy	A staff report to be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	
13.	CAO Performance Review Policy	Develop an annual review process for the CAO.	Complete.
14.	Senior Staff Performance Review Policy	Develop an annual review process for all senior and exempt staff.	
15.	Exempt Staff Benefits Policy	Develop a salary and benefits policy for all exempt staff.	

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Subdivision Bylaw: Update	Rewrite of current bylaw. Includes clarification of what Town infrastructure works are required at time of building permit differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision application processing procedures, and introduction of driveway access permitting procedures.	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs be undertaken by Director of Works and Director of Development Services.
2.	Open House - Climate Crisis Climate Change Adaptation Strategy	That an open house be held on the topic of Current Town of Comox Strategic Priorities and Climate Crisis and Adaptation at a future date to be determined by staff.	
3.	Decrease Processing Times	Overall effort to decrease the amount of time it takes to receive and respond to applications.	Additional planner hired and backlog of applications likely to decrease end of year 2020.
4.	Draft Anderton Corridor Land Use Plan	To provide a land use plan for modeling of infrastructure servicing for future public consultation.	Project on hold until Northeast Comox issues resolved.
5.	Report for Affordable Housing and Short Term Rentals	<p>That staff be instructed to prepare a report on:</p> <ul style="list-style-type: none"> <li>a. Options for local government provision of affordable housing;</li> <li>b. Options for the use of rental zoning; and</li> <li>c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.</li> </ul> <p>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.</p>	<p>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.</p> <p>Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.</p>

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
6.	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.	Town and Courtenay staff coordinating research and policy development. Project is in its initial stage, no timeline for completion as of yet.
6.	Downtown Vitalization Zone Expansion	Amendment of Downtown Vitalization Program with includes Revitalization Tax Exemption, Priority Planning and Building Permit application processing and reduced application processing fees to include multi-family and commercial development along Comox Ave to Town's west boundary including closed Comox Elementary Site on Rodello.	
8.	Heritage Registry Report	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Direction required from Council as previously noted in the Management Report as "not a strategic priority of Council".
9.	Town Website Rebuild: Planning and Building Permitting	The website will highlight all development procedures for simple and complex buildings, zoning application, zoning rules, building permit applications, and other items pertaining to development and zoning.	
10.	Participation in CVRD Regional Poverty Reduction Strategy	Joint project of CVRD, Cumberland, Comox, Courtenay, and K'omoks First Nation. Lead by the CVRD to undertake a regional poverty assessment and reduction strategy to promote awareness of local poverty, identify systemic barriers that facilitate the cycle of poverty, and provide an action plan to reduce Comox Valley poverty by at least 25% by 2024 (over 2016 baseline levels).	RFP posted with September 9th deadline for submissions.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**September 16, 2020**

<b>MAJOR DEVELOPMENT APPLICATIONS</b>			
11.	2310 Guthrie	42 townhouse units and approx. 530 sq. m of commercial space.	Next step: Planning Report on 3 <sup>rd</sup> reading of bylaws scheduled for September 16 RCM.
12.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Next step: Planning Report on 1 <sup>st</sup> and 2 <sup>nd</sup> reading of OCP and Zoning amendment applications
13.	468/490 Anderton	15 duplex / townhouse units.	Next step: Issuance of preliminary subdivision approval by Approving Officer and Planning Report on 1 <sup>st</sup> and 2 <sup>nd</sup> reading of Rezoning Application.
14.	1582 Balmoral	52 apartment units (BC Housing Subsidized for 55+).	DVP and DP issued September 2, 2020.
15.	695 Aspen-Affordable Housing Contract	6 apartment units purchased by Town using Affordable Housing reserve funds with BC Housing Mortgage, operated as affordable housing by Makola Housing.	Next step: Public Notification of Council intent to lease 6 housing units and commercial space at below market rates to non-profits for affordable housing and daycare purposes
16.	North East Comox Storm Water Management Plan	Implementation of North East 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.
<b>MINOR DEVELOPMENT APPLICATIONS</b>			
17.	Parklet Adaptation and Winterization applications	Expansion of Temporary Patio & Parklet Program created 20-May-2020 and permanent parklet program to allow for additional facilities necessary to support winter operation.	Information requested from the BIA, awaiting response.
18.	7-10 Minor RZ/DP/DVP Applications	Includes: <ul style="list-style-type: none"> <li>• provincial referral of recreational cannabis store application</li> <li>• rezoning, DVP applications for infill single family</li> <li>• hazardous area and environmental DP applications for single family</li> <li>• industrial and residential rezoning applications as a result of bylaw enforcement</li> </ul>	

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

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Policy Manual Creation	Creation of a policy manual that will include all Town policies organized by department.	Current focus on Council policies (55 policies to be reviewed). CAO Performance Review, Fire Deployment to Outside Areas, Criminal Record Check Policy added in 2020. Additional policies to be developed: Proclamations and Flag Raising, Council Conference Attendance, Senior Staff Performance Review Policy, Exempt Staff Benefits Policy, Council Conference Attendance Policy.
2.	Council Procedure Bylaw Update	Update of Council Procedure bylaw.	Complete.
3.	Records Management System - Administration	Review/synchronize existing physical system with electronic system. Retention and destruction of physical records.	Review initiated. May require hiring of casual staff. May require Records Management Policy and IT support.
4.	Boundary Extension Request – Torrence Road	Boundary extension proposal in the Noel, Torrence and Lazo Roads area.	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.
5.	Town Website Rebuild	Development of overall look for website plus Corporate Administration Departmental Section – Council information, meeting schedules, bylaw enforcement, elections, reports and publications, news, etc.	
6.	Council Delegation Bylaw	Bylaw outlining and authorizing the powers, duties and functions that Council wishes to delegate.	

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

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
7.	Review of Corporate/Legal Agreements	Establish a system to better manage the requirements (payments, insurance renewals, agreement renewals, etc.) of various corporate and legal agreements.	
8.	Solid Waste Collection Changes	Review of solid waste collection program – bi-weekly garbage collection, collections of organics from strata properties, collection on Statutory holidays. Development of communication and implementation plan.	Council resolution July 15 to move towards bi-weekly garbage collection.
9.	Bylaw Notice Adjudication System	Development and implementation of a Bylaw Notice Adjudication System as an alternative to the provincial court for resolving minor local government bylaw contraventions.	RCM staff report for September 16.
10.	Marina Lease Renewal	Renewal of lease with Provincial government for Comox Municipal Marina.	
11.	K'omoks First Nation Fire Protection Agreement	Renewal of agreement with K'omoks First Nation for the provision of fire protection services on KFN land.	
12.	SPCA Agreement	Renewal of agreement with the SPCA for the provision of dog kennel / animal control services.	
13.	Solid Waste Collection – Statutory Holidays	Prepare for closure of the landfill on Stat holidays beginning January 1. May require Add-a-Day schedule and communications strategy for residents.	In discussions with Emterra and other municipalities affected.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FINANCE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Asset Management Replacement Funding Strategy	The Town of Comox has built its asset management road map, which has provided the path for the Town to most strategically improve their asset management capacity. The staff & Council are funding their road map & are continuing to improve their capacity. The Town has also completed an asset management plan & is currently identifying the annual revenue requirements to meet their risk & level of service performance targets. The challenge the Town now faces relates to determining how to increase current funding levels to meet the identified revenue requirements while taking into consideration affordability, impact on reserves, debt levels etc.	The Town of Comox is proposing to build a Long-Term Financial Plan for their General, Water & Sewer Funds to ensure they have the financial means to replace their assets when needed. This will ensure the Town can bridge its funding gap in a sustainable manner. Below are the proposed activities for this project: <ol style="list-style-type: none"> <li>1. Compile existing financial data &amp; information required to build the long-term financial plan (for November 2020).</li> <li>2. Build Long-Term Financial Model &amp; Plan (for January 2020).</li> <li>3. Develop Long-Term Financial Plan Report (for February 2020).</li> </ol>
2.	Payroll Software adoption	Payroll is running through the new Ceridian Dayforce web application.	<ol style="list-style-type: none"> <li>1. Training for managers is being scheduled to be completed in September 2020.</li> <li>2. Major user features:                             <ol style="list-style-type: none"> <li>a) "banked balances" to be delivered to end-users November 2020.</li> </ol> </li> <li>3. Other adaptations identified will be scheduled for the new year.</li> </ol>
3.	Conversion of municipal accounting codes and work orders	Updating the Town's chart of accounts improves department budgeting/reporting and streamlines the work for the year-end financial statements. Redesign of the Account framework started in 2018 and is ready to be finalized and converted.	Chart of accounts final review – September 2020. Work Order final setup and review – October 2020. Conversion completes – November 2020.
4.	Fiber Optics (network backbone)	Fiber optics installed connecting all municipal office buildings to create a single domain for the organization. Benefits include improved reliability, flexibility for the future, and lower total cost of ownership.	90% completed. The last-mile connection needed from Telus and final connections from Teraspan is anticipated by November 2020.
5.	Phone System Replacement	The current phone system is outdated, and replacement phones are no longer built.	Launch expected October 2020.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FINANCE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
6.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, marina moorage, business licenses, and other Town receivables. Payment may be made online with a credit card, where the card merchant fee is charged to the payor.	Commence in fall 2020. Once the configuration completes, a link will be placed on the Town's website in December 2020.
7.	Accounting Software: Accounts Payable, Purchase Orders, and Inventory to move to a cloud-based software solution.	The Town's paper intensive accounts payable software, lack of a working purchase order solution, and outdated inventory software is time-intensive and lacks the internal controls needed both now and in the future. The new work orders are required for providing sub asset categories to the new asset management system.	This project has not started. To be brought to capital budget deliberations for 2021.
8.	Town Website Rebuild	A new website allows clear paths to yearly financial documents and pages to answers questions on property taxes, Utility billing options, and other financial services.	This project has not started. To be brought to capital budget deliberations for 2021.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PARKS/BUILDING AND MAINTENANCE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Wayfinding Project	Identification of key areas within the Town.	Complete. 30+ signs have been installed.
2.	Lazo Greenway Development: Detailed Design	Multi use pedestrian path from Forester to Guthrie along Lazo	Deferred 2021 design construct 2022.
3.	Off-Leash Dog Park Creation	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. Project deferred to 2021.
4.	695 Aspen Daycare Construction Management and Affordable Housing Units	12 infant spaces and 16 preschool spaces for a total of 28 for childcare. Affordable housing quality control and assurance.	
5.	Marina Condition Assessment	The physical structure of some aspects of the Marina have started to degrade. Repair and replacement will be guided by this assessment.	Boat launch float replacement deferred to 2021.
6.	New Garbage Truck & Tractor	New mechanized 3-tonne garbage compactor truck to modernize and improve the garbage collection program for the Town’s public parks, gathering spaces, and pedestrian hubs.  Tractor to replace existing 26 year old tractor that is past its life cycle.	Complete.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PARKS/BUILDING AND MAINTENANCE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
7.	Town Website Rebuild	Parks maps/locations/ park use permits/tree permits etc./ wayfinding/trails/water park/projects/community stewardship partners projects.	
8.	COVID Adaption for Parks and Public Restrooms	Review improvements to ensure public health and safety.	
9.	Service Contract for Building Maintenance Tender	Current contract ends September 2020	
10.	Parks Job-Description Review	Redefine parks Job Descriptions to include specialized positions (arborist/irrigation technician/etc.)	
11.	Garbage Collection Efficiency Review	Redesign of public refuse collection program - adapting to new refuse collection vehicle	2021 - new refuse vehicle to arrive early 2021.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Anderton Servicing Plan [water/sanitary and storm]	To provide an overall conceptual plan for the provision of water, sanitary and storm services to the lands that were annexed to the Town in 2016 (2309 McDonald Road, 941 Aspen Road and 2077 Hector Road) as well as the entire catchment boundary so that plans can be implemented as development takes place. Same principles of that of NE Comox applied to the servicing plan.	75% complete. On hold until NE Comox issues resolved.
2.	Subdivision Bylaw Update	Rewrite of current bylaw. Includes clarification of what Town infrastructure works are required at time of building permit differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision application processing procedures, and introduction of driveway access permitting procedures.	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs to be undertaken by Director of Works and Director of Development Services.
3.	Foreshore Sanitary Replacement	Upgrade section of sanitary that was identified in the 2013 Town of Comox Sanitary Model Update study in anticipation of the repurposing of the St. Joseph's facility or eventual reconstruction within the site. Also in response to continued operational issues and age of main.	Delay in getting DFO approval will work with KFN and project watershed to discuss projects that could potentially assist with the restoration requirements.
4.	Transportation Plan: Update	Minor update to the 2011 Comox Transportation Study to confirm capital projects and needs are still current.	75% completed.
5.	North East Comox Stormwater Management Plan	Stormwater system and associated bylaws required to allow development in the Northeast Comox area	
6.	Anderton and Robb Intersection Improvements	Draft transportation study recommended installation of rectangular rapid flashing beacons (RRFP) to further improve pedestrian safety due to Anderton being an arterial road and high traffic volumes as well as a high pedestrian use due to its connectivity to Robb Road School and Comox Community Centre.	Working on schedule and anticipate installation no later than end of September 2020.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
7.	Dryden Watermain and Multi Use Path	To loop watermain to improve water quality identified in Water Study as well to construct a multiuse trail to provide regional linkage to NE Comox from Courtenay.	Design complete need to secure statutory right of way.
8.	Noel Avenue Upgrade (Pritchard to Torrence)	Works include road resurfacing, sidewalks, curb and gutter and bike lanes. Also replacement of the existing 900 mm diameter CMP and 1500 mm x 900 mm arch CMP crossing Noel Ave which conveys flows for Brooklyn Creek.	Completed.
9.	Sidewalks South side of Comox Avenue (Rodello to Ellis)	Design exercise to review the costs implications of the project.	Design 95% complete.
10.	Port Augusta/ Comox Avenue turning radius	To improve turning radius for buses per the new transit exchange location.	Design 95% complete.
11.	Torrence and Balmoral Road upgrade	Works include road reconstruction (of 478 linear meters), concrete curb and sidewalk, storm and sanitary sewer installation, and line painting on Balmoral Avenue and Torrence Road from Donovan Drive to Albatross Avenue.	Design complete. Applying for Rural and Northern Community Grant to move project further.
12.	Manor Outfall Improvements	Design and construction of outfall to mitigate ongoing erosion over bank at 141 Manor Place.	Design complete waiting for DFO approval.
13.	Sidewalk Bolt and Aspen	To improve pedestrian connectivity and safety which serves Aspen School, high residential area as well as high commercial site.	Design complete applied for grant.
14.	Town Website Rebuild	Permits/studies/maps/projects/sectors transportation, water, storm, sewer, / reports.	Design complete. Applying for Rural and Northern Community Grant to move project further.
15.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	Work with BIA fall 2020.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE**

**September 16, 2020**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Volunteer Retention/ Recruitment	Retention and recruitment of volunteer firefighters has been a significant issue in North America for at least the past twenty years. Our department has experienced about a twenty percent turnover every year for the past decade. While this would cripple most organization we have been able to managed our way through it.	So far in 2020 twelve members have left the department and they have been replaced by twelve more. We have been very successful in recruiting and training new members however retention is difficult. This is largely because of the lack of good paying jobs and affordable housing in our area. Because of our capable staff and training centre we believe we are well positioned to continue to manage this turnover effectively for several more years, while providing above average services.
2.	Wildfire Deployment Policy	For many years our fire department has provided assistance to the province (when requested) during wildfire season by deploying some of our resources outside of our typical jurisdictional areas. In the past the CAO and Fire Chief would authorize these deployments and advise Council afterwards.	Council approved a new policy in August of 2020.
3.	Sound of Life-Smoke Alarm Program	For almost thirty years now our fire department has been providing and installing free smoke alarms to citizens in single family homes in our community. We strongly believe that by doing so we can reduce injuries/deaths and damage caused by fires. To date we have given away over 2000 smoke alarms. Most of this program is funded by donations from our firefighters and other groups. This model is difficult to sustain.	Our smoke alarm program continues to be very successful. Late last year we had applied, through the Fire Chief Association of BC, for some free smoke alarms through a promotion from First Alert. I am very excited and pleased to report that on September 4th we received 600 free smoke alarms (approx. \$12-\$15K value) from First Alert. This should provide us with inventory to keep this program going for the next two years.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION**

**September 16, 2020**

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Site Master Plan	Urban Systems contracted to provide a Community Centre site master plan composed of three parts: determine future building footprint; maximize customer access to and through site; develop Village Park for broad community use.	First draft plan complete. Next steps are: determine and incorporate ground capacity of geo-thermal field into plan; review plans with staff; community engagement; review and release final report.
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	Recommend cancelling 2020 capital purchases for additional budget savings (\$20,000); resume 2021.
3.	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.	COVID-19 delayed the regional committee's progress on this project. Once regional recreation departments complete their work staff will submit a report to Council.
4.	Town Website Rebuild	<p>The new site will provide:</p> <ul style="list-style-type: none"> <li>• Dependable, predicable and engaging platform through which customers access recreation guides, program information and online recreation registrations</li> <li>• Event and calendar information</li> <li>• Documents and forms (program waivers, summer camp information, facility booking information, etc.)</li> <li>• Town and Recreation branding</li> </ul> <p>Reliable and consumable communication with the public and customer.</p>	
5.	COVID Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines. It also involves planning responses to various COVID second wave scenarios.	The Recreation Department planned its restart in three phases. We are now in phase 3 (open Monday to Friday at 6am, open to 9pm Monday to Thursday and open weekends 8am-1:45pm) with additional programs and Fitness Studio timeslots modified for COVID-19.
6.	Hands on Farm Re-Start	Hands on Farm re-start with COVID-19 protocols for June 2021.	Not started. Restart will depend on Covid-19 conditions, current guidelines and restrictions imposed by the Hands on Farm site.

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

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION**  
**September 16, 2020**

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
7.	Active-Net Implementation	Implementation of ActiveNet recreation software, training staff, converting customer accounts and reviewing business systems	Project is on track for public go-live November 16, 2020.
8.	Children Summer Camp	Summer camps moved outside where possible for 2020, camp maximums reduced and other changes to ensure safety of participants.	Summer camps 2020 end September 4. Staff will review summer programming and make recommendations for 2021.
9.	Recreation Guide	Quarterly project to program, design, edit and manage Comox section of publication.	Ongoing.
10.	Programmer Weekly Hour Increase	Increase weekly programmer budgeted hours from 30/week to 35/week.	Planned for 2021 budget – special projects.

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

**2020 STRATEGIC PRIORITIES CHART**

September 16, 2020

**Strategic Statement**

**OPERATIONAL STRATEGIES (CAO/Staff)**

**CHIEF ADMINISTRATIVE OFFICER**

1. Build on K'omoks First Nation Relationship
2. Mack Laing Trust
3. Garbage Collection and Organics Program
4. Review of Council Remuneration
5. Asset Management Funding Linkage
6. Marina Park Vendor Policy and Program
7. Marina Park Enhancement and Parking Improvements
8. Shovel Ready Grant Project Strategy
9. Town Website Rebuild
10. RCMP Cost Review
11. DL 194 Parks Property Transfer

Policies

12. Council Conference Attendance Policy
13. CAO Performance Review Policy
14. Senior Staff Performance Review Policy
15. Exempt Staff Benefits Policy

Complete

16. Criminal Record Check Policy

**PLANNING SERVICES**

1. Subdivision Bylaw: Update
2. Open House - Climate Crisis  
Climate Change Adaptation Strategy
3. Decrease Processing Times
4. Draft Anderton Corridor Land Use Plan
5. Report for Affordable Housing and Short Term Rentals
6. Urban Food Production
7. Downtown Vitalization Zone Expansion
8. Heritage Registry Report
9. Town Website Rebuild: Planning and Building Permitting
10. Participation in CVRD Regional Poverty Reduction Strategy

Major Development Applications

11. 2310 Guthrie
12. 2309 McDonald
13. 468/490 Anderton
14. 1582 Balmoral
15. 695 Aspen- Affordable Housing Contract
16. North East Comox Stormwater Management Plan

Minor Development Applications

17. Parklet Adaptation and Winterization applications
18. 7-10 Minor RZ/DP/DVP Applications

Complete

19. Step Code 2/3 Implementation
20. Childcare Space Creation Funding Applications

**FINANCE**

1. Asset Management Replacement Funding Strategy
2. Payroll Software adoption
3. Conversion of municipal accounting codes and work orders
4. Fiber Optics
5. Phone System Replacement
6. Online account balances and payment options
7. Accounting Software
8. Town Website Rebuild

**CORPORATE**

1. Policy Manual Creation
2. Council Procedure Bylaw Update
3. Records Management System- Administration
4. Boundary Extension Request- Torrence Road
5. Town Website Rebuild
6. Council Delegation Bylaw
7. Review of Corporate/Legal Agreements
8. Solid Waste Collection Changes
9. Bylaw Adjudication System
10. Marina Lease Renewal
11. KFN Fire Protection Agreement
12. SPCA Agreement
13. Solid Waste Collection- Statutory Holidays

**2020 STRATEGIC PRIORITIES CHART**

September 16, 2020

**Strategic Statement**

**OPERATIONAL STRATEGIES (CAO/Staff)**

<p><b>FINANCE</b></p> <p><u>Complete</u></p> <p>9. Production of Audited Financial Statements 10. Production of Municipal Budget documents</p>	<p><b>CORPORATE</b></p> <p><u>Complete</u></p> <p>14. Hire Communications Specialist 15. COVID Safety Plan 16. Council Procedure Bylaw Update</p>
<p><b>PARKS/BUILDING MAINTENANCE</b></p> <p>1. Wayfinding Project 2. Lazo Greenway Development 3. Off-Leash Dog Park Creation 4. 695 Aspen Daycare Construction Management and Affordable Housing Units 5. Marina Condition Assessment 6. New Garbage Truck &amp; Tractor 7. Town Website Rebuild 8. COVID Adaption for Parks and Public Restrooms 9. Service Contract for Building Maintenance Tender 10. Parks Job-Description Review 11. Garbage Collection Efficiency Review</p>	<p><b>PUBLIC WORKS &amp; ENGINEERING</b></p> <p>1. Anderton Servicing Plan 2. Subdivision Bylaw Update 3. Foreshore Sanitary Replacement 4. Transportation Plan: Update 5. North East Comox Stormwater Management Plan 6. Anderton and Robb Road Intersection Improvements 7. Dryden Watermain and Multi Use Path 8. Noel Avenue Upgrade 9. Sidewalks South Side of Comox Avenue 10. Port Augusta / Comox Avenue Turning Radius 11. Torrence and Balmoral Road Upgrade 12. Manor Outfall Improvements 13. Sidewalk Bolt and Aspen 14. Town Website Rebuild 15. Downtown Parking Strategy</p> <p><u>Complete</u></p> <p>16. Guthrie/Brooklyn Cross Walk Upgrade</p>
<p><b>FIRE</b></p> <p>1. Volunteer Retention/Recruitment 2. Wildfire Deployment Policy 3. Sound of Life-Smoke Alarm Program</p>	<p><b>RECREATION</b></p> <p>1. Site Master Plan 2. Fitness Studio: Capital Equipment 3. Low Income Regional Recreation All Access Pass Program 4. Town Website Rebuild 5. COVID Recreation Delivery Adaptation 6. Hands on Farm Re-Start 7. Active-Net Implementation 8. Children Summer Camp 9. Recreation Guide 10. Programmer Weekly Hour Increase</p>

**Town of Comox**  
**ACTION ITEMS - SUMMARY**  
**September 11, 2020**

<b>Date</b>	<b>Action Items</b>	<b>Status</b>
03-Jun-20	Forward Integrated Regional Transportation Committee Memorandum Of Understanding to future meeting	Waiting on CVRD to provide updated draft.
15-Jul-20	Communications plan for moving to bi-weekly garbage and recycling collection	TBD: Delayed due to uncertainty around organics processing
05-Aug-20	Satisfy letter request from the Assertive Community Treatment	Sent to Cumberland; awaiting response.
05-Aug-20	Prepare criminal record check policy for implementation	In progress
05-Aug-20	Develop parking strategy for downtown area in response to 15-minutes parking spaces	Currently scheduled for late fall

**Town of Comox**  
**ACTION ITEMS - SUMMARY**  
**September 11, 2020**

<b>Date</b>	<b>Completed Items</b>	<b>Status</b>
20-May-20	Move forward with onsite dining and amendments to the Parklet program.	Complete: 20-May-2020
20-May-20	Change the Strategic Plan to reflect bullet points and not a numerical ordering.	Complete: 22-May-2020
20-May-20	National AccessAbility Week Proclamation (May 31 – Jun 6)	Complete: 01-Jun-2020
20-May-20	Administration to liaise with the Liquor and Cannabis Regulation Branch and Courtenay Staff on our program and to advocate for outdoor liquor approvals.	Complete
20-May-20	Inform CVEDS and CVRD of appointment of Mayor Arnott to CV Economic Task Force	Complete: 05-Jun-2020
03-Jun-20	Publish press release regarding Mayor Arnott's approved medical leave and appointment of Acting Mayor Grant.	Complete: 04-Jun-2020
03-Jun-20	Forward support for UBCM poverty reduction grant to CVRD	Complete: 05-Jun-2020
03-Jun-20	Forward positive comments on Land and Sea liquor application to LCRB	Complete: 09-Jun-2020
03-Jun-20	Letter sent to Land and Sea requesting they undertake further attempts to resolve their parking situation and build a harmonious relationship with their neighbours.	Complete: 10-Jun-2020
03-Jun-20	Proceed to open recreation facilities when safety plans are in place	Community Centre open June 22. Fitness centre open June 24
20-May-20	Amendment of Downtown Revitalization Tax Exemption, Building and Planning Procedures Bylaws	Complete: 17-Jun-2020
17-Jun-20	Forward Municipal Policy Funding Letter to RCMP at 11.6 FTEs (no change)	Letter (Approval in Principle) sent 19-Jun-2020
20-May-20	Strategic Plan & Management Report	Complete
20-May-20	Confirm with Emterra options for weekly/bi-weekly recycling pick up when this switch happens (meeting scheduled with Emterra Friday May 29)	Complete; Report for Council July.

**Town of Comox**  
**ACTION ITEMS - SUMMARY**  
**September 11, 2020**

<b>Date</b>	<b>Completed Items</b>	<b>Status</b>
17-Jun-20	Appendix B for CAO Review Policy	Complete
17-Jun-20	Respond to Julian Benedict on lights in the Community Centre	Complete
15-Jul-20	Organize Pride flag raising for July 22nd at 9am to July 27th	Complete: 20-Jul-2020
15-Jul-20	Direction to prioritize Balmoral development	Complete
15-Jul-20	Letter of support for Balmoral 1582 housing	Complete: 23-Jul-2020
15-Jul-20	Find a way to inform people of how to email their questions	Complete; agenda@comox.ca
15-Jul-20	Provide resolution of support for UBCM Excellence award to Shelley A	Complete: 17-Jul-2020
15-Jul-20	Email to Tim Horton's requesting decreasing drive through sound	Complete: 22-July-2020
15-Jul-20	Issue development permit 20-5	Complete
15-Jul-20	Follow up on question from Councillor Bissinger regarding sale of commercial space for 2310 Guthrie	Complete : 17-July-2020
15-Jul-20	Update bylaw to no longer require undergrounding on infill projects. Move to next agenda for adoption	Complete bylaw to be adopted 5-Aug-2020
15-Jul-20	Provide feedback to CVRD regarding grammar and spelling issues in minutes	Complete: Issues were computer translation and not from base text
15-Jul-20	Update bylaw to no longer require undergrounding on infill projects. Move to next agenda for adoption	Bylaw adopted 5-Aug-2020
05-Aug-20	Finalize adoption of zoning, phased development, DP 19-5, and DVP 20-3 for 695 Aspen	Bylaws adopted 5-Aug-2020, DP and DVP issued
05-Aug-20	Finalize adoption of bylaw amendment to allow overhead wiring in residential infill	Bylaw adopted 5-Aug-2020
05-Aug-20	Post of Notice of OCP Amendment application for 2309 McDonald	Notice of application posted on Town website and bulletin board 7-Aug-2020
05-Aug-20	Discussion & decision on parking request from D. Murray (221 Church St.)	Complete: 13-Aug-2020
05-Aug-20	Examine request for park benches in the shade at Stewart and Balmoral (Anderton Park) - Respond back to M. Carter	Complete: 14-Aug-2020
05-Aug-20	Request for more park benches at Anderton Park	Additional park bench to be placed at Anderton Park. Response to M. Carter August 14, 2020.

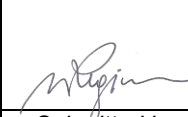
**Town of Comox**  
**ACTION ITEMS - SUMMARY**  
**September 11, 2020**

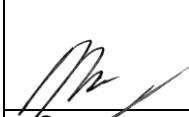
Date	Completed Items	Status
05-Aug-20	Inform Haeley of the extension the parklet program until October 31	Complete
05-Aug-20	Extend temporary patio and parklet program until October 31, 2020	Complete
17-Jun-20	Update Council Procedure bylaw	Aug 5 RCM agenda 1st, 2nd and 3rd Readings; Complete.
15-Jul-20	Move the zoning map housekeeping to next stage of public input	Adoption on 2-Sept-2020; Complete.
05-Aug-20	Issue DVP for 1582 Balmoral upon receipt of outstanding issues	Covenant signed 27-Aug-2020; Complete.
05-Aug-20	Update Council procedure bylaw for electronic meetings to require 'just cause' for electronic attendance to be determined by Mayor and that a Councillor may appeal the Mayor's decision by a vote of Council prior to adoption of the agenda	Complete.

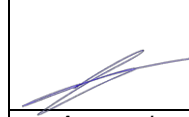


**TOWN OF COMOX  
PLANNING REPORT**

<b>TO:</b>	JORDAN WALL, CHIEF ADMINISTRATIVE OFFICER
<b>FROM:</b>	MARVIN KAMENZ, DIRECTOR OF DEVELOPMENT SERVICES REGINA BOZEROCKA, PLANNER I
<b>SUBJECT:</b>	REZONING APPLICATION: RZ 18-6 DEVELOPMENT PERMIT APPLICATION: DP 18-4 DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 19-7 <b>2310 GUTHRIE ROAD</b>
<b>DATE:</b>	SEPTEMBER 16, 2020 RCM POST PUBLIC HEARING, THIRD READING REPORT

  
Submitted by

  
Concurrence

  
Approval

**Planner's recommendation:**

1. That Comox Zoning Amendment Bylaw 1897 be given Third Reading (**Attachment 3**); and
2. That Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road be given Third Reading (**Attachment 4**).

**Proposal:**

The proposed zoning amendment is to rezone the subject property from CD13 to a new Comprehensive Development CD27 zone to permit a mixed-use development comprised of 42 townhouse units and approximately 530 square metres of commercial space.

The proposed Phased Development Agreement is for the provision of the following amenity to the Town: \$60,842.00 cash payment as a contribution to the Town's Affordable Housing Reserve Fund.

**SEPTEMBER 16, 2020**

The proposed development includes the provision of the following specific features that are not required to be provided under current Town regulations:

1. Provision of a 4.5 metre wide road dedication for a pedestrian walkway connection from Tracker Place to Guthrie Road;
2. Provision of road dedication for an approximately 300 m<sup>2</sup> public square at the McDonald and Guthrie Roads intersection;
3. Construction of at least five townhouse units in accordance with Comox Zoning Bylaw 1850, Section 5.20 Special Needs Housing Standards – Adaptable Housing;
4. Construction meeting BC Building Code Energy Step 3 requirements;
5. Townhouse units within 35.0 metres of Guthrie Road to have sound attenuation that meets Canada Mortgage and Housing Corporation Standards, in accordance with *Town of Comox, Acoustical Standards for Residential Developments*, a report prepared by Wakefield Acoustics, dated October 30, 2014 and having alternative means to window opening for ventilation;
6. Provision of electrical conduits in the garages of all townhouse units to facilitate future extensions of wiring for electrical vehicle charging facilities; and
7. Provision of a minimum 9 Class I (bike racks) bicycle parking spaces for the commercial units.

Development Permit application DP 18-4 is for the form and character of the proposed development, in compliance with Development Permit Area DPA# 4 Mixed Use: Commercial-Residential guidelines.

In anticipation of the Applicant's intention to develop the subject property in a phased manner, Development Variance Permit application DVP 19-7 is being brought forward at this time. The "inter-phase" setback variations are discussed in a section at the end of this Report and are a normal processing step in the phased development of a multi-family project.

The Application Summary is contained in **Attachment 1**.

**Background:**

A Public Hearing in respect of Bylaws 1897 and 1898, was held on September 2, 2020. A copy of *Local Government Act*, Section 465 Public Hearing summary report is contained in the September 16, 2020 Regular Council Meeting Agenda.

**RZ 18-6, DP 18-4, DVP 19-7  
2310 GUTHRIE ROAD**

**SEPTEMBER 16, 2020**

**Processing Procedures:**

**Attachment 2** lists the remaining processing steps that will allow Council's concurrent consideration of the Rezoning, Development Permit and Development Variance Permit applications.

MK/ RB

**Schedules:**

- 1 Outstanding Items
- 2 DP and DVP conditions

**Attachments:**

- 1 Application Summary
- 2 Processing steps
- 3 Proposed Zoning Amendment Bylaw 1897
- 4 Proposed Phased Development Agreement Bylaw 1898

Cc: Jim Agius, #1 – 7045 Filed Street, Powell River, B.C. V8A 0A1

**SEPTEMBER 16, 2020**

**SCHEDULE 1**

**Items to be resolved prior to adoption of proposed bylaws 1897 and 1898.**

A. Provide a complete set of Development Permit and Development Variance Permit drawings in accordance with items listed below, with details and statements that are internally consistent, dimensioned, labelled with applicable revision numbers and dates. Remove any superseded information.

**Architectural drawings**

1. Indicate Grade in metric, on section and elevation drawings, in order to determine height as defined in Zoning Bylaw 1850.
2. Provide key dimensions in metric on all drawings.
3. Ensure all buildings, structures or other development elements conform to applicable CD27 zone setbacks and projection allowances.
4. Provide final location of site lighting poles, coordinated on all drawings and a detail or statement confirming lighting pole's total height including any pedestals does not exceed 4.5 metres.
5. Revise parking plan and site plan:
  - a. do not show "cars", but dimensioned and numbered parking stalls, with "commercial/ visitor" and "small" cars labelled, per application checklist requirements;
  - b. in accordance with Zoning Bylaw 1850, provide curbing or wheel stops at 1.0 m distance for commercial/ visitor parking stalls;
  - c. provide minimum 1.0 m setback from the property line for parking stalls #13 and 14;
  - d. consider the following to increase the total number of available stalls for commercial/ visitor parking:
    - i. reduce the number of accessible parking stalls for the commercial component from 3 to 2 and locate them adjacent to each other with a combined width of approximately 7.0 metres including the shared accessible path in the middle (a minimum of one accessible parking stall is required); and
    - ii. increase the number of "small" stalls .
6. Remove from all drawings the references to SRW VIP81718 and update site plans with proposed alignment of road dedication connecting Tracker Place and Guthrie Road.
7. Ensure final drawings have applicable notes on building plans indicating the tapering of third storey corners on buildings 4 and 5.

**SEPTEMBER 16, 2020**

### **Landscaping drawings**

8. Ensure any revisions to the Site Plan are coordinated with the Landscaping Plans.
9. Provide an updated landscape budget, including cost estimate, to the satisfaction of the Parks Superintendent;
10. Provide an Irrigation Plan, to the Parks Superintendent's satisfaction;
11. Provide a separate irrigation plan with separate water metering for landscaping material within all existing and proposed road dedications, to the Parks Superintendent's satisfaction;
12. Revise Landscape Drawing L1 "Notes: #9" to say "There will be no substitutions of material, products, size, or quantities without the prior consent of the Landscape Architect or Owner's Representative AND the written consent of the Town of Comox Park's Superintendent."
13. Relocate the proposed street tree at the south east corner of the development away from the road dedication for the pedestrian connection (currently SRW VIP81718) and coordinate with final layout of Building 4 units pathways to Guthrie Road.
14. Ensure 2 proposed trees at the south-east corner of the McDonald Rd / Guthrie Rd intersection will not inhibit intersection sight lines within 6.0 x 6.0 metres corner.
15. Provide wrapping or screening details for all above ground utility boxes and utility transformers, in conformance with Zoning Bylaw Section 8.9.
16. Consider provision of an exterior faucet for each of the townhouse units that have ground level patios, to facilitate optional container gardening.

### **Engineering drawings**

17. Consider realignment of storm and sanitary service manholes, so that they are not located on the main pedestrian path from public square to commercial parking area (potential tripping hazard).
18. Coordinate sanitary pump station location and access with recycling enclosure, electrical room location, trees and bench location on all drawings.
19. Provide Oil Grit Separators to service parking areas and driveways.

### **Services**

20. Prior to Bylaw adoption, the Town will submit an updated referral to Emterra showing updated Site Plan and any applicable details for Emterra's confirmation of ability to service the proposed development.

**SEPTEMBER 16, 2020**

**B. Items provided in Trust to Young Anderson Barristers and Solicitors**

Prior to the proposed bylaws adoption, payment of the \$60,842 cash contribution to the Town's Affordable Housing fund in trust to Young Anderson on the undertaking that Young Anderson will not pay such funds to the Town until bylaws have been adopted, and if bylaws are not adopted, funds will be returned to the Applicant.

**C. Discharge** from the subject property Title of the covenants, SRWs (CA4861634, CA4861635, CA2781106, CA2781107) and termination of previous Phased Development Agreement.

**D. Registration** of Section 219 restrictive covenants for the provision of the following:

1. Dedication of 4.5 metres wide road, for the purpose of construction of pedestrian walkway connection from Tracker Place to Guthrie Road, within current VIP81718 area and construction of concrete walkway;
2. Dedication of approximately 300 m<sup>2</sup> road, for the purpose of public square creation at the Guthrie and McDonald Roads intersection and installation of landscaping in accordance with approved DP landscaping plan.
3. Construction of at least five townhouse units in accordance with Zoning Bylaw, Section 5.20 Special Needs Housing Standards – Adaptable Housing;
4. Construction of all new buildings meeting or exceeding BC Building Code, Energy Step 3 requirements.
5. Construction of townhouse units located on subject property within 35.0 metres of Guthrie Road to have sound attenuation that meets Canada Mortgage and Housing Corporation Standards, in accordance with *Town of Comox, Acoustical Standards for Residential Developments*, a report prepared by Wakefield Acoustics, dated October 30, 2014 and to have alternative means to window opening for ventilation;
6. Construction of conduits that will allow future installation of wiring for electric vehicle charging facilities within garages of all townhouse units; and
7. Provision of a minimum 9 Class I bicycle parking spaces for the commercial units, in accordance with Zoning Bylaw standards.

**SEPTEMBER 16, 2020**

**SCHEDULE 2**

**DEVELOPMENT PERMIT CONDITIONS**

1. At time of Building Permit Issuance provision of a landscape security, based on 125% of the on-site and off-site landscaping and irrigation cost estimates;
2. All development shall be in accordance with approved updated development drawings;
3. All landscaping shall to be serviced with automatic watering system;
4. Landscaping and fence combination shall be provided for the purpose of screening the subject property from abutting Residential or Multi-Family Residential zoned parcels, except where existing hedge and chainlink fence is already provided at south-east and south-west lot lines of Lot 1 District Lot 170 Comox District Plan EPP24381;
5. Minimum of 6 boulevard trees along Guthrie Road and minimum of 3 boulevard trees along McDonald Road frontages shall be provided within 1.2 x 1.2 metre tree wells, with a minimum 10 m<sup>3</sup> for small and 15 m<sup>3</sup> for large trees appropriate soil mix inside Silva cell system or approved equal, and equipped with irrigation to the satisfaction of the Parks Superintendent;
6. Except for cedar, all wooden landscape components shall be treated with paint, stain, or other preservative;
7. Fencing must be robust and minimum commercial grade. Wood fencing must have minimum 15 x 15 cm in posts and 5 x 10 cm in horizontal supports at the top and bottom of fence panels;
8. Garbage compounds shall be screened in accordance with Comox Zoning Bylaw 1850 Section 8.7;
9. Issuance of any sign permits shall be in conformance with Town of Comox Sign Bylaw No. 1197;
10. Per Zoning Bylaw, Parking and Loading, Section 6.12(10) Signage: one-way vehicle movement for internal driveway shall be clearly indicated at the entrance to the subject property, or be clearly marked with traffic flow directional arrows on the driveway surface;
11. All new services shall be placed underground;
12. All exterior building and exterior site lighting fixtures (including those in parking areas but

**SEPTEMBER 16, 2020**

excluding townhouse unit entrance, balcony and patio lighting) shall:

- a. produce illumination levels in accordance with common engineering practices and standards;
- b. be of a metal halide type or a type which provides a similar light spectrum;
- c. minimize illumination of adjacent properties;
- d. consist of full cut off/flat lens pole lighting or fully shielded wall lighting;
- e. be arranged so rays of light are directed upon the parking, walking, loading, or corridor areas and not upon adjacent land or streets; and
- f. excluding light fixtures that are incorporated into canopies, lighting of off-street parking and loading areas shall:
  - i. be so arranged that no part of any fixture is more than 4.5 m above finished ground level, and
  - ii. not overhang maneuvering aisles or loading spaces.

SEPTEMBER 16, 2020

**DEVELOPMENT VARIANCE PERMIT CONDITIONS**

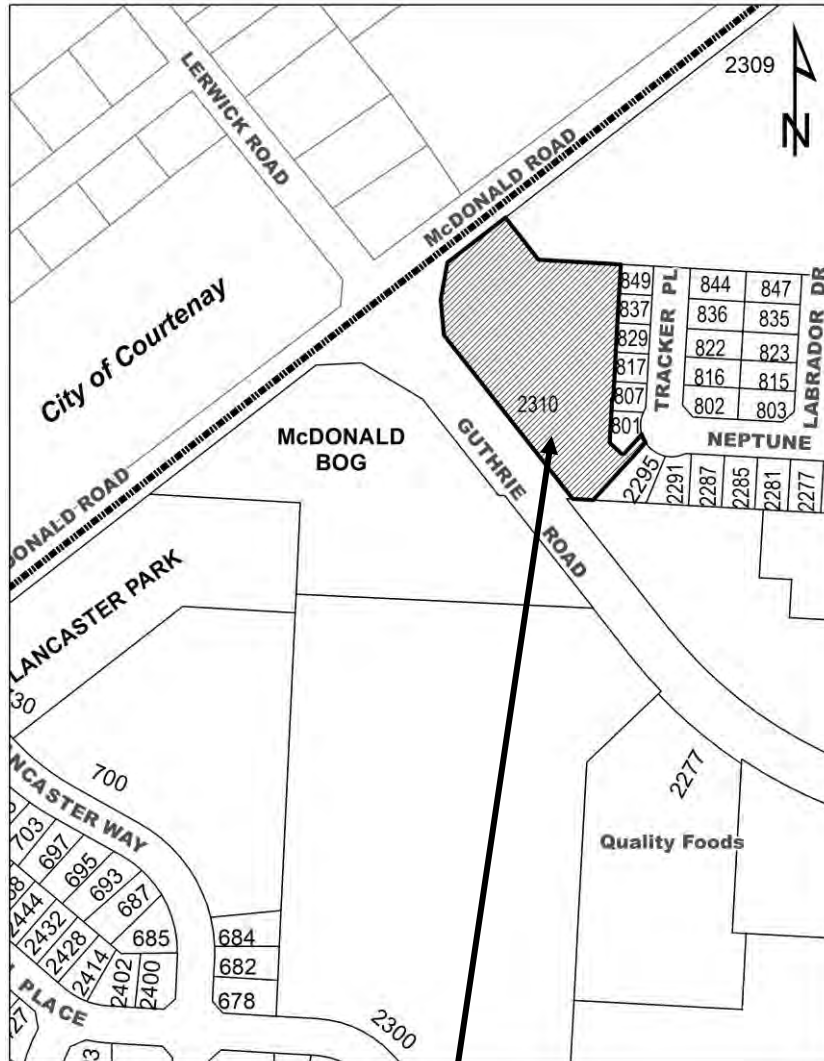
1. This Development Variance Permit is to facilitate construction of a mixed-use development comprised of 42 multi-family dwelling units and approximately 530 m<sup>2</sup> commercial space, in substantial conformance to the Phasing Plan, A0.05 prepared by ATA Architectural Design Ltd., as contained in an image below.
2. *Town of Comox Zoning Bylaw 1850* is varied as follows:
  - i. Section 827.9(3) Required Interior Side Setbacks is varied to not less than 0.5 m from the phase boundary lines for Phases 1 through 9.



SEPTEMBER 16, 2020

ATTACHMENT 1

APPLICATION SUMMARY



**Subject Property:**  
**2310 Guthrie Road**  
PID: 029-724-121  
LOT 7 DISTRICT LOT 170 COMOX DISTRICT PLAN EPP24381

**SEPTEMBER 16, 2020**

**Proposal:** The proposal zoning amendment is to rezone the subject property from CD13 to a new CD 27 zone, to permit a mixed-use development comprised of 42 townhouse units and approximately 530 square metres of commercial space.

Development Permit application DP 18-4 is primarily for the form and character of the proposed development, in compliance with Development Permit Area DPA# 4 Mixed Use: Commercial-Residential guidelines.

To facilitate development of the subject property in a phased manner, Development Variance Permit application DVP 19-7 is proposing “inter-phase” setback variations.

**Applicant:** Jim Agius, 2310 Guthrie Development Corp. Inc. No. BC0920625

**Legal Description:** 029-724-121  
LOT 7 DISTRICT LOT 170 COMOX DISTRICT PLAN EPP24381

**Civic Address:** 2310 Guthrie Road

**Official Community Plan**

**Land Use Designation:** Mixed Use: Commercial-Residential

**Development Permit Areas:** DPA # 4 Mixed Use: Commercial-Residential

<b>Zoning:</b>	<b>EXISTING</b>	<b>PROPOSED</b>
<b>Permitted uses:</b>	Comprehensive Development CD13 Range of commercial uses, including retail stores, liquor stores and recreational cannabis retail stores	Comprehensive Development CD27 <b>Townhouse dwellings and range of commercial uses, including neighbourhood- oriented retail stores and services, but excluding liquor stores and recreational cannabis retail stores</b>
<b>Density:</b>	n/a	50 UPHa
<b>Parcel frontage:</b>	55 m; a lot line common with Tracker Place shall not be used to determine parcel frontage;	40 m;
<b>Parcel area:</b>	550 m <sup>2</sup>	5,000 m <sup>2</sup>

**SEPTEMBER 16, 2020**

Parcel coverage:	n/a	n/a
Height and stories:	Maximum 10.00 m and 1 storey	Maximum 11.50 m and 3 storeys
Required setbacks:		
Front:	n/a	2.5 m (McDonald Rd side)
Rear:	4.5 m	3.0 m
Side (interior):	<ul style="list-style-type: none"> <li>• interior side setback shall not be less than 1.2 metre where abutting the CD 14 Comprehensive Development 14: Single Family-Tracker Place zone;</li> <li>in all other instances, the interior side setback shall not be less than 3.5 metres.</li> </ul>	<ul style="list-style-type: none"> <li>• interior side setback shall not be less than 6.0 metres where abutting the CD 14 Comprehensive Development 14: Single Family-Tracker Place zone;</li> <li>• in all other instances, the interior side setback shall not be less than 3.0 metres.</li> </ul>
Side (exterior):	n/a	n/a (Guthrie Rd side)
<hr/>		
Accessory Buildings and outside storage:	<ul style="list-style-type: none"> <li>• not exceed 4 metres in height; and</li> <li>• not exceed 70 square metres in gross floor area</li> </ul>	<ul style="list-style-type: none"> <li>• not exceed 4.0 metre in height; and</li> <li>• not exceed 40 square metres in gross floor area</li> </ul>
Off-street parking	in accordance with sec. 6 Parking and Loading	84 surface and garage parking stalls for townhouse units; 14 stalls for commercial patrons and visitors
Surrounding Land Uses:	Multi-Family residential development to the south-east; Park to the south-west; Single-family development to the east and west; and Vacant land to the north.	
<hr/>		

**DVP for phased construction**

All setbacks between phases shall be not less than 0.5 metres

**RZ 18-6, DP 18-4, DVP 19-7  
2310 GUTHRIE ROAD**

**SEPTEMBER 16, 2020**

**ATTACHMENT 2  
PROCESSING PROCEDURES**

The following process would allow Comox Zoning Bylaw Amendment Bylaw 1897, Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road; Development Permit DP 18-4, and Development Variance Permit DVP 19-7 to be considered concurrently.

1. Third Reading of proposed Bylaws 1897 and 1898;
2. Completion of Schedule 1 Outstanding items to be resolved prior to Adoption of proposed Bylaws;
3. Adoption of proposed Bylaws 1897 and 1898;
4. Issuance of the Development Permit DP 18-4 and Development Variance Permit DVP 19-7;
5. Town signature of new Phased Development Agreement (PDA); and
6. Discharge of notice on title of previous PDA and registration of notice on title of new PDA.

**TOWN OF COMOX  
BYLAW 1897**

**A BYLAW TO AMEND COMOX ZONING BYLAW 1850**

---

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

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

**(a) Title**

This bylaw may be cited for all purposes as the “Comox Zoning Amendment Bylaw 1897”

**2. Amendments**

Comox Zoning Bylaw 1850 is hereby amended as follows:

A. Administration, Section 2.7(2) Penalties is amended by:

i. Deleting the following rows referencing CD13 zone:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
Unlawful use – CD13 zone	813.1	\$250.00
Failure to comply with conditions – CD13 zone	813.2	\$250.00
Unlawful accessory building - CD13 zone	813.10	\$250.00

ii. Adding the following rows sequentially:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
Unlawful use – CD27 zone	827.1	\$250.00
Failure to comply with conditions – CD27 zone	827.2	\$250.00
Unlawful accessory buildings – CD27 zone	827.10	\$250.00

- B. Interpretation, Section 3, is amended by adding alphabetically:
- i. Restaurant - Coffee Shop  
A restaurant where occupancy load is limited to no more than 30 persons and food offered for sale is limited to beverages and baked goods; and
  - ii. Tailor Shop  
A building or part thereof used for the manufacturing, fitting or repair of personal wardrobe articles and accessories.
- C. Establishment of Zones, Section 4.1 Classification of Zones, under the Commercial Zones heading is amended by:
- i. Deleting in its entirety the following text:  
“CD13 Comprehensive Development 13: 2310 Guthrie Road”; and
  - ii. Adding the following text after “CD25 Comprehensive Development 25: 618 Anderton Road”:  
  
CD27 Comprehensive Development 27: 2310 Guthrie Road.
- D. General Regulations, Section 5.3 Fences is amended by replacing subsection (2) with the following text:
- In the R4.1, CD23, CD25, CD26 and CD27 zone, no fence within a front or exterior side yard shall exceed 1.0 metre in height.
- E. General Regulations, Section 5.12 Projections is amended by adding as subsection (10) the following text:
- In the CD27 zone, awnings, balconies, bay windows, canopies, chimneys, cornices, decks, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades, may project up to 2.0 metres into a required front or interior side setback, and up to 0.6 metres into a required rear setback.
- F. Parking, Section 6.11 Location and Siting is amended by:
- i. deleting subsection (8)(f) in its entirety; and
  - ii. adding as subsection (8)(j) the following text, and renumbering the subsections accordingly:  
  
In the CD27 zone:
    - (i) parking and loading areas shall not be permitted within a front or exterior side yard; and
    - (ii) parking and loading areas shall not be permitted within 1.0 metre from a lot line.

- G. Schedule "A" is amended by:
- i. Deleting Section 813, CD13 Comprehensive Development 13: 2310 Guthrie Road in its entirety; and
  - ii. adding as Section 827, the CD27 Comprehensive Development 27: 2310 Guthrie Road, as shown on SCHEDULE "1", which is attached to and forms part of this Bylaw.
- H. Appendixes are amended by replacing Appendix "J", with the explanatory drawing shown in SCHEDULE "2", which is attached to and forms part of this Bylaw;
- I. Schedule "B" (the Zoning Map) is amended by rezoning **Lot 7 District Lot 170 Comox District Plan EPP24381**, shown shaded on SCHEDULE "3" which is attached to and forms part of this Bylaw, from CD13 Comprehensive Development 13: 2310 Guthrie Road to CD27 Comprehensive Development 27: 2310 Guthrie Road; and
- J. Comox Zoning Bylaw 1850 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.

### 3. Adoption

- |                                   |  |
|-----------------------------------|--|
| (1) READ A FIRST time this        | 15 <sup>th</sup> day of July, 2020     |
| (2) READ A SECOND time this       | 15 <sup>th</sup> day of July, 2020     |
| (3) ADVERTISED A FIRST time this  | 19 <sup>th</sup> day of August, 2020   |
| (4) ADVERTISED A SECOND time this | 26 <sup>th</sup> day of August, 2020   |
| (5) PUBLIC HEARING HELD this      | 2 <sup>nd</sup> day of September, 2020 |
| (6) READ A THIRD time this        | <sup>th</sup> day of , 2020            |
| (7) ADOPTED this                  | <sup>th</sup> day of , 2020            |

---

Mayor

---

Corporate Officer

## BYLAW 1897

### SCHEDULE "1"

<b>827. CD 27 COMPREHENSIVE DEVELOPMENT 27: 2310 Guthrie Road</b>
---

For the purpose of Section 827, Areas A and B are shown in appendix "J".

**827.1 Permitted Uses:**

In the CD27 zone, the following uses are permitted and all other uses are prohibited:

- (1) Within Area A:
  - (a) Accessory structures and uses, excluding buildings and outside storage other than those used for solid waste collection, recycling collection or townhouse dwelling accessory uses
  - (b) Artist studios
  - (c) Art galleries
  - (d) Dental clinics
  - (e) Denturist labs
  - (f) Financial institutions
  - (g) Home occupations
  - (h) Locksmiths
  - (i) Medical clinics
  - (j) Offices
  - (k) Personal service establishments
  - (l) Pet grooming
  - (m) Restaurants - Coffee Shops
  - (n) Retail stores, which have a gross floor area not in excess of 120 square metres
  - (o) Small appliance repair shops, or establishments that repair or assemble electronic equipment, which:
    - (i) have a gross floor area not in excess of 120 square metres,
    - (ii) retail directly from the premises, and
    - (iii) have the retail area extending the full width of the premises and located adjacent to the primary pedestrian entrance.
  - (p) Tailor shops, which:
    - (i) have a gross floor area not in excess of 120 square metres,
    - (ii) retail directly from the premises, and
    - (iii) have the retail area extending not less than 50% of the width of the premises and located adjacent to the primary pedestrian entrance.
  - (r) Townhouse dwellings
- (2) Within Area B:
  - (a) Accessory structures and uses, excluding buildings and outside storage other than those used for solid waste collection, recycling collection or townhouse dwelling accessory uses
  - (b) Townhouse dwellings

**827.2 Conditions of Use:**

- (1) All permitted uses shall be located within a portion of a building completely enclosed by exterior walls, except for restaurants – coffee shops, landscape material, accessory structures and townhouse accessory uses;
- (2) Within Area A, townhouse dwellings shall only be permitted provided a minimum gross floor area of 200 m<sup>2</sup> of permitted uses other than townhouse dwellings and accessory uses thereto are also located on the parcel;
- (3) Within Area B, townhouse dwellings shall only be permitted provided a minimum gross floor area of 500 m<sup>2</sup> of permitted uses other than townhouse dwellings and accessory uses thereto are also located on the parcel;
- (4) Permitted uses other than townhouse dwellings can only be located on the ground floor along the full length of buildings fronting Guthrie Road, for a depth of a minimum 6.0 metres, as measured from the building wall fronting Guthrie Road; and
- (5) No solid waste collection or recycling collection shall be located within 6.0 metres of any lot line abutting a Residential zoned parcel.

**827.3 Density:**

Density shall not exceed 50 units per hectare.

**827.4 Parcel Area:**

Parcel area shall not be less than 5,000 square metres.

**827.5 Parcel Frontage:**

Parcel frontage shall not be less than 40.0 metres.

**827.6 Parcel Depth:**

n/a

**827.7 Parcel Coverage:**

n/a

**827.8 Height and Storeys:**

- (1) Height shall not exceed 11.5 metres.
- (2) Number of storeys shall not exceed three.

**827.9 Required Setbacks:**

- (1) Front  
Front setback shall not be less than 2.5 metres;
- (2) Rear  
Rear setback shall not be less than 3.0 metres;
- (3) Side – interior
  - (a) Interior side setback shall not be less than 6.0 metres where abutting Lots 1-6, District Lot 170 Comox District Plan EPP24381;
  - (b) In all other instances, interior side setback shall not be less than 3.0 metres;
- (4) Side - exterior  
n/a;

**827.10 Accessory Buildings:**

Accessory buildings shall:

- (1) Not exceed 4.0 metres in height; and
- (2) Not exceed 40.0 m<sup>2</sup> in gross floor area.

**827.11 Screening:**

The following shall be screened in accordance with Section 8:

- (1) Above ground utility boxes and utility transformers; and
- (2) CD27 zoned parcels from abutting Residential or Multi-Family-Residential zoned parcels.

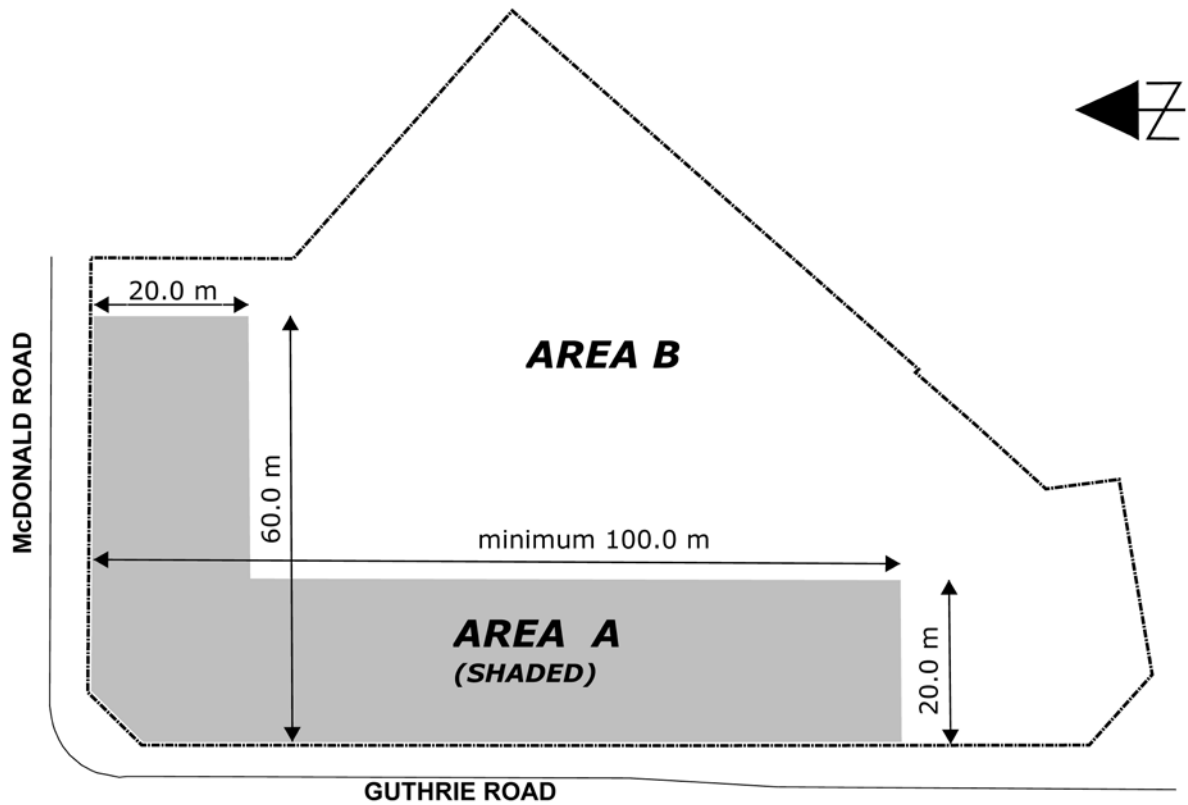
**827.12 Off-Street Parking and Loading:**

- (1) Off-street parking and loading shall be provided in accordance with Section 6;
- (2) Notwithstanding Section 827.12(1):
  - (i) the minimum required parking spaces for townhouse dwellings shall be 1.75 per townhouse unit;
  - (ii) the minimum required parking spaces for uses other than townhouse dwellings shall be 1 per 40m<sup>2</sup>;
  - (iii) parking spaces for persons with disabilities may be located at a distance greater than 10 metres of an accessible entrance of a commercial use; and

**827.13 Other Requirements:**

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground;
- (2) No more than one access driveway shall be permitted on a parcel;
- (3) No vehicle access shall be permitted to Guthrie Road;
- (4) Unoccupied open spaces shall be fully and suitably landscaped with landscape material;
- (5) All buildings shall conform to Section 5.19, Watercourse Regulations.

**BYLAW 1897**  
**SCHEDULE "2"**  
**APPENDIX "J"**





**TOWN OF COMOX**

**BYLAW 1898**

**A BYLAW TO ENTER INTO A PHASED DEVELOPMENT AGREEMENT**

---

WHEREAS:

The Town may by bylaw enter into a phased development agreement pursuant to s. 516.1 of the *Local Government Act*;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, having given notice and held a public hearing, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the “Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road”.

2. Authorization

Council hereby authorizes the Town of Comox to enter into a phased development agreement under s. 516.1 of the *Local Government Act*, in the form attached as Schedule “A” to this bylaw.

The Mayor and the Corporate Officer may execute and deliver an agreement with 2310 Guthrie Development Corp. Inc. No. BC0920625, in the form attached as Schedule “A” to this bylaw.

3. Repeal of previous Phased Development Agreement Bylaw

Comox Phased Development Agreement No. 4: 2310 Guthrie Road, Authorization Bylaw, 2012 is hereby repealed.

4. Adoption

- |     |                               |  |
|-----|-------------------------------|--|
| (1) | READ A FIRST time this        | 15 <sup>th</sup> day of July, 2020     |
| (2) | READ A SECOND time this       | 15 <sup>th</sup> day of July, 2020     |
| (3) | ADVERTISED A FIRST time this  | 19 <sup>th</sup> day of August, 2020   |
| (4) | ADVERTISED A SECOND time this | 26 <sup>th</sup> day of August, 2020   |
| (5) | PUBLIC HEARING HELD this      | 2 <sup>nd</sup> day of September, 2020 |
| (6) | READ A THIRD time this        | <sup>th</sup> day of , 2020            |
| (7) | ADOPTED this                  | <sup>th</sup> day of , 2020            |

---

Mayor

---

Corporate Officer

**BYLAW 1898**

**SCHEDULE "A"**

**PHASED DEVELOPMENT AGREEMENT: 2310 Guthrie Road**

**PHASED DEVELOPMENT AGREEMENT**  
(Section 516 of Local Government Act (British Columbia))

**THIS AGREEMENT** dated for reference \_\_\_\_\_, is

**BETWEEN:**

2310 Guthrie Development Corp., Inc. No. BC0920625  
#1 – 7045 Field Street, Powell River, B.C. V8A 0A1

(the “**Developer**”)

**AND:**

TOWN OF COMOX,  
1809 Beaufort Avenue, Comox B.C. V9M 1R9

(the “**Town**”)

**BACKGROUND:**

- A. The Developer is the registered owner in fee simple of the lands legally described as  
PID: 029-724-121  
LOT 7 DISTRICT LOT 170 COMOX DISTRICT PLAN EPP24381  
(the “**Land**”).
- B. The Developer has applied to the Town for an amendment to Comox Zoning Bylaw 1850 (the “**Zoning Bylaw**”), as it applies to the Land, by way of Comox Zoning Amendment Bylaw 1897 (the “**Amendment Bylaw**” and, together with the Zoning Bylaw, the “**Amended Zoning Bylaw**”).
- C. Pursuant to Part 14, Division 12 of the *Local Government Act*, the Town may enter into a phased development agreement with an owner of lands to specify provisions of a zoning bylaw that will continue to apply to the owner’s lands if those provisions are amended or

repealed during the term of the agreement, which agreement may also include terms and conditions respecting, among other things, the provision of amenities, the phasing and timing of development and the registration of covenants under section 219 of the *Land Title Act*.

- D. The Developer and the Town now wish to terminate Comox Phased Development Agreement No. 4: 2310 Guthrie Road.
- E. The Developer and the Town now wish to enter into a phased development agreement on the terms and conditions of this Agreement.
- F. The Town has, following the holding of a public hearing, adopted a bylaw authorizing the Town to enter into this Agreement with the Developer.

#### **TERMS OF PHASED DEVELOPMENT AGREEMENT:**

In consideration of the mutual promises expressed in this Agreement, and for One (\$1.00) Dollar and other good and valuable consideration paid by the Town to the Developer and by the Developer to the Town, the receipt and sufficiency of which the Town and Developer each acknowledge, the Town and the Developer agree, pursuant to section 516 of the *Local Government Act*, as follows:

#### **1. Definitions -**

In this Agreement, in addition to the terms defined above and elsewhere in this Agreement:

- (a) **“Development”** means the mixed-use commercial-residential development on the Land, comprised of 42 townhouse dwellings and approximately 530 square metres of commercial space, as permitted by the Specified Zoning Provisions.
- (b) **“Specified Zoning Provisions”** means all those provisions of the Amended Zoning Bylaw applicable to the Land (including the provisions of the Amendment Bylaw), as of the date of this Agreement.

2. **Term** – The term of this Agreement shall commence on the date of execution of this Agreement by the parties and expire on the date that is ten (10) years after the date of Town council adoption of the Amendment Bylaw (the **“Term”**).

3. **Amenities** – Concurrently with the Developer’s execution of this Agreement and delivery

of this Agreement to the Town for execution by the Town, the Developer shall satisfy the following requirements (the “**Amenity Requirement**”):

The Developer shall pay \$60,842 to the Town as a contribution to the Town’s Affordable Housing Reserve Fund.

4. **Zoning Amendments** – Subject to section 516(6) of the *Local Government Act*, if during the Term the Specified Zoning Provisions are amended or repealed, those changes do not apply to the Development, unless the Developer agrees in writing that one or more changes should apply.
5. **Notice of Phased Development Agreement** – The Developer acknowledges and agrees that pursuant to sections 521 of the *Local Government Act*, the Town is required to file a notice with the registrar of titles indicating that the Land is subject to this Agreement and that in accordance with sections 503 and 521 of that Act, upon such filing, this Agreement is binding on all persons who acquire an interest in the Land.
6. **Developer Acknowledgement respecting Amenity Requirement** – The Developer acknowledges and agrees that:  
  
The Amenity Requirement is also required by the Town as a condition of adoption of the Amendment Bylaw.
7. **Termination** – The Town may, upon notice to the Developer, terminate this Agreement if the Developer defaults in any of its obligations under this Agreement and does not correct such default following a default notice from the Town and within such time period as the Town may specify in such default notice.
8. **No Effect on Powers** – Except as a consequence of this Agreement pursuant to sections 516 and 520 of the *Local Government Act*, nothing in this Agreement shall:
  - (a) affect or limit the discretion, rights or powers of the Town or the Town’s Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Land;
  - (b) affect or limit any enactment relating to the use, development or subdivision of the Land; or
  - (c) relieve the Developer from complying with any enactment, including in relation to the use, development or subdivision of the Land, except as expressly provided under this Agreement.

9. **Waiver** – No waiver by the Town of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.
10. **Remedies** - No reference to or exercise of any specific right or remedy by the Town shall prejudice or preclude the Town from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the Town may from time to time exercise any one or more of such remedies independently or in combination.
11. **Modification** – This Agreement may not be modified except in accordance with section 519 of the *Local Government Act* and pursuant to an agreement in writing, signed by the Developer and the Town. The Developer and the Town further agree that, unless expressly listed section 519(3) of the *Local Government Act*, any such amendment to this Agreement will be a minor amendment which can be authorized by resolution of the Town’s council rather than by way of a bylaw.
12. **Termination** - The Town and the Developer may terminate this Agreement at any time by written agreement.
13. **Further Assurances** – The Developer shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.
14. **Developer’ Expense** – The Developer shall perform its obligations under this Agreement at its own expense and without compensation from the Town.
15. **Interpretation** – In this Agreement:
  - (a) Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
  - (b) Article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement.
  - (c) The term “enactment” has the meaning given under the *Interpretation Act* (British Columbia) on the reference date of this Agreement.
  - (d) Reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment.

- (e) Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted, or replaced from time to time, unless otherwise expressly provided.
  - (f) Reference to a numbered paragraph, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered paragraph or lettered schedule of this Agreement.
  - (g) All Schedules to this Agreement form an integral part of this Agreement.
  - (h) Time is of the essence.
  - (i) Where the word “including” is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word “including”.
16. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
17. **Enurement** – This Agreement hereof shall enure to the benefit of the parties and their respective successors and permitted assigns.
18. **Assignment** –The Developer may, on written notice to the Town, assign this Agreement to that class of persons being any subsequent registered owner of all of the Land but only if the assignee first enters into an agreement with the Town, in a form determined by the Town, wherein the assignee agrees to be bound by, and to assume all of the Developer’s obligations under this Agreement.
19. **Entire Agreement** – This Agreement, the Schedules to this Agreement, and every agreement or instrument required to be executed or delivered by the Developer pursuant to this Agreement together are the entire agreement between the parties regarding its subject.
20. **Execution in Counterparts & Electronic Delivery** - This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

**AS EVIDENCE OF THEIR AGREEMENT**, the Town and the Developer have executed signed this Agreement below.

**2310 Guthrie Development Corp., Inc. No. BC0920625**  
by its authorized signatory:

---

---

**TOWN OF COMOX**  
by its authorized signatories:

---

---



**TOWN OF COMOX**  
REGULAR COUNCIL MEETING

STAFF REPORT  
Meeting Date: September 16, 2020

<b>TO:</b> Mayor and Council	<b>FILE:</b> 0640-20 / 2020
<b>FROM:</b> Shelly Russwurm, Corporate Officer	<b>DATE:</b> Sep 11, 2020
<b>SUBJECT:</b> Adoption of Annual Report	

Prepared by:  Shelly Russwurm, CO	Supervisor: _____	Financial Approved: _____	Report Approved:  Jordan Wall, CAO
---	----------------------	------------------------------	--

**RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:**

That the 2019 Annual Report, as contained in the September 16, 2020 Regular Council Meeting agenda, be Adopted.

**PURPOSE**

To present the 2019 Annual Report for Council consideration, and to provide further opportunity for the public to express opinions or ask questions about the Annual Report.

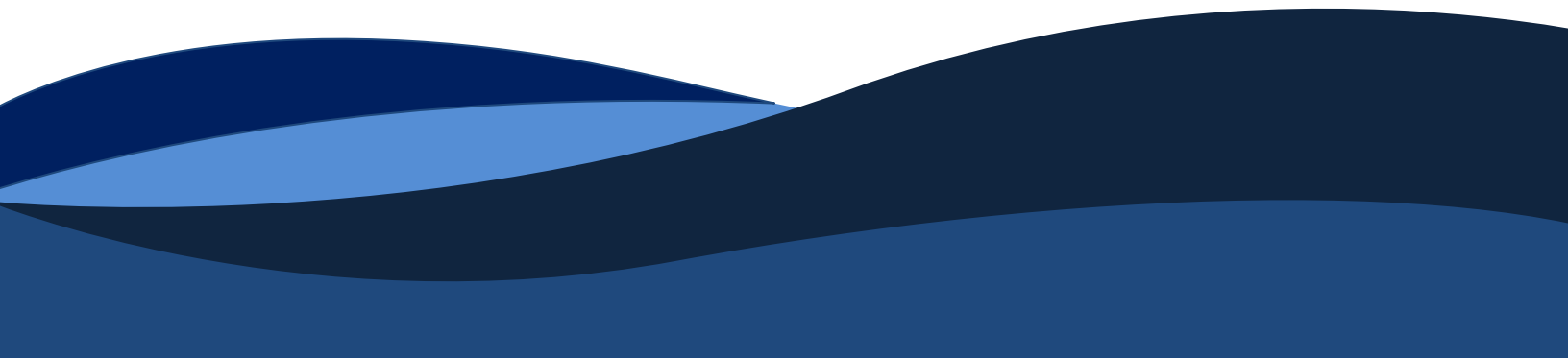
**BACKGROUND**

In accordance with sections 98 and 99 of the Community Charter, Council must prepare an annual report, make the report available for public inspection, and consider the report at a Council or other public meeting.

The 2019 Annual Report includes audited financial statements, information on tax exemptions, and a progress report on objectives and measures established for the year.

Copies of the Annual Report have been available for public inspection on the Town website and at Town Hall, Monday through Friday (except statutory holidays) between 8:30 a.m. and 4:30 p.m. Public availability of the Annual Report was also advertised in the Comox Valley Record in accordance with sections 97 and 98 of the Community Charter.

# Town of Comox 2019 Annual Report



# TABLE OF CONTENTS

---

**Table of Contents ..... 2**

**Message from the Mayor ..... 3**

**Comox Council ..... 5**

**Strategic Priorities 2019 ..... 6**

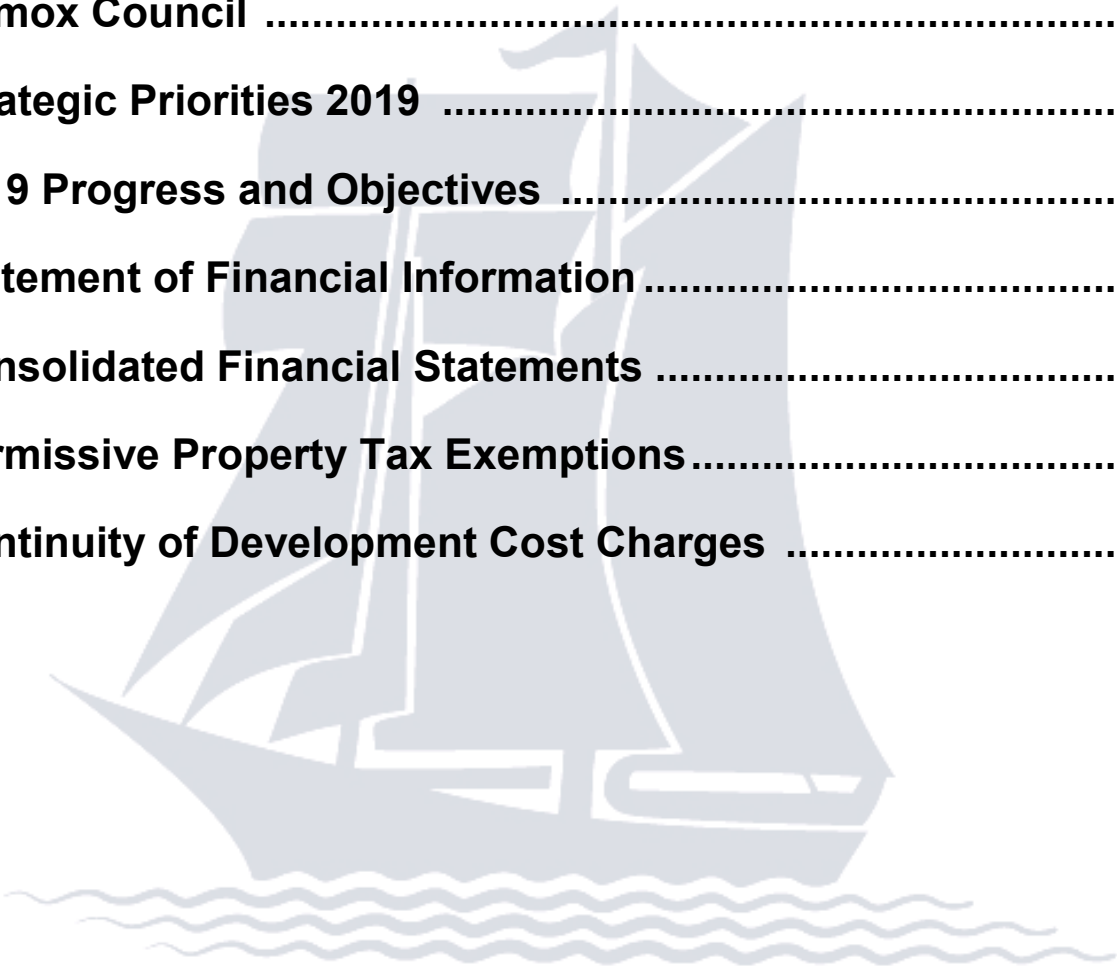
**2019 Progress and Objectives ..... 7**

**Statement of Financial Information ..... 11**

**Consolidated Financial Statements ..... 25**

**Permissive Property Tax Exemptions ..... 51**

**Continuity of Development Cost Charges ..... 55**



# Message from the Mayor

---

If I could summarize the focus of Council in 2019 in one phrase, it would be “Preparing for the future”, which has also been a personal focus of mine since being elected Mayor in 2018.

Council’s strategic direction shifted slightly in 2019, with fresh ideas from Councillors newly elected at the end of 2018. While infrastructure and economic development remained high priorities, Council also added themes of climate change and environmental sustainability, recreation and livability, and governance to its list of focus areas. Council worked hard to drive key themes, and I am pleased to have the opportunity to reflect upon Council’s 2019 accomplishments and initiatives.



Council has had a focus on infrastructure renewal for many years, and in 2019 progress was made on a long-term capital plan that not only addressed existing infrastructure, but provided necessary capital to prepare the Town for the future. The North East Comox Stormwater Management Plan, the fiber optics communication system, and the Anderton Corridor Land Use and Servicing Strategies are areas where Council has dedicated asset management funding, to ensure that necessary infrastructure is available for the future. Council will continue its work on these areas in 2020.

Economic development drives not only the success of existing businesses, but also provides additional opportunities for residents and businesses. Council extended its downtown vitalization program, providing additional incentives and opportunities into the future. Council also initiated the renewal of the Downtown Business Improvement Area in 2019, which provides valuable resources for the business community to continue its efforts around development and attraction. The completion of the wayfinding program was an important project in providing informative signage and maps throughout the downtown core, to not only support residents in finding community services and places of interest, but to also support the many visitors we welcome to the Town.

On the climate change and environmental sustainability front, Council participated in the Mid-Island Electric Vehicle Network project via CleanBC, and along with collecting amenity payments, we will install six new charging stations in 2020. Council also resolved to implement the BC Energy Step Code in Comox, requiring energy efficiency in new construction that goes beyond the requirements necessary in the BC Building Code. Step Code requirements will be implemented in a Building Bylaw update in 2020.

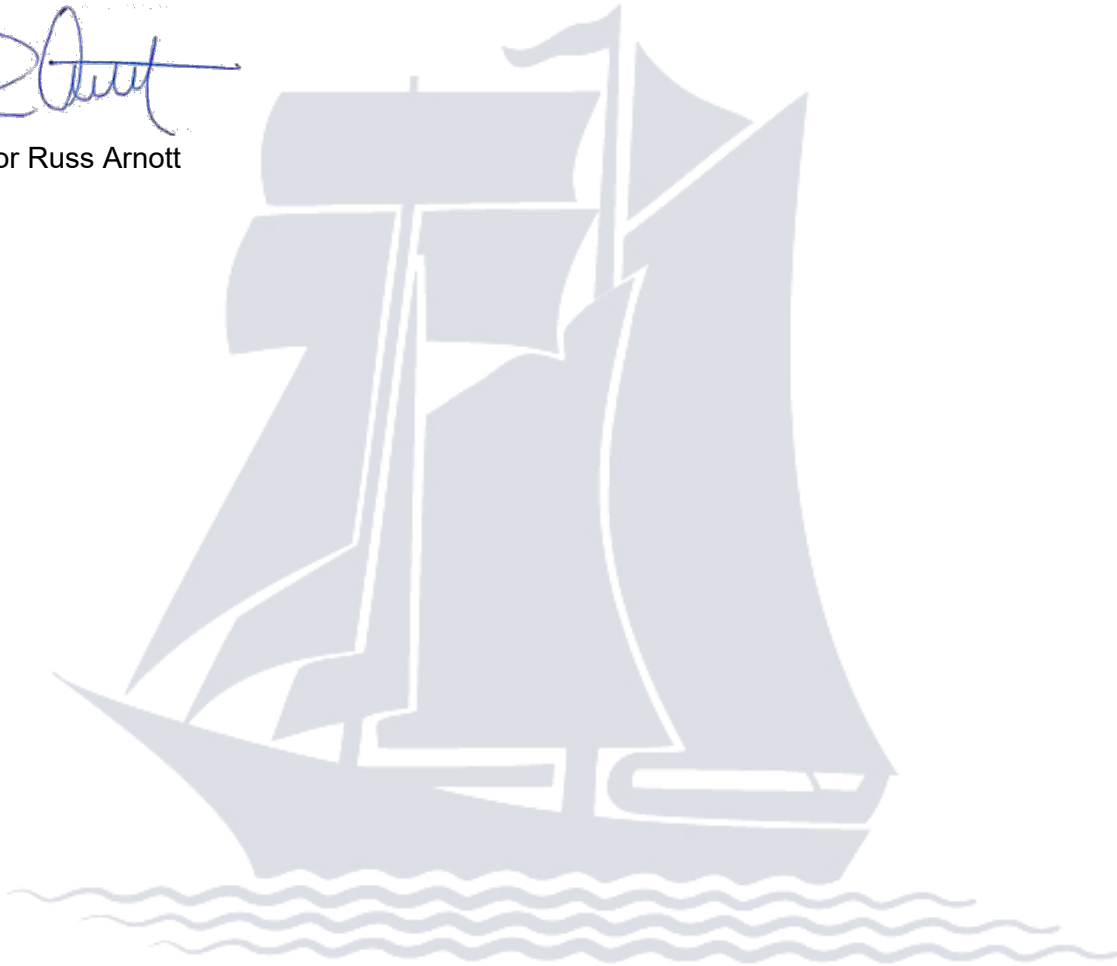
I have always maintained that, at the Town of Comox, our staff are one of our greatest assets. Town Hall has been bursting at the seams for some years now and in 2019, we completed a major office renovation and relocation project. This provided additional space for some finance staff in an adjacent office building, and thereby more space for existing staff at Town Hall. These changes have also allowed Council to approve additional staffing to meet capacity challenges. The extra elbow room has allowed existing staff to be more productive in their current roles.

Regionally we continued to participate and collaborate on various projects with K'omoks First Nation, area municipalities and the regional district. In 2019 this included the Comox Valley Sewer Service Liquid Waste Management Plan, exploring a low-income Regional Recreation All Access Pass Program, and the Housing Needs Assessment initiative.

These are just some of the projects completed in 2019, and I encourage you to review the rest of this Annual Report for updates on all our projects. We continue to work hard today, for a better tomorrow, and I am excited about the current direction of Council and the future of Comox!



Mayor Russ Arnott



# Comox Council



***From left to right:*** Councillor Alex Bissinger, Councillor Ken Grant, Councillor Nicole Minions, Mayor Russ Arnott, Councillor Stephanie McGowan, Councillor Maureen Swift, Councillor Pat McKenna

Mayor and Council members are elected for four-year terms, with the next election to occur in October 2022.

Regular Council and Committee of the Whole meetings are open to the public, and the public is encouraged to attend. Regular meetings are held on the first and third Wednesday of each month at 5:30 p.m., while Committee of the Whole meetings are held on the second and fourth Wednesday of each month at 4:15 p.m.

More information about Council and Council meetings, including agendas and minutes, can be found at [comox.ca](http://comox.ca).

# Strategic Priorities 2019

<p><b>Purpose of the Strategic Priorities</b></p>	<p>The Strategic Priorities Plan aligns with the Town’s 2011 Official Community Plan (OCP) vision statement noted below. The 2019 Strategic Plan guides the work of the Town of Comox, and sets its goals and priority actions. It tells the citizens what Council plans to accomplish, in addition to its core services, and sets performance measures and targets for assessing progress over the Council term.</p>
<p><b>Vision from 2011 Official Community Plan</b></p>	<p>The Town of Comox is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighbourhoods, commercial/service areas, and the waterfront through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability.</p>
<p><b>Core Services</b></p>	<ul style="list-style-type: none"> <li>• Public safety and protection</li> <li>• Strong governance and administration</li> <li>• Financial management and accountability</li> <li>• Economic development</li> <li>• Public works infrastructure and engineering</li> <li>• Recreation</li> <li>• Parks</li> <li>• Arts and culture</li> <li>• Community development and planning</li> </ul>
<p><b>Strategic Priorities</b></p>	<p>Council’s Strategic Priorities and Operations Strategies are organized under the following main themes:</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Economic Development</li> <li>• Climate Change / Environmental</li> <li>• Livability / Recreation</li> <li>• Infrastructure</li> </ul>

# 2019 Progress and Objectives

PROGRESS AND OBJECTIVES - GOVERNANCE			
PRIORITIES	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2019)
Mack Laing Future	Began the process to modify, if necessary, the terms of the Trust.	Ongoing	The Attorney General has taken responsibility of modifying the Trust in court. A date has yet to be set due to significant delays from COVID-19.
Communications Specialist	Include the provision of salary to hire a communications specialist in the year budget 2019.	2020	Position to be posted and filled in early 2020.
CAO Executive and Strategic Planning	Recruitment of a new Chief Administrative Officer.	2020	Advertising posted on Civic Info, November 20 and closed December 13, 2019.
Fire Paid on Call / Volunteer Retention Review	Undertook a review of the Paid on Call / Volunteer Retention systems and programs.	2019	At the end of 2019, the fire department membership is 54, including 6 full time. 19 members left in 2019 for various reasons.
PROGRESS AND OBJECTIVES - ECONOMIC DEVELOPMENT			
PRIORITIES	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2019)
Fixed Wing Search and Rescue (FWSAR) Training Facility	Investigated the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Ongoing	FWSAR training centre construction still in progress.
Comox BIA Association Bylaw	Renewal of the Business Improvement Area (BIA).	2019	Process initiated. Renewal bylaw to be adopted in 2020. Renewal letters sent to property owners in early January 2020. Draft bylaw prepared.
Marina Park Phase II	Council supported, in principle, the concept of an Enhanced Promenade and directed staff to consult with the public and other stakeholders on the proposal.	2019	Presented at Capital Projects open house. No other work currently underway. To be considered as part of Marina Park Phase II upgrades.

Fiber Optics	Micro trenching completed to Town Hall, Finance Dept., Council Chambers, Community Centre and Fire Hall to enable Fiber Optics service.	Ongoing	80% complete with Fiber Optics run to Town facilities. Reconfiguring servers and Public Works run to be completed in 2020.
PROGRESS AND OBJECTIVES - CLIMATE CHANGE / ENVIRONMENTAL			
PRIORITIES	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2019)
Northeast Comox SWMP Implementation	Implementation of Northeast Comox Storm Water Management (SWMP) Plan.	Ongoing	Staff to undertake a public consultation regarding the draft plans. Once Consultation takes place in 2020, bylaw amendments will be required.
Climate Change Adaptation Strategy and Project	Develop tangible actions to address and adapt to climate change. Explore shared sustainability and long-range planning position. Hold open house on strategic priorities and climate crisis and adaptation. Engage with development community on implementation of BC Energy Step Code 2. Explore opportunities for application of BC Energy Step Codes 3 and 4.	Ongoing	Climate Crisis formally recognized by Council. Open house on strategic priorities and climate crisis and adaptation deferred to 2020. Building Bylaw changes implementing BC Energy Step Code requirements to be considered in 2020.
Organics Collection Program Review	Sought decision from Regional District on the regional organics collection facility. Reviewed the Town's organic collection program to assess cost implications for future participation in the program.	Ongoing	The Comox Valley Regional District (CVRD) has developed and is preparing to release an RFP for a design build organics processing facility.
Step Code Implementation	The Town of Comox engaged with the development community and the public on the implementation of BC Energy Step Code 2 for all Part 3 and Part 9 construction, and provided a report back to Council on the results of the engagement prior to implementation. Planning staff sought opportunities for BC Energy Step Code 3 or 4 as amenity contributions to extract during any rezoning's, effective immediately, excluding instream applications.	2019	Information meeting and open house was held Thursday, November 28, 2019 at the Community Centre. Planning Dept. sought and continue to seek opportunities as amenity contributions.
Single Use Plastic Regulation Bylaw	Council directed staff to arrange for the required statutory advertising regarding the "Town of Comox Single Use Plastic Regulation Bylaw No. 1923, 2019" prior to adoption of the bylaw. Prepare and implement Single Use Plastic Regulation Bylaw.	Ongoing	Bylaw held at third reading due to similar bylaw being struck down and the Federal government announcing its intention to ban single use plastics in 2021. Town awaiting Federal action.
Electric Vehicle Charging Station	The Town of Comox participated in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant, and	2019	6 charging stations in 3 locations: Town Hall, Fire Hall, and Mall parking lot to be installed in 2020. Conversations

	dedicated a total of up to \$6,000 to be funded from General Revenue, and representing the Town's portion of the cost of one (1) dual port public electric vehicle charging station at a Town owned site within the community.		ongoing with downtown property owners to consider additional locations.
Woodstove Initiative	Amend building bylaw to prohibit woodstove installation, with the exception of upgrading existing woodstoves.	2019	Completed.
PROGRESS AND OBJECTIVES - LIVABILITY / RECREATION			
PRIORITIES	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2019)
Dog Park Options and Public Consultation	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	2020	Deferred to 2020.
Regional Recreation Initiative	Developing a Low Income Regional Recreation All Access Pass Program.	2020	Comox and CVRD staff will work towards simplifying applications with the goal of implementing integrated Comox/Courtenay-to-RD low-income passes.
Wayfinding Project	Implemented wayfinding signage standards, prototypes and Phase I of signage.	2019	35 new wayfinding fingerboard and map signage installed.
Ambulance Station	Relocation of Ambulance Station to Berwick addition.	2019	Completed
Affordable Housing	Prepared a report on: a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units. The Town requested 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.	Ongoing	Affordable housing initiatives approved by Council at April 17 RCM. Letter sent May 24, 2019 from Mayor to CVRD chair. Began negotiations with developer regarding potential development at 695 Aspen, including affordable housing and daycare amenity contributions.
Rec Centre Site Master Plan	Urban Systems contracted to provide a Community Centre site master plan composed of three parts: determine future building footprint; maximize customer access to and through site; develop Village Park for broad community use.	Ongoing	Contractor working with staff to develop plan.

## PROGRESS AND OBJECTIVES - INFRASTRUCTURE

PRIORITIES	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2019)
PR 19-18 Childcare Space Creation Funding Applications	<p>The Town of Comox Council endorsed the creation of additional childcare spaces which included:</p> <ul style="list-style-type: none"> <li>a. Applying for funding to purchase a commercial unit at 695 Aspen Road and undertake necessary tenant improvements;</li> <li>b. Authorizing the expenditure of Town funds for professional services necessary to complete applications;</li> <li>c. Negotiate an option to purchase a commercial unit in a proposed building at 695 Aspen Rd.</li> </ul> <p>Negotiate a potential lease agreement with the Comox Valley Children's Day Care Society for the operation of a childcare facility.</p>	Ongoing	<p>A UBCM grant application was submitted Nov. 21. Provincial grant in progress.</p> <p>Initiated.</p> <p>Preliminary negotiations complete. Final negotiations awaiting grant approval.</p>
Boundary Extension Request	<p>Proceeded with a boundary extension proposal in the Noel, Torrence and Lazo Roads area that included the following: 480 Torrence Rd., 456 Torrence Rd, 274 Torrence, 1310 Lazo Rd, Vacant Land (Lot A) and (Lot 10), 1250 Lazo Rd and other Vacant Land. Also includes adjacent portions of Torrence and Lazo Roads plus undeveloped south end of King Road. Further, Town staff was authorized to develop, sign and submit the proposal to the Ministry of Municipal Affairs and Housing.</p>	2019	<p>Boundary extension request on hold pending provincial assistance on upgrade of Lazo Road.</p>
Fitness Studio Capital Equipment	<p>Fitness Studio equipment replacement included new treadmill, scale, recumbent bike and weights.</p>	2019	<p>Equipment acquired and installed.</p>
Anderton Corridor Land Use Services	<p>Draft Anderton Corridor Neighbourhood Concept Plan compiled and presented to Council.</p>	Ongoing	<p>Infrastructure servicing studies are ongoing.</p>

# Statement of Financial Information

---

Year Ended December 31, 2019





# Statement of Financial Information Year Ended December 31, 2019

Town of Comox  
Statement of Financial Information  
Contents  
Year Ended December 31, 2019

**Required Information:**

**Please refer to:**

Consolidated Statement of Financial Position . . . . .	Statement 1 of Consolidated Financial Statements
Consolidated Statement of Operations . . . . .	Statement 2 of Consolidated Financial Statements
Schedule of debts . . . . .	Notes 4 to 6 of Consolidated Financial Statements
Schedule of guarantee and indemnity agreements . . . . .	N/A - none outstanding during year
Schedule of Council remuneration . . . . .	Schedule 1 of SOFI
Schedule of employee remuneration . . . . .	Schedule 2 of SOFI
Schedule of severance agreements . . . . .	Schedule 3 of SOFI
Schedule of disbursements . . . . .	Schedule 4 of SOFI
Schedule of grants and contributions. . . . .	Schedule 5 of SOFI
Preparation and approval of financial information . . . . .	Schedule 6 of SOFI

Town of Comox  
Consolidated Statement of Operations  
Year Ended December 31, 2019

	Budget (Note 15)	2019	2018
<b>Revenue</b>			
Property valuation tax	\$ 8,761,766	\$ 8,736,441	\$ 8,412,203
Parcel taxes	624,200	618,605	633,208
Grants in-lieu of taxes	1,540,800	1,679,854	1,534,872
Revenue from taxation	10,926,766	11,034,900	10,580,283
Utility fees	6,853,250	6,811,730	6,639,049
Other sale of service	2,658,322	2,766,685	2,877,311
Licences, permits & planning fees	330,850	266,800	434,084
Developer cost charges applied	709,140	222,754	25,109
Tangible capital assets contributed	-	-	726,221
Donations	39,500	9,427	116,597
Investment income	450,000	825,478	457,170
Penalties and interest on taxes	56,500	67,631	67,556
Actuarial earnings on sinking fund	-	15,383	68,802
Rentals	163,700	149,796	142,280
Other	89,000	44,408	128,129
Gain on disposal of assets	-	1,000	100,595
Unconditional Grants	375,000	372,809	375,137
Conditional Grants	2,030,842	1,360,990	880,025
	24,682,870	23,949,791	23,618,348
<b>Expenses</b>			
General government	2,293,533	2,498,581	1,870,803
Protective services	3,632,885	3,251,181	3,311,773
Solid waste management	1,464,270	1,315,311	1,333,212
Development services	824,760	576,041	504,708
Transportation	3,721,106	3,523,814	3,490,689
Parks, recreation, and culture	4,917,190	4,601,315	4,628,663
Marina	150,941	156,863	198,977
Water services	2,971,937	2,896,192	2,655,577
Sewer services	2,620,460	2,444,362	2,350,223
	22,597,082	21,263,660	20,344,625
<b>Annual surplus</b>	2,085,788	2,686,131	3,273,723
Accumulated surplus, beginning of year	105,804,775	105,804,775	102,531,052
<b>Accumulated surplus, end of year</b>	<b>\$ 107,890,563</b>	<b>\$ 108,490,906</b>	<b>\$ 105,804,775</b>

The accompanying notes are an integral part of these consolidated financial statements.

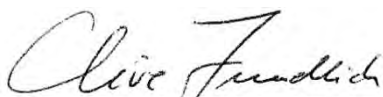
# Town of Comox

## Consolidated Statement of Financial Position as at December 31, 2019

	2019	2018
<b>Financial Assets:</b>		
Cash	\$ 5,385,262	\$ 2,931,482
Short-term investments (Note 2b)	26,746,160	27,985,120
Receivables (Note 3)	1,571,975	830,543
Land for resale	9,847	9,847
	<u>33,713,244</u>	<u>31,756,992</u>
<b>Financial Liabilities:</b>		
Payables (Note 4)	4,024,242	2,996,310
Deferred revenue (Schedule 3)	1,231,889	1,218,066
Restricted revenue (Schedule 3)	6,353,348	6,259,802
Deposits	1,790,886	1,658,338
Debenture debt (Note 5)	146,780	185,389
Future payroll obligations (Note 8)	912,936	929,636
	<u>14,460,081</u>	<u>13,247,541</u>
<b>Net Financial Assets</b>	<u>19,253,163</u>	<u>18,509,451</u>
<b>Non-financial assets:</b>		
Tangible capital assets (Schedule 5)	88,923,013	86,967,255
Supply inventory	222,230	259,092
Prepaid expenses	83,750	60,227
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<u>89,237,743</u>	<u>87,295,324</u>
<b>Accumulated surplus (Note 16)</b>	<b>\$ 108,490,906</b>	<b>\$ 105,804,775</b>

Contingent liabilities (Note 6)

Subsequent event (Note 17)



Clive Freundlich, Director of Finance, responsible for  
financial administration for the Town of Comox

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
Statement of Financial Information  
Schedule of Debts  
Notes 4 to 6 of the Consolidated Financial Statements  
Year Ended December 31, 2019

4. PAYABLES

Payables are composed of the following amounts:

	2019	2018
Wages payable	\$ 65,876	\$ 220,903
Governments	2,176,607	2,400,080
Trade & Other	1,781,758	375,327
<b>Total payables</b>	<b>\$ 4,024,242</b>	<b>\$ 2,996,310</b>

5. DEBENTURES ISSUED FOR THE TOWN

The Town's debenture debt arises from participation in debenture issued by the Municipal Finance Authority (MFA) of B.C. These are sinking-fund type debentures with various terms and interest rates.

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2019 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 yrs	2.40%	\$ 317,250	\$ 241,404	\$ 75,847	\$ 5,315	\$ 9,731
Apr 2008 B/L #1520	Pt. Holmes Water	14 yrs	4.65%	270,000	\$ 199,067	70,933	3,820	10,958
Total at December 31, 2019				\$ 587,250	\$ 440,470	\$ 146,780	\$ 9,135	\$ 20,689
Total at December 31, 2018				\$ 587,250	\$ 401,881	\$ 185,389	\$ 8,927	\$ 20,689

Scheduled payments and net balances for the above issues over the next five years are:

Year	Schedule Annual Payments			Total	Sinking Fund Actuarial Earnings	Net Debt Outstanding
	Principal	Interest				
2020	\$ 23,225	\$ 13,224	\$ 36,449	\$ 17,095	\$ 106,459	
2021	23,225	13,224	36,449	18,884	64,350	
2022	23,225	9,714	32,939	20,753	20,371	
2023	8,465	6,204	14,669	11,907	-	

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 6 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

6. CONTINGENT LIABILITIES

(a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2019 Audited Financial Statements for specific information and detail.

(b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 5). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$9,135 at December 31, 2019; \$8,927 in 2018), plus Promissory Notes issued by the Town at the time of issue (\$20,689 at December 31, 2019; \$20,689 in 2018).

(c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2019 the District's share of those tangible capital assets (at cost and net book value) were \$1,071,528 and \$501,792 respectively (\$1,030,424 and \$496,642 in 2018) and its share of a Fire Department Capital Reserve was \$108,800 (\$85,679 in 2018).

(d) Claims

At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.

Town of Comox  
Statement of Financial Information  
Remuneration & Expenses for Elected Officials  
Year Ended December 31, 2019

**Schedule 1**

	<b>Remuneration</b>	<b>Expenses</b>
Russ Arnott, Mayor	38,384	\$ 10,234
Alex Bissinger, Councillor	20,230	4,345
Ken Grant, Councillor	20,230	5,991
Stephanie McGowan, Councillor	20,230	10,966
Patrick McKenna, Councillor	20,230	7,021
Nicole Minions, Councillor	20,230	8,482
Maureen Swift, Councillor	<u>20,230</u>	<u>3,338</u>
	<u>\$ 159,765</u>	<u>\$ 50,378</u>

Expenses include expense claims by Council members, together with registration fees and travel expenses paid by the Town on their behalf.

Town of Comox  
Statement of Financial Information  
Remuneration & Expenses for Employees Earning over \$75,000  
Year Ended December 31, 2019

Schedule 2

	Remuneration	Expenses
Gail Andestad, Planner 2	\$ 79,385	2,689
Shelley Ashfield, Director of Operations	116,095	878
Corey Brooks, Platoon Captain	78,275	105
Robert Carr, Public Works Mechanic	84,647	242
Al Fraser, Parks Superintendent	97,810	143
Clive Freundlich, Director of Finance	122,778	3,809
Brett Green, Foreman	76,867	284
Ted Hagmeier, Recreation Director	87,341	18
Marvin Kamenz, Town Planner	116,995	3,138
Richard Kanigan, Administrator	107,033	5,364
Jim Lariviere, Assistant Fire Chief	94,790	396
Joel Louke, Utilities Operator	79,354	357
Jessie Proske, Deputy Director of Finance	89,704	2,836
Ian Rogers, Building Inspector 2	77,527	2,414
Shelly Russwurm, Deputy Corporate Administrator	94,858	850
Gord Schreiner, Fire Chief	112,244	1,430
Rick Shelton, Assistant Fire Chief	93,390	487
Robert Stevens, Platoon Captain	79,225	442
Glenn Westendorp, Public Works Superintendent	<u>88,761</u>	<u>-</u>
subtotal	1,777,079	25,881
all employees under \$75,000	3,630,969	96,675
	<u>5,408,048</u>	<u>122,556</u>
Total for all employees	<u>\$ 5,408,048</u>	<u>\$ 122,556</u>

Reconciliation to Salaries, Wages & Employee Benefits reported in Financial Statement

Total employee remuneration (above) less taxable benefits	\$ 5,345,336
Plus Council remuneration (Schedule 1)	159,765
Increase to Accrued Payroll & Post-Employment Benefits in year	(171,727)
Severance Agreements	371,401.82
Plus employee benefits included in Disbursements (Schedule 3)	<u>1,391,276</u>
Salaries, wages and employee benefits reported on Schedule 1 of the Consolidated Financial Statements for the Town of Comox	<u>\$ 7,096,051</u>

**NOTES:**

- Expenses include payments to employees plus expenses paid on their behalf.
- No schedule of severance agreements is included because there were none in year.

Town of Comox  
Statement of Financial Information  
Statement of Severance Agreements  
Year Ended December 31, 2019

**Schedule 3**

There was one severance agreement under which payment commenced between the Town of Comox and one non-unionized employee during fiscal year 2019.

This agreement represents 27 months of compensation.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7).

Town of Comox  
Statement of Financial Information  
Schedule of Disbursements over \$25,000  
Year Ended December 31, 2019

**Schedule 4**

Above & Beyond Tree Service	25,162.42
AFC Industries Ltd	220,784.38
A-Mais Technologies Inc.	31,078.60
Andrew Sheret Limited	121,697.58
Aon Reed Stenhouse Inc	81,255.00
B C Assessment Authority	153,017.64
B C Hydro	445,785.20
Big Island Building Services Ltd.	38,924.94
Black Press Group Ltd.	25,928.76
Ceridian Canada Ltd	81,991.54
Chimo Gymnastics Club	240,740.11
Coastal Community Credit Union	43,727.98
Comox Archives And Museum Society	32,500.00
Comox Business In Action	81,725.00
Comox City Centre Retail Ltd	106,554.75
Comox Nautical Days Society	41,837.87
Comox Valley Martial Arts & Fitness	35,046.39
Comox Valley Regional District	8,556,720.47
Comox-Strathcona Regional Hospital Dist	2,168,060.64
Compass Adventure	48,553.05
Copcan Civil Ltd	218,915.21
CUPE Local 556	53,395.93
D.R. Chapman	25,950.00
Dumont, Jim	30,555.00
Econics Innovations Inc	36,750.00
Edgett Excavating Ltd.	1,344,218.37
Eterra Environmental	772,655.81
Enex Fuels Ltd.	50,360.12
Fitness Town Commercial	30,104.48
GCS Technology Services Inc.	216,806.22
GROW tree care	29,998.56
Guillevin International Inc.	66,185.16
Habitat Systems Inc.	27,232.80
Hand-In-Hand Early Years	78,016.29
Harris & Company LLP	25,927.28
HI-lite Signs	32,745.33
Intercontinental Truck Body	132,914.16
Kenning, Al	44,097.27
KTI Limited	82,388.79
Lacasse Construction Ltd	31,862.46
Leemac Electric Ltd.	33,093.15
Lindary Holdings Ltd	41,753.60
McElhanney Ltd	326,379.86
Minister Of Finance	1,715,075.10
Minister of Finance	79,800.00
Minister of Finance	40,087.50
MNP LLP	52,648.78
Moneris	30,444.57
Monk Office Supply Ltd.	69,767.91
Municipal Pension Plan	801,112.01
Pacific Flow Control Ltd	35,647.50
Peninsula Co-op	54,238.83
Raylec Power Ltd.	26,981.57
Receiver General For Canada	1,431,354.72
Receiver General For Canada	1,213,069.04
Rocky Mountain Phoenix	261,277.38
Scotiabank	38,339.13
Scotiabank Visa	110,315.81
Silvacare Inc	43,990.83

Town of Comox  
Statement of Financial Information  
Schedule of Disbursements over \$25,000  
Year Ended December 31, 2019

**Schedule 4**

Slegg Building Materials	25,385.29
Steve Marshall Motors Ltd	41,669.60
Sun Life Assurance Company of Canada	317,850.29
Tayco Paving Co Ltd	760,221.05
Telus	26,850.42
TeraSpan Networks	286,362.30
Think Best Practices Inc.	246,778.97
Thomson, Steve	45,028.54
TLC Stoneworks Ltd	78,010.57
Tower Fence Products Ltd	30,646.01
Trane Canada ULC	35,492.23
U.S. Bank Canada	94,280.45
Vancouver Island Regional Library	685,360.00
Victoria PlayCo Installations Ltd	66,985.80
Waypoint Insurance	91,749.00
Worksafe BC	115,660.07
Young, Anderson	223,256.48
	<hr/>
subtotal	25,489,135.92
Plus all payees disbursed under \$25,000	1,838,979.57
Total disbursements, all payees	<hr/> <hr/> 27,328,115.49
 <u>Reconciliation to Total Expenditures reported in Financial Statement:</u>	
Total Disbursements for all payees (reported above)	27,328,115.49
Plus Council & Employee remuneration (Sch. 1 and Sch. 2)	5,333,373.54
Less remittances of property taxes collected for others (net of offsets) not included in expenditures on the Financial Statements	(7,855,879.67)
Less long term debt principal payments not included in expenditures on the Financial Statements	(23,225.00)
Less employees share of payroll disbursements not included in expenditures on the Financial Statements	(1,610,668.42)
Less GST recoveries from disbursements in year	(446,355.69)
Less expenditures on tangible capital assets	(5,090,207.00)
Plus amortization expense from tangible capital assets	3,134,449.00
Less DCCs, development bonds and deposits refunded in year	(352,722.59)
Less changes in other asset & liability accounts included in expenses on the Financial Statements	<hr/> 846,780.34
<b>Total Expenses reported on Statement 2 and Schedules 1 &amp; 6 of the Consolidated Financial Statements for the Town of Comox</b>	<hr/> <hr/> <b>21,263,660.00</b>

Town of Comox  
 Statement of Financial Information  
 Year Ended December 31, 2019  
 Schedule of Payments for Grants or Contributions

**Schedule 5**

<b>Recipient of Grant or Contribution</b>		<b>Purpose of Grant</b>
Comox Business in Action Association	\$ 72,900	Business Improvement Area
Comox Archives & Museum Society	32,500	Operation of Society
Citizens On Patrol Society	4,700	Operation of Society
Comox Valley Community Policing	6,150	Auxiliaries & Crime Prevention
Comox Valley Regional District	40,501	Emergency Preparedness
Comox Nautical Days Committee	25,000	Festival Operations
Comox Valley Art Gallery	5,000	Gallery Operations
Sid William Theatre Society	<u>20,000</u>	Theatre Operations
	<u>\$ 206,751</u>	

Town of Comox  
Statement of Financial Information  
Preparation and Approval of Report  
Year Ended December 31, 2019

**Schedule 6**

I certify that I have prepared the whole of the Statement of Financial Information and am responsible for its contents. It has not been audited by the Town's independent auditors.

\_\_\_\_\_  
Clive Freundlich, Director of Finance

\_\_\_\_\_  
Date

This whole Statement of Financial Information has been approved by the Town of Comox Council.

\_\_\_\_\_  
Russ Arnott, Mayor

\_\_\_\_\_  
Date

# Consolidated Financial Statements

---

Year Ended December 31, 2019





Consolidated Financial Statements of

# Town of Comox

Year Ended December 31, 2019

# Town of Comox

## Index to Consolidated Financial Statements

### Year Ended December 31, 2019

Management's Responsibility for Financial Reporting

Independent Auditors' Report

#### Statements

1. Consolidated Statement of Financial Position
2. Consolidated Statement of Operations
3. Consolidated Statement of Change in Net Financial Assets
4. Consolidated Statement of Cash Flows

Notes to the Consolidated Financial Statements

#### Supplemental Schedules

1. Schedule of Expenses by Object (Type)
2. Schedule of Continuity of Reserve Funds
3. Schedule of Deferred and Restricted Reserve Continuity
4. Continuity of Equity in Tangible Capital Assets
5. Schedule of Tangible Capital Assets
6. Schedule of Operations by Segment (2019)
7. Schedule of Operations by Segment (2018)

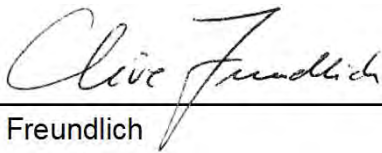
# Town of Comox

## Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are outlined under “Significant Accounting Policies” in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the Town’s independent auditors, have conducted an examination of the consolidated financial statements in accordance with Canadian auditing standards and have expressed their opinion in a report accompanying this statement.



---

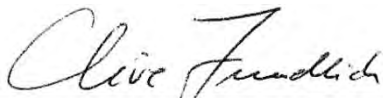
Clive Freundlich  
Director of Finance

# Town of Comox

## Consolidated Statement of Financial Position as at December 31, 2019

	2019	2018
<b>Financial Assets:</b>		
Cash	\$ 5,385,262	\$ 2,931,482
Short-term investments (Note 2b)	26,746,160	27,985,120
Receivables (Note 3)	1,571,975	830,543
Land for resale	9,847	9,847
	<u>33,713,244</u>	<u>31,756,992</u>
<b>Financial Liabilities:</b>		
Payables (Note 4)	4,024,242	2,996,310
Deferred revenue (Schedule 3)	1,231,889	1,218,066
Restricted revenue (Schedule 3)	6,353,348	6,259,802
Deposits	1,790,886	1,658,338
Debenture debt (Note 5)	146,780	185,389
Future payroll obligations (Note 8)	912,936	929,636
	<u>14,460,081</u>	<u>13,247,541</u>
<b>Net Financial Assets</b>	<u>19,253,163</u>	<u>18,509,451</u>
<b>Non-financial assets:</b>		
Tangible capital assets (Schedule 5)	88,923,013	86,967,255
Supply inventory	222,230	259,092
Prepaid expenses	83,750	60,227
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<u>89,237,743</u>	<u>87,295,324</u>
<b>Accumulated surplus (Note 16)</b>	<u><b>\$ 108,490,906</b></u>	<u><b>\$ 105,804,775</b></u>

Contingent liabilities (Note 6)  
Subsequent event (Note 17)



Clive Freundlich, Director of Finance, responsible for  
financial administration for the Town of Comox

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
 Consolidated Statement of Operations  
 Year Ended December 31, 2019

	Budget (Note 15)	2019	2018
<b>Revenue</b>			
Property valuation tax	\$ 8,761,766	\$ 8,736,441	\$ 8,412,203
Parcel taxes	624,200	618,605	633,208
Grants in-lieu of taxes	1,540,800	1,679,854	1,534,872
Revenue from taxation	10,926,766	11,034,900	10,580,283
Utility fees	6,853,250	6,811,730	6,639,049
Other sale of service	2,658,322	2,766,685	2,877,311
Licences, permits & planning fees	330,850	266,800	434,084
Developer cost charges applied	709,140	222,754	25,109
Tangible capital assets contributed	-	-	726,221
Donations	39,500	9,427	116,597
Investment income	450,000	825,478	457,170
Penalties and interest on taxes	56,500	67,631	67,556
Actuarial earnings on sinking fund	-	15,383	68,802
Rentals	163,700	149,796	142,280
Other	89,000	44,408	128,129
Gain on disposal of assets	-	1,000	100,595
Unconditional Grants	375,000	372,809	375,137
Conditional Grants	2,030,842	1,360,990	880,025
	24,682,870	23,949,791	23,618,348
<b>Expenses</b>			
General government	2,293,533	2,498,581	1,870,803
Protective services	3,632,885	3,251,181	3,311,773
Solid waste management	1,464,270	1,315,311	1,333,212
Development services	824,760	576,041	504,708
Transportation	3,721,106	3,523,814	3,490,689
Parks, recreation, and culture	4,917,190	4,601,315	4,628,663
Marina	150,941	156,863	198,977
Water services	2,971,937	2,896,192	2,655,577
Sewer services	2,620,460	2,444,362	2,350,223
	22,597,082	21,263,660	20,344,625
<b>Annual surplus</b>	2,085,788	2,686,131	3,273,723
Accumulated surplus, beginning of year	105,804,775	105,804,775	102,531,052
<b>Accumulated surplus, end of year</b>	<b>\$ 107,890,563</b>	<b>\$ 108,490,906</b>	<b>\$ 105,804,775</b>

The accompanying notes are an integral part of these consolidated financial statements.

## Town of Comox

### Consolidated Statement of Change in Net Financial Assets For the Year Ended December 31, 2019

	<b>Budget</b>	<b>2019</b>	<b>2018</b>
	(Note 15)		
<b>Surplus for the year</b>	\$ 2,085,788	\$ 2,686,131	\$ 3,273,723
Tangible capital assets contributed	-	-	(726,225)
Acquisition of tangible capital assets	(10,654,216)	(5,090,207)	(3,218,928)
Amortization of tangible capital assets	3,000,000	3,134,449	3,061,818
Disposition of tangible capital assets	-	-	11,369
	(5,568,428)	730,373	2,401,757
(Increase) / decrease in supply inventory	-	36,862	(939)
(Increase) / decrease in prepaid expenses	-	(23,523)	17,564
	-	13,339	16,625
Increase (decrease) in Net Financial Assets	(5,568,428)	743,712	2,418,382
Net Financial Assets at beginning of year	18,509,451	18,509,451	16,091,069
<b>Net Financial Assets at end of year</b>	<b>\$ 12,941,023</b>	<b>\$ 19,253,163</b>	<b>\$ 18,509,451</b>

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
Consolidated Statement of Cash Flows  
as at December 31, 2019

	2019	2018
Net inflow (outflow) of cash related to the following activities:		
<b>Operating activities:</b>		
Surplus for the year	\$ 2,686,131	\$ 3,273,723
Non-cash items included in operations:		
Contribution from developers	-	(726,225)
Amortization of tangible capital assets	3,134,449	3,061,818
Disposition of tangible capital assets	-	11,369
Actuarial adjustment on debt	(15,383)	(68,802)
Net changes to financial assets & liabilities through operations:		
(Increase) / Decrease in receivables	(741,432)	(12,416)
Increase in payables	1,027,932	795,869
Increase in deferred revenue	13,823	101,648
Increase in restricted revenue	93,546	798,595
Increase in deposits	132,547	169,667
Increase / (Decrease) in future payroll obligations	(16,700)	13,485
(Increase) / Decrease in supply inventory	36,862	(939)
(Increase) / Decrease in prepaid expenses	(23,523)	17,564
	6,328,252	7,435,356
<b>Investing Activities</b>		
Short-term investing	1,238,960	(6,809,769)
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(5,090,207)	(3,218,928)
<b>Financing activities:</b>		
Debenture principal repaid	(23,225)	(174,070)
Increase / (Decrease) in cash and cash equivalents	2,453,780	(2,767,411)
Cash and cash equivalents, beginning of year	2,931,482	5,698,893
<b>Cash and cash equivalents, end of year</b>	<b>\$ 5,385,262</b>	<b>\$ 2,931,482</b>
Supplemental cash flow information		
Interest paid	\$ 13,925	\$ 27,934
Interest received	\$ 825,478	\$ 457,170

The accompanying notes are an integral part of these consolidated financial statements.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

### 1. PURPOSE

The Town of Comox was incorporated in 1946 to provide municipal services to its residents, and is governed by the Community Charter and the Local Government Act of British Columbia.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### (a) British Columbia Municipalities

It is the policy of the Town to follow accounting principles generally accepted for British Columbia municipalities and to apply such principles consistently. As part of this policy, the resources and operation of the Town are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared in accordance with recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the financial position, financial operations, change in net financial assets, and change in cash flows of the one economic entity of the Town of Comox. Inter-fund transactions and fund balances have been eliminated on consolidation.

#### (b) Short-term Investments

Investments are comprised of various investment funds of the Municipal Finance Authority of BC which have fluctuating returns and are carried at the market value, which is equal to the carrying value, and Guaranteed Investment Certificates.

Short-term Investments	2019	2018
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund *	\$ 49,993	\$ 48,372
Intermediate Bond Fund	397,818	5,836,086
Money Market Fund	510,268	7,491,533
* Adjusted for Trust Fund	958,079	13,375,990
Guaranteed Investment Certificates		
Scotiabank	1,754,423	6,109,130
Coast Capital Savings	21,500,000	6,000,000
Coastal Community Credit Union	2,533,658	2,500,000
	<u>\$ 26,746,160</u>	<u>\$ 27,985,120</u>

#### (c) Trust Fund

A Town-administered trust fund has been excluded from the financial statements. The balance in the fund was \$ 268,904 at December 31, 2019 (\$ 260,802 in 2018). It was invested in the MFA Short-term Bond Fund in 2019 and 2018. Interest earned was \$8,103 in 2019 (\$4,832 in 2018).

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (d) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Acquisitions exceeding the capitalization thresholds are capitalized. The Town records certain infrastructure assets as one network without breaking down the asset into component parts. Expenditures to replace components of such a network are expensed as incurred. Amortization is calculated straight line over the estimated life of the class of assets. Amortization is not taken until the asset is in use. Repairs and maintenance are not capitalized, but are expensed in the period in which they occur. Betterments which enhance the asset life or capacity are capitalized.

Major Asset Category	Threshold	Estimated Life
Land	\$ 10,000	Indefinite
Land improvements	\$ 10,000	25 years
Buildings	\$ 10,000	50 years
Vehicles, Machinery and Equipment	\$ 10,000	8 to 20 years
Computers and programs	\$ 10,000	5 years
Engineered Structures		
Road surfaces	\$ 10,000	25 years
Road sub-surfaces	\$ 10,000	50 years
Sidewalks	\$ 10,000	50 years
Storm drains surface	\$ 10,000	25 years
Storm drains sub-surface	\$ 10,000	75 years
Water	\$ 10,000	75 years
Sewer	\$ 10,000	75 years
Other surface structures	\$ 10,000	25 years

#### (e) Future Payroll Obligations

- Earned but unpaid vacation is fully accrued and recorded in the financial statements.
- An accrual is made for expected payments of employee sick leave, payout on retirement, disability or death, and termination pay discounted from expected future values to net present value at year-end.

#### (f) Inventory

Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (g) Funds

The financial operations of the Town of Comox are divided into seven funds: General Operating Fund, General Capital Fund, Reserve Fund, Water Operating Fund, Water Capital Fund, Sewer Operating Fund and Sewer Capital Fund. Functionally, the Water and Sewer Funds are used for the services of distribution of potable water and collection and treatment of sanitary sewage respectively. The General Operating Fund is used for all other Town services. Capital Funds (General, Water and Sewer) are used to segregate tangible capital assets and related debt). All revenue and expenses for services are recognized in the operating funds. The Reserve Fund is used to segregate capital and other statutory reserves.

#### (h) Revenue Recognition

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the service is provided. Interest and operating grants are recognized as earned. Capital grants are recognized when the related acquisition occurs. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. User fees, garbage collection and disposal are recognized as revenue on an accrual basis according to rates set in various fees and charges bylaws. Permit fees are recognized once the permit has been approved and the fee collected. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed parcels of land are valued at fair market value at the date of contribution. Contributed tangible capital assets are recorded at fair market value when the contribution is received. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

#### (i) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2019 the Town has not recorded any liability for contaminated sites as no such sites have been identified.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Measurement Uncertainty

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the estimated life of tangible capital assets (used to establish amortization), determination of future payroll obligation, collectability of accounts receivable and provisions for contingencies. Actual results may vary from the estimates and adjustments will be reported and reflected in operations as they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for.

### 3. RECEIVABLES

Receivables are composed of the following amounts:

	2019	2018
Employees	\$ -	\$ 747
Governments	277,685	150,576
Other	1,294,290	679,220
Total receivables	\$ 1,571,975	\$ 830,543

### 4. PAYABLES

Payables are composed of the following amounts:

	2019	2018
Wages payable	\$ 65,876	\$ 220,903
Governments	2,176,607	2,400,080
Trade & Other	1,781,758	375,327
Total payables	\$ 4,024,242	\$ 2,996,310

Town of Comox  
Notes to the Consolidated Financial Statements  
For the year ended December 31, 2019

5. DEBENTURES ISSUED FOR THE TOWN

The Town's debenture debt arises from participation in debenture issued by the Municipal Finance Authority (MFA) of B.C. These are sinking-fund type debentures with various terms and interest rates.

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2019 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 yrs	2.40%	\$ 317,250	\$ 241,404	\$ 75,847	\$ 5,315	\$ 9,731
Apr 2008 B/L #1520	Pt. Holmes Water	14 yrs	4.65%	270,000	\$ 199,067	70,933	3,820	10,958
Total at December 31, 2019				\$ 587,250	\$ 440,470	\$ 146,780	\$ 9,135	\$ 20,689
Total at December 31, 2018				\$ 587,250	\$ 401,861	\$ 185,389	\$ 8,927	\$ 20,689

Scheduled payments and net balances for the above issues over the next five years are:

Year	Schedule Annual Payments			Sinking Fund		Net Debt
	Principal	Interest	Total	Actuarial Earnings	Outstanding	
2020	\$ 23,225	\$ 13,224	\$ 36,449	\$ 17,095	\$ 106,459	
2021	23,225	13,224	36,449	18,884	64,350	
2022	23,225	9,714	32,939	20,753	20,371	
2023	8,465	6,204	14,669	11,907	-	

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 6 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

## Town of Comox

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 6. CONTINGENT LIABILITIES

##### (a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2019 Audited Financial Statements for specific information and detail.

##### (b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 5). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$9,135 at December 31, 2019; \$8,927 in 2018), plus Promissory Notes issued by the Town at the time of issue (\$20,689 at December 31, 2019; \$20,689 in 2018).

##### (c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2019 the District's share of those tangible capital assets (at cost and net book value) were \$1,071,528 and \$501,792 respectively (\$1,030,424 and \$496,642 in 2018) and its share of a Fire Department Capital Reserve was \$108,800 (\$85,679 in 2018).

##### (d) Claims

At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.

## Town of Comox

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 7. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town of Comox paid \$429,181 for employer contributions to the plan in fiscal 2019 (\$438,710 in 2018).

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

#### 8. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$912,936 at December 31, 2019 (\$929,636 in 2018).

Vacation Accrual is calculated to be \$458,530 at December 31, 2019 (\$485,760 in 2018). Sick, Severance, & Meritorious Service is calculated to be \$454,406 at December 31, 2019 (\$443,876 in 2018).

Meritorious Service is for Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.0% and discounted back at a discount rate of 2.10% (2% and 2.90% respectively in 2018). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

## Town of Comox

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 9. FINANCIAL INSTRUMENTS

Financial instruments consist of cash, short-term investments, receivables, payables, debenture debt, and deposits. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments.

#### 10. ENVIRONMENTAL REGULATIONS

The Town makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenses to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

#### 11. FEDERAL PAYMENTS IN LIEU OF TAX

Although the Town is not economically dependent upon receipt of Federal Payments in Lieu of Tax (PILT), it normally receives 15% of its revenue from taxation from this source of revenue. Were the Government of Canada to halt its PILT, there would be a significant impact on operations that could result in either a reduction in service levels and/or an increase in property tax rates.

#### 12. RESTRICTION ON DEFERRED REVENUE

The Town receives Development Cost Charges from developers. Section 935 of the Local Government Act requires that these funds are deposited to reserves and limits the use of those reserves (including the interest earned on them) to capital costs related to the purpose for which the charge was collected. Section 941 of the Local Government Act similarly limits the use of cash payments received in lieu of the 5% parklands provided at subdivision of land, for acquisitions of parkland.

## Town of Comox

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 13. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 6 and 7 (for 2019 and 2018, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

**General Government** – including the activities of Council plus general Town administration, finance, and enforcement of Town bylaws.

**Protective Services** – including the activities of the RCMP on behalf of Comox, plus the Comox Volunteer Fire Department, building inspection, emergency planning and animal control.

**Transportation** – including roads, sidewalks, street lighting, traffic control and storm drains.

**Solid Waste Management** – including collection and disposal of garbage, recyclables and yard waste. The Town does not operate any landfills or transfer facilities.

**Development Services** – including Town planning and our annual grants to the Downtown Business Improvement Area Association.

**Marina** – is operation of the Town's marina.

**Parks, Recreation, and Culture** – including operating the Town's recreation centre and public recreation programs, Town parks and greenways, cultural grants from the Town and events sponsored for the Town, Christmas lighting, and Town buildings used for recreation and cultural activities. The Town is a member of the Vancouver Island Regional Library (VIRL), and owns library space that it rents to VIRL, which operates the Comox library branch.

**Water Service** – is the distribution of water to Town residents. The Town buys treated bulk water from the Comox Valley Regional District, so the Town neither produces nor treats the water it distributes.

**Sanitary Sewer Service** – is the collection of sanitary sewage and transmission of the same to the sanitary sewer treatment system operated by the Comox Valley Regional District. The Regional District charges the Town for a share of the costs to operate its system.

Certain allocations are employed in the preparation of segmented financial information. General Property Taxation, Payments in Lieu thereof, and Investment income are not allocated between segments, but are allocated to General Government. Government grants and DCCs used for capital acquisitions are allocated to segments depending on the purpose of the grant. Investment income is allocated to segments depending on the nature of the capital reserves that it has been earned on. Some expenses are allocated to segments based on an estimated use of resources.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2.

There are no inter-segment sales of goods or services.

## Town of Comox

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

#### 14. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

The Town receives transfers of Community Works (federal gas tax) Funds through the Union of BC Municipalities that can be used to fund eligible expenditures.

Continuity of Funds:	2019	2018
Opening balance at start of year	\$ 3,308,355	\$ 2,809,240
Transfers received during year	1,302,852	657,246
Interest on investments	70,514	56,449
Draws to fund eligible projects	(841,237)	(214,580)
Closing balance at end of year	\$ 3,840,483	\$ 3,308,355

These transfers are recorded as conditional grant revenue because they can only be used for eligible expenditures under the terms of a 2014 agreement between the Government of Canada and the Union of BC Municipalities.

#### 15. RECONCILIATION OF 2019 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 8, 2019 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Towns 2019 Financial Plan:

Reconciliation of 2019 Budget Reported to Financial Plan:	
Net budget for 2019 reported	\$ 2,085,788
Capital acquisitions in Financial Plan	(10,654,216)
Transfers from capital reserves in Financial Plan	7,433,462
Transfers to capital reserves in Financial Plan	(4,327,024)
Debt principal repayments in Financial Plan	(38,010)
Proceeds of debt	2,500,000
Amortization expense	3,000,000
Net of Financial Plan	\$ -

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2019

### 16. ACCUMULATED SURPLUS

Operating Funds - comprise the principal operating activities of the Town and are separated into General, Water, and Sanitary Sewer Funds.

Capital Funds - used to record the acquisition and disposal of tangible capital assets and related financing and are similarly separated into General, Water and Sanitary Sewer Funds. The General Capital Fund also contains shares in Courtenay Golf Club Ltd. carried at a value of \$8,750.

Reserve Funds - created to hold cash, and investments for specific future requirements. They are comprised of the funds shown in Schedule 2.

		As Restated (Note 18)
Accumulated Surplus	2019	2018
Operating Funds:		
General Operating Fund	\$ 2,659,707	\$ 1,774,980
Water Operating Fund	1,172,919	1,215,250
Sanitary Sewer Operating Fund	2,909,718	2,738,100
	<u>6,742,344</u>	<u>5,728,330</u>
Capital Funds:		
General Capital Fund	71,655,943	69,942,500
Water Capital Fund	8,833,150	8,702,021
Sanitary Sewer Capital Fund	8,295,889	8,146,095
	<u>88,784,982</u>	<u>86,790,616</u>
Reserve Funds (Schedule 2)	12,963,580	13,285,829
Net of Financial Plan	<u>\$ 108,490,906</u>	<u>\$ 105,804,775</u>

### 17. SUBSEQUENT EVENT

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Town of Comox as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

### 18. COMPARATIVE FIGURES

The accumulated surplus (operating and capital funds) comparative figures in Note 16 have been reclassified to conform with the current year's presentation.

# Town of Comox

Schedule of Expenses by Object (Type)  
Year ended December 31, 2019

Schedule 1

	<b>Budget</b>	<b>2019</b>	<b>2018</b>
	(Note 15)		
<b>Expenses</b>			
Salaries, wages and employee benefits	\$ 6,924,473	\$ 7,096,051	\$ 6,453,008
Contracted and general services	11,548,129	8,326,143	8,185,199
Materials, goods, supplies and utilities	1,037,990	2,679,352	2,600,674
Interest and bank charges	86,490	27,666	43,926
Amortization of tangible capital assets	3,000,000	3,134,448	3,061,818
	<b>\$ 22,597,082</b>	<b>\$ 21,263,660</b>	<b>\$ 20,344,625</b>

# Town of Comox

Schedule of Continuity of Reserve Funds  
Year ended December 31, 2019

Schedule 2

	2019	2018
Opening Balance of Reserve Funds	\$ 13,285,829	\$ 10,569,708
Contributions to funds from operations	3,597,598	4,136,858
Interest earned on funds	260,552	212,638
Withdrawals from funds for capital acquisitions	(4,180,399)	(1,633,375)
<b>Closing balance of Reserve Funds (Note 16)</b>	<b>\$ 12,963,580</b>	<b>\$ 13,285,829</b>

Represented by the following financial assets:

Cash and short-term investments	\$ 12,963,580	\$ 13,285,829
---------------------------------	---------------	---------------

Including the following Reserve Funds:

Community Works (Federal Gas Tax) Funds (Note 14)	\$ 3,840,484	3,308,355
Asset replacement reserve	82,500	-
Capital Works Reserve	939,263	1,538,984
Equipment Replacement Reserve	521,548	506,411
Municipal Marina Reserve	561,250	467,614
Water Utility Reserve	1,501,381	676,935
Sewer Enterprise Reserve	4,392,463	5,769,769
Lancaster Sewer Lift Station Capital Reserve	79,553	78,110
Point Holmes Sewer Lift Station Capital Reserve	52,464	51,513
Recreation Centre Capital Reserve	5,772	-
Waterfront Walkway Reserve	335	329
Affordable Housing Reserve	180,460	177,187
Fire Department Capital Reserve - Town Share	278,817	214,042
Public Safety Reserve	418,490	410,901
	12,854,780	13,200,150
Fire Department Capital Reserve CFPID share (Note 7c)	108,800	85,679
	<b>\$ 12,963,580</b>	<b>\$ 13,285,829</b>

Town of Comox

Schedule of Deferred and Restricted Revenue Continuity  
 Year ended December 31, 2019

Schedule 3

	2018 Balance	Receipts	Interest	Recognized as Revenue	2019 Balance
<b>Deferred Revenue</b>					
Prepaid property taxes	\$ 825,885	\$ 900,797	\$ 13,432	\$ 834,295	\$ 905,819
Prepaid parcel tax commutation - Kye Bay Water / Sewer	7,662				7,662
Prepaid General fees (Marina, Dog, Business licenses)	92,244	383,231		392,546	82,929
Prepaid Recreation fees	292,275	517,934		574,730	235,479
<b>Total Deferred Revenue</b>	<b>1,218,066</b>	<b>1,801,962</b>	<b>13,432</b>	<b>1,801,571</b>	<b>1,231,889</b>
<b>Restricted Revenue</b>					
<u>Development Charges:</u>					
Open Space Development Cost Charges	2,873,469	73,790	65,718	-	3,012,977
Water Development Cost Charges	1,185,849		26,926	143,961	1,068,814
Major Road Development Cost Charges	591,253	62,754	13,839	-	667,846
Storm Drain Development Cost Charges	665,266	-	15,106	74,609	605,763
Sanitary Sewer Development Cost Charges	171,624	36,428	4,129	4,184	207,997
	<b>5,487,461</b>	<b>172,972</b>	<b>125,718</b>	<b>222,754</b>	<b>5,563,397</b>
<u>Other Restricted Revenue</u>					
5% Payment in Lieu of Parks Dedication	404,361	-	9,181	-	413,542
Developer Payments in Lieu of Parking	30,426	-	691	-	31,117
Developer Contribution for Public Amenities	25,000	-	568	-	25,568
Developer Payments for Affordable Housing	312,554	-	7,170	-	319,724
	<b>772,341</b>	<b>-</b>	<b>17,610</b>	<b>-</b>	<b>789,951</b>
<b>Total Restricted Revenue</b>	<b>6,259,802</b>	<b>172,972</b>	<b>143,328</b>	<b>222,754</b>	<b>6,353,348</b>

# Town of Comox

Continuity of Equity in Tangible Capital Assets  
Year ended December 31, 2019

Schedule 4

	2019	2018
Opening balance of equity in Tangible Capital Assets	86,790,616	85,675,778
Changes in Capital Assets		
Acquisitions of tangible capital assets	5,090,207	3,218,928
Tangible capital assets acquired through development	-	726,225
Write-offs of assets replaced (at NBV)	-	(11,369)
Amortization expense	(3,134,449)	(3,061,818)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	23,225	174,070
Actuarial earnings on debenture sinking fund	15,383	68,802
<b>Closing Balance of Equity in Tangible Capital Assets</b>	<b>\$ 88,784,982</b>	<b>\$ 86,790,616</b>

Represented by the following:

Tangible capital assets at net book value (Schedule 5)		
Capital assets at cost	\$ 138,551,362	\$ 133,756,300
Less accumulated amortization	(49,628,349)	(46,789,045)
Tangible capital assets at net book value	88,923,013	86,967,255
Net debenture debt (Note 6)	(146,781)	(185,389)
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<b>\$ 88,784,982</b>	<b>\$ 86,790,616</b>

Town of Comox  
Schedule of Tangible Capital Assets  
Year ended December 31, 2019

Schedule 5

									Totals		
	LandImp	Land Improvements	Buildings	Equipment	Transportation	Storm / Drain	Water Service	Sewer Service	Work in Progress	2019 Total	2018 Total
<b>Cost</b>											
Opening costs	8,985,178	4,919,382	19,064,804	7,269,589	44,971,742	22,885,532	13,254,999	12,061,569	343,505	133,756,300	130,282,689
Additions during the year	-	-	294,916	974,519	2,770,952	229,319	382,015	-	438,486	5,090,207	3,945,153
Add/(Less): Assets put to use	-	-	26,203	34,681	85,615	38,687	17,682	-	(202,868)	-	-
Disposals and write downs	-	-	-	(295,145)	-	-	-	-	-	(295,145)	(471,542)
Closing costs	8,985,178	4,919,382	19,385,923	7,983,644	47,828,309	23,153,538	13,654,696	12,061,569	579,123	138,551,362	133,756,300
<b>Accumulated Amortization</b>											
Opening accum'd amortization	-	2,151,100	4,129,806	4,102,724	21,573,947	6,662,137	4,337,130	3,832,201	-	46,789,045	44,187,400
Amortization	-	165,696	389,708	544,918	1,200,024	323,888	333,668	176,547	-	3,134,449	3,061,818
Accum Amort Adj for Disp/WD	-	-	-	(295,145)	-	-	-	-	-	(295,145)	(460,173)
Closing accum'd amortization	-	2,316,796	4,519,514	4,352,497	22,773,971	6,986,025	4,670,798	4,008,748	-	49,628,349	46,789,045
Net Book Value of Tangible Capital Assets	8,985,178	2,602,586	14,866,409	3,631,147	25,054,338	16,167,513	8,983,898	8,052,821	579,123	88,923,013	86,967,255

Town of Comox  
Schedule of Operations by Segment  
Year ended December 31, 2019

	General Government	Protective Services	Solid Waste Management	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2019 Budget
<b>Revenue</b>											
Property valuation tax	\$ 8,663,154	\$ -	\$ -	\$ 73,287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,736,441	\$ 8,761,766
Parcel taxes	-	-	-	-	4,106	-	-	300,632	313,867	618,605	624,200
Grants in-lieu of taxes	1,679,854	-	-	-	-	-	-	-	-	1,679,854	1,540,800
Utility fees	-	-	1,667,083	-	-	-	-	2,644,363	2,500,284	6,811,730	6,853,250
Other sale of service	80,531	554,098	-	-	1,100	1,750,469	380,487	-	-	2,766,685	2,658,322
Licences, permits & planning fees	60,757	146,616	-	59,427	-	-	-	-	-	266,800	330,850
Developer cost charges applied	-	-	-	-	74,609	-	-	143,961	4,184	222,754	709,140
Tangible capital assets contributed	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	9,427	-	-	-	9,427	39,500
Investment income	504,640	14,380	-	67,892	88,384	7,095	-	34,606	108,481	825,478	450,000
Penalties and interest on taxes	67,631	-	-	-	-	-	-	-	-	67,631	56,500
Actuarial earnings on sinking fund	-	-	-	-	-	-	-	10,966	4,417	15,383	-
Rentals	-	-	-	-	-	149,796	-	-	-	149,796	163,700
Other	42,212	-	-	-	2,196	-	-	-	-	44,408	89,000
Gain on disposal of assets	-	-	-	-	1,000	-	-	-	-	1,000	-
Unconditional Grants	316,234	56,575	-	-	-	-	-	-	-	372,809	375,000
Conditional Grants	-	25,862	-	-	1,302,852	32,276	-	-	-	1,360,990	2,030,842
	11,415,013	797,531	1,667,083	200,606	1,474,247	1,949,063	380,487	3,134,528	2,931,233	23,949,791	24,682,870
<b>Expenses</b>											
Employees	1,630,755	1,046,290	49,238	431,842	1,235,533	2,345,900	73,189	239,916	43,388	7,096,051	6,924,473
Services	741,849	1,886,014	1,264,656	139,156	205,374	1,368,463	68,100	446,813	2,205,718	8,326,143	11,548,129
Materials	39,095	163,375	1,417	5,043	246,183	327,902	15,574	1,865,634	15,129	2,679,352	1,037,990
Interest	13,925	-	-	-	-	-	-	10,161	3,580	27,666	86,490
Amortization	72,957	155,502	-	-	1,836,724	559,050	-	333,668	176,547	3,134,448	3,000,000
	2,498,581	3,251,181	1,315,311	576,041	3,523,814	4,601,315	156,863	2,896,192	2,444,362	21,263,660	22,597,082
<b>Surplus for the year</b>	\$ 8,916,432	\$ (2,453,650)	\$ 351,772	\$ (375,435)	\$ (2,049,567)	\$ (2,652,252)	\$ 223,624	\$ 238,336	\$ 486,871	\$ 2,686,131	\$ 2,085,788

Town of Comox  
Schedule of Operations by Segment  
Year ended December 31, 2018

	General Government	Protective Services	Solid Waste Management	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2018 Budget
<b>Revenue</b>											
Property valuation tax	\$ 8,322,434	\$ -	\$ -	\$ 72,900	\$ 16,869	\$ -	\$ -	\$ -	\$ -	\$ 8,412,203	\$ 8,415,570
Parcel taxes	-	-	-	-	20,974	-	-	306,844	305,390	633,208	639,290
Grants in-lieu of taxes	1,534,872	-	-	-	-	-	-	-	-	1,534,872	1,468,800
Utility fees	-	-	1,622,349	-	-	-	-	2,540,262	2,476,438	6,639,049	6,710,730
Other sale of service	96,323	546,030	-	-	16,871	1,845,501	372,586	-	-	2,877,311	2,513,222
Licences, permits & planning fees	93,340	281,444	-	59,300	-	-	-	-	-	434,084	193,550
DCC's used for capital acquisitions	-	-	-	-	10,859	-	-	14,250	-	25,109	444,776
TCA acquired through developers	-	-	-	-	499,389	-	-	135,528	91,304	726,221	-
Donations	-	-	-	-	-	116,597	-	-	-	116,597	46,500
Investment income	136,332	14,380	-	67,892	88,384	7,095	-	34,606	108,481	457,170	144,000
Penalties and interest on taxes	67,556	-	-	-	-	-	-	-	-	67,556	52,000
Actuarial earnings on sinking fund	-	-	-	-	21,465	33,592	-	9,753	3,992	68,802	-
Rentals	-	-	-	-	-	142,280	-	-	-	142,280	130,200
Other	125,821	-	-	-	1,438	-	-	-	870	128,129	135,500
Gain on disposal of assets	-	22,965	-	-	77,630	-	-	-	-	100,595	-
Unconditional Grants	319,058	56,079	-	-	-	-	-	-	-	375,137	375,000
Conditional Grants	2,720.00	17,600	-	-	794,446	65,259	-	-	-	880,025	1,137,240
	10,698,456	938,498	1,622,349	200,092	1,548,325	2,210,324	372,586	3,041,243	2,986,475	23,618,348	22,406,378
<b>Expenses</b>											
Employees	1,247,807	1,014,488	48,387	395,134	1,056,038	2,340,288	73,463	213,223	64,180	6,453,008	6,165,800
Services	539,618	1,978,053	1,283,686	105,784	297,051	1,483,175	74,623	335,425	2,087,784	8,185,199	9,277,306
Materials	32,635	185,047	1,139	3,790	279,087	304,359	7,584	1,764,978	22,055	2,600,674	2,755,650
Interest	9,361	-	-	-	9,500	9,073	-	14,340	1,652	43,926	69,250
Amortization	41,382	134,185	-	-	1,849,013	491,768	43,307	327,611	174,552	3,061,818	3,000,000
Other	-	-	-	-	-	-	-	-	-	-	15,000
	1,870,803	3,311,773	1,333,212	504,708	3,490,689	4,628,663	198,977	2,655,577	2,350,223	20,344,625	21,283,006
<b>Surplus for the year</b>	\$ 8,827,653	\$ (2,373,275)	\$ 289,137	\$ (304,616)	\$ (1,942,364)	\$ (2,418,339)	\$ 173,609	\$ 385,666	\$ 636,252	\$ 3,273,723	\$ 1,123,372

# Permissive Property Tax Exemptions

---



# Town of Comox

## Effect of Permissive Exemptions on 2019 Taxation

2019 Rates:		Class	Town General
Class 1 Tax Rates:	1		2.34579
Class 6 Tax Rates:	6		10.27418
Class 8 Tax Rates:	8		6.90832

Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property	Taxable Value of Property	Effect of Tax Exemption Bylaw	Property Class	Town General
				Per Revised Roll	Per Revised Roll	Per Revised Roll Exc. Stat. Exemptions		
				10,000	10,000	-	6	-
				900,000	215,000	685,000	8	4,732.20
Comox Golf Course	231.000	76% Town owned share of land total lot size 46.68 acres	76% Town owned share of land total lot size 46.68 acres	910,000 land only	225,000 land only	685,000 76% of land	6 & 8	4,732.20
				2,303,000	-	2,293,000	6	23,558.69
				58,300	-	48,300	6	496.24
				3,303,000	-	3,303,000	8	22,818.18
Filberg Lodge & Park	470.001 & 470.004	All of land & buildings total lot size 9.096 acres	All of land & buildings total lot size 9.096 acres	5,664,300 all of property	- all of property	5,644,300 all of property	6 & 8	46,873.11
Comox Archives & Museum	279.004	All of land & building occupied	All of land & building occupied	159,700 all of property	- all of property	149,700 all of property	6	1,538.04
Pearl Ellis Art Gallery	279.005	All of land & building occupied	All of land & building occupied	158,700 all of property	- all of property	148,700 all of property	6	1,527.77
Lion's Den	279.006	All of land & building occupied	All of land & building occupied	351,000 all of property	- all of property	341,000 all of property	6	3,503.50
Unity Comox Valley	279.008	All of land & building occupied	All of land & building occupied	97,200 all of property	- all of property	87,200 all of property	6	895.91
Tigger Too Day Care	492.001	All of land & building	Half of land & building	694,000 all of property	347,000 all of property	347,000 half of land &	1	813.99
Comox Valley Marine Rescue Society	481.028	All of building	All of land and improvements	24,700 all of property	- all of property	14,700 all of property	6	151.03
Point Holmes Recreation Association	27501.125	All of land & improvements	All of land & improvements	638,800 all of property	- all of property	628,800 all of property	6	6,460.40
Comox United Church	1.170	All of land surrounding church total lot size 0.709 acres	All of land surrounding church total lot size 0.709 acres	707,000 land only	- land only	565,600 remainder of land	8	3,907.35
Comox Pentecostal Church	507.004	All of land surrounding church total lot size 2.0 acres	All of land surrounding church total lot size 2.0 acres	460,400 land only	- land only	418,964 remainder of land	8	2,894.34

# Town of Comox

## Effect of Permissive Exemptions on 2019 Taxation

2019 Rates:	Class	Town General
Class 1 Tax Rates:	1	2.34579
Class 6 Tax Rates:	6	10.27418
Class 8 Tax Rates:	8	6.90832

	3	4	5	6	7	8	9	10	#	12
Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property	Taxable Value of Property	Effect of Tax Exemption Bylaw	Property Class	Town General		
St. Peter's Anglican Church	375.000	All of land surrounding church total lot size 0.578 acres	All of land surrounding church total lot size 0.578 acres	442,000 land only	- land only	335,920 remainder of land	8	2,320.64		
				227,000	-	220,202	1	516.55		
				314,200	-	304,791	8	2,105.60		
Bay Community Church	802.052	2 acres of land total lot size 4.742 acres	All of land surrounding church total lot size 4.742 acres but 0.142 acres under building is statutorily exempt, leaving 4.6 residual acres	541,200 land only	- land only	524,994 remainder of land	1 & 8	2,622.15		
Comox Valley Presbyterian Church	600.970	All of land surrounding church total lot size 2.33 acres	All of land surrounding church total lot size 2.33 acres	391,500 land only	- land only	368,010 remainder of land	8	2,542.33		
The Views at St. Joseph's	1.015	All care facility purposed land total lot size 15.719 acres less 225 m2 for taxable occupant(s) 0.354%	All care facility purposed land total lot size 15.719 acres less 225 m2 for taxable occupant(s) 0.354%	8,102,000 land only	- land only	6,967,720 remainder of land	6	71,587.61		
Comox Seniors Centre Association	398.000	All of land & building	All of land & building	1,605,000 all of property	- all of property	1,605,000 all of property	8	11,087.85		
				492,000	-	482,000	6	4,952.15		
				492,000	-	492,000	8	3,398.89		
Royal Canadian Legion No. 160	388.000	All of Land & Building	All of Land & Building	984,000 all of property	- all of property	974,000 all of property	6 & 8	8,351.04		
Nature Trust of BC	701.000	All of land	All of land	621,000	-	621,000	1	1,456.74		
Nature Trust of BC	703.000	All of land	All of land	661,000	-	247,875	8	1,712.40		
Nature Trust of BC	1100.394	All of land	All of land	16,200	-	16,200	1	38.00		
				1,298,200 all of land	- all of land	885,075 all of land	1 & 8	3,207.14		
				430,000	420,000	-	6	-		
				284,000	-	284,000	8	1,961.96		
888 (Komox) RCAF Wing	803.020	All of Class 8 Land & Building	All of Class 8 Land & Building	714,000 all of property	420,000 all of property	284,000 all Class 8 property	6 & 8	1,961.96		
D'Esterre Senior Citizens Society	475.001	All of land surrounding units total lot size 0.75 acres	All of land surrounding units total lot size 0.75 acres	405,300 land only	- land only	312,081 remainder of land	1	732.08		

# Town of Comox

## Effect of Permissive Exemptions on 2019 Taxation

2019 Rates:	Class	Town General
Class 1 Tax Rates:	1	2.34579
Class 6 Tax Rates:	6	10.27418
Class 8 Tax Rates:	8	6.90832

				3	4	5	6	7	8	9	10	#	12
Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property	Taxable Value of Property	Effect of Tax Exemption Bylaw	Property Class	Town General					
				61,900	-	51,900	6	533.23					
				6,200	-	6,200	8	42.83					
Comox Valley Tennis Club	229.006	All of Land & Building	All of Land & Building	68,100	-	58,100	6 & 8	576.06					
				all of property	all of property	all of property							
				<b>\$ 24,417,100</b>	<b>\$ 992,000</b>	<b>\$ 21,345,864</b>		<b>\$ 178,286.50</b>					
							Breakdown by Property Class						
							1,516,483	1	3,557.36				
							11,213,020	6	115,204.57				
							8,616,360	8	59,524.57				
							<b>\$ 21,345,864</b>		<b>\$ 178,286.50</b>				

Note: The effect of the Town's exemptions are calculated after BC Assessment's statutory exemptions on the property

# Continuity of Development Cost Charges

---



**Town of Comox**

**Schedule of Development Cost Charge (DCC) Continuity**

**Year Ended December 31, 2019**

	<b>2018 Balance</b>	<b>Receipts</b>	<b>Interest</b>	<b>Recognized as Revenue</b>	<b>2019 Balance</b>
<b>Open Space Development Cost Charges</b>	\$ 2,873,470	\$ 73,790	\$ 65,718	-	\$ 3,012,978
<b>5% Payment in Lieu of Parks Dedication</b>	404,360	-	9,181	-	413,541
<b>Water Development Cost Charges</b>	1,185,849	-	26,926	143,961	1,068,814
<b>Major Road Development Cost Charges</b>	591,253	62,754	13,839	-	667,846
<b>Storm Drain Development Cost Charges</b>	665,266	-	15,106	74,609	605,763
<b>Sanitary Sewer Development Cost Charges</b>	171,624	36,428	4,129	4,184	207,997
	<b>\$ 5,891,822</b>	<b>\$ 172,972</b>	<b>\$ 134,899</b>	<b>\$ 222,754</b>	<b>\$ 5,976,939</b>

**There were no DCC exemptions or waivers granted in 2019**



**TOWN OF COMOX**  
Regular Council Meeting

**STAFF REPORT**  
Meeting Date: 16 September 2020

<b>TO:</b> Mayor and Council	<b>FILE:</b> 4060-01
<b>FROM:</b> Ted Usher, Bylaw Enforcement Officer	<b>DATE:</b> 27 August 2020
<b>SUBJECT:</b> Bylaw Dispute Adjudication System	

Prepared by: <i>TED USHER</i> Ted Usher, Bylaw Enf.	Supervisor: <i>Shelly Russwurm</i> Shelly Russwurm, CO	Financial Approved: <i>Clive Freundlich</i> Clive Freundlich, Director of Finance	Report Approved: <i>Jordon Wall</i> CAO, Jordon Wall
---	--	---	--

**RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. That a Bylaw Dispute Adjudication System be established in the Town of Comox.
2. That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given First Reading.
3. That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given Second Reading.
4. That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given Third Reading.
5. That Corporate Services be directed to bring forward Council Policy outlining the Town's responsibilities, standards and roles within a Bylaw Dispute Adjudication System.
6. That the following positions be appointed as Screening Officer for the purposes set out in the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020:
  - a. Bylaw Enforcement Officer,
  - b. Chief Administrative Officer,
  - c. Corporate Officer,
  - d. Director of Development Services, and
  - e. Fire Chief.

**PURPOSE**

The purpose of this report is to obtain approval to implement a Bylaw Dispute Adjudication System, as an alternative and in addition to the court-based model currently in place to enforce bylaw violations.

**BACKGROUND**

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act*, creating a framework for a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The Act was developed to create a simple, fair and cost-effective system for dealing with minor bylaw infractions through:

- the creation of a Bylaw Notice and an enforcement dispute forum dedicated to resolving local bylaw matters;
- reduction in the cost and complexity of decision making in that forum;
- avoidance of unnecessary attendance of witnesses and the involvement of legal counsel;
- reduction in the length of time required to resolve bylaw ticket disputes;
- elimination of the requirement for personal service of tickets.

The *Local Government Bylaw Notice Enforcement Act*, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Currently, more than 90 jurisdictions in BC are using the system.

## **DISCUSSION**

A Bylaw Dispute Adjudication System improves local government bylaw contravention enforcement by providing a more accessible venue for determining simple bylaw contraventions, compared to the current Provincial Court based system. It also reduces the demands on the court system, is less expensive to administer than the court process, and better balances the amount of the penalty imposed (at a maximum set by regulation, currently at \$500) and the cost of pursuing the bylaw contravention in court. However, the system would not replace the ability of the Town of Comox to pursue more serious matters through injunctive relief or request higher fines from the courts where deemed appropriate by staff or Council.

### **a. Personal Service**

Bylaw Notices issued under this system do not require personal service. By way of contrast, the current Municipal Ticket Information (MTI) process established in most of Town bylaws requires personal service on an individual, which can be difficult to achieve if the person cannot be located. Under the proposed Bylaw Dispute Adjudication System, a Bylaw Notice may be delivered in a variety of fashions including leaving it on a car (parking offences) or mailing it to the person responsible for the contravention. If the Bylaw Notice is not delivered in person, it is presumed to have been received, and allowances are made in the event that the person claims not to have received it. Eliminating the requirement for personal service is a considerable saving of time and effort and reduces delays in the enforcement of bylaw contraventions.

### **b. Disputing Allegations**

Once the Bylaw Notice is received or presumed to be received, it becomes legally effective and the recipient has up to 14 days in which to respond to it. Discounted penalties are applicable within this 14 day period (column 3 in the attached Comox Bylaw Notice Enforcement Bylaw), and the person may pay the fine amount or notify the local government that he or she wishes to dispute the allegation. In the event the person does neither, the full penalty of the Notice will be due and owing (column 4 in the attached Bylaw).

### **c. Screening Officer**

If an allegation is disputed, it must be referred to a screening officer before it can be referred to an adjudicator for a decision on the matter.

Screening officers act as “gatekeepers” to the adjudication system by reviewing all disputed Bylaw Notices prior to going to adjudication. This review, between the screening officer and disputant, creates a number of efficiencies for the system.

The screening process results in a number of disputed Bylaw Notices avoiding adjudication, resulting in cost and time savings. In addition, the process is often educational as screening officers explain the bylaw in question, allowing citizens to better understand bylaws and, in some cases, realize the error(s) they committed. This causes some citizens to withdraw their notice to dispute following their discussion with a screening officer.

Screening officers, after reviewing the Bylaw Notice, may:

1. cancel the Bylaw Notice if the contravention did not occur as alleged, if the Bylaw Notice did not meet the requirements set out in the Act, or if the grounds for cancellation authorized by the Town are satisfied;
2. confirm the Bylaw Notice and refer it to an adjudicator unless the request for dispute adjudication is withdrawn; or
3. enter into a compliance agreement with the person.

#### **d. Compliance Agreement**

The compliance agreement portion of the bylaw allows for the Town and alleged offender to meet and agree on a course of action to resolve the dispute. A compliance agreement will include acknowledgement of the contravention of the bylaw and will typically set out remedies or conditions on future behaviour to be performed within a designated period of time, and reduce or waive the fine at the conclusion of that period. Compliance agreements can be used in cases where there have been a number of offences issued against the alleged offender, where compliance may take a longer period of time to achieve, and/or where the fines are significant. A discount is offered up to 50% of the maximum fine for certain offences when compliance is met.

#### **e. Payment of Fines**

The Bylaw includes a discounted penalty if paid within 14 days of receiving a Bylaw Notice. Alleged offenders have 14 days to either pay the discounted penalty or dispute the allegation.

Similar to MTIs, fine amounts owing which are not paid will be forwarded to collections, and/or a court order may be obtained. Staff are currently exploring the option of an online payment system for all Town fees owing (permit fees, bylaw MTI/notice fines, utility fees, etc.) Other local governments have noticed greater success in payment of bylaw MTI/notice fines once an online payment system is implemented.

#### **f. Effectiveness of Bylaw Dispute Adjudication System**

Local governments that have adopted the bylaw dispute adjudication system have reported positive results. The system allows for a quicker and more efficient way to resolve disputed tickets eliminating time spent in court for the bylaw officer or witnesses. Some communities where the adjudication system is in force have found an increase of 5-10% in voluntary payments of tickets issued after switching to the new system.

#### **g. Implementation**

Steps in implementing the bylaw notice adjudication system in the Town of Comox would be as follows:

1. Council's approval to establish such a system

2. Informing the Ministry of Attorney General of the Town's intent and requesting that the Local Government Bylaw Notice Enforcement Act apply to the Town of Comox.
3. Adoption of the Comox Bylaw Adjudication System Bylaw No. 1961, 2020A.
4. Establish Council policy outlining the Town's responsibilities, standards and roles within a Bylaw Dispute Adjudication System.
5. Assess current bylaw enforcement software, make necessary changes and prepare applicable forms and letters, etc.
6. Prepare communications and training plans for Council, staff and the public.

#### **h. Financial**

There are no direct financial implications associated with drafting a bylaw enforcement policy for Council's consideration. The start-up costs associated with implementing a bylaw notice adjudication system are estimated to be minimal which would be primarily to cover the printing cost of new bylaw ticket books estimated to be approximately \$400. Other costs are associated to the fee charged by the adjudicator if required to preside over a disputed ticket and it is felt those costs will be minimal and covered by the additional revenue from the expected increase in the voluntary payments of tickets. The cost for an adjudicator could also be shared amongst other local municipalities if they adopt a similar program. Currently no other jurisdictions in the Comox Valley are using this process, however, there has been some recent discussions with the various municipal agencies who are now interested in moving forward and adopting the bylaw notice/adjudication system in the near future.

#### **i. Public Relations**

Prior to the new system being implemented, a complete training and communications plan will be developed for Council, staff and the public. This will also include information on the Town's website and a brochure as a hand out to inform the public how the adjudication system functions.

*ATTACHED: APPENDIX I, COMOX BYLAW NOTICE ENFORCEMENT BYLAW No. 1961, 2020  
APPENDIX II, ADJUDICATION PROCESS DIAGRAM*

**TOWN OF COMOX**

**BYLAW NO. 1961**

**A BYLAW FOR THE PURPOSE OF ISSUING BYLAW NOTICE ENFORCEMENT TICKETS FOR THE ENFORCEMENT OF MUNICIPAL BYLAWS**

---

WHEREAS the Local Government Bylaw Notice Enforcement Act, S.B.C 2003, c 60 as amended (the *Act*) provides that a local government may deal with the contravention of a bylaw by bylaw notice.

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

**1. Title**

This bylaw may be cited for all purposes as the “Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020”.

**2. Definitions**

(1) In this Bylaw:

- (a) “Act” means the Local Government Bylaw Notice Enforcement Act;
- (b) “Town” means the Town of Comox;
- (c) “Registry” means the Town of Comox Bylaw Notice Adjudication Registry established under Section 6 of this Bylaw.

(2) Other terms used in this Bylaw have the same meaning as defined terms in the Act.

**3. Bylaw Contraventions**

The bylaw contraventions designated in Schedule “A” attached hereto and forming part of this Bylaw, may be dealt with by bylaw notice.

**4. Offence and Penalty**

The penalty for a contravention referred to in Section 3 is as follows:

- (a) Subject to subsections (b) and (c), is the Penalty set out in column 4 of Schedule “A”;
- (b) If received by the Town within 14 days of the person receiving or being presumed to have received the notice, is the Discounted Penalty set out in column 3 of Schedule “A”; or
- (c) If paid under a compliance agreement, may be reduced as provided under column 5 of Schedule “A”.

## **5. Period for Paying a Disputed Notice**

(1) A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice,

- (a) pay the penalty, or
- (b) request dispute adjudication

by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, or by mail, to the Town.

(2) A person may pay the indicated penalty more than 14 days after receiving the bylaw notice, in accordance with section 4(1), but no person may dispute the bylaw notice more than 14 days after receiving the bylaw notice.

(3) Pursuant to the requirements of Section 25 of the *Act*, where a person was not served personally with a bylaw notice and advises the Town that he or she did not receive a copy of the original bylaw notice, the time limit for responding to a bylaw notice under section 5(1) of this bylaw does not begin to run until a copy of the bylaw notice is redelivered to that person in accordance with the *Act*.

## **6. Bylaw Notice Dispute Adjudication Registry**

(1) In accordance with the *Act*, the Town of Comox establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.

(2) The civic address of the Registry is 1809 Beaufort Avenue, Comox BC, V9M 1R9.

(3) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay to the Town an additional \$25 for the purpose of the Town recovering the costs of administering the Registry.

## **7. Screening Officers**

(1) The position of a screening officer is established.

(2) The following are designated classes of persons that may be appointed as a screening officer:

- (a) Bylaw Enforcement Officer,
- (b) Chief Administrative Officer,

- (c) Director of Development Services,
  - (d) Corporate Officer, and
  - (e) Fire Chief.
- (3) Council may appoint screening officers from these classes of persons by name of office or otherwise.

## **8. Powers and Duties of Screening Officer**

- (1) The powers and duties of screening officers are as set out in the *Act*, and include the following:
- (a) The screening officer must, upon receipt of a request for dispute adjudication from a person against whom a contravention is alleged, advise the person of the bylaw notice adjudication system established by this Bylaw, including, without limitation, advise the person of the action which the screening officer may take pursuant to this section 8 with respect to the bylaw notice and of the opportunity to proceed to dispute adjudication of the bylaw notice;
  - (b) Where requested by the person against whom a contravention is alleged, the screening officer must communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention and the fee or fees payable in relation to the bylaw notice enforcement process;
  - (c) May communicate with any or all of the following for the purpose of performing their function under this Bylaw or the *Act*:
    - (i) the person against whom a contravention is alleged or his or her representative;
    - (ii) the officer issuing the Notice;
    - (iii) the complainant or his or her representative;
    - (iv) the Town's staff regarding the disputant's history of bylaw compliance;
  - (d) Review the Town's records regarding the disputant's history of bylaw compliance;
  - (e) May prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including establishing terms and conditions for compliance that the screening officer considers necessary or advisable, including time periods for payments of penalties and

compliance with the Bylaw;

- (f) May provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column 5 of Schedule “A”; and,
  - (g) May cancel bylaw notices in accordance with the *Act* and the Town policies and guidelines.
- (2) The bylaw contraventions in relation to which a screening officer may enter into a compliance agreement are designated in column 5 of Schedule “A”.
- (3) The maximum term of the compliance agreement is one year.

## **9. Bylaw Enforcement Officers**

Persons acting as any of the following are designated as bylaw enforcement officers for the purposes of this Bylaw and the *Act*:

- (a) members of the Royal Canadian Mounted Police;
- (b) the Bylaw Enforcement Officers, Corporate Officer, Fire Chief, Building Inspector, Public Works Superintendent or Parks Superintendent for the Town of Comox; and
- (c) Local Assistants to the Fire Commissioner under section 6 of the *Fire Services Act*.

## **10. Form of Bylaw Notice**

The Town may from time to time provide for the form or forms of the bylaw notice, provided that the bylaw notice complies with Section 4 of the *Act*.

## **11. Schedules**

The following schedules are attached to and form part of this Bylaw:

- (a) Schedule “A” – Designated Bylaw Contraventions and Penalties

**12. Adoption**

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

---

MAYOR

---

CORPORATE OFFICER

<b>COMOX BUILDING BYLAW 1472</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to obtain permit	6(1)	450.00	500.00	50%
Unlawful Occupancy	6(2)	**N/A	**\$1000.00	N/A
Providing false information	6(3)	150.00	200.00	50%
Tampering with notice	6(4)	150.00	200.00	50%
Work at variance with permit	6(5)	150.00	200.00	50%
Obstruction of building official	6(6)	450.00	500.00	50%

\*\* Must be issued a M.T.I.

<b>COMOX BUSINESS REGULATION BYLAW NO. 1882, 2018</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
No Business Licence	3(1)		500.00	
Fail to Display Licence	3(3)		100.00	
Unlicensed Business Location	3(4)		100.00	
Unlicensed Name Change	3(5)		100.00	
Unlicensed Business Change	3(8)		250.00	
Unlawful Placement of Equipment	7(c)		100.00	
Fail to Obtain Permission	7(d)		100.00	
Contractor-Fail to Produce Licence	8(1)(a)		500.00	
Fail to Produce Sub Licence	8(1)(b)		200.00	
No Mobile Vending Licence	8(2)(a)		100.00	

<b>COMOX BUSINESS REGULATION BYLAW NO. 1882, 2018</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
No Parks Use Permit	8(2)(b)		100.00	
No Discharge Management Plan	8(2)(c)		100.00	
Insufficient Permission	8(2)(d)		100.00	

<b>COMOX DOG LICENCE AND POUND BYLAW, 1999</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlicensed dog	4.1	25.00	50.00	N/A
Tag not attached to collar	4.4	N/A	25.00	N/A
Dog at large	5.1	50.00	90.00	N/A
Dog not on leash	5.2	50.00	90.00	N/A
Unconfined dog in heat	5.3	50.00	90.00	N/A
Habitually Noisy Dog	5.4	50.00	90.00	N/A
Unleashed or un-muzzled vicious dog	5.5	250.00	300.00	N/A
Unconfined vicious dog	5.6	250.00	300.00	N/A
Insufficient enclosure for vicious dog	5.7	50.00	90.00	N/A
Sign not prominently displayed	5.8	50.00	90.00	N/A
Inadequate proof of liability insurance	5.9	50.00	90.00	N/A
Unlawful removal of dog from pound	5.14	250.00	300.00	N/A
Failure to remove or dispose of excrement	5.15	50.00	90.00	N/A

<b>COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Obstruction of Fire Chief while inspecting or investigating	3(3)	75.00	100.00	N/A
Obstruction of Fire Chief while attending any fire or emergency	4(1)	75.00	100.00	N/A
Interference with free access to fire hydrant	4(5)	75.00	100.00	N/A
Interference with means of egress or access on premises	4(6)	75.00	100.00	N/A
Debris or flammable material in vacant building	5(2)	75.00	100.00	N/A
Accumulation of combustible material	5(3)	75.00	100.00	N/A
Entering upon a closed area	5(5)(b)	75.00	100.00	N/A
Start or maintain an open fire	6(1)	75.00	100.00	N/A
Beach fire outside of permitted area	6(2)(a)	75.00	100.00	N/A
Beach fire during unfavourable conditions	6(2)(b)(ii)	75.00	100.00	N/A
Beach fire not within designated fire pit	6(2)(d)	75.00	100.00	N/A
Beach fire not extinguished by 11:00 p.m.	6(2)(e)	75.00	100.00	N/A

<b>COMOX FIREWORKS REGULATION BYLAW, 2012</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Sell, give away or trade fireworks	4(1)	450.00	500.00	N/A
Buy, hold or store fireworks	4(2)	450.00	500.00	N/A
Underage possession or use of fireworks	4(3)	450.00	500.00	N/A
Allow minor to possess or use fireworks	4(4)	450.00	500.00	N/A
Possess or use fireworks without permit	4(5)	450.00	500.00	N/A
Use fireworks not specified	6(1)(a)(i)	450.00	500.00	N/A
Not following Fireworks Safety Plan	6(1)(a)(ii)	450.00	500.00	N/A
Not supervised by permittee	6(1)(a)(iii)	450.00	500.00	N/A

<b>COMOX MUNICIPAL MARINA FEES AND REGULATIONS BYLAW NO 1938</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to obtain Boat Launch pass	4(1)	25.00	50.00	N/A
Failure to display Boat Launch receipt or pass	4(2)	N/A	25.00	N/A
Failure of commercial business to obtain commercial Boat Launch pass	4(6)	100.00	150.00	N/A
Park in prohibited area	5(2)	N/A	25.00	N/A
Failure to obtain overnight parking pass	5(3)	N/A	25.00	N/A
Failure to display overnight parking pass	5(4)	n/A	15.00	N/A

<b>COMOX PARKS USE BYLAW NO. 1881, 2018</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Present in park when closed	3(1)	25.00	50.00	N/A
Present in park when temporarily closed	3(3)	150.00	200.00	50%
Light fire or place burning substance	3(4)(a)	150.00	200.00	50%
Permit animal in water	3(4)(c)	75.00	100.00	N/A
Permit animal to damage plant material	3(4)(d)	150.00	200.00	50%
Ride, lead or herd animal off path	3(4)(e)	75.00	100.00	N/A
Add noxious substance to water	3(4)(f)	150.00	200.00	50%
Defecate or urinate outside of proper facility	3(4)(g)	75.00	100.00	N/A
Hit, propel or throw object in dangerous manner	3(4)(h)	150.00	200.00	50%
Conduct that may cause injury or harm	3(4)(i)	75.00	100.00	N/A
Inappropriate use of a facility	3(4)(j)	25.00	50.00	N/A
Unlawful use of tennis court	3(4)(k)	25.00	50.00	N/A
Unlawful use of pickleball court	3(4)(l)	25.00	50.00	N/A
Unlawful operation of human or battery powered device	3(4)(m)	25.00	50.00	N/A
Interfere with Town employees in performance of duty	3(4)(n)	75.00	100.00	N/A
Damage, climb or remove natural vegetation	3(5)(a)	75.00	100.00	N/A

<b>COMOX PARKS USE BYLAW NO. 1881, 2018</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Deface or damage structure	3(5)(b)	150.00	200.00	N/A
Dump or leave foreign material	3(5)(c)	150.00	200.00	50%
Unlawful removal of material	3(5)(d)	150.00	200.00	50%
Deposit chemicals or pesticides	3(5)(e)	150.00	200.00	50%
Deposit refuse other than in refuse receptacle	3(5)(f)	150.00	200.00	50%
Deposit refuse from outside park	3(5)(g)	150.00	200.00	50%
Drive or park in non-designated area	3(5)(h)	75.00	100.00	N/A
Disturb or catch wildlife	3(5)(i)	75.00	100.00	N/A
Disturb peace or enjoyment	3(5)(j)	75.00	100.00	N/A
Undertake activity without permit	3(5)(k)	150.00	200.00	50%

<b>COMOX PESTICIDE USE BYLAW, 2006</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Use or application of a Pesticide within the Town	3	75.00	100.00	N/A

<b>COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Accumulation of Refuse	3(a)	150.00	200.00	50%
Accumulation of Water	3(b)	150.00	200.00	50%
Unsanitary Conditions	3(c)	150.00	200.00	50%
Unsafe Growth	3(d)	150.00	200.00	50%
Graffiti	3(e)	450.00	500.00	50%
Unightly Conditions	3(f)	150.00	200.00	50%
Unlawful Accumulation of Refuse	4(a)	150.00	200.00	50%
Unlawful Accumulation of Water	4(b)	150.00	200.00	50%
Unlawful Unsanitary Conditions	4(c)	150.00	200.00	50%
Unlawful Unsafe Growth	4(d)	150.00	200.00	50%
Unlawful Graffiti	4(e)	150.00	200.00	50%
Unlawful Unightly Conditions	4(f)	150.00	200.00	50%
Failure to Remove Refuse on Sidewalk/Boulevard	5(a)	150.00	200.00	50%
Failure to Mow Grass	5(b)	150.00	200.00	50%
Failure to Trim Landscaping – Vision Obstruction	5(c)(i)	150.00	200.00	50%
Failure to Trim Landscaping – Overhanging	5(c)(ii)	150.00	200.00	50%
Failure to Trim Landscaping – Encroaching	5(c)(iii)	150.00	200.00	50%
Unlawful Littering	6	150.00	200.00	50%
Unlawful Placement of Graffiti	7	450.00	500.00	50%
Unlawful Numbering	8	150.00	200.00	50%
Unlawful Fencing	9	150.00	200.00	50%

<b>COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful Nuisance	10	150.00	200.00	50%
Unlawful Vibration	11(a)	150.00	200.00	50%
Unlawful Odour	11(b)	150.00	200.00	50%
Unlawful Illumination	11(c)	150.00	200.00	50%
Unlawful Dust	11(d)	150.00	200.00	50%
Unlawfully Making, Causing or Permitting Any Other Matter	11(e)	150.00	200.00	50%
Unlawful Noise by Person	12	150.00	200.00	50%
Unlawful Noise by Owner/Occupier	13	150.00	200.00	50%
Unlawful Noise by Person using a Device	14	150.00	200.00	50%
Unlawful Noise by Owner/Occupier using a Device	15	150.00	200.00	50%
Unlawful Construction Noise by Person	16	150.00	200.00	50%
Unlawful Construction Noise by Owner/Occupier	17	150.00	200.00	50%
Failure to Comply with Refuse Removal Order	19(a)	150.00	200.00	50%
Failure to Comply with Water Removal Order	19(b)	150.00	200.00	50%
Failure to Comply with Unsanitary Conditions Removal Order	19(c)	150.00	200.00	50%
Failure to Comply with Unsafe Growth Removal Order	19(d)	150.00	200.00	50%
Failure to Comply with Graffiti Removal Order	19(e)	450.00	500.00	50%
Failure to Comply with Unsightly Conditions Removal Order	19(f)	150.00	200.00	50%

<b>COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Interference with Enforcement	28	150.00	200.00	50%

<b>COMOX STREET AND TRAFFIC BYLAW, 2001</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Refuse to comply with Traffic Officer	4.1(c)	150.00	200.00	N/A
Obstruct Traffic Officer	4.1(d)	150.00	200.00	N/A
Participate in Parade without permission	4.3(a)	50.00	90.00	N/A
Fail to remove snow, ice and rubbish	4.4(a)	50.00	90.00	N/A
Unauthorized placement of traffic control device	5.5	50.00	90.00	N/A
Damage or obstruct traffic control device	5.6	50.00	90.00	N/A
Refuse to comply with traffic control device	5.7	50.00	90.00	N/A
Drive on sidewalk or boulevard	7.1	50.00	90.00	N/A
Obstruct pedestrian traffic	7.2	50.00	90.00	N/A
Stop vehicle on sidewalk or boulevard	7.3 (a)	50.00	90.00	N/A
Stop vehicle within 6 metres of traffic control device	7.3 (b)	50.00	90.00	N/A
Stop vehicle within intersection	7.3 (c)	50.00	90.00	N/A

<b>COMOX STREET AND TRAFFIC BYLAW, 2001</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Stop vehicle within 5 metres of hydrant	7.3 (d)	50.00	90.00	N/A
Stop vehicle within 2 metres of driveway	7.3 (e)	50.00	90.00	N/A
Obstruct traffic	7.3 (f)	50.00	90.00	N/A
Stop within 6 metres of crosswalk	7.3 (g)	50.00	90.00	N/A
Stop on roadway side of stopped vehicle	7.3 (h)	50.00	90.00	N/A
Stop within 6 metres of firehall exit	7.3 (i)	50.00	90.00	N/A
Stop within 6 metres of school exit	7.3 (j)	50.00	90.00	N/A
Stop within 6 metres of playground or park exit	7.3 (k)	50.00	90.00	N/A
Stop within 6 metres of main entrance of hotel	7.3 (l)	50.00	90.00	N/A
Stop for commerce or repair	7.3 (n)	50.00	90.00	N/A
Stopping overtime	7.3 (o)	50.00	60.00	N/A
Stop at yellow curb	7.3 (p)	50.00	90.00	N/A
Stop outside parking space	7.3 (q)	50.00	90.00	N/A
Stop in a fire lane	7.3 (r)	50.00	90.00	N/A
Prohibited stop	7.3 (s)	50.00	90.00	N/A
Stop wrong side	7.3 (t)	50.00	90.00	N/A
Park in disabled space	7.6	50.00	120.00	N/A
Park contrary to parallel parking specifications	7.7	50.00	90.00	N/A
Park contrary to angle parking specifications	7.8	50.00	90.00	N/A
Park in cul-de-sac other than parallel parking	7.9	50.00	90.00	N/A
Park in loading zone with	7.11 (d)	50.00	60.00	N/A

<b>COMOX STREET AND TRAFFIC BYLAW, 2001</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
motor running				
Park for period exceeding 72 hours	7.12	50.00	90.00	N/A
Park prohibited vehicle at night	7.13 (a)	50.00	90.00	N/A
Park without reflectors	7.13 (b)	50.00	90.00	N/A
Ride bicycle on sidewalk	8.0	50.00	90.00	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful use of land, building or structure	2.1	200	250	N/A
Overheight fence	5.3(1)	200	250	N/A
Overheight fence - front yard	5.3(2)	200	250	N/A
Unlawful placement of noise generating equipment	5.4	200	250	N/A
Unlawful establishment of non-permanent structure	5.5(1)	200	250	N/A
Unlawful placement, size or height of telecommunication module	5.9	200	250	N/A
Prohibited use	5.1	200	250	N/A
Unlawful drive-thru service	5.11	200	250	N/A
Unlawful projection into setback - decks, stairs and landings	5.12(2)	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful projection into setback	5.12(3)	200	250	N/A
Unlawful projection into setback - R3.4 and R3.6 zones	5.12(4)	200	250	N/A
Unlawful projection into setback - R3.5 and R3.7 zones	5.12(5)	200	250	N/A
Unlawful projection into setback - I2.1 zone	5.12(6)	200	250	N/A
Unlawful projection into setback - CD16 zone	5.12(7)	200	250	N/A
Unlawful residential use of movable structures	5.13(1)	200	250	N/A
Unlawful sign	5.14	200	250	N/A
Unlawful location of uncovered swimming pool	5.15	200	250	N/A
Unlawful placement of radio and television towers	5.16	200	250	N/A
Unlawful building, structure or vegetation at intersection	5.17	200	250	N/A
Inadequate provision of parking areas	6.1	200	250	N/A
Unlawful use of required parking space	6.3	200	250	N/A
Unlawful parking or storage of commercial vehicle	6.4	200	250	N/A
Unlawful location of required parking and loading spaces	6.5	200	250	N/A
Inadequate provision of off-site parking spaces or signage	6.6	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful location of loading and parking areas	6.11	200	250	N/A
Unlawful location or use of bicycle parking spaces	7.1, 7.2	200	250	N/A
Inadequate provision of bicycle parking spaces	7.3	200	250	N/A
Inadequate provision of screening	8.1	200	250	N/A
Inadequate maintenance of plants or fences	8.4	200	250	N/A
Inadequate concealment of outside storage	8.6(1), 8.6(2)	200	250	N/A
Inadequate concealment of garbage compound	8.7(1), 8.7(2)	200	250	N/A
Inadequate concealment of off-street parking and loading	8.8(1), 8.8(2)	200	250	N/A
Inadequate concealment of above ground utility box and utility transformer	8.9(1), 8.9(2), 8.9(3)	200	250	N/A
Inadequate concealment from residential parcels	8.10(1), 8.10(2), 8.10(3)	200	250	N/A
Inadequate concealment of coach house	8.11(1), 8.11(2), 8.11(3)	200	250	N/A
Inadequate concealment from multi-family parcels	8.12(1), 8.12(2)	200	250	N/A
Inadequate provision of ALR buffer	8.13	200	250	N/A
Unlawful use - R1.1 zone	101.1	200	250	N/A
Failure to comply with conditions - R1.1 zone	101.2	200	250	N/A
Unlawful accessory building - R1.1 zone	101.1	200	250	N/A
Unlawful use - R1.2 zone	102.1	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful accessory building - R1.2 zone	102.1	200	250	N/A
Unlawful use - R1.3 zone	103.1	200	250	N/A
Unlawful accessory building - R1.3 zone	103.1	200	250	N/A
Unlawful use - R2.1 zone	104.1	200	250	N/A
Unlawful accessory building - R2.1 zone	104.1	200	250	N/A
Unlawful use - R2.2 zone	105.1	200	250	N/A
Unlawful accessory building - R2.2 zone	105.1	200	250	N/A
Unlawful use - R3.2 zone	106.1	200	250	N/A
Failure to comply with conditions - R3.2 zone	106.2	200	250	N/A
Unlawful accessory building - R3.2 zone	106.1	200	250	N/A
Unlawful use - R3.3 zone	107.1	200	250	N/A
Failure to comply with conditions - R3.3 zone	107.2	200	250	N/A
Unlawful accessory building - R3.3 zone	107.1	200	250	N/A
Unlawful use - R3.4 zone	108.1	200	250	N/A
Failure to comply with conditions - R3.4 zone	108.2	200	250	N/A
Unlawful accessory building - R3.4 zone	108.1	200	250	N/A
Unlawful use - R3.5 zone	109.1	200	250	N/A
Failure to comply with conditions - R3.5 zone	109.2	200	250	N/A
Unlawful accessory building - R3.5 zone	109.1	200	250	N/A
Unlawful use - R3.6 zone	110.1	200	250	N/A
Failure to comply with conditions - R3.6 zone	110.2	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful accessory building - R3.6 zone	110.1	200	250	N/A
Unlawful use - R3.7 zone	111.1	200	250	N/A
Failure to comply with conditions - R3.7 zone	111.2	200	250	N/A
Unlawful accessory building - R3.7 zone	111.1	200	250	N/A
Unlawful use - R4.1 zone	112.1	200	250	N/A
Failure to comply with conditions - R4.1 zone	112.2	200	250	N/A
Unlawful accessory building - R4.1 zone	112.1	200	250	N/A
Unlawful use - RM1.1 zone	201.1	200	250	N/A
Unlawful accessory building - RM1.1 zone	201.1	200	250	N/A
Unlawful use - RM1.2 zone	202.1	200	250	N/A
Unlawful accessory building - RM1.2 zone	202.1	200	250	N/A
Unlawful use - RM2.1 zone	203.1	200	250	N/A
Failure to comply with conditions - RM2.1 zone	203.2	200	250	N/A
Unlawful accessory building - RM2.1 zone	203.1	200	250	N/A
Unlawful use - RM2.2 zone	204.1	200	250	N/A
Failure to comply with conditions - RM2.2 zone	204.2	200	250	N/A
Unlawful accessory building - RM2.2 zone	204.1	200	250	N/A
Unlawful use - RM2.3 zone	205.1	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to comply with conditions - RM2.3 zone	205.2	200	250	N/A
Unlawful accessory building - RM2.3 zone	205.1	200	250	N/A
Unlawful use - RM3.1 zone	206.1	200	250	N/A
Failure to comply with conditions - RM3.1 zone	206.2	200	250	N/A
Unlawful accessory building - RM3.1 zone	206.1	200	250	N/A
Unlawful use - RM3.2 zone	207.1	200	250	N/A
Failure to comply with conditions - RM3.2 zone	207.2	200	250	N/A
Unlawful accessory building - RM3.2 zone	207.1	200	250	N/A
Unlawful use - RM4.1 zone	208.1	200	250	N/A
Failure to comply with conditions - RM4.1 zone	208.2	200	250	N/A
Unlawful accessory building - RM4.1 zone	208.1	200	250	N/A
Unlawful use - RM5.1 zone	209.1	200	250	N/A
Unlawful accessory building - RM5.1 zone	209.1	200	250	N/A
Unlawful use - RM5.2 zone	210.1	200	250	N/A
Unlawful accessory building - RM5.2 zone	210.1	200	250	N/A
Unlawful use - C1.1 zone	301.1	200	250	N/A
Failure to comply with conditions - C1.1 zone	301.2	200	250	N/A
Unlawful use - C2.1 zone	302.1	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to comply with conditions - C2.1 zone	302.2	200	250	N/A
Unlawful use - C2.2 zone	303.1	200	250	N/A
Failure to comply with conditions - C2.2 zone	303.2	200	250	N/A
Unlawful use - C2.3 zone	304.1	200	250	N/A
Failure to comply with conditions - C2.3 zone	304.2	200	250	N/A
Unlawful use - C3.1 zone	305.1	200	250	N/A
Failure to comply with conditions - C3.1 zone	305.2	200	250	N/A
Unlawful use - C3.2 zone	306.1	200	250	N/A
Failure to comply with conditions - C3.2 zone	306.2	200	250	N/A
Unlawful use - C4.1 zone	307.1	200	250	N/A
Failure to comply with conditions - C4.1 zone	307.2	200	250	N/A
Unlawful use - C5.1 zone	308.1	200	250	N/A
Failure to comply with conditions - C5.1 zone	308.2	200	250	N/A
Unlawful use - C6.1 zone	309.1	200	250	N/A
Failure to comply with conditions - C6.1 zone	309.2	200	250	N/A
Unlawful use - M1.1 zone	401.1	200	250	N/A
Unlawful use - M1.2 zone	402.1	200	250	N/A
Unlawful use - M2.1 zone	403.1	200	250	N/A
Unlawful use - M2.2 zone	404.1.1, 404.2.1	200	250	N/A
Failure to comply with conditions - M2.2 zone	404.1.2, 404.2.2	200	250	N/A
Unlawful use - I1.1 zone	501.1	200	250	N/A
Failure to comply with conditions - I1.1 zone	501.2	200	250	N/A

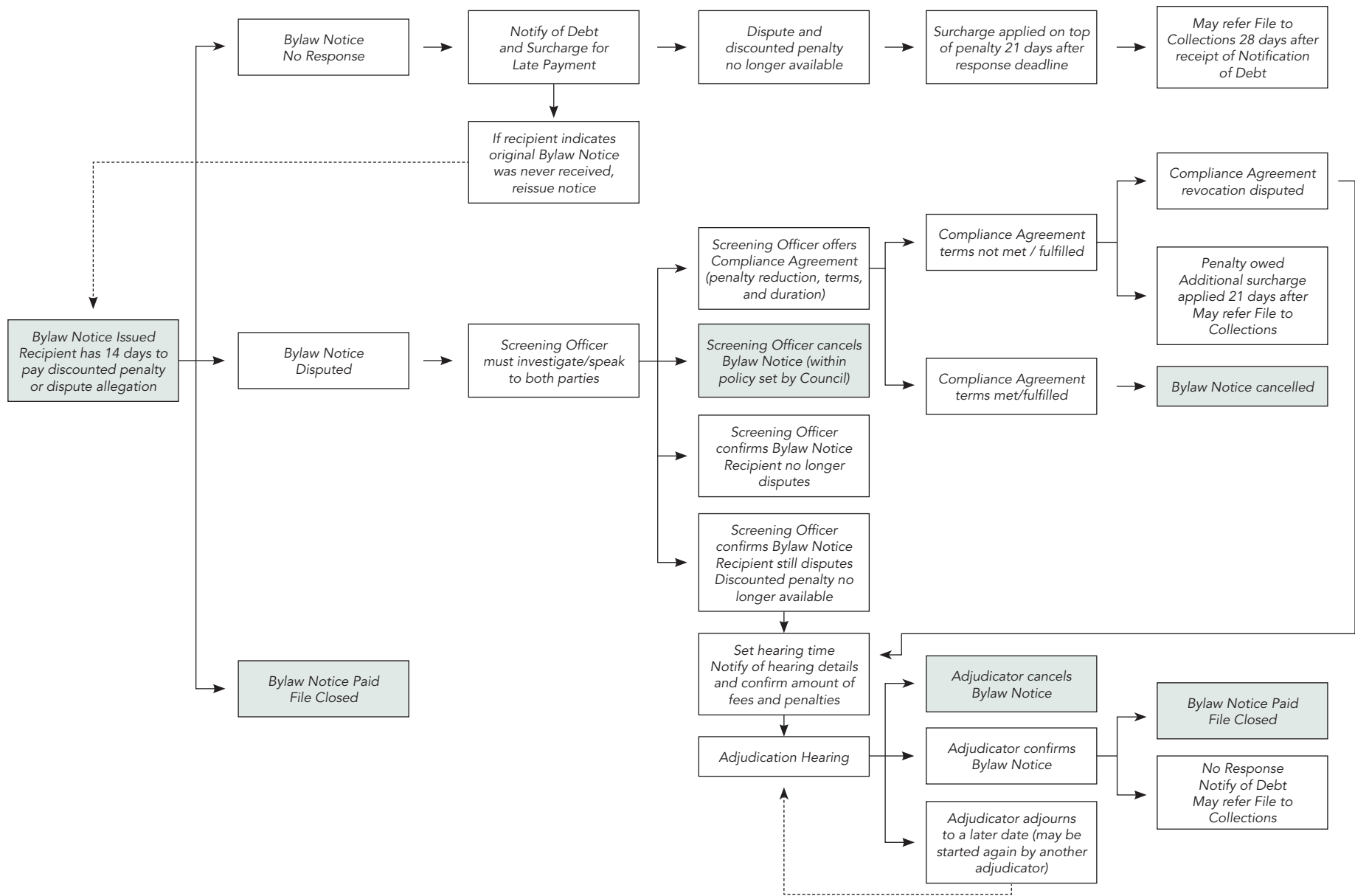
<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful use - I2.1 zone	502.1	200	250	N/A
Failure to comply with conditions - I2.1 zone	502.2	200	250	N/A
Unlawful use - P1.1 zone	601.1	200	250	N/A
Unlawful use - P1.2 zone	602.1	200	250	N/A
Unlawful use - P2.1 zone	603.1	200	250	N/A
Unlawful accessory building - P2.1 zone	603.1	200	250	N/A
Unlawful use - PA1.1 zone	701.1	200	250	N/A
Failure to comply with conditions - PA1.1 zone	701.2	200	250	N/A
Unlawful accessory building - PA1.1 zone	701.1	200	250	N/A
Unlawful use - PA1.2 zone	702.1	200	250	N/A
Failure to comply with conditions - PA1.2 zone	702.2	200	250	N/A
Unlawful accessory building - PA1.2 zone	702.1	200	250	N/A
Unlawful use - DND1.1 zone	703.1	200	250	N/A
Unlawful use - CD1.1 zone	801	200	250	N/A
Failure to comply with conditions - CD1.1 zone	801.2	200	250	N/A
Unlawful accessory building - CD1.1 zone	801.1	200	250	N/A
Unlawful use - CD1.2 zone	802.1	200	250	N/A
Unlawful accessory building - CD1.2 zone	802.1	200	250	N/A
Unlawful use - CD2 zone	803.1	200	250	N/A
Unlawful accessory building - CD2 zone	803.1	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful use - CD4.1 zone	804.1	200	250	N/A
Failure to comply with conditions - CD4.1 zone	804.2	200	250	N/A
Unlawful accessory building - CD4.1 zone	804.1	200	250	N/A
Unlawful use - CD5 zone	805.1	200	250	N/A
Failure to comply with conditions - CD5 zone	805.2	200	250	N/A
Unlawful accessory building - CD5 zone	805.1	200	250	N/A
Unlawful use - CD6.1 zone	806.1	200	250	N/A
Failure to comply with conditions - CD6.1 zone	806.2	200	250	N/A
Unlawful use - CD7 zone	807.1	200	250	N/A
Failure to comply with conditions - CD7 zone	807.2	200	250	N/A
Unlawful accessory building - CD7 zone	807.1	200	250	N/A
Unlawful use - CD8 zone	808.1	200	250	N/A
Unlawful accessory building - CD8 zone	808.1	200	250	N/A
Unlawful use - CD9 zone	809.1	200	250	N/A
Unlawful accessory building - CD9 zone	809.1	200	250	N/A
Unlawful use - CD10 zone	810.1	200	250	N/A
Failure to comply with conditions - CD10 zone	810.2	200	250	N/A
Unlawful use - CD11 zone	811.1	200	250	N/A
Failure to comply with conditions - CD11 zone	811.2	200	250	N/A
Unlawful use - CD12 zone	812.1	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to comply with conditions - CD12 zone	812.2	200	250	N/A
Unlawful accessory building - CD12 zone	812.1	200	250	N/A
Unlawful use - CD13 zone	813.1	200	250	N/A
Failure to comply with conditions - CD13 zone	813.2	200	250	N/A
Unlawful accessory building - CD13 zone	813.1	200	250	N/A
Unlawful use - CD14 zone	814.1	200	250	N/A
Unlawful accessory building - CD14 zone	814.1	200	250	N/A
Unlawful use - CD15 zone	815.1	200	250	N/A
Failure to comply with conditions - CD15 zone	815.2	200	250	N/A
Unlawful accessory building - CD15 zone	815.1	200	250	N/A
Unlawful use - CD16 zone	816.1	200	250	N/A
Failure to comply with conditions - CD16 zone	816.2	200	250	N/A
Unlawful accessory building - CD16 zone	816.1	200	250	N/A
Unlawful use - CD17 zone	817.1	200	250	N/A
Failure to comply with conditions - CD17 zone	817.2	200	250	N/A
Unlawful accessory building - CD17 zone	817.1	200	250	N/A
Unlawful use - CD18 zone	818.1	200	250	N/A
Unlawful accessory building - CD18 zone	818.1	200	250	N/A
Unlawful use - CD19 zone	819.1	200	250	N/A
Unlawful accessory building - CD19 zone	819.1	200	250	N/A
Unlawful use - CD20 zone	820.1	200	250	N/A

<b>COMOX ZONING BYLAW 1850</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty in \$ (within 14 days)</b>	<b>Full penalty in \$ (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to comply with conditions - CD20 zone	820.2	200	250	N/A
Unlawful accessory building - CD20 zone	820.1	200	250	N/A
Unlawful use - CD21 zone	821.1	200	250	N/A
Failure to comply with conditions - CD21 zone	821.2	200	250	N/A
Unlawful use - CD22 zone	822.1	200	250	N/A
Unlawful accessory building - CD22 zone	822.1	200	250	N/A
Unlawful use - AG1.1 zone	900.1	200	250	N/A
Failure to comply with conditions - AG1.1 zone	900.2	200	250	N/A

## 2.1. Flowchart: Bylaw Notice Enforcement and Adjudication Process

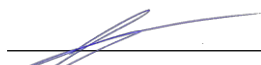




**TOWN OF COMOX**  
REGULAR COUNCIL MEETING

**STAFF REPORT**  
Meeting Date: September 16, 2020

<b>TO:</b> Mayor and Council	<b>FILE:</b> 7710-01 / 0340-50
<b>FROM:</b> Ted Hagmeier, Recreation Director	<b>DATE:</b> August 31, 2020
<b>SUBJECT:</b> New Policy: Community Centre Visitor Code of Conduct	

Prepared by: <i>TED HAGMEIER</i> Recreation Director	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
--	----------------------	---	---

**RECOMMENDATION**

That the draft Council policy titled “Community Centre Visitor Code of Conduct”, as included in the September 16, 2020 Regular Council Meeting agenda, be approved.

**PURPOSE**

To provide Council with information on the policy.

**BACKGROUND**

Many public buildings have and post a visitor code of conduct. The proposed Community Centre Visitor Code of Conduct is based on a template used by other municipalities which puts the onus of positive, responsible behaviour on the visitor.

The Code of Conduct will be posted conspicuously in the Community Centre Lobby, Fitness Studio, Racquet Courts and second floor.

This policy is supported by Town of Comox CCL-045 Comox Community Centre “Council gives discretion to the Recreation Director to ban individuals from the Comox Community Centre and grounds for deviant behavior.”

**GOVERNANCE CONSIDERATIONS**

*Q: Why does the Community Centre need a Code of Conduct?*

A: There are times when a customer’s behaviour requires intervention by management. A Code of Conduct supports staff when they must remove a person from the building or modify their behaviour.

*Q: Why not have a list of behaviours that are not permitted?*

That list would be long and potentially not exhaustive enough to cover all deviant behaviour. A Code of Conduct is created to model the expectation of good behaviour. The commitment to a safe and welcome environment adds protections to persons who may be at risk because of their cultural or ethnic background, sexual orientation or other factor(s).

*Q: What if staff asks a visitor to leave and they refuse?*

Staff will phone the RCMP and ask them to remove the person.

**ATTACHMENT**

Appendix A – Draft Policy: Community Centre Visitor Code of Conduct



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

**POLICY MANUAL**

<b>SECTION 1 – COUNCIL POLICIES</b>	<b>POLICY NO. CCL -</b>
<b>ESTABLISHED –</b>	<b>LAST REVISED:</b>
<b>TITLE: COMMUNITY CENTRE VISITOR CODE OF CONDUCT</b>	

The following code of conduct will be posted in the Comox Community Centre:

Welcome to the Comox Community Centre

Code of Conduct for All Persons:

1. I am responsible for my actions.
2. I will treat all others and this facility respectfully.
3. I will interact in this facility safely and courteously.
4. I will leave the facility if I cannot control my actions.

Failure to comply with this code of conduct may result in your expulsion and/or suspension from the Community Centre.




The Town of Comox commits to create a safe, welcome and inclusive environment for all. Please support and reinforce these values.

Adopted and endorsed by Town of Comox XXXX XX, 2020



# TOWN OF COMOX PLANNING REPORT

<b>TO:</b>	<b>JORDAN WALL, CHIEF ADMINISTRATIVE OFFICER</b>
<b>FROM:</b>	<b>MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I COREY COOPER, PLANNING TECHNICIAN</b>
<b>SUBJECT:</b>	<b>PLANNING REPORT ON REA 20-3 KOMOX GRIND PARKLET AGREEMENT RENEWAL FOR 2021</b>
<b>DATE:</b>	<b>RCM SEPTEMBER 16, 2020</b>

  
*Submitted by*  
*Concurrence*  
*Approval*

## **Recommendation:**

That the Road Encroachment Agreement for the existing parklet at Komox Grind be renewed for year 2021, subject to the conditions contained in Schedule 1 of the September 16, 2020 Planning Report on REA 20-3.

## **Background:**

The Komox Grind parklet opened in May, 2015 as a pilot project. The pilot project was well received by the public and achieved its intended goals. It became a year-round permanent program in 2016.

The Komox Grind road encroachment agreement has been renewed for each subsequent year. Staff were made aware of a concern from the public over the location of the entry line of the store, which had been located on the Beaufort Avenue sidewalk between the parklet and the building. The concern was over the ability of pedestrians on Beaufort Avenue to be able to maintain social distancing, which has been addressed by relocating the entry line to the Church Street sidewalk alongside the building. The owner has expressed her interest to continue with the parklet for another year.

MK/RB/CC

Schedule 1: Parklet conditions of use

cc. Tanya Archambault  
3397 Lake Trial Road, Courtenay, B.C. V9M 9M2

K:\3700 - LEGISLATIVE AND REGULATORY AFFAIRS Working - 4699\4360-20 Individual Parklet Licences\2020-09Sep-16 Report to Council - REA 20-3\_Komox Grind.docx

September 16, 2019

**SCHEDULE 1**

**KOMOX GRIND PARKLET CONDITIONS OF USE**

1. The Licencee shall obtain and keep in force comprehensive general liability insurance in the amount of no less than \$2,000,000, naming the Town as an additional insured;
2. Parklet's approximate width perpendicular to the road is 2.25 metres, and length parallel to the sidewalk is approximately 9.0 metres (including deck and bicycle rack);
3. The Licencee shall provide a minimum of two bike parking stalls within the parklet area;
4. The Licencee shall construct and maintain the parklet in accordance with either of the following two options:
  - (i) Option A: use of large planters to delineate the boundaries of the parklet;
  - (ii) Option B: construct a wooden deck at grade with the existing sidewalk, with perimeter railing/landscaping;
5. The Licencee shall ensure there are no obstructions on the sidewalk next to a parklet;
6. The Licencee shall maintain the parklet in safe, clean, tidy and sanitary condition, including cleaning between deck boards, snow and leaf removal;
7. The Licencee shall provide access for routine and emergency Town infrastructure maintenance;  
and
8. If the Licencee is not in default under this Agreement at the time of the end of the Term, then this Licence may be renewed by the Town on an annual application by the Licencee for a subsequent year.

o- cfile  
copies - Council  
- JW/SA/Lia/Lara

September 9, 2020  
218 Church Street  
Comox, BC.

RECEIVED

SEP 10 2020

1809 Beaufort Ave  
Comox, BC.

LOG: 20-379	REFER:	AGENDA: REM
FILE: 5480-02	ACTION: MR	Sept 16

TOWN OF COMOX

Dear Mayor and Counsel

I have been requested by the Rector, Wardens and Counsel of Saint Peters Church, located at 218 Church Street, Comox, BC, to ask for an increase from one to three handicap spots in front the church. Our parishioners are now in there later years of life and are finding it difficult to walk the distance from up the road. The issue seemed to come to a head when the Pub across the street opened and their patrons started using the one handicap spot located in front of the church. We are open to either having an additional two spots added to the south of the existing one or two north of the existing spot. Or a combination of both. Thank-you ahead of time for your consideration. If you would like to contact me please call 250-897-8333 or email at alanrme@live.com

Sincerely Alan Hemingway

