



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY NOVEMBER 4, 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 meeting 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 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 during each Council meeting. 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.

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING HAS BEEN SCHEDULED FOR 07:00 PM AT 1801 BEAUFORT AVENUE, COMOX, IN ORDER TO CONSIDER THE FOLLOWING: OFFICIAL COMMUNITY PLAN AND REZONING APPLICATION OCP RZ 19-1 (2309 MCDONALD ROAD).

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday October 21, 2020, be Adopted.

- (15) b. [Special Council Meeting Minutes](#)

That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday October 28, 2020, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

(16)

a. [Consent Agenda](#)

ITEM SUMMARY: *The consent agenda contains correspondence or other items that may or may not require Council's attention. The consent agenda is first adopted in its entirety. Should a member wish to discuss any particular item a motion would then be made to move that specific item for discussion.*

RECOMMENDATION(S):

That the Consent Agenda items as follows be received:

- (a) Jane Henderson - E-Transfer tax payment*
- (b) Vivian Vaillant - Questions regarding fireworks*
- (c) Guy Hollingbury and Carol Swayne - Proposed Rezoning of 1153 Tara Road*
- (d) John Watson (CVEDS) Potential Office Space at the Town of Comox*
- (e) Brandon Moore - Parking issue on McDonald Road*
- (f) Dan Currie - RV Sani-dump station*
- (g) John A Fell - Outstanding property tax and penalty*

7. UNFINISHED BUSINESS:

(24)

a. [Strategic Planning and Action Items Report - November 4, 2020](#)

That the Strategic Planning and Action Items Report for November 4, 2020 be received and filed for information.

8. SPECIAL REPORTS:

a. [Mayor's 2020 Year in Review](#)

9. BYLAW ADOPTIONS:

(48)

a. [Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020](#)

ITEM SUMMARY: *Bylaw adoption for the creation of a Bylaw Dispute Adjudication Program for Comox.*

RECOMMENDATION(S):

That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be Adopted.

(76)

b. [Comox Building Amendment Bylaw 1962, 2020](#)

ITEM SUMMARY: *Bylaw adoption to add in the provision to issue a Municipal Ticket Information for failure to comply with a Stop Work Notice to the list of ticketable offences.*

RECOMMENDATION(S):

That Comox Building Amendment Bylaw 1962, 2020 be Adopted.

10. NEW BUSINESS:

(77)

a. [Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule](#)

ITEM SUMMARY: *To obtain Council direction regarding Council appointments, and to establish an acting Mayor roster, an auditor, signing authorities and a meeting schedule for 2021.*

RECOMMENDATION(S):

Direction requested.

- (89) b. [Impacts of Landfill Closures on Comox Waste Collection](#)
ITEM SUMMARY: *Beginning January 1, 2021, the Comox Valley Waste Management Centre (Landfill) will be closed on Statutory holidays, meaning the Town's waste collection contractor will no longer be able to collect garbage, recycling and organics on those days. An add-a-day collection schedule will need to be implemented in the Town in order to respond to this change.*
- RECOMMENDATION(S):**
For information only.
- (92) c. [Opportunity for the Public to Hear and See Council Meetings](#)
ITEM SUMMARY: *Recommendations to consider discontinuing the use of the d'Esterre Seniors' Centre as an opportunity for the public to hear and see Council meetings in person, due to very limited attendance.*
- RECOMMENDATION(S):**
1. *That, in accordance with Ministerial Order No. M192 and despite best efforts, Council reaffirms that the attendance of members of the public cannot be accommodated at Council and Council Committee meetings, due to the room size and maximum person capacity of Council Chambers.*
 2. *That, due to the low turnout of the public at d'Esterre Seniors' Centre during Council meetings, and the requirements of the Provincial Health Officer's Order on Gatherings and Events, Council discontinue the opportunity of the public to hear and see meetings in person through attendance at livestreamed events at d'Esterre Seniors' Centre, 1801 Beaufort Avenue.*
 3. *That Council continue to ensuring openness, transparency, accessibility and accountability for Council and Council Committee meetings by:*
 - a. *allowing the public to hear and see meetings electronically through livestreamed videos published on the YouTube channel;*
 - b. *allowing the public to ask questions on agenda items via email during Council meetings;*
 - c. *publishing the entire agenda and all background materials on the Town's website;*
 - d. *archiving the meeting video for future viewing by members of the public;*
 - e. *promoting the public's ability to hear and see livestreamed meeting videos electronically; and*
 - e. *Continuing to explore options to facilitate public participation.*
- (94) d. [Purchase of Fire Prevention Vehicle](#)
ITEM SUMMARY: *The Town is losing its sponsorship of the Fire Service's fire prevention vehicle, and staff are seeking Council approval to purchase it in 2021 prior to the formal adoption of the 2021-2015 Financial Plan.*
- RECOMMENDATION(S):**
1. *That Council authorize the purchase of the 2018 Dodge Renegade, currently used as a sponsored fire prevention vehicle, from Comox Valley Dodge for approximately \$30,000.*

- (94) d. [Purchase of Fire Prevention Vehicle](#)
ITEM SUMMARY: The Town is losing its sponsorship of the Fire Service's fire prevention vehicle, and staff are seeking Council approval to purchase it in 2021 prior to the formal adoption of the 2021-2025 Financial Plan.

RECOMMENDATION(S):

2. *That an additional \$12,000 be added to the 2021 Fire Service – Capital Equipment budget.*
3. *That early budget approval be granted for the additional \$12,000 to the 2021 Fire Service – Capital Equipment budget, prior to the formal adoption of the 2021-2025 Financial Plan.*

- (96) e. [Noise Exemption Permit for Dredging of Comox Valley Marina](#)

That the Noise Exemption Application dated October 29, 2020 from Comox Valley Marina Ltd., 1805 Beaufort Avenue, requesting exemption from Section 16 [Construction Noise] of the Comox Public Nuisance and Property Maintenance Bylaw, 2010, be approved in order to allow the movement of dredged material by tug at night, during the period December 3 to 23, 2020; and further,

That the applicant be required to place a notice in the Comox Valley Record newspaper as well as provide written notification to residents south of Comox Avenue between Manor Place and Port Augusta Street prior to the work being undertaken.

11. **NOTICES OF MOTION: NIL**
12. **CORRESPONDENCE: NIL**
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 October 21, 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

Call to Order:

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

The Agenda was Adopted as amended to include additional text in item 17.

There were 0 members of the public in attendance.

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 be 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 Avenue.

Mayor Arnott acknowledged that the Town of Comox is on traditional First Nation land.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

a. Amendment of Agenda

Amend Agenda

That the Agenda be Amended to include section 90(1)(k) of the Community Charter as an item to close the meeting to the public.

(2020.336) -- CARRIED

2. ADOPTION OF AGENDA: NIL

3. DELEGATIONS:

a. Stefan Szkwarek (Comox Valley United Soccer Club): Soccer Fields

CV United Soccer Club

Mr. Szkwarek advised that there is a lack of all-weather facilities to run their programs due to competing demands. He advised that the Comox Valley United Soccer Club would like to have an additional soccer capable facility built in the Comox Valley to facilitate year round training and play, and proposed some locations in Comox. They are asking: to work together to develop a concept for an all weather facility deemed suitable for year round play, to gain commitment from the Town to proceed when a viable concept is determined, and for funding for the project (if available).

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday October 7, 2020, be Adopted.

(2020.337) -- CARRIED

b. Special Council Meeting Minutes

Special Council Meeting

That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday October 14, 2020, be Adopted.

(2020.338) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Minutes

**Strategic Planning
Committee Minutes**

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday October 14, 2020, be Received.

(2020.339) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Strategic Priorities Report

Strategic Priorities

That the Strategic Priorities Report be amended to include traffic calming measures and speed limits in Town.

(2020.340) -- CARRIED

- (2) Community Economic Recovery Infrastructure Program Grants

Economic Recovery Grants

1. *THAT Council supports an application from the Comox Valley Airport Commission to the Community Economic Recovery Infrastructure Program for the construction of an additional parking area at the Comox Valley Airport.*

(2020.341) -- CARRIED

2. *THAT Council approves an application to the Community Economic Recovery Infrastructure Program for the construction of a Marine Services Building at the Comox Marina; and further,*

THAT Council authorizes funds from Town of Comox capital reserves for any cost overages.

(2020.342) -- CARRIED

3. *THAT, given the deadline of October 29th for submission, these projects be given priority for completion.*

(2020.343) -- CARRIED

- (3) Economic Recovery Task Force Recommendations

Economic Recovery

1. *THAT a communication strategy be launched to highlight the work Council and the Town have undertaken to promote economic recovery in Comox and that this project be added to the Corporate Strategic Plan;*

THAT Council authorizes Mayor Arnott to release a letter of support for the Comox Valley Airport's desires to see improvements on health standards and the Airport Capital Improvement Fund;

THAT the Town of Comox support local cultural events through promotion on social media such as Facebook and Twitter when requested by local non-profit cultural societies;

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

THAT a report on the approval of patios for the spring of 2021 be brought to Council; and further,

THAT a volunteer promotion campaign be added to the Recreation Strategic Plan.

(2020.344) -- CARRIED

2. *THAT a communications plan highlighting the need for increased affordable day care spaces be added to the Corporate Strategic Plan.*

(2020.345) -- CARRIED

- (4) Planning Services, Strategic Priorities - October 2020 - 2021

Planning Priorities

That the strategic priorities as contained in the October 14, 2020 staff report to the Strategic Planning Committee entitled Planning Services, Strategic Priorities October 2020 – 2021 be approved.

(2020.346) -- CARRIED

- (5) Michael Day (Comox Valley Presbyterian Church) Options for the use of their undeveloped portion of their land on Aspen Road

Presbyterian Church

That the Town engage in a conversation with the Comox Valley Presbyterian Church to explore opportunities that could be presented to the Town.

(2020.347) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

1. *That the Consent Agenda items as follows be received:*

- (a) *Comox Valley Regional District board meeting minutes held on Sept 29 and Oct 2, 2020*
- (b) *Brooklyn Elementary School Parent Advisory Council - Thank-You for the new crosswalk*
- (c) *Mike Couture - Bike Lane on Lazo Road and Knight Road*
- (d) *Ella Wooldridge - Chickens in Comox*
- (e) *Inspector Kurvers (RCMP) - Quarterly Report*
- (f) *Yves Bernard - Sewer and Tax Increases*
- (g) *Jessie Ketler (CVRD) - Request for Approval (Regional Transportation Planning Memorandum of Understanding)*

(2020.348) -- CARRIED

2. *That items (c), (d) and (g) be removed from the consent agenda for discussion.*

(2020.349) -- CARRIED

7. UNFINISHED BUSINESS:

a. Strategic Planning and Action Items Report - October 21, 2020

Strategic Planning / Action Items Report

That the Strategic Planning and Action Items Report for October 21, 2020 be received and filed for information.

(2020.350) -- CARRIED

b. New Bylaw Dispute Adjudication Program

Bylaw Dispute Adjudication Program

- 1. *That Third Reading of the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be Rescinded.*
(2020.351) -- CARRIED
- 2. *That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be amended as highlighted in red in the October 21, 2020 Regular Council Meeting Agenda.*
(2020.352) -- CARRIED
- 3. *That the Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 be given Third Reading as amended.*
(2020.353) -- CARRIED
- 4. *That Council Policy No. CCL-057 (Bylaw Notice Screening Officer Policy and Procedure), as included in the October 21, 2020 Regular Council Meeting Agenda, be Approved.*
(2020.354) -- CARRIED
- 5. *That Council request that the Ministry of Attorney General add the Town of Comox to the Bylaw Notice Enforcement Regulation to allow for the Town to practice bylaw adjudication under the Local Government Bylaw Notice Enforcement Act.*
(2020.355) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Comox Permissive Tax Exemption Bylaw No. 1964, 2020

Permissive Property Tax Exemptions

- That the Comox Permissive Tax Exemption Bylaw No. 1964, 2020 be Adopted.*
(2020.356) -- CARRIED

10. NEW BUSINESS:

a. Building Bylaw Amendment to Add MTI Provision for Failure to Comply with Stop Work Order

Building Bylaw Amendment

- 1. *That Comox Building Amendment Bylaw 1962 be given First Reading.*
(2020.357) -- CARRIED
- 2. *That Comox Building Amendment Bylaw 1962 be given Second Reading.*
(2020.358) -- CARRIED
- 3. *That Comox Building Amendment Bylaw 1962 be given Third Reading.*
(2020.359) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Minions

Councillor Minions advised that she attended a meeting with a community member.

b. Councillor Grant

Councillor Grant advised that he attended the two-day economic development strategic planning session.

c. Councillor McGowan

Councillor McGowan advised that she:

- attended a Food Policy Council meeting,
- participated in the Walk With Me event,
- attended a d'Esterre Seniors' Centre board meeting, and
- attended the Person's Day Lunch.

d. Councillor Swift

Councillor Swift advised that she attended the two-day economic development strategic planning session.

e. Councillor Bissinger

Councillor Bissinger advised that she attended the Person's Day Lunch.

f. Councillor McKenna

Councillor McKenna advised that he attended:

- a Community Justice Centre meeting,
- the Social Planning Society Annual General Meeting, and
- met with a resident regarding a subdivision application at Claddagh Estates.

g. Mayor Arnott

Mayor Arnott advised that he attended:

- the Comox Valley Economic Development Society board meeting,
- the two-day economic development strategic planning session,
- the Business in Action meeting, and
- a meeting with the CAO and the Presbyterian Church.

Mayor Arnott also advised that he met with the Comox Valley Marina owner and residents regarding a subdivision application at Claddagh Estates.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday October 21, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:

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

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

(2020.360) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 5:47 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 6:59 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:59 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday October 28, 2020

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Director of Corporate Services

Call to Order:

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

The Agenda was Adopted.

There were 0 members of the public in attendance.

1. AGENDA ITEM:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday October 28, 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.

(2020.364) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 5:00 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT 7:14 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:14 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

Town of Comox – Administration

Subject:

FW: Finance Department Letter of Oct 14, 2020 re Roll No. 1100-194 1520 Kye Bay Rd

LOG: 20-408	REFER:	AGENDA: RCM 04Nov20
FILE: 0220-20/2	ACTION: MR	

RECEIVED

Oct. 21, 2020

TOWN OF COMOX

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

From: jane henderson <janehendersonadr@gmail.com>

Sent: October 20, 2020 5:27 PM

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

Cc: CANDACE REITER <Candace.Reiter@bmo.com>

Subject: Finance Department Letter of Oct 14, 2020 re Roll No. 1100-194 1520 Kye Bay Rd

Today I received a letter indicating I owed \$645.19 on the above noted tax account. This was surprising to me because a review of my bank records confirmed that the total amount owing, \$6451.88, was paid in full by etransfer on July 2, 2020 as required. When I called the Finance Department I was told this was an arrears penalty because the funds were not received in the Town's bank account until 3 days later.

May I respectfully point out that such a policy is really counter-productive to the collecting of taxes? Presumably interbank transfer is preferable to the recipient because it avoids problems with cheques: NSF, wrong dates etc. Had I paid by cheque dated July 2, 2020, the funds would not have been in the town's account on July 2 but I would not have been penalized. So why are epayments treated differently? The tax form says " post dated cheques are acceptable and encouraged. In fact I "post-dated" the etransfer to July 2. The tax form also clearly says that payments may be made through online or telephone banking. Nowhere does it say such payments must have cleared by July 2, anymore than cheques are required to be cleared by July 2.

I will be pleased to confirm that the funds were in fact deducted from my account on July 2, by either forwarding a copy of my statement or having a bank representative advise you, but I have no control over when the town's bank accepts the funds. One might expect that an etransfer would be instantaneous, and it often appears to be, but in any event it is still considerably faster than waiting for a cheque to clear- so I reiterate, you got your money faster than you would have had I delivered a cheque dated July 2 2020. Therefore please reconsider your policy and vacate the outstanding balance.

Thankyou

Jane Henderson

Please note my new mailing address:

6766 Mark Lane

Victoria

V9E2A1

(BC Assessment has been advised)

Sent from my iPad

Town of Comox – Administration

Subject: FW: Quick question about Fireworks

From: Vivian Vaillant <vivolynn@gmail.com>

Sent: October 19, 2020 8:03 PM

To: council <council@comox.ca>

Subject: Quick question about Fireworks

RECEIVED

Oct. 20, 2020

TOWN OF COMOX

LOG: 20-409	REFER:	AGENDA: RCM 04Nov20
FILE: 0220-40	ACTION: MR	

Howdy Folks!

Thanks so much for your service. I am wondering about the new and almost nightly firework noises I keep hearing. I know that a new and very prominent Fire Work store showed up in the estuary not too long ago. I imagine it is outside of the town limits but I would love to know if there's anything we can do. It sounds like downtown Chicago these days and I'm pretty sure it isn't because we've been hunting deer.

I'm particularly worried about injury and possible forest fires. While fires are not as likely in the rainy season, we are pretty dry around here in the summer. I sure appreciate any insight you can provide.

Cheers and Thankyou!

Vivian Vaillant

Life is good.
778-992-1232

Town of Comox – Administration

From: Guy H <ghollingb@gmail.com>
Sent: October 21, 2020 9:14 AM
To: Town of Comox – Administration
Cc: Carol Swayne
Subject: Proposed Rezoning of 1153 Tara Road

RECEIVED

Oct. 21, 2020

TOWN OF COMOX

LOG: 20-410	REFER:	AGENDA: RCM 04Nov20
FILE: 3320-01	ACTION: MR	

Mr. Mayor, Council, and Planning Department

My wife and I are owners of Lot 1, 310 Connemara Road in Claddagh Estates and are currently building our retirement home at that address.

It is with great distress that we learn of a proposed rezoning for the development/subdivision at 1153 Tara Road which is a Lot within Claddagh Estates. We wish to express our opposition to any rezoning on this Lot.

We purchased our Lot on the assumption that none of the 17 Lots would be subdivided or permitted to allow multiple dwellings to ensure the waterfront/rural concept we bought into would be kept intact. Our basis was the restrictions detailed in S219 and the Declaration of Building Scheme of the Land Title Act between the owner of Claddagh Estates and the Town of Comox dated 25th November, 2009.

These documents clearly show the careful planning that went into this development to guarantee that the views, wildlife corridors, and the rural feel would be maintained for the benefit of the Lots and in the public interest.

We respectfully ask that in your consideration of our opposition to the proposed subdivision/development that these restrictions are agreed to by all owners who subsequently purchase or granted ownership of any of the Claddagh Estate 17 Lots.

Our fear is that if permission is granted by the Town of Comox for the subdivision or building of multiple dwellings at 1153 Tara Road it will open the door for others to follow.

We appreciate your careful consideration of this matter and hope you will protect the beauty and native wildlife of Claddagh Estates.

Yours sincerely,
Guy Hollingbury & Carol Swayne
310 Connemara Road, Comox BC

Re: Proposed Development at 1153 Tara Road

O - Cfile: 0220-40
 Copies - Council
 - JW/CF/LP/LG

October 21, 2020

Jordan Wall
 Chief Executive Officer
 1808 Beaufort Ave
 Comox, BC V9M 1R9

Sent via email only: jwall@comox.ca

LOG: 20-411	REFER:	AGENDA: RCM 04Nov20
FILE: 0220-40	ACTION: MR	

RECEIVED

Oct 21, 2020

TOWN OF COMOX

Dear Mr. Wall,

Re: Potential Office Space at the Town of Comox

As you may be aware, the Comox Valley Economic Development Society (CVEDS) closed its main office as a result of COVID-19 and related budget shortfalls and relocated staff to the Visitor Centre which is owned by the Society.

While this consolidation of staff and resources to one location has been completed, it has resulted in additional time spent in travel times for staff that are required for onsite meetings throughout the region. We would like to enquire about the potential of utilizing a small office workspace for economic development to utilize while in the Town and in the delivery of economic development and tourism service delivery.

It is anticipated that this space would be able to be accessed throughout normal opening hours, but also potentially after hours due to the nature of economic development, be able to access Wi-Fi and, ideally be contained within a lockable office. If a joint bookable / shared used meeting room was also available this would be appreciated. The primary user of the space would be the Executive Director.

We understand that the CVRD is looking into options for a similar arrangement in the their new building and in the interim we have been given approval to utilise the Business Development Bank of Canada (BDC) meeting space in Courtenay from time to time.

A location in the Town would assist CVEDS in ensuring staff that are working in Comox have a space to work in-between meetings and while on the east side of the river. We anticipate that travel across the bridge may become further congested once the 5th street bridge project gets underway.

If you have any questions or wish to discuss any details respecting this inquiry, please feel free to contact me at 250-334-2427 or john@investcomoxvalley.com.

Sincerely,



John Watson,
 Executive Director
 Comox Valley Economic Development

Town of Comox – Administration

From: Brandon Moore <moore4brandon@icloud.com>
Sent: October 23, 2020 12:48 PM
To: Town of Comox – Administration
Subject: Mayor, town and council

RECEIVED

Oct. 23, 2020

LOG: 20-413	REFER:	AGENDA: RCM 04NOV20
FILE: 5480-02	ACTION: MR	

TOWN OF COMOX

Hello mayor and town council.

I would like to address the current parking issue we have on McDonald. I own unit 31 700 Lancaster way in comox. We have lived here for the past 6 years. This 58 unit single parking spaced build was approved by the city of comox with 6 visitors spots. I personally have been parking our second vehicle on McDonald without issue for the past 5 years. Approx June this year comox placed no parking signs lining Lancaster parks stretch of McDonald. We were forced to move forward to the treed section of McDonald. Shortly after because of the lack of visibility we had our license plate stolen. It was replaced and then stole a second time. It was replaced once more only to then have our car ticketed without any warning by comox. I then parked on the courtenay side to prevent being fined only to have a cardboard sign placed on my windshield with a note saying park in your own driveway or park on the comox side courtenay down not want you parking here. I have all of this now documented with the insurance Center and the police. I would like to see a change to the no parking placed on McDonald for multiple reasons.

- # 1 The build approved by comox needed to take into consideration this problem from the beginning.
 - #2 because of the no parking along the park it has now forced all the moms taking there small kids to the park to park on the courtenay side and have to walk there young kids across a busy stretch of road! I personally do not want to see a mother or child hit attempting to cross because the town of comox has failed to address this problem. I myself lost my own brother to a hit and run in parksville aug 2019.
- We pay taxes to the town every year and I fail to see as to why comox could not create safe parking along Lancaster park rather than no parking signs that have created not only a problem for those living here, but all the family's that visit the park. Please feel free to contact me directly by phone 1-250-240-5454. Thank you all for taking the time to read this and take this request seriously.
- Brandon Moore.

Sent from Brandon's iPhone

Town of Comox – Administration

Subject: FW: RV Sani-dump station

From: dj currie [<mailto:djcurrie@gmail.com>]

Sent: Wednesday, October 28, 2020 2:54 PM

To: Wells, Bob <mayor@courtenay.ca>; twarnes@comoxvalleyrd.ca; council@comox.ca; Frisch, David <dfrisch@courtenay.ca>

Subject: RV Sani-dump station

LOG: 20-419	REFER:	AGENDA: RCM 04NOV20
FILE: 0400-03	ACTION: MR	

October 28, 2020

RECEIVED

Oct. 28, 2020

TOWN OF COMOX

To all concerned,

I am writing to add my support to the growing desire to have an RV sani-dump station set up in the central Comox Valley.

This is a service that I feel local governments should work together on as these facilities provide a service that both local tax payers and tourists alike can utilize. Having a central facility will draw visitors to our fine region and potentially add to the economy of the entire valley. The local RV community is large and is growing rapidly apparently due to COVID – 19 travel restrictions.

My main concern as a recent RV owner is awareness that many currently make use of local roads and ditches to empty their units. This is a health concern that is easily obviated by a relatively low cost installation. The Village of Cumberland has installed such a system that works well and is convenient for those travelling through that town. I suggest this installation is a perfect model to copy.

I am aware that numerous potential sites have been proposed and would agree that the general location of Headquarters Road/Dove Creek place is ideally located to serve a wide region with suitable unobstructed access and a minor civil works requirement to facilitate the services required.

I would also add my name to any potential volunteer organization that would contribute labour to offset taxpayer costs for installation.

Sincere Regards

Dan Currie

4023 Livingstone Road

Royston, BC V0R 2V0

RECEIVED

0- cfile
copies - Council
- JW/CF/Lia/Lara

John A Fell
155 Mack Laing Crt
Comox, BC V9M 2S3

OCT 22 2020

TOWN OF COMOX

October 22, 2020

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

LOG: 20-415	REFER:	AGENDA: RCM
FILE: 1980-01	ACTION: MR	Nov 4

Dear Sir/Madame;

I am writing in response to your letter of October 14, 2020 stating that I have outstanding property tax and penalty amount due of 5,256.59. For the past several years when I receive my property tax notice I immediately go to your office and pay the taxes owed. I am entitled to the additional grant and I have also been deferring my taxes for many years. This has all been handled when I bring in payment by your staff. This year, I went into the Town hall to pay and was directed to go home and pay online, and all I had to pay was the Municipal Utilities (1,002.71). With help I got the payment made on June 3rd. Unfortunately, not being a particularly computer literate senior I didn't realize that I had to take other steps to apply for the grant and to defer the balance.

On Tuesday of this week I went to your office to discuss this matter, and Mr Geoffrey Kreek was very helpful and made the application for deferment and completed the grant application for me. I find it rather unfair that the Town has assumed that everyone is computer literate and owns a computer. Hence, I also find it unfair that I am now penalized \$477.87. For sure Covid has contributed to making things difficult (not being able to pay in your office) and your change of policy at the same time has caused more confusion. I respectfully request that this penalty be waived as I have paid the correct amount due and well ahead of deadline.

Respectfully,



John A Fell

Cc: Geoffrey Kreek, Town of Comox

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

November 4, 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 rd 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 italic text*.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

November 4, 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.
POLICIES			
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

November 4, 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"> 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. <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

November 4, 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

November 4, 2020

MAJOR DEVELOPMENT APPLICATIONS

11.	2310 Guthrie	42 townhouse units and approx. 530 sq. m of commercial space.	Sept 16 RCM – Bylaws given 3 rd reading. Next step is completion of outstanding items followed by Council consideration of bylaw adoption.
12.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Next step: Public Hearing Scheduled for Nov 4
13.	468/490 Anderton	15 duplex / townhouse units.	Next step: Issuance of preliminary subdivision approval by Approving Officer and Planning Report on 1 st and 2 nd 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.

MINOR DEVELOPMENT APPLICATIONS

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.	BIA has provided information on what winterization facilities are being considered. Staff are working with interested businesses as to their specific plans.
18.	7-10 Minor RZ/DP/DVP Applications	Includes: <ul style="list-style-type: none"> • provincial referral of recreational cannabis store application • rezoning, DVP applications for infill single family • hazardous area and environmental DP applications for single family • industrial and residential rezoning applications as a result of bylaw enforcement 	

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

November 4, 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.
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. Property owner of Northern three parcels asked to be removed from application. Property owner initially requesting boundary extension has confirmed interest in proceeding, <i>which will be considered in 2021.</i>
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.	Request For Proposal planned for early new year.
6.	Council Delegation Bylaw	Bylaw outlining and authorizing the powers, duties and functions that Council wishes to delegate.	<i>Draft bylaw for Council consideration in early 2021.</i>
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.	Database management system established. Review of over 700 legal agreements initiated.
8.	Solid Waste Collection Changes	Review of solid waste collection program – bi-weekly garbage collection, collections of organics from strata properties,	Council resolution July 15 to move towards bi-weekly garbage collection.

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

November 4, 2020

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		collection on Statutory holidays. Development of communication and implementation plan.	
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.	<i>Bylaw adoption on Nov 4 RCM. Adjudicator appointment requested of Province.</i>
10.	Marina Lease Renewal	Renewal of lease with Provincial government for Comox Municipal Marina.	<i>Notice of Final Review received from Province. Report to Council to be provided in Nov/Dec.</i>
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.	<i>Report to Council to be provided on Nov 18 RCM agenda.</i>
12.	SPCA Agreement	Renewal of agreement with the SPCA for the provision of dog kennel / animal control services.	Exploring options 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. Report to Council to be provided on Nov 4 RCM agenda.
14.	Economic Recovery in Comox	Communication strategy (report) highlighting the work Council and the Town have undertaken to promote economic recovery in Comox	
15.	Increased Affordable Childcare Spaces	Communications plan highlighting the need for increased affordable day care spaces	

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FINANCE

November 4, 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"> 1. Compile existing financial data & information required to build the long-term financial plan (for November 2020). 2. Build Long-Term Financial Model & Plan (for January 2021). 3. Develop Long-Term Financial Plan Report (for February 2021).
2.	Payroll Software adoption	Payroll is running through the new Ceridian Dayforce web application.	<ol style="list-style-type: none"> 1. Training for managers is being scheduled to be completed in September 2020. 2. Major user features: <ol style="list-style-type: none"> a) "banked balances" to be delivered to end-users November 2020. 3. Other adaptations identified will be scheduled for the new year.
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.	<i>Launch expected December 2020.</i>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FINANCE

November 4, 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

November 4, 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. Applying for grant. Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program deadline October 1, 2020.
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

November 4, 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

November 4, 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.	Beacons have been ordered September 2020. Will schedule works once material arrives.

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

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

November 4, 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.	Applied for grant September 2020. Investing in Canada Infrastructure Program – Rural and Northern Communities Program deadline October 22, 2020. Total project \$1,156,660 - Eligible \$1,040,994
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*.

16.	Traffic Calming Measures and Speed Limits	Review of current traffic calming measures and speed limits within Comox.	
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** New items and updates shown in *blue bold italics text*.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

November 4, 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

November 4, 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"> • Dependable, predicable and engaging platform through which customers access recreation guides, program information and online recreation registrations • Event and calendar information • Documents and forms (program waivers, summer camp information, facility booking information, etc.) • Town and Recreation branding <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
November 4, 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.
11.	Volunteer Promotion Campaign		

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

2020 STRATEGIC PRIORITIES CHART

November 4, 2020

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 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 <p><u>Policies</u></p> <ol style="list-style-type: none"> 12. Council Conference Attendance Policy 13. CAO Performance Review Policy 14. Senior Staff Performance Review Policy 15. Exempt Staff Benefits Policy <p><u>Complete</u></p> <ol style="list-style-type: none"> 16. Criminal Record Check Policy 	<p>PLANNING SERVICES</p> <ol style="list-style-type: none"> 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 <p><u>Major Development Applications</u></p> <ol style="list-style-type: none"> 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 <p><u>Minor Development Applications</u></p> <ol style="list-style-type: none"> 17. Parklet Adaptation and Winterization applications 18. 7-10 Minor RZ/DP/DVP Applications <p><u>Complete</u></p> <ol style="list-style-type: none"> 19. Step Code 2/3 Implementation 20. Childcare Space Creation Funding Applications
<p>FINANCE</p> <ol style="list-style-type: none"> 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 	<p>CORPORATE</p> <ol style="list-style-type: none"> 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

November 4, 2020

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

<p>FINANCE</p> <p><u>Complete</u></p> <p>9. Production of Audited Financial Statements 10. Production of Municipal Budget documents</p>	<p>CORPORATE</p> <p><u>Complete</u></p> <p>14. Hire Communications Specialist 15. COVID Safety Plan 16. Council Procedure Bylaw Update</p>
<p>PARKS/BUILDING MAINTENANCE</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 & 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>PUBLIC WORKS & ENGINEERING</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>FIRE</p> <p>1. Volunteer Retention/Recruitment 2. Wildfire Deployment Policy 3. Sound of Life-Smoke Alarm Program</p>	<p>RECREATION</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
November 4, 2020

Date	Action Items	Status
15-Jul-20	Communications plan for moving to bi-weekly garbage and recycling collection	TBD: Delayed due to uncertainty around organics processing
5-Aug-20	Develop parking strategy for downtown area in response to 15-minutes parking spaces	Currently scheduled for late fall
16-Sep-20	Move 2310 Guthrie (Zoning amendment and Phased Development Agreement) to next meeting for adoption	<i>Awaiting applicant completion of outstanding items</i>
16-Sep-20	Move Bylaw Adjudication System to next meeting for adoption	<i>Bylaw to be adopted Nov 4. Request sent to Attorney General for appointment of adjudicator</i>
16-Sep-20	Add accessibility parking concern to Parking review	
14-Oct-20	Public Works: Report on option for traffic calming and speed reduction	<i>Added to Strategic Priorities Report - Oct 21, 2020 RCM</i>
21-Oct-20	Move forward with implementation of Bylaw Adjudication system	<i>Bylaw to be adopted Nov 4. Request sent to Attorney General for appointment of adjudicator</i>

Town of Comox
ACTION ITEMS - SUMMARY
November 4, 2020

Date	Completed Items	Status
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
3-Jun-20	Publish press release regarding Mayor Arnott's approved medical leave and appointment of Acting Mayor Grant.	Complete: 04-Jun-2020
3-Jun-20	Forward support for UBCM poverty reduction grant to CVRD	Complete: 05-Jun-2020
3-Jun-20	Forward positive comments on Land and Sea liquor application to LCRB	Complete: 09-Jun-2020
3-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
3-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
November 4, 2020

Date	Completed Items	Status
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
5-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
5-Aug-20	Finalize adoption of bylaw amendment to allow overhead wiring in residential infill	Bylaw adopted 5-Aug-2020
5-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
5-Aug-20	Discussion & decision on parking request from D. Murray (221 Church St.)	Complete: 13-Aug-2020
5-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

Town of Comox
ACTION ITEMS - SUMMARY
November 4, 2020

Date	Completed Items	Status
5-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.
5-Aug-20	Inform Haeley of the extension the parklet program until October 31	Complete
5-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.
5-Aug-20	Issue DVP for 1582 Balmoral upon receipt of outstanding issues	Covenant signed 27-Aug-2020; Complete.
5-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.
5-Aug-20	Satisfy letter request from the Assertive Community Treatment	Complete; Multi-stakeholder approach (RCMP, surrounding municipalities) for response
5-Aug-20	Prepare criminal record check policy for implementation	Complete; Implementation phase
16-Sep-20	Implement Community Centre Code of Conduct	Complete.
3-Jun-20	Forward Integrated Regional Transportation Committee Memorandum Of Understanding to future meeting	Received for information at Council's Oct 21, 2020 RCM
16-Sep-20	Provide further correspondence to Stratias regarding organics and garbage collection	Complete
16-Sep-20	Review Safety on Komox Grind Parklet	Completed - intalled full no post barrier
16-Sep-20	Produce Grant Resolutions for Lazo Greenway and Torrence Balmoral projects	Complete
16-Sep-20	Follow up with AG's Office	Complete

Town of Comox
ACTION ITEMS - SUMMARY
November 4, 2020

14-Oct-20	Corporate: Communications plan to highlight work Council has done for economic recovery (Include acknowledgement to groups who have provided us with actions Council has endorsed from ERTF)	Complete
14-Oct-20	Recreation: Launch a volunteer promotion campaign with incentives	Complete
14-Oct-20	Set up meeting with Mayor, CAO, and Michael Day Regarding Church property development	Complete
14-Oct-20	Communicate with regional communities on single use plastic ban timelines	Complete
14-Oct-20	Create support letter for Airport grant application	Complete
14-Oct-20	Apply for Marine Services Building grant	Complete
14-Oct-20	Get legal clarification on use of statutory capital reserves for 3rd party capital acquisition	Complete. Report for November 25th RCM
14-Oct-20	Promote cultural events on our social media when requested by external not-for-profit entities	Complete: no requests received yet
14-Oct-20	Anderton/Bolt Crosswalk - timeline	Completed: installed October 22, 2020
21-Oct-20	Connect with Stefan Szwerek of CV United Soccer Club to see about possible soccer field creation (location, cost, etc; potential as shelf ready project for grants)	
21-Oct-20	Reply to letter from Yves Bernard to help explain our role in technical review and political review of these projects	Completed email sent October 28, 2020

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, SBC 2003, c 60 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, SBC, c 60;
- (b) “Adjudicator” means a person appointed pursuant to the Act, who is authorized to preside over a Dispute Adjudication.
- (c) “Bylaw Notice” means a notice issued to a named person or a vehicle against which a contravention of a Town bylaw is alleged.
- (d) “Compliance Agreement” means an agreement, pursuant to section 9, offered by a Screening Officer to a Disputant that acknowledges the contravention of the bylaw, sets out remedies or conditions on future behaviour to be performed within a designated period of time, and may reduce or waive the penalty at the conclusion of that period.
- (e) “Disputant” means a person who has received a Bylaw Notice and makes known their intention to dispute the Bylaw Notice within the designated period of time.
- (f) “Dispute Adjudication” means the formal decision or judgement given by an Adjudicator in resolution of a dispute.
- (g) “Registry” means the Town of Comox Bylaw Notice Adjudication Registry established under section 6 of this Bylaw.
- (h) “Screening Officer” means a person designated as Screening Officer pursuant to section 7 of this Bylaw; and

- (i) "Town" means the Town of Comox.
- (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 System and Registry

- (1) In accordance with the Act, the Town of Comox establishes a Dispute Adjudication System and registry that provides for the hearing and determination of disputes in respect of whether
 - (a) the contravention alleged in a Bylaw Notice occurred as alleged, or
 - (b) the terms and conditions of a Compliance Agreement were observed or performed.
- (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 partially 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) Upon receipt of a request for Dispute Adjudication from a person against whom a contravention is alleged, advise the person of the Bylaw Notice Dispute Adjudication System established by this Bylaw, including, without limitation, the action which the Screening Officer may take

pursuant to this section and of the opportunity to proceed to Dispute Adjudication;

- (b) Where requested by the person against whom a contravention is alleged, 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) 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 their representative;
 - (ii) the Bylaw Enforcement Officer issuing the Notice;
 - (iii) the complainant or their 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) Prepare and enter into Compliance Agreements under Section 9 and the *Act* with Disputants, including establishing terms and conditions for compliance that the Screening Officer considers necessary or advisable;
 - (f) Provide for payment of a reduced penalty if a Compliance Agreement is entered into, as provided in column 5 of Schedule "A"; and,
 - (g) 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".

9. Compliance Agreements

- (1) When considering a matter, a Screening Officer may enter into a Compliance Agreement with a Disputant willing to do so if the Screening Officer believes it is appropriate to give the Disputant an opportunity to come into compliance with a Bylaw without having to pay the penalty set out in the Bylaw Notice under review.
- (2) A Compliance Agreement must be in writing and contain the following:
 - (a) the date that the bylaw contravention took place;

- (b) the contravention provision at issue;
 - (c) the amount of the penalty resulting from the Bylaw Notice;
 - (d) the date the Screening Officer reviewed the Penalty Notice;
 - (e) the terms and conditions the Screening Officer and Disputant agreed to, as well as the date or dates at which the agreed upon terms and conditions must be met or satisfied;
 - (f) the Disputant's agreement to cooperate with a Bylaw Enforcement Officer for the purpose of inspecting progress in relation to the timeline established in the Compliance Agreement, including by:
 - (i) providing the Bylaw Enforcement Officer with all information and documents the Bylaw Enforcement Officer requires to inspect progress in relation to the timeline established in the Compliance Agreement; and
 - (ii) allowing the Bylaw Enforcement Officer reasonable access to the Disputant's property or chattels, for the purpose of inspecting progress in relation to the timeline established in the Compliance Agreement; and
 - (g) the consequences of complying or failing to comply with the Compliance Agreement.
- (3) The maximum term of a Compliance Agreement is one year.
- (4) Disputants who enter into Compliance Agreements are not required to pay the penalty set out in the Bylaw Notice under review if the terms and conditions established in the Compliance Agreement are complied with.
- (5) If the Screening Officer believes that a Disputant that is party to a Compliance Agreement has failed to comply with its terms and conditions, the Screening Officer may rescind the Compliance Agreement and must give the Disputant written notice indicating why the Compliance Agreement has been rescinded.
- (6) If mailed, the notice given under subsection (5) is presumed to have been received by the person to whom it is addressed on the 7th day after mailing.
- (7) If a Screening Officer rescinds a Compliance Agreement, the Disputant may, within 14 days after receiving or being presumed to have received notification of the rescission, require the Screening Officer to submit for Dispute Adjudication the issue of whether the Disputant observed or performed the terms and conditions of the Compliance Agreement.

- (8) If the Disputant referred to in subsection (7) does not require Dispute Adjudication before the expiration of the period specified in that subsection, the penalty set out in the Bylaw Notice is
 - (a) subject to the regulations, immediately due and payable to the local government indicated on the Bylaw Notice, and
 - (b) recoverable in accordance with Part 4 [Collection of Bylaw Notice Penalties] of the *Act*.

10. 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*.

11. 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*.

12. Schedules

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

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

13. Adoption

READ A FIRST time this	16 th	day of	September	, 2020
READ A SECOND time this	16 th	day of	September	, 2020
READ A THIRD time this	16 th	day of	September	, 2020
THIRD READING RESCINDED this	21 st	day of	October	, 2020
AMENDED this	21 st	day of	October	, 2020

READ A THIRD TIME AS
AMENDED this

21st day of October , 2020

ADOPTED this

day of , 2020

MAYOR

CORPORATE OFFICER

COMOX BUILDING BYLAW 1472				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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%
Fail to comply with Stop Work Order	30(4)	250	300	50%

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

COMOX BUSINESS REGULATION BYLAW NO. 1882, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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	

COMOX BUSINESS REGULATION BYLAW NO. 1882, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
No Mobile Vending Licence	8(2)(a)		\$100.00	
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	

COMOX DOG LICENCE AND POUND BYLAW, 1999				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

COMOX FIREWORKS REGULATION BYLAW, 2012				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

COMOX MUNICIPAL MARINA FEES AND REGULATIONS BYLAW NO 1938, 2020				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

COMOX PARKS USE BYLAW NO. 1881, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

COMOX PARKS USE BYLAW NO. 1881, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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%

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

COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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%

COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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%

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

COMOX STREET AND TRAFFIC BYLAW, 2001				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
Stop vehicle within 5 metres of hydrant	7.3 (d)	50.00	90.00	N/A

COMOX STREET AND TRAFFIC BYLAW, 2001				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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 motor running	7.11 (d)	50.00	60.00	N/A

COMOX STREET AND TRAFFIC BYLAW, 2001				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
Unlawful projection into setback	5.12(3)	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
Unlawful location of loading and parking areas	6.11	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
Unlawful accessory building - R1.2 zone	102.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
Unlawful accessory building - R3.6 zone	110.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
Failure to comply with conditions - RM2.3 zone	205.2	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
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

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
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

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
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

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
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

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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
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

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
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

TOWN OF COMOX

BYLAW NO. 1962

A BYLAW TO AMEND TOWN OF COMOX BUILDING BYLAW 1472

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

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

1. Title

This Bylaw may be cited for all purposes as “Comox Building Amendment Bylaw 1962”.

2. Amendments

“Comox Building Bylaw 1472” is amended as follows:

a. By adding the following offence to Schedule 2:

<u>Column 1</u> <u>Offence</u>	<u>Column 2</u> <u>Bylaw Section #</u>	<u>Column 3</u> <u>Fine</u>
Fail to comply with Stop Work Order	30(4)	\$300.00

b. Comox Building Bylaw 1472 is hereby further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of this bylaw.

3. Adoption

READ A FIRST 21st day of October , 2020

READ A SECOND time this 21st day of October , 2020

READ A THIRD time this 21st day of October , 2020

ADOPTED this day of , 2020

Mayor

Corporate Officer



TOWN OF COMOX
Regular Council Meeting

STAFF REPORT

Meeting Date: November 4, 2019

TO: Mayor & Council	FILE: 0550-01
FROM: Lia Pesklevits, Executive Coordinator	DATE: October 29, 2020
SUBJECT: Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule	

Prepared by: <i>L. PESKLEVITS</i> Executive Coordinator	Supervisor: Shelly Russwurm, Dir. Corporate Services	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Jordan Wall, CAO
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Recommendation(s) from the Chief Administrative Officer:

Direction requested.

NOTE: Status quo based on continuing last year's practice would be as follows:

1. That Council approve the appointments to community organizations, as outlined in the October 29, 2020 report from the Executive Coordinator titled "Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule".
2. That the following appointments be made to the Comox Valley Regional District boards, committees and commissions:
 - (a) Comox Valley Regional District Board and Comox Valley Sports Commission - <2 members>, with <2 members> as alternates;
 - (b) Comox-Strathcona Regional Waste Management and Regional Hospital Districts - <2 members>, with <2 members> as alternates and designated as the members who will regularly attend the meetings;
 - (c) Comox Valley Sewer Commission – <3 members>, with <3 members> as alternates;
 - (d) Comox Valley Water Committee - <1 member> with 2 voting units and <1 member> with 1 voting unit, and with <1 member> and <1 member> as respective alternates; and
 - (e) Comox Valley Integrated Regional Transportation Select Committee – <1 member>, with <1 member> as alternate.
3. That <1 member> be appointed to the Vancouver Island Regional Library Board, with <1 member> as alternate.
4. That Council approve the Acting Mayor Roster for the 2021 calendar year, as outlined in the October 29, 2020 report from the Executive Coordinator titled "Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule".

- 5. That MNP LLP be appointed as the Town auditor for the 2021 calendar year.
- 6. That signing authority for 2021 be designated to Mayor Russ Arnott, Councillor Ken Grant, Councillor Maureen Swift, Chief Administrative Officer Jordan Wall, Director of Finance Clive Freundlich, and Director of Corporate Services Shelly Russwurm.
- 7. That the 2021 Regular Council and Strategic Planning Committee meeting schedule be approved as outlined in the October 29, 2020 report from the Executive Coordinator titled "Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule".

Purpose

To obtain Council direction regarding Council appointments, and to establish an acting mayor roster for the 2021 calendar year; identify and formalize individuals who have signing authority on behalf of the Town; and to establish Council’s meeting schedule for the 2021 calendar year.

Strategic Plan Linkage

Strong governance and administration is identified as one of the core services provided by Council. Meeting legislative requirements and adhering to Town policies when contemplating Council appointments to external organizations, designating signing authorities and formalizing a schedule of Council meetings contributes to an effective and efficient governing body.

Background

- 1. Council Appointments to Community Organizations - Council Policies No. CCL – 004 & CCL - 011 (Attachments 1 & 2, respectively) speak to Council appointments to outside/external organizations. Current appointments are as follows:

Association/Board/Committee/ Commission/Society	Council/Staff Appointment	Alternate
1. Comox Archives & Museum Society (CAMS)	Councillor McGowan	Councillor Minions
2. Comox Business in Action (BIA)	Mayor Arnott	Councillor Grant
3. Comox Valley Community Justice	Councillor McKenna	Councillor Bissinger
4. Comox Valley Economic Development Society	Mayor Arnott	Councillor Grant
5. d’Esterre Seniors Centre	Councillor McGowan	Councillor McKenna
6. Filberg Heritage Lodge & Park Association	Councillor Swift	Councillor Bissinger
7. Comox Golf Club	Director of Finance	– nil –
8. Comox Valley Harbour Authority	Parks Superintendent	– nil –
9. Comox Nautical Days	Councillor McKenna	Councillor Bissinger
10. Comox Valley Social Planning Society	Councillor McGowan	– nil –

Attendance at the following community organization meetings is on a ‘by request’ or ‘as needed’ basis:

- Comox Valley Accessibility Committee
- Comox Valley Environmental Council
- United Way Central Island

2. Regional District Boards, Committees and Commissions

Letters patent and provincial legislation establish that two members of Town Council sit as municipal directors on the CVRD board, which are to be appointed at pleasure by Council. Legislation also provides that the Comox-Strathcona regional hospital district board and regional solid waste management board consists of the same directors as on the regional district board. Past practice with Town municipal directors is that alternates to the CVRD board regularly attend the regional hospital district and regional solid waste management board meetings.

The Town is a participant in the Comox Valley Regional Water Service, which requires the appointment of two members of Council and the assignment of nine voting units, meaning that one member must be assigned five voting units and the other member four voting units.

The Town is a participant in the Comox Valley Sewerage Service, which requires the appointment of three members of Council. Past practice with the Town is to appoint the same two municipal directors as appointed to the CVRD board, and one additional member. As Mayor Arnott will not be appointed to the Sewer Commission, one additional member of Council must be appointed.

The current Council appointments to the Regional District boards, committees and commissions are as follows:

Boards, Committees, Commissions	Council/Staff Appointment	Alternate
1. CVRD board	Councillor Grant Councillor Swift	Councillor Bissinger Councillor Minions
2. Comox-Strathcona Regional Solid Waste and Regional Hospital District boards	Councillor Grant Councillor Swift	Councillor Bissinger Councillor Minions
3. CVRD Sewer Commission	Mayor Arnott Councillor Grant Councillor Swift	Councillor Bissinger Councillor Minions Councillor McKenna
4. CVRD Water Committee	Councillor Grant (2 votes) Councillor Swift (1 vote)	Councillor Bissinger (2 votes) Councillor Minions (1 vote)
5. CVRD Sports Commission	Councillor Grant Councillor Swift	Councillor Bissinger Councillor Minions
6. CVRD Integrated Regional Transportation Select Committee	Councillor Bissinger	Councillor McGowan

3. Vancouver Island Regional Library Board

The Library Act requires that each municipality and regional district that is party to a regional library district agreement appoint a member and an alternate member to serve on the library board. Councillor Minions is the current board appointment with Councillor McKenna as alternate.

[NOTE: Attachments 1 through 4 attached to this report provide additional information/support relating to the various appointments noted above.]

- 4. Acting Mayor Roster - Councillors are responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of Mayor is vacant. A suggested acting Mayor roster is as follows:

Councillor Ken Grant	January	July
Councillor Stephanie McGowan	February	August
Councillor Pat McKenna	March	September
Councillor Nicole Minions	April	October
Councillor Maureen Swift	May	November
Councillor Alex Bissinger	June	December

- 5. Municipal Auditor – Section 169 of the Community Charter states that Council must appoint an auditor for the municipality. Council has historically appointed an auditor on an annual basis, and for a number of years, MNP LLP has served in this capacity. MNP LLP has expressed an interest in continuing to provide this service, and it is recommended that Council appoint MNP LLP for the 2021 calendar year.
- 6. Signing Authority – Council, on an annual basis, designates individual members of Council as well as members of staff as signing authorities on behalf of the Town. Members of Council and staff (typically, municipal officers) designated as signing authorities ensure that Council Policy No. CCL – 023 Cheque Signing are met (Attachment 5). Signing authorities for the 2021 calendar year are consistent with those individuals identified in 2020, with the exception of Chief Administrative Officer Jordan Wall who replaces Interim Chief Administrative Officer Al Kenning.

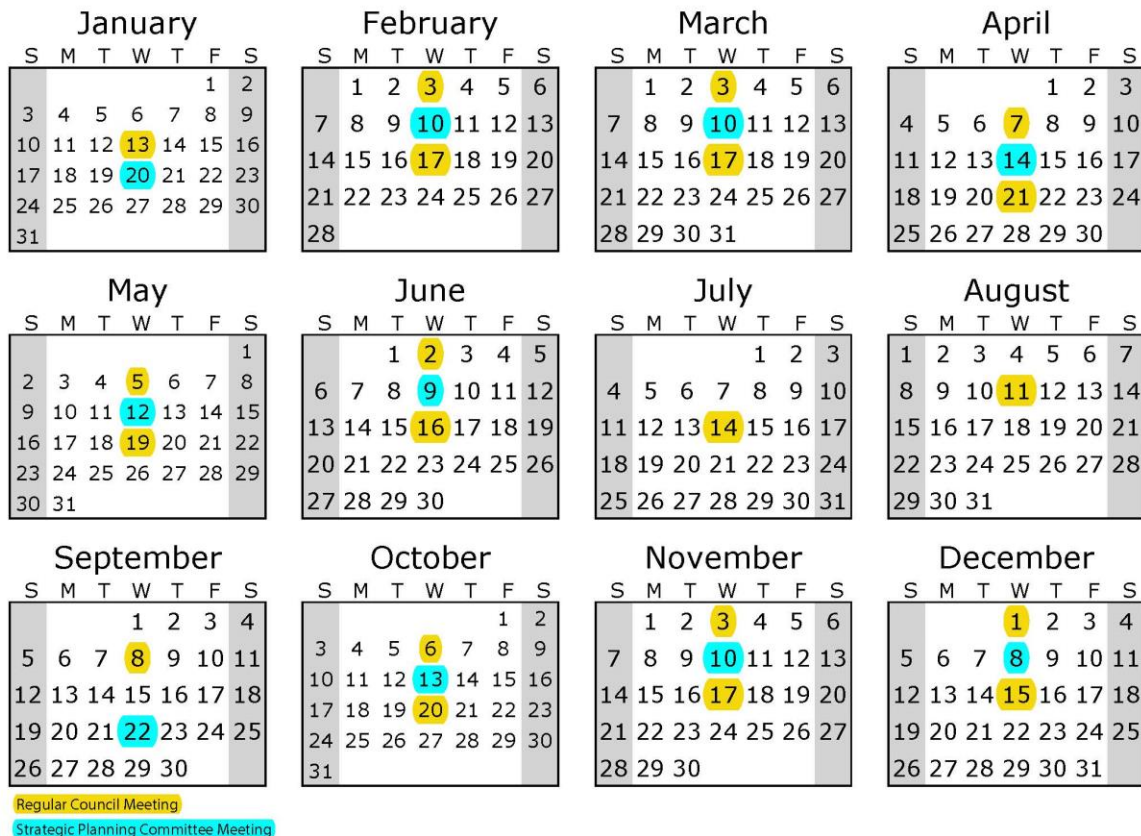
Council	Staff
Mayor Arnott	Jordan Wall, Chief Administrative Officer
Councillor Grant	Clive Freundlich, Director of Finance
Councillor Swift	Shelly Russwurm, Director of Corporate Services

- 7. 2021 Council Meeting Schedule – Section 125 of the Community Charter requires that a Council must meet regularly in accordance with their procedure bylaw.

Further, section 127 of the Community Charter requires that a schedule of the date, time and place of all regular Council meetings to be held during the year, be prepared and made available to the public. The Community Charter also requires publishing a statutory notice at least once per year of the availability of the schedule.

While Council is being asked to approve the meeting schedule for the 2021 calendar year, it is always within Council’s authority to propose additional meeting dates and/or to cancel meetings when needed. In addition, meetings will not be scheduled during the week of the annual Union of British Columbia Municipalities (UBCM) convention – September 13 – 17, 2021.

2021



Financial Implications

There are no significant costs associated with Council appointments to the various external committees. Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council’s 2021 meeting schedule, is captured in the current operating budget.

- Attachments (4):
1. Council Policy No. CCL – 004 Council Appointments to Outside Agencies
 2. Council Policy No. CCL - 011 Principles of Effective Council Structure – Council Appointments to External Organizations
 3. Council Policy No. CCL – 023 Cheque Signing
 4. CVRD letter dated October 29, 2020 re: Inaugural Board Meeting/Orientation/Appointments/Schedule



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

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL - 004
ESTABLISHED: DEC 20, 1995	LAST REVISED: APR 16, 2008
TITLE: COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES	

As deemed appropriate, Council may appoint representatives to outside agencies.

All appointments to outside agencies are to be made by the Mayor and approved by Council.

In the case of the appointment of the Regional District Director and alternate, the appointments will be in accordance with Section 784 of the Local Government Act.



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

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL - 011
ESTABLISHED: MAR 4, 2009	LAST REVISED:
TITLE: PRINCIPLES OF EFFECTIVE COUNCIL STRUCTURE – COUNCIL APPOINTMENTS TO EXTERNAL ORGANIZATIONS	

POLICY STATEMENT:

To meet the Town of Comox Council’s objective of becoming an effective and efficient governing body, the Council structure for appointments to external organizations will be based on the following principles:

1. COMMITTEE APPOINTMENT

- (a) For the Town of Comox Council to appoint a member of Council to an external organization:
 - i. Clear expectations must be articulated;
 - ii. It must be in compliance with Council bylaws and policies;
 - iii. It shall be relevant to the Town of Comox Council’s strategic plan and annual objectives; and
 - iv. It must be perceived by the Town of Comox Council to add value to the governance of the entity.

- (b) External organization appointments shall be on an annual basis.

2. TERMS OF REFERENCE

In the case of an external organization appointment, the external organization’s terms of reference shall be received and accepted by the Council prior to the appointment.

3. REPORTING

- (a) The Town of Comox Council must receive all minutes of external organizations to which the Town of Comox Council appoints a representative;
- (b) A regular process of reporting to the Town of Comox Council must be established; and

CROSS REFERENCE

COUNCIL

ALL DEPTS

ADMIN

PLANNING

PARKS

PUB WORKS

FIRE

- (c) Any recommendations requiring action or approval for action by the Town of Comox Council must first be considered by the Town of Comox Council.

4. STAFFING

The chief administrative officer may assign a staff person to act as a key contact between the Council and all external organizations to which the Council has appointed a representative.

5. ROLE OF COUNCIL REPRESENTATIVE

- (a) The Mayor of the Town of Comox shall recommend the representative of the Town of Comox Council to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;
- (b) The Town of Comox Council's representative will be expected to always reflect a municipal perspective on all issues before an external organization to which that Councillor has been appointed;
- (c) On any policy issues wherein a Town of Comox policy has not been articulated, or a change has been requested, the Council's representative will report back to the Town of Comox Council and request direction;
- (d) The Town of Comox Council's representative will be expected to function within the policies and resolutions of the Town of Comox Council

6. ROLE OF EXTERNAL ORGANIZATION CHAIR

Shall provide a request in writing supported by a resolution of the external organization to seek support from the Comox Council on matters.

7. LEGAL REQUIREMENTS

All committees of the Comox Council shall be established and operate in compliance with all applicable legislation.



TOWN OF COMOX

1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL – 023
ESTABLISHED: < 2003	LAST REVISED: MAY 7, 2003
TITLE: CHEQUE SIGNING	

1. All cheques will be signed by one elected official and one staff person in accordance with the authorization of the signing authorities set out annually by Council.
2. The only exceptions to the above is that if all of the elected officials with signing authority are out of Town at the same time or, if a cheque is needed urgently and none are available to sign the cheque within a reasonable time, then the cheque may be signed by two staff officials of the Town with signing authority.
3. A record of all cheques signed by staff only will be provided.

CROSS REFERENCE

COUNCIL

ALL DEPTS

ADMIN

PLANNING

PARKS

PUB WORKS

FIRE

O - Cfile: 0530-30
Copies - Council
JW/LP/LG

File: 530.01

October 29, 2020

Sent via email only: russwurm@comox.ca

Shelly Russwurm
Corporate Officer
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Ms. Russwurm:

LOG: 20-418	REFER: LIA	AGENDA: RCM 04NOV20
FILE: 0530-30	ACTION: SR	

RECEIVED

Oct. 29, 2020

TOWN OF COMOX

Re: Notice of Inaugural CVRD Board Meeting

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 24, 2020

Time: 4:00 pm

Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the Town of Comox Council must make the following appointments:

- Two directors and alternate directors from its mayor and council to the CVRD Board; and
- three members and at least three alternate members from its mayor and council to the CVRD Sewage Commission.

Please bring this matter forward to your Council in advance of the inaugural meeting with an effective date for such appointments being November 24, 2020.

As directors to the CVRD Board, the Town of Comox appointments are automatically members of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Sports Centre Commission (note: Sewage Commission appointments are made separately as identified above). Further, the council appointments to the board may also be named to any standing or select committees, such as the Committee of the Whole.

Please note that the Integrated Regional Transportation Select Committee (IRTSC) includes one voting position and alternate from the Town of Comox so please also make this appointment with the others noted above.

If the Town of Comox appoints more than one alternate director, please advise of the system established to determine which alternate director is to act in the place of the absent director.

Weighted Voting

Under the *Local Government Act*, regional districts follow Part 6 - Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2016 census, two Town of Comox directors have five votes each on weighted matters.

In addition, voting at the Water Committee follows CVRD Bylaw No. 1783 being the "Water Local Service Establishment Bylaw, 1995" and related committee policy statements. The current assignment of weighted votes at the committee is as follows:

- Director Grant 2
- Director Swift 1

Please confirm the assignment of directors and weighted votes for the Water Committee effective November 24, 2020 to ensure the committee meetings in November and December can be conducted in accordance with the above-mentioned bylaw and policies.

Weighted voting for the water committee in 2021 will be determined early in the new year based on the previous year's consumption values. A follow-up letter will be sent to the town advising if any further action is required to assign weighted votes to committee members.

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

/Encl.

cc: R. Dyson, Chief Administrative Officer

/ab

Comox Valley Regional District

SAMPLE Resolution

THAT the following appointments be made to the Comox Valley Regional District effective November 24, 2020:

Comox Valley Regional District Board of Directors and Comox Valley Water Committee:

NAME	CVRD Board Votes	Water Committee Votes
	5 Votes	2 Votes
	5 Votes	1 Votes

Alternate Regional District Directors:

Councillors _____

Sewage Commission:

Councillors _____, _____ and _____;

Alternates: _____, _____ and _____

Integrated Transportation Advisory Committee:

Councillor _____ Alternate: _____



TO: Mayor and Council	FILE: 5360-02
FROM: Lara Greasley, Communications & Legislative Coordinator	DATE: Oct. 29, 2020
SUBJECT: Impacts of Landfill Closures on Comox Waste Collection	

Prepared by: <i>L. GREASLEY</i> Lara Greasley, Com & Leg Coordinator	Supervisor: Shelly Russwurm, Dir. Corporate Services	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

For information only.

ALTERNATIVES TO THE RECOMMENDATION

THAT Council forwards a request to the Comox Valley Solid Waste Board to reconsider or delay the decision to close the Comox Valley Waste Management Centre on statutory holidays.

PURPOSE

- To inform Town Council of upcoming changes to the Comox curbside collection schedule as a result of the CVRD closing the Comox Valley Waste Management Centre during all statutory holidays, effective January 1, 2021;
- To provide a summary of the financial and schedule implications to residential and commercial waste pick up.

STRATEGIC PLAN LINKAGE

Strategic Priorities Report – Corporate: Solid Waste Collection – Statutory Holidays

EXECUTIVE SUMMARY

At the November 14, 2019 meeting the Comox Strathcona Waste Management board adopted the following recommendation:

209/19 *“THAT the Comox Valley Waste Management Centre and Campbell River Waste Management Centre cease operations and be close to the public on statutory holiday’s effective July 1, 2020.”*

After further discussions with member municipalities, the closures were deferred until January 1, 2021. The CVRD staff report can be viewed [here](#). The closures will impact waste collection schedules for both residents and commercial customers, as the items will no longer be able to be disposed of at the landfill on statutory holidays, and there is no other option or way to ‘hold’ the waste until the facility reopens.

To accommodate this change, the Town of Comox residential curbside pickup of garbage, recycling and organics will move to an Add-a-Day schedule, whereby pick up will shift forward one weekday after each weekday statutory holiday. In 2021 this means the schedule will shift four times for residential pick up. Additionally, those commercial businesses that would normally receive pick up on a day that falls on a statutory holiday, will not receive pick up that day.

BACKGROUND

These closures impact all solid waste collection (garbage, recycling and organics) for all service levels (single family, multi-family, commercial, industrial, institutional).

Emterra is required to provide a schedule each fall for the upcoming year that is subsequently distributed to the Town residents. Historically this schedule includes the alternate collection date for those statutory holidays that are effected, returning to the regular schedule the following week. Historically Emterra has only suspended statutory holiday collection on Christmas and New Year's Days in the past.

For 2021 the following collection dates in Comox will impact residential pick up:

- Friday, January 1
- Friday, April 2
- Thursday, July 1
- Thursday, November 11

Commercial businesses that are scheduled for pick up on statutory holidays will have additional impacts as collection is scheduled on all days of the week for commercial. In addition to the above noted statutory holidays, commercial impacts will also occur on the following statutory holidays:

- Monday, February 15
- Monday April 5
- Monday, May 24
- Monday, August 2
- Monday, September 6
- Monday, October 11

Commercial customers that have regularly scheduled pickup on a statutory holiday will now have to rebook a date with Emterra, or wait until their next regularly scheduled pick up day. Emterra has advised that they may not be able to accommodate additional pickups for these customers.

ANALYSIS/ISSUES/IMPLICATIONS

a. Financial

The decision to close the landfills will save the CVRD \$30,000 annually. There will be no savings passed on to the Town of Comox. The Town will expend up to \$9,000 plus staff time, to educate residents about the Add-a-Day schedule. As Comox pays for waste collection based on number of pickups only, there will also not be any savings due to less service provided by Emterra.

Funding for this will be provided from a combination of the existing budget and the RecycleBC Public Education grant.

b. Intergovernmental

The CVRD decision to close the Comox Waste Management facility on statutory holidays will also impact the City of Courtenay, Village of Cumberland, Campbell River, and the CVRD collection systems. Each of the participating municipalities will undertake marketing and communications tactics and expenses to educate their residents.

c. Public Relations

To support the transition to an Add-a-Day schedule, several standard communication tactics will be undertaken to increase the awareness and onboarding of residents including mailing of the new schedule, press release distribution, social media posting and website updates. A letter to commercial businesses will also be distributed.

d. Governance Considerations

Q: Are there any alternatives to an Add-a-Day calendar?

A: The CVRD could reverse its decision to closure the Management Centres on statutory holidays and keep the schedule status quo.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: Nov. 4, 2020

TO: Mayor and Council	FILE: 0550-01
FROM: Shelly Russwurm, Director of Corporate Services	DATE: Oct. 26, 2020
SUBJECT: Opportunity for the Public to Hear and See Council Meetings	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That, in accordance with Ministerial Order No. M192 and despite best efforts, Council reaffirms that the attendance of members of the public cannot be accommodated at Council and Council Committee meetings, due to the room size and maximum person capacity of Council Chambers.
2. That, due to the low turnout of the public at d’Esterre Seniors’ Centre during Council meetings, and the requirements of the Provincial Health Officer’s Order on Gatherings and Events, Council discontinue the opportunity of the public to hear and see meetings in person through attendance at livestreamed events at d’Esterre Seniors’ Centre, 1801 Beaufort Avenue.
3. That Council continue to ensure openness, transparency, accessibility and accountability for Council and Council Committee meetings by:
 - a. allowing the public to hear and see meetings electronically through livestreamed videos published on the YouTube channel;
 - b. allowing the public to ask questions on agenda items via email during Council meetings;
 - c. publishing the entire agenda and all background materials on the Town’s website;
 - d. archiving the meeting video for future viewing by members of the public;
 - e. promoting the public’s ability to hear and see livestreamed meeting videos electronically; and
 - f. continuing to explore options to facilitate public participation.

PURPOSE

To advise Council of the low numbers of the public attending d’Esterre Seniors’ Centre to view the proceedings of Council meetings, and reaffirm Council’s commitment to ensuring openness, transparency, accessibility and accountability with respect to meetings without providing members of the public this opportunity.

STRATEGIC PLAN LINKAGE

Council meeting procedures falls under one of Council’s Core Services, to ensure strong governance and administration. Allowing members of the public to hear and view Council meetings through the livestreaming of meetings to the Town’s YouTube channel, as well as enabling meeting members to

participate in meetings by electronic means, ensures that Council is taking all reasonable measures to remain open and accountable while helping to reduce the spread of COVID-19.

BACKGROUND

Ministerial Order No. M192 required that Council, by resolution,

- a. state the basis for holding meetings without members of the public in attendance; and
- b. state the means by which Council is ensuring openness, transparency, accessibility and accountability in respect of those meetings.

At its July 15, 2020 Regular Meeting, Council resolved to ensure openness, transparency, accessibility and accountability for Council and Council Committee meetings in part by allowing the public to hear and see meetings in-person through attendance at livestreamed events at d’Esterre Seniors’ Centre, 1801 Beaufort Avenue. Since then, Council has allowed this opportunity for six Regular Meetings, including the November 4, 2020 meeting.

While attendance of the public at d’Esterre has been extremely low (with the exception of the August 5, 2020 Regular meeting, there has been no attendance by the public), staff made a best efforts to provide this public space for viewing. Given the low attendance at the meeting and high staff time to open, provide staff oversight, technical requirements, and cleaning requirements Administration is now recommending that this live viewing option be discontinued. These additional costs are being incurred in part from the August 21, 2020 Provincial Health Officer’s Order on gatherings and events imposing additional requirements for continuing this opportunity. Staff must now attend at d’Esterre to control access, closely monitor the number of patrons, and record the names and contact information of attendees.

Staff now believe that the additional costs imposed by the Public Health Order do not justify continuing to allow the public the opportunity to attend at d’Esterre in order to view the proceedings of Council. Council meetings will continue to be livestreamed to the Town’s YouTube channel, with links to this on the Town website and Facebook pages. Opportunities for the public to attend and make representations to Council will still be available for Public Hearings.

GOVERNANCE CONSIDERATIONS

- Q: Can members of the public attend Council meetings if some members of Council Zoom in and there are no delegations?
- A: Currently, the Exposure Reduction Plan for Council Chambers does not permit the public (other than delegations) to attend Council meetings. Due to the limited number that could be permitted under this scenario, it would be difficult to administer this (i.e., what if there was room for three members of the public and four show up?)
- Q: Can the Town continue to have Council meetings without the use of the Seniors’ Centre for the public?
- A: Yes, the Town does not need to provide a physical location for the public to attend.
- Q: Does a staff member need to be in attendance at the Seniors’ Centre during Council meetings?
- A: Yes, the Exposure Reduction Plan for the Seniors’ Centre and the Public Health Officer’s Order identifies that a staff member physically attend during all meetings.



TO: Mayor and Council	FILE: 1280-01
FROM: Gord Schreiner, Fire Chief	DATE: Oct. 29, 2020
SUBJECT: Purchase of Fire Prevention Vehicle	

Prepared by: G. Schreiner, Fire Chief	Supervisor: _____	Financial Approved: Clive Freundlich, Fin. Director	Report Approved:
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Council authorize the purchase of the 2018 Dodge Renegade, currently used as a sponsored fire prevention vehicle for approximately \$30,000.
2. That an additional \$12,000 be added to the 2021 Fire Service – Capital Equipment budget.
3. That early budget approval be granted for the additional \$12,000 to the 2021 Fire Service – Capital Equipment budget, prior to the formal adoption of the 2021-2025 Financial Plan.

PURPOSE

To inform Council of a loss in sponsorship of the Fire Service’s fire prevention vehicle and to seek Council approval for the Town to purchase it in 2021 prior to the formal adoption of the 2021-2015 Financial Plan.

STRATEGIC PLAN LINKAGE

Maintaining a fleet of suitable vehicles falls under Council Core Service of Public Safety and Protection.

BACKGROUND

For the past eighteen years the Town has received a free fire prevention vehicle saving the Town ten’s of thousands of dollars over these years. The dealership now finds themselves in the difficult position of canceling this benefit to our community due to increased financial pressures on their business due to Covid-19.

This high profile vehicle is very important to us as it assists us in delivering our fire inspections and public education programs. It also has our lowest operating costs in our fleet.

The currently used vehicle already has our decaling and emergency lights which will have hundreds of dollars in having to do this to a brand new vehicle.

FINANCIAL

Currently, the Fire Service – Capital Equipment budget for 2021 is \$15,000. With this increase, we can purchase this fire prevention vehicle (2018 model) for approximately 28,000 plus taxes.

We can fund this by:

- Increasing our 2021 Capital budget from \$15K to \$23K (+\$12K)
 - 28% of capital of this is funded by our partners in fire protection, the Comox Fire Protection District).
- Our Comox Firefighters Association have offered to provide \$5K in funding.

This vehicles is currently our cheapest to operate and used everyday. The loss of this vehicle would likely increase our operating costs (fuel).

PUBLIC RELATIONS

This is a very high profile vehicle that assist us in delivering our information fire inspection and public education programs.

With the partnership between the Town of Comox, the Comox Fire Protection District and the Comox Firefighters Association all coming together to make this happen this become a very good and fiscally responsible new story.

GOVERNANCE CONSIDERATIONS

What if we purchase a new vehicle instead?

A: The cost of a new, similar vehicle would likely be about \$10-\$20K more not including a couple thousand more for decaling and emergency lighting.

What if we do nothing and not replace this vehicle?

A: The fire department operates two other smaller staff type vehicles, both are ¾ ton pick-ups. One is used as our day to day “Duty Officer” vehicle, meaning it responds first with one F/T staff to every emergency. The other is our utility pick-up used by other staff during the day and used to tow one of our five trailers (wildfire, hazmat, water trailer and fireboat) when needed.

How important is this vehicle?

A: This vehicle plays a key role in the delivery of our fire prevention and public education services as well as provide a back-up to our medical response and provides additional transportation to our firefighters during training and incidents.

Its operating costs are the lowest in our fleet and it is the easiest to park when our inspector is out doing his hundreds of inspections each year.

When will be likely have to replace this vehicle?

A: This is a 2018 model and can likely be maintained until at least 2032 if not longer.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: Nov. 4, 2020

TO: Mayor and Council	FILE: 4000-01
FROM: Shelly Russwurm, Director of Corporate Services	DATE: October 30, 2020
SUBJECT: Noise Exemption Permit for Dredging of Comox Valley Marina	

Prepared by: S. Russwurm, Dir. Corporate Services	Supervisor: _____	Financial Approved: _____	Report Approved: Jordan Wall, CAO
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Recommendations from the Chief Administrative Officer:

That the Noise Exemption Application dated October 29, 2020 from Comox Valley Marina Ltd., 1805 Beaufort Avenue, requesting exemption from Section 16 [Construction Noise] of the Comox Public Nuisance and Property Maintenance Bylaw, 2010, be approved in order to allow the movement of dredged material by tug at night, during the period December 3 to 23, 2020; and further,

That the applicant be required to place a notice in the Comox Valley Record newspaper as well as provide written notification to residents south of Comox Avenue between Manor Place and Port Augusta Street prior to the work being undertaken.

Purpose

To seek Council’s approval for the exemption of the provisions of the Comox Public Nuisance and Property Maintenance Bylaw, 2010.

Strategic Plan Linkage

Exemptions from the provisions of Town bylaws fall under Council’s Core Service related to Strong Governance and Administration.

Background

Comox Valley Marina Ltd. wishes to remove 16,000 cubic metres from their marina. Required federal permits have been obtained. Dredging will be undertaken during the day; however, tides and work schedules require barge movement and dumping to occur at night. All barge activity is planned to take place at the southwest side of the marina, as far as possible away from residents.

The applicant is asking for exemption from the construction noise provisions of the Comox Public Nuisance and Property Maintenance Bylaw, 2010. Section 16 [Construction Noise] of the aforementioned Bylaw states that

“... no person shall, on any day before 07:00 hours or after 20:00 hours, construct, reconstruct, relocate, remove, erect, alter, repair, dismantle or demolish any building, structure or thing, or excavate or fill in land in any manner which causes noise or sounds in or on a highway or elsewhere in the Town, which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or in the vicinity.”

OCT 29 2020

TOWN OF COMOX



NOISE EXEMPTION APPLICATION

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

The Public Nuisance and Property Maintenance Bylaw states that, in general, no person shall make, allow or cause to be made any noise that disturbs any person in the neighbourhood or vicinity. It also states that, without limiting that generality, no person shall make, allow or cause to be made any construction noise between the hours of 8:00 p.m. and 7:00 a.m. on any day.

Use this form to apply for an exemption to the above restrictions.

*o-file 4000-01
copies - JW
- bylaw*

Email your completed application to: town@comox.ca

New Application OR Extension of Existing Application

Name of Applicant: Comox Valley Marina Ltd.

Address of Applicant: 1805 Beaufort Ave Business License #: 803397637

Site of Work or Event: 1805 Beaufort - in marina Building Permit #: N/A

Date Exemption Required: From: 20/12/03 (YY/MM/DD) To: 20/12/24 (YY/MM/DD)

Time Exception Required: From: 8 pm (AM/PM) To: 7 am (AM/PM)

Describe the type of Work being completed: Dredging to remove 16,000 cum from

marina, which is to be done in daylight. Tug and barge movement to dump material will mostly be at night.

Describe reasons why this exception should be issued: Work schedule

and tides require barge movement at night to facilitate timely dumping of barge and subsequent rest periods for crew.

Describe the noise created and state measures planned or presently being taken to minimize the sound or noise:

Two tug boats will be positioning barge. Mitigation - all barge activity to take place at South Western side of marina as far as possible away from town residents.

Signature of Applicant: John Neville

Date: 20/10/29

Contact Name: John Neville

Phone: 250, 881 5340

E-mail Address: j.neville@shaw.ca