



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY FEBRUARY 17, 2021**

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. 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.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. DELEGATIONS:

- (9) a. [Lauren Lan and Caroline Cody: Tree removal and approval process for Guthrie/Lazo subdivision](#)
- (13) b. [Maurita Prato and Kimberly Toonders \(LUSH Valley\): Funding request for Good Food Boxes and other Community Food Security Programs](#)

4. ADOPTION OF MINUTES:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday February 3, 2021, be Approved.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- (23) a. [Strategic Planning Committee Meeting Minutes](#)

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday February 10, 2021, be Received.

COMMITTEE RECOMMENDATIONS:

(1) [Wood-Burning Appliances](#)

That a report be provided on options that the Town can take to further encourage the discontinued use of indoor wood-burning appliances.

(2) [Potential Speed Reductions in Town](#)

That a report be provided on the best ways to wholistically address speeding on Town streets.

(3) [Brian Gregg \(Telus\): Request for Letter of Support - Expanding Wireless Cellular Coverage](#)

That the Town provide a letter of support for Telus' initiative to expand wireless cellular coverage in the Town of Comox.

(4) [Dianne Hawkins \(Chamber of Commerce\) - Request for Proclamation](#)

That a Proclamation be issued, designating the week of February 16-19, 2021 as Chamber of Commerce Week in the Town of Comox.

6. CONSENT AGENDA:

(25) a. [Consent Agenda](#)

That the Consent Agenda items as follows be received

(1) *January 26, 2021 Letter from David Eby, QC of the Office of the Attorney General regarding the homeless count in Comox Valley.*

(2) *January 28, 2021 email from Doug Main regarding the walkway closure between Stadacona Drive and the Aspen Wynde condominiums.*

(3) *Comox Strathcona Regional Hospital District Board meeting minutes held on January 21, 2021.*

7. UNFINISHED BUSINESS:

(34) a. [Strategic Planning and Action Items Report - February 17, 2021](#)

That the Strategic Planning and Action Items Report for February 17, 2021 be received and filed for information.

(59) b. [Rezoning and OCP Amendment Application OCP RZ 19-1 / Development Variance Permit Application DVP 19-1 \(2309 McDonald Road\)](#)

ITEM SUMMARY: *Application to permit the development of 22 townhouses, 8 duplexes (two-family dwellings), 13 bare land strata zero lot line single-family units and 40 fee simple single-family lots.*

RECOMMENDATION(S):

1. *That Comox Official Community Plan Amendment Bylaw 1954 be adopted.*

2. *That Comox Zoning Amendment Bylaw 1955 be adopted.*

- (59) b. [Rezoning and OCP Amendment Application OCP RZ 19-1 / Development Variance Permit Application DVP 19-1 \(2309 McDonald Road\)](#)

ITEM SUMMARY: *Application to permit the development of 22 townhouses, 8 duplexes (two-family dwellings), 13 bare land strata zero lot line single-family units and 40 fee simple single-family lots.*

RECOMMENDATION(S):

3. *That Comox Phased Development Agreement Authorization Bylaw 1956: 2309 McDonald Road be adopted.*
4. *That Development Variance Permit DVP 19-1 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the February 17, 2021 Planning Report on OCP RZ 19-1 and DVP 19-1.*
5. *That the Town seek cash amenity contributions for the future provision of playground structures and related land improvements within the Hector Greenway from developers of immediately adjacent properties: 2123 Hector Road (Lot 4 District Lot 170 Comox District Plan VIP60685), 2077 Hector Road (Lot A, District Lot 170, Comox District, Plan 18002), and 941 Hector Road (Lot 1 District Lot 70 Comox District Plan VIP60685), in proportion to the number of residential units proposed on each of the properties.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (125) a. [Implementation of the Contaminated Sites Regime](#)
1. *That Comox Planning Procedures Amendment Bylaw 1966 be Adopted.*
 2. *That Comox Building Amendment Bylaw 1967 be Adopted.*

10. NEW BUSINESS:

- (129) a. [Council Policy Amendment CCL – 050 Workplace Wellness](#)
- That Council Policy CCL – 050 (Workplace Wellness Policy) be amended to remove the Corporate Wellness Section and rename the policy as the Employee Wellness Policy; and further,*
- That Council Policy CCL – 050 (Employee Wellness Policy), as included in the February 17, 2021 Regular Council Meeting agenda, be adopted.*

11. NOTICES OF MOTION:

- a. [Councillor Bissinger \(Notice of Motion from February 3, 2021 Meeting\): Buena Vista Avenue Traffic Concerns](#)
- That staff provide options and engage the local residents on measures to address their traffic concerns related to Buena Vista Avenue.*

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



REQUEST TO APPEAR AS A DELEGATION

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

REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:

Lauren Lan, Caroline Cody

Organization you are representing: NA

Primary purpose of Organization: NA Number of members: NA

Mailing address: 580B Stickleback Rd

City: Comox Postal Code: V9M4H8

Contact name: Lauren Lan Email: lan_lauren@yahoo.ca

Phone: 250-650-3835 Fax: _____

Subject matter:

Tree removal at SD 19-01 Guthrie Lazo, and more broadly about the approval process

Specific request of Council, if any (i.e., letter of support, funding):

Refer to email from Lauren Lan dates Jan 27, Feb 4, 2021.

Requested meeting and date: Council meeting Feb 17 AV equipment required: _____

Date of application: Feb 4, 2021 Signature of applicant: _____
(or print name) Lauren Lan

Please Note:

1. Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this information is shared with the public in the meeting agendas, which are also posted on the Town website.

Town of Comox – Administration

Subject: FW: Edgewood at Silversmith Place
Attachments: Lan delegation request.pdf

From: Lauren Lan <lan_lauren@yahoo.ca>

Sent: February 4, 2021 12:02 PM

To: Lia Pesklevits <LPesklevits@comox.ca>; Town of Comox – Administration <town@comox.ca>; council <council@comox.ca>; [REDACTED]

Subject: Edgewood at Silversmith Place

Good morning,

Please refer below to my email initially submitted on Jan 27th regarding the tree removal at SD19-01 at Guthrie and Lazo. It was added to the Feb 3 council meeting as Recommendation #8 under the consent agenda however this item was not discussed, nor even mentioned, as it was stated during the meeting there was "no desire to pull anything else for discussion". As I now understand the process more clearly (a citizen brings forward a concern and it is buried in the consent recommendations without any discussion) I would like to know specifically the process to have my concerns heard, if not by emailing my councilors and adding it for discussion at a general meeting?

I have met with Andrew Burger, Superintendent of the Parks Dept who has taken the time to explain the following: multiple issues with the development that has resulted in tree loss, both through illegal tree cutting and subsequent hazard tree removal, the town applying various regulatory measures against the builder including issuing stop work orders, charging penalties to recover the monetary value of the trees, as well as requiring replacement trees at a higher ratio to be replanted throughout the subdivision.

I am fully cognizant that what has been done cannot be undone ("long term objective of increasing forest canopy cover"), but what can and should council do not only to salvage what is remaining but more importantly ensure that this does not happen again? It seems clear the system the TOC has in place to protect trees and ensure the approval process is adhered to by developers/builders is fraught with faults and just does not work. Will this builder not just follow this same process in the future, to their gain and the town's loss? Applying measures, penalties, fines, stop orders and increasing tree replacement ratios will not lead to a different/better outcome in the future. I, and many other residents, are so thoroughly disappointed in the TOC's handling of this and now that we have a better understanding of how this happened, at minimum we would like to have a discussion as to how to ensure the town does not let this happen again. Perhaps changes to the approval process, stricter monitoring during the development (dozens of trees were cut down numerous times without anyone within the TOC's knowing until brought to their attention by local residents), and bigger penalties are perhaps possibilities.

As just a local resident, I don't know, nor should I be expected to know what changes can be made to make improvements to the current process/system but I can bring it to your attention. As a town councilor I would expect you to at the very least "pull it out for discussion". I would like this email added to the regular meeting on Feb 17, 2021 for consideration, in hopes that it is actually discussed this time. In addition, I have submitted my request to appear (virtually) as a delegation.

Thank you,
Lauren Lan
580B Stickleback Rd, Comox
250-650-3835

On Friday, January 29, 2021, 9:25:21 AM PST, LPesklevits@comox.ca <lpesklevits@comox.ca> wrote:

Town of Comox – Administration

From: Lauren Lan <lan_lauren@yahoo.ca>
Sent: January 27, 2021 3:17 PM
To: Town of Comox – Administration; council
Subject: Edgewood at Silversmith Place
Attachments: IMG_9242.JPG

To Whom It May Concern,

It would be no exaggeration to say I have been watching in horror over the last few years the total destruction of what once was a beautiful piece of Comox land. On the corner of Guthrie and Lazo where once stood a forested green space as one natural example of what makes the town of Comox fabulous, there now stands a barren eyesore completely devoid of trees.

I watched, from my front lawn the remaining trees cut down last week (refer to the attached photo, taken from my front porch on January 27 directly adjacent to Edgewood that shows one of the piles of cut trees). I, and other concerned local residents, attended the council meeting on May 16th as a delegation, to voice our concerns, which I feel were then and remain now unheard. At this council meeting the planning report dated May 16, 2018 includes the following:

- "encourages the protection, planting and replacement of trees with a long term objective of increasing forest canopy cover"
- "347 inventoried mature trees....of the remaining 208 (100%), 146 (70%) are proposed to be removed and 62 (30%) are proposed for retention"
- "goal of creating small tree groves"
- "primary tree retention and replacement area is shown in attached 2 drawing SK-107. Within this area, the application proposes to replant 50 trees in mixed-species groups"
- "requirement of 5% parkland dedication approximately 500 square metres ...to accommodate the necessary greenway dedication"
- "locate street trees"

None of the above has happened. 62 trees have not remained. There are none remaining. I think it is completely disgraceful and would like to understand how this could happen. What are the consequences?

In addition, I was specifically told that building (houses) would not start until the storm pond area was complete. By complete, I was assured that included a specific number and variety of trees and plants. Building obviously started, a while ago, long before the storm pond was "completed".

Can you please explain how this happened? Why is the developer/builder allowed to do this?

Thank you
Lauren Lan
580B Stickleback Rd.





REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX
1809 Beaufort Avenue
Comox BC V9M 1R9

Ph: (250) 339-2202

Fx: (250) 339-7110

O - Cfile: 1850-30
Copies - Council
- JW/CF/LP

LOG: 21-044	REFER: LP	AGENDA: RCM 17Feb21
FILE: 1850-30	ACTION: MR	

REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:

RECEIVED

Feb. 10. 2021

TOWN OF COMOX

Organization you are representing: _____

Primary purpose of Organization: _____ Number of members: _____

Mailing address: _____

City: _____ Postal Code: _____

Contact name: _____ Email: _____

Phone: _____ Fax: _____

Subject matter: _____

Specific request of Council, if any (i.e., letter of support, funding):

Requested meeting and date: _____ AV equipment required: _____

Date of application: _____ Signature of applicant: _____
(or print name)

Please Note:

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday February 3, 2021

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
C. Freundlich, Director of Finance (in part, electronically)
M. Kamenz, Director of Development Services (electronically)
G. Schreiner, Fire Chief (electronically)
T. Hagmeier, Recreation Director (in part, electronically)
S. Ashfield, Director of Operations (electronically)

Call to Order:

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

There were 0 members of the public in attendance.

Pursuant to Ministerial Order, the meeting was conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with Ministerial Order, the public was not permitted to be in attendance. The meeting was also live-streamed on the Town's YouTube pages.

Mayor Arnott congratulated Mr. Stocky Edwards, Freeman of the Town, and his wife Toni on their 70th wedding anniversary. He also acknowledged that the Town of Comox is on traditional First Nation land.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

a. Amendment of Agenda

Amendment of Agenda

That a resolution to exclude the public be added to the end of the February 2, 2021 Regular Council agenda.

(2021.008) -- CARRIED UNANIMOUSLY

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of the Agenda

That the Agenda be adopted as amended to include a resolution to exclude the public and remove item 3a.

(2021.009) -- CARRIED

3. DELEGATIONS:

a. Sergeant Bill Webb, Ret. (Courtenay Legion): Matching Funding Grant for Homeless Veterans Study

Homeless Veterans Study

Mr. Webb advised that they are looking for support from all four local governments in the Comox Valley that will, ultimately, allow them to provide supportive housing for homeless veterans.

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 January 13, 2020, be Adopted.

(2021.010) -- CARRIED

b. Public Hearing Meeting Minutes

Public Hearing Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday January 20, 2021, be Adopted.

(2021.011) -- 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 January 20, 2021, be Received.

(2021.012) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Grant Application – FCM Municipal Asset Management Program (MAMP)

**FCM Municipal Asset
Management Program**

That Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Sanitary Sewer Condition Assessment Program for additional Sanitary Sewer Condition Assessment;

That Council commit to undertaking Sanitary Sewer Condition Assessments as proposed in the application to FCM, should the application be approved;

And further that Council commit towards \$10,000 of the Sanitary Inflow and Infiltration (I&I) operating budget toward the costs of this initiative.

(2021.013) -- CARRIED

- (2) Grant Application – Investing in Canada Infrastructure Program, COVID 19 Resilience Infrastructure Stream

**Investing in Canada
Infrastructure Program**

THAT Council formally authorizes Staff to proceed with an application for the Investing in Canada Infrastructure Program, COVID 19 Resilience Infrastructure Stream for Comox Avenue Sidewalk Extension (south side) between Rodello Street and Ellis Street;

And further, that the Town of Comox will fund from its general reserves any costs for the project which are ineligible for reimbursement.

(2021.014) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (3) Northeast Comox Storm Water Management Plan Implementation - Post Public Consultation

Northeast Comox Storm Water Management Plan

THAT the Town prepare Northeast Comox Storm Water Management Plan implementation bylaws for Council consideration based on Option 3 as outlined in the staff report PR 21-1 dated January 20, 2021 and;

THAT Administration consider technical submissions which may alter the requirements such as slope that may be suited considering the needs contained within option 3.

(2021.015) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

1. *That the Consent Agenda items as follows be received:*
 - (1) *January 8, 2021 Email from Doug Allin, Mark Dunlop & Rick Benson of Softball BC regarding COVID relief funding;*
 - (2) *January 8, 2021 Email from Suzanne Bon regarding Beckton road traffic problems;*
 - (3) *January 12, 2021 Email from Gayle Cousins regarding Buena Vista Avenue traffic concerns;*
 - (4) *January 12, 2021 Letter from Mrs. William Ryan regarding the protection of Town Parks and Trails;*
 - (5) *January 14, 2021 Email from Peter Hamilton of LifeForce Foundation regarding the Comox Valley Sewage Commission pollution plans;*
 - (6) *January 21, 2021 Email from Norma Hutchings regarding police appreciation decals;*
 - (7) *January 22, 2021 Email from Steve Hill regarding Smoke from wood-burning fireplaces being a health hazard;*
 - (8) *January 27, 2021 Email from Lauren Lan regarding SD 19-1, Guthrie and Lazo; and*
 - (9) *Comox Valley Regional District Board meeting minutes held on January 12 & 26, 2021.*

(2021.016) -- CARRIED

2. *That item (3), January 12, 2021 Email from Gayle Cousins regarding Buena Vista Avenue traffic concerns, be removed from the consent agenda for discussion.*

(2021.017) -- CARRIED

b. Buena Vista Avenue Traffic Concerns

Buena Vista Avenue Traffic Concerns

Councillor Bissinger presented a Notice of Motion as follows:

"That staff provide options and engage the local residents on measures to address their traffic concerns related to Buena Vista Avenue."

c. Consent Agenda

Consent Agenda

3. *That item (2), January 8, 2021 Email from Suzanne Bon regarding Beckton Road traffic problems, be removed from the consent agenda for discussion.*

(2021.018) -- CARRIED

c. Consent Agenda

Consent Agenda

4. *That item (5), January 14, 2021 Email from Peter Hamilton of Lifeforce Foundation regarding the Comox Valley Sewage Commission pollution plans, be removed from the consent agenda for discussion.*

(2021.019) -- CARRIED

5. *That item (6), January 21, 2021 Email from Norma Hutchings regarding police appreciation decals, be removed from the consent agenda for discussion.*

(2021.020) -- CARRIED

7. UNFINISHED BUSINESS:

a. Strategic Planning and Action Items Report - February 3, 2021

**Strategic Planning and
Action Items**

That the Strategic Planning and Action Items Report for February 3, 2021 be received and filed for information.

(2021.021) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Comox Zoning Amendment Bylaw 1939

1564 Birch Avenue

1. *That Comox Zoning Amendment Bylaw 1939 be given Third Reading*

(2021.022) -- CARRIED

2. *That Comox Zoning Amendment Bylaw 1939 be Adopted*

(2021.023) -- CARRIED

3. *That Development Variance Permit DVP 19-6 be issued.*

(2021.024) -- CARRIED

10. NEW BUSINESS:

a. Capital and Special Projects 2021

**Capital and Special Projects
2021**

1. *THAT Council include the capital and special projects, as included in 'Schedule 'A' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;*

THAT Council pre-approves the items identified in 'Schedule 'A' for immediate spending authority.

That the main motion be amended to add the words "green in" before the words "Schedule 'A'".

(2021.025) -- CARRIED

a. Capital and Special Projects 2021

**Capital and Special Projects
2021**

2. *Main Motion as amended:*

THAT Council include the capital and special projects, as included in 'Schedule 'A' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;

THAT Council pre-approves the items identified in green in Schedule 'A' for immediate spending authority.

(2021.026) -- CARRIED

3. *THAT Council include the capital and special projects, as included in 'Schedule 'B' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;*

THAT Council pre-approves the items identified in 'Schedule 'B' for immediate spending authority

That the main motion be amended to add the words "green in" before the words "Schedule 'B'".

(2021.027) -- CARRIED

4. *Main Motion as amended:*

THAT Council include the capital and special projects, as included in 'Schedule 'B' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;

THAT Council pre-approves the items identified in green in Schedule 'B' for immediate spending authority.

(2021.028) -- CARRIED

5. *THAT Council include the capital and special projects, as included in 'Schedule 'C' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan.*

That the main motion be amended to include the text, "; and, THAT Council pre-approves the items identified in green in Schedule 'C' for immediate spending authority."

(2021.029) -- CARRIED

6. *Main Motion as amended:*

THAT Council include the capital and special projects, as included in 'Schedule 'C' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;

THAT Council pre-approves the items identified in green in Schedule 'C' for immediate spending authority.

(2021.030) -- CARRIED

a. Capital and Special Projects 2021

**Capital and Special Projects
2021**

7. *THAT Council include the capital and special projects, as included in 'Schedule 'D' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;*

THAT Council pre-approves the items identified in 'Schedule 'D' for immediate spending authority.

That the main motion be amended to add the words "green in" before the words "Schedule 'D'".

(2021.031) -- CARRIED

8. *Main Motion as amended:*

THAT Council include the capital and special projects, as included in 'Schedule 'D' of the Chief Administrative Officer's February 3, 2021 Report to Mayor and Council, in their 2021-2025 draft Financial Plan and;

THAT Council pre-approves the items identified in green in Schedule 'D' for immediate spending authority.

(2021.032) -- CARRIED

b. CleanBC Organic Infrastructure and Collection Program - Grant Application

**CleanBC Organic
Infrastructure and Collection**

That a grant application be submitted to the Clean BC Organic Infrastructure and Collection Program to support the upgrade and expansion of the Town's curbside organics collection program; and further,

That Council supports the project and commits its one-third share of the eligible costs of \$198,459 as well as ineligible costs and overages related to the project, to be funded from the Capital Works Reserve Fund.

(2021.033) -- CARRIED

c. Implementation of the Contaminated Sites Regime

Contaminated Sites Regime

1. *That Comox Planning Procedures Amendment Bylaw 1966 be given First, Second and Third Readings.*

(2021.034) -- CARRIED

2. *That Comox Building Amendment Bylaw 1967 be given First, Second, and Third Readings.*

(2021.035) -- CARRIED

d. Rezoning Application RZ 20-1 468 & 490 Anderton Road

468 / 490 Anderton Road

1. *That Comox Zoning Amendment Bylaw 1944 be given First and Second Reading;*

(2021.036) -- CARRIED

2. *That Comox Phased Development Agreement Authorization Bylaw 1953: 468 Anderton Road be given First and Second Reading; and,*

(2021.037) -- CARRIED

d. Rezoning Application RZ 20-1 468 & 490 Anderton Road

468 / 490 Anderton Road

3. *That a Virtual Public Hearing in respect of Comox Zoning Amendment Bylaw 1944 and Comox Phased Development Agreement Authorization Bylaw 1953: 468 Anderton Road be scheduled for March 3, 6:00 pm, via Zoom video conferencing, and the Town publish the requisite notices as required by the Local Government Act.*

(2021.038) -- CARRIED

11. NOTICES OF MOTION:

- a. Councillor McGowan (Notice of Motion from January 13, 2021 Meeting): Adoption of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)**

Adopt UNDRIP

WHEREAS, the United Nations Declaration of the Rights of Indigenous Peoples Reconciliation (UNDRIP) was adopted by the United Nations General Assembly in 2007;

Whereas, the Truth and Reconciliation Commission listed in 2015 as the first principle for reconciliation that the UNDRIP "is the framework for reconciliation at all levels and across all sectors of Canadian Society" and UNDRIP was officially adopted by the Government of Canada in 2016;

Whereas the Government of British Columbia passed the Declaration on the Rights of Indigenous Peoples Act unanimously in November 2019;

Whereas the Town of Comox is home to many Indigenous members, including but not limited to K'omoks and Métis populations;

And whereas, the Town of Comox has identified "building on K'omoks First Nations Relationship" as a strategic priority;

Be it resolved that the Town of Comox adopt the United Nations Declaration on the Rights of Indigenous Peoples as its framework for indigenous reconciliation.

(2021.039) -- CARRIED

12. CORRESPONDENCE:

- a. Jessie Ketler (CVRD) - Request for Approval (Regional Transportation Planning Memorandum of Understanding)**

Regional Transportation MOU

That the October 8, 2020 letter from Jesse Ketler, Chair of the Comox Valley Regional District Board, regarding a Regional Transportation Planning Memorandum of Understanding, be received and filed for information.

(2021.040) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor McKenna**

Councillor McKenna advised that he attended:

- a Community Justice Centre meeting,
- the Comox Valley Community Foundation awards,
- the Vancouver Island Regional Library board meeting,
- the Chamber of Commerce virtual gala, and
- a Coalition to End Homelessness meeting.

b. Councillor McGowan

Councillor McGowan advised that she attended:

- the Comox Youth Council Climate Action AGM,
- a Food Policy Council sub-Committee meeting, and
- an FCM Climate course.

c. Councillor Swift

Councillor Swift advised that she attended:

- the regional district recreation commission, board and sewer commission meetings,
- a Filberg Heritage Lodge and Park Association meeting, and
- a regional 911 meeting.

d. Councillor Bissinger

Councillor Bissinger advised that she had a discussion with a community member regarding Buena Vista Avenue and attended the regional solid waste management board meeting.

e. Councillor Minions

Councillor Minions advised that she:

- attended the regional solid waste management and hospital board meetings,
- attended a webinar on recycling waste management, and
- set up a Comox team for the Coldest Night of the Year event.

f. Councillor Grant

Councillor Grant advised that he attended:

- a regional district budget and sports commission meeting,
- the regional hospital board meeting,
- a regional district economic development service review meeting, and
- a sewer meeting with K'omoks First Nation.

Councillor Grant also advised that he toured the new water treatment plant.

g. Mayor Arnott

Mayor Arnott advised that he:

- attended a lunch meeting with the Mayor of Cumberland and Town CAO,
- attended a regional district in-camera meeting regarding economic development,
- participated in a couple of provincial health conference calls, and
- had a discussion with some members of the Comox BIA.

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 February 3, 2021 pursuant to the following sub-sections of section 90 of the Community Charter:

(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 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.

(2021.041) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:26 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 8:13 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 8:13 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday February 10, 2021

Present:

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

Absent: Nil

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

The Agenda was Adopted as amended to add:

1. a request from Telus for a letter of support, and
2. a request from the Chamber of Commerce for the Town to issue a proclamation.

Pursuant to Ministerial Order, the meeting was conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with Ministerial Order, the public was not permitted to be in attendance.

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

1. Departmental Updates: NIL

2. Strategic Priorities Report:

a. Strategic Priorities Report - February 10, 2021

The Strategic Priorities Report for February 10, 2021 was received for information.

3. Discussion Items:

a. Budget Review - Capital and Special Projects

The February 3, 2021 Report from the Chief Administrative Officer, titled "Capital and Special Projects Budget" was received for information.

b. Wood-Burning Appliances

COMMITTEE RECOMMENDATION:

That a report be provided on options that the Town can take to further encourage the discontinued use of indoor wood-burning appliances.

CARRIED

c. Potential Speed Reductions in Town

COMMITTEE RECOMMENDATION:

That a report be provided on the best ways to holistically address speeding on Town streets.

CARRIED

4. Staff Reports: NIL

5. CORRESPONDENCE:

a. LATE ITEM: Brian Gregg (Telus): Request for Letter of Support - Expanding Wireless Cellular

COMMITTEE RECOMMENDATION:

That the Town provide a letter of support for Telus' initiative to expand wireless cellular coverage in the Town of Comox.

CARRIED

b. LATE ITEM: Dianne Hawkins (Chamber of Commerce) - Request for Proclamation

COMMITTEE RECOMMENDATION:

That a Proclamation be issued, designating the week of February 16-19, 2021 as Chamber of Commerce Week in the Town of Comox.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:38 p.m.

CARRIED

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

CHAIR



BRITISH
COLUMBIA

0-RCM Agenda
Copies - Council
- SW/MK/LP

RECEIVED

FEB 01 2021

TOWN OF COMOX

January 26, 2021

His Worship Russ Arnott
Mayor of the Town of Comox
1809 Beaufort Avenue
Comox BC V9M 1R9

LOG: 21-028	REFER: LP	AGENDA: RCM
FILE: 0230-20/	ACTION: MR	Feb 17

Co AL

Dear Mayor Arnott:

I am writing to provide you with the final data from the homeless count conducted in the Comox Valley in March 2020. This follows the preliminary data that was sent to you in July 2020. The count was conducted by the Comox Valley Coalition to End Homelessness in collaboration with the Homelessness Services Association of BC (HSABC). HSABC organized counts on behalf of BC Housing and the Ministry of Social Development and Poverty Reduction. Due to the COVID-19 pandemic, not all communities that scheduled homeless counts were able to complete them. Once all the counts have been completed across BC, the goal will be to create a provincial summary in 2021.

The preliminary data showed the number of people identified as experiencing homelessness, including those identified as sheltered and unsheltered. Key limitations and methodological considerations were also provided. The final data shows additional information including age breakdown, gender, Indigenous and racial identity, health concerns, reasons for housing loss, and use of social services. These results will be posted publicly on BC Housing's website at: www.bchousing.org/research-centre/housing-data/homeless-counts.

If you have any questions about the count, you can contact Andrea Cupelli at: comoxvalleyhousing@gmail.com. We hope this data will assist you with the work you are doing in your community.

Yours truly,

David Eby, QC
Attorney General and
Minister Responsible for Housing

Enclosures

Ministry of
Attorney General

Office of the
Attorney General

Mailing Address:
PO Box 9044 Stn Prov Govt
Victoria BC V8W 9E2
Email: AG.Minister@gov.bc.ca
website: www.gov.bc.ca/ag

Telephone: 250-387-1866
Facsimile: 250-387-6411

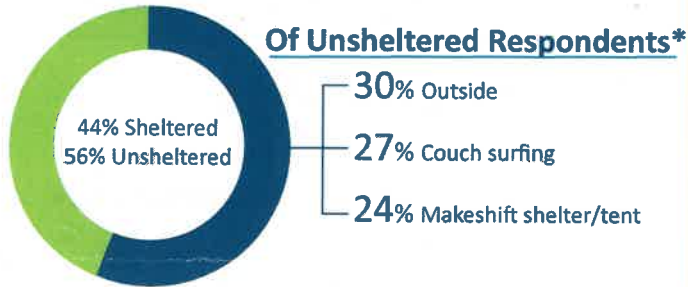
Comox Valley - 2020 Homeless Count

The 2020 Point in Time homeless count occurred in the Comox Valley on the evening of March 10 and the day of March 11 to help provide an overall snapshot of homelessness in the community.

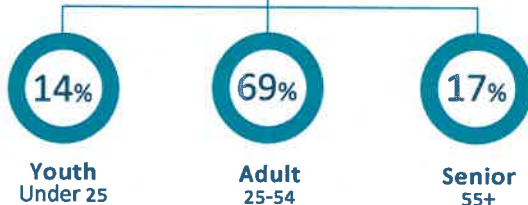
132

People were identified as experiencing homelessness compared to 117 in 2018.

Where did individuals stay the night of the count?



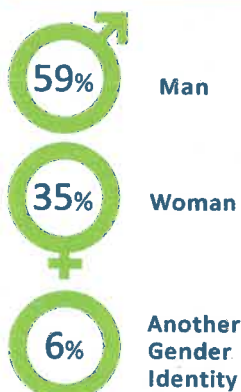
AGE BREAKDOWN



40% Experienced homelessness for the first time as a youth

30% Had been in foster care, a youth group home, or under a youth agreement

GENDER



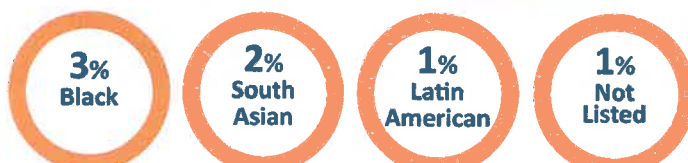
SEXUAL ORIENTATION

13% of respondents identified as 2SLGBTQIA+

TRANS EXPERIENCE

5% of respondents identified as having trans experience

RACIAL IDENTITY



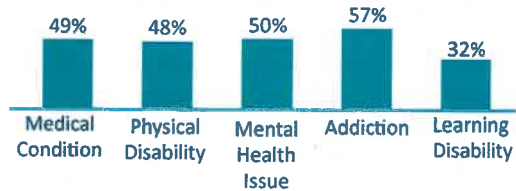
Not listed includes respondents who selected 'Not listed' and may have provided a write-in answer, or nationality, ethnicity, or religion.

INDIGENOUS IDENTITY

20% of respondents identified as Indigenous

Compared to 6% of the general population (2016 Census)

HEALTH CONCERNS



33% Reported an acquired brain injury

68% Reported two or more health concerns

LENGTH OF TIME HOMELESS

33% Under 6 months

53% 1 year or more

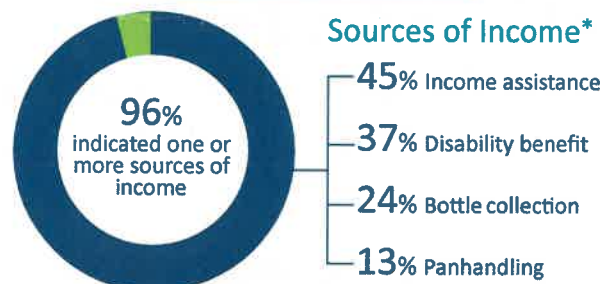
78% of respondents had been in the community for at least 1 year

55% of respondents had been in the community 10 years or more

REASONS FOR HOUSING LOSS*



INCOME



SERVICES ACCESSED*



* Top responses highlighted

Limitations and Methodological Considerations

Please note the following considerations in reviewing this data.

In the spring of 2020, the Province of British Columbia provided funding to conduct homeless counts in 16 B.C. communities. Due to the COVID-19 pandemic, only 8 of the 16 communities were able to conduct their counts. They completed their counts before March 17, 2020, when British Columbia's Provincial Health Officer declared a public health emergency under British Columbia's *Public Health Act*.

The Homelessness Services Association of BC, with support from BC Non-Profit Housing Association and Urban Matters coordinated these counts and prepared this report.

Data from counts in the count communities constitutes a benchmark to measure progress made to reduce homelessness over time.

- › Point-in-Time (PiT) homeless counts provide a snapshot of people who are experiencing homelessness in a 24 hour period, their demographic characteristics, service use and other information.
- › For the purpose of counts conducted in the provincially funded B.C. communities, an individual was defined as experiencing homelessness if they did not have a place of their own where they paid rent and could expect to stay for at least 30 days. This included people who:
 - › Stayed overnight on the night of the count in homeless shelters, including transition houses for women fleeing violence and youth safe houses, people with no fixed address (NFA) staying temporarily in hospitals, jails or detox facilities (defined as “sheltered”); and,
 - › Stayed outside in alleys, doorways, parkades, parks and vehicles or were staying temporarily at someone else's place (couch surfing) and/or using homelessness services (defined as “unsheltered”).
- › During the count, we conduct surveys with people who identify as experiencing homelessness. In areas where surveys are not possible, and to support the PiT count, we collect additional information from shelter operators, hospitals, jails and BC Housing.
- › PiT counts are an undercount and represent only those individuals identified during a 24-hour period.
 - › This is because not everyone experiencing homelessness can be found and not everyone who is found consents to be surveyed.
 - › While PiT Counts are an accepted methodological tool, the numbers are understood to be the minimum number of people who are experiencing homeless on a given day in that community.
 - › Please note the percentages are based on the number of people who responded to survey questions and not the total number of people identified as experiencing homelessness.



ATTACHMENT 1 2020 HOMELESS COUNT SUMMARY

	2020 count ¹	Previous count	% change ²
Provincially funded			
Comox Valley	132	117 (2018)	+13%
Cranbrook	63	29 (2018)	+117%
Duncan/Cowichan Valley	129	150 (2017)	-14%
Fort St. John	76	61 (2018)	+25%
Merritt	43	11 (2018)	+291%
Quesnel	121	N/A	
Sechelt/Gibsons	84	57 (2018)	+47%
Williams Lake	51	43 (2018)	+19%
Federally funded³			
Greater Victoria ⁴	978	931 (2018)	+5%
Kelowna	297	286 (2018)	+4%
Metro Vancouver	3,634	3,605 (2017)	+1%
Nanaimo ⁴	421	301 (2018)	+29%
Independently funded³			
Fraser Valley	895	606 (2017)	+48%
TOTAL	6,924	6,197	+10%⁵

¹ 2020 counts occurred in March, before the start of the COVID 19 pandemic.

² Changes in percentage may be due to variety of factors, including increase/decrease of people experiencing homelessness, as well as methodological differences such as weather and volunteers.

³ Some of the numbers that will be used in the provincial summary may vary from the numbers provided here by the local count organizers. Adjustments may be made based on analysis of the raw data in order to maintain consistency of counting across the province.

⁴ The totals for the Victoria and Nanaimo counts in this table are lower than the totals reported by the count organizers. Their totals include people living in transitional housing, which are not included in the provincial and other counts. Transitional housing residents have been deducted from the total counts in their reports. The totals reported by Victoria were 1,523 (2020) and 1,525 (2018). The Nanaimo totals were 433 (2020) and 335 (2018).

As well, the Nanaimo count identified 17 hidden homeless (couch surfers) who completed surveys but were not included in the total. All the other counts include couch surfers, so they have been included in the above total for Nanaimo. There was no data on couch surfers in the 2018 count report, so the above 2018 and 2020 totals are not comparable. To calculate the percentage change between these years, the report totals of 335 and 433 were used.

Further adjustments may be made for the provincial summary based on analysis of the raw data.

⁵ The percentage change excludes Quesnel, which had no previous count.

LOG: 21-026	REFER: LP	AGENDA: RCM 17Feb21
FILE: 5400-09	ACTION: MR	

Town of Comox – Administration

From: john main <jm8003392@gmail.com>
Sent: January 28, 2021 4:00 PM
To: Town of Comox – Administration
Subject: Walk way closure between Stadacona drive And the Aspen Wynde condominiums

RECEIVED

Jan. 28, 2021

I would like the mayor and council to look into the twenty year old wakway being closed.

TOWN OF COMOX

According to the people that were living on this street when they had a meeting about the cars going through the condos . The people living here at the time voted to go out using the stadacona drive to access Guthrie . At this same meeting the developer said that he would build a walkway and it would be looked after by them.

They closed this walkway last summer and built a fence so nobody can get through.

This is a very big inconvenience to the people living here. It is about 1 ½ kilometers more each way to go for groceries .

I hope you could find the minutes of this meeting. My neighbor Allice Cusson was at that meeting and could verify it.

The condo is called Aspen Wyde at 723 Aspen road. My neighbour can't remember when they built it. condo about 20 years ago. The walkway was built by the developer and always looked after by Aspen Wyde.

The problem started after a break in some piping and the walkway was torn up. They didn't want to repair the walkway. They contacted the city and as well as I did the people in the front office said it was their property and they could do whatever they wanted.

so as a result the walkway was blocked off.

when the walkway was blocked off people started walking down through Aspen Wynde. they didn't like that so they blocked the road with a fence.

This is a long way to walk to the bus and the Quality Foods.

I am hoping that we can open the old walkway or buy some property to build a new walkway.

If they had built houses instead of condos this problem would not exist.

Doug Main
jm8003392@gmail.com



COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT BOARD

Thursday, January 21, 2021

Minutes of the meeting of the Comox Strathcona Regional Hospital District Board of Directors held on January 21, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 9:34am.

MINUTES

Present:

Chair:	C. Cornfield	City of Campbell River
Vice-Chair:	D. Hillian	City of Courtenay
Directors:	J. Abram	Discovery Islands - Mainland Inlets (Area C)
	N. Anderson	Cortes (Area B)
	A. Adams	City of Campbell River
	J. Colborne	Village of Zeballos
	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	E. Grieve	Puntledge/Black Creek (Area C)
	R. Kerr	City of Campbell River
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	A. Hamir	Lazo North (Area B)
	C. Evans	City of Campbell River
	M. Davis	Village of Tahsis
	W. Cole-Hamilton	City of Courtenay
	B. Unger	Village of Gold River
	W. Morin	City of Courtenay
	G. Whalley	Kyuquot – Nootka/Sayward (Area A)
	K. Grant	Town of Comox
	M. McCollum	City of Courtenay
Alt. Directors:	S. Sullivan	Village of Cumberland
	N. Minions	Town of Comox
	S. Poulsen	Village of Sayward
Staff:	R. Dyson	Chief Administrative Officer
	M. Foort	Chief Financial Officer
	J. Warren	Deputy Chief Administrative Officer
	J. Martens	General Manager of Corporate Services
	B. Kozlowski	Branch Assistant
	L. Dennis	Manager of Legislative Services

Absent:

Directors:	C. Moglove	City of Campbell River
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ATTENDANCE:

Also in attendance were Allison Habkirk, consultant; and Leah Hollins, Max Jajszczok, Scott McCarten, Chris

Sullivan, and Dr. Jennifer Grace, Island Health, via Zoom.

ELECTION OF CHAIR AND VICE-CHAIR

James Warren, Deputy Chief Administrative Officer, called the meeting to order and opened the floor to nominations for the position of Chair of the Comox Strathcona Regional Hospital District (CSRHD) Board. At the close of nominations, Director Cornfield was the only nomination and was acclaimed Chair of the CSRHD Board.

James Warren, Deputy Chief Administrative Officer, called for nominations for the position of Vice-Chair of the Comox Strathcona Regional Hospital District Board. At the close of nominations Director Hillian was the only nomination and was acclaimed Vice-Chair of the CSRHD Board.

Chair Cornfield assumed the position of presiding member at 9:29 am.

ADOPTION OF MINUTES:

B. Leigh/D. Hillian: THAT the Comox Strathcona Regional Hospital District Board minutes dated November 12, 2020 be adopted.

HDA (9)

Carried

With the majority consent of the board, an item regarding the commemorative plaque at the Campbell River Hospital, was added to the agenda under New Business.

REPORTS:

MANAGEMENT REPORT

D. Hillian/B. Leigh: THAT the Comox Strathcona Regional Hospital District management report dated January 2021 be received.

HDA (9)

Carried

AUDIT SERVICE PLAN

E. Grieve/D. Hillian: THAT the report dated January 6, 2021 presenting the audit service plan for the year ending December 31, 2020 be received.

HDA (9)

Carried

Cory Vanderhorst, MNP LLP, provided information regarding the 2020 audit service plan for the Comox Strathcona Regional Hospital District.

STRATEGIC PLANNING

Leah Hollins, Chair, Island Health Board of Directors, provided opening remarks and an overview of the past year.

Allison Habkirk, consultant, facilitated a strategic planning session of the board.

Briefing notes were provided as an overview of the following key Island Health services areas:

- each service area,
- how the services are currently delivered,
- the facilities and equipment involved,
- the extent to which the CSRHD is currently involved in the service areas, and
- potential opportunities for the CSRHD.

Director Morin left meeting at 12:16 pm

NEW BUSINESS

COMMEMORATIVE PLAQUE CAMPBELL RIVER HOSPITAL

J. Abram/B. Leigh: THAT the email sent by Director Abram to Chair Cornfield, James Warren and Jake Martens regarding the relocation of the commemorative plaque at the Campbell River Hospital be received.
HDA (9)

J. Abram/A. Adams:

THAT the mater of discussing the relocation of the Campbell River Hospital commemorative plaque be deferred to the next CSRHD Board meeting on February 25, 2021.

HDA (9)

Carried

TERMINATION:

B. Leigh/D. Arbour: THAT the meeting terminate.

HDA (9)

Carried

Time: 12:42 pm.

Confirmed this _____ day of _____ 20__:

Charles J. Cornfield
Chair

Certified Correct:

Lisa Dennis
Manager of Legislative Services

Recorded By:

RCM Agenda February 17, 2021

Bonnie Kozlowski
Recording Secretary

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

February 17, 2021

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.	Updated drawings sent to Attorney General's office. Meeting request has been made and awaiting on response from AG
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.	<i>Report on February 17th meeting</i>
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	Update during budget process.
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.	Report expected in April
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.	2 items related to this are included in the Capital and Special projects budget for Council consideration
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	A grant writer has been hired with grants totaling over \$4,000,000 applied for. Announcements expected in the new year. Organics bins and shoreline cleanup for a combined \$1,000,000 in funding currently underway

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

February 17, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	Included in special projects budget for Council consideration.
10.	RCMP Cost Review	Examine and provide rationale for increased RCMP costs.	Complete
11.	DL 194 Parks Property Transfer	Agreement with Province and KFN to lease the park property for 99 years 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.	Complete.
15.	Exempt Staff Benefits Policy	Develop a salary and benefits policy for all exempt staff.	Complete.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

February 17, 2021

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.	Council has placed this as a low priority to be started once other projects have been completed.
3.	Decrease Processing Times	Overall effort to decrease the amount of time it takes to receive and respond to applications.	Additional planner hired Status of backlog of applications- <ul style="list-style-type: none"> • <i>all major applications are now in process</i> • <i>backlog of minor application – work on backlog has commenced.</i>
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	That staff be instructed to prepare a report on: <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>	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. Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

February 17, 2021

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).	Consultant hired and currently undertaking initial public consultation.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

February 17, 2021

MAJOR DEVELOPMENT APPLICATIONS

11.	2310 Guthrie	42 townhouse units and approx. 530 sq. m of commercial space.	Nov. 25 2020 RCM – Bylaws Adopted.
12.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Bylaws given 3 rd Reading Nov 25, 2020. Next step is applicant resolution of outstanding issues.
13.	468/490 Anderton	15 duplex / townhouse units.	Next step: Issuance of preliminary subdivision approval by Approving Officer and <i>Public Hearing on Rezoning Application is scheduled for March 3</i>
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.	Preparing NE Comox SWMP implementation bylaws for Council consideration in accordance with Feb 3 RCM resolution.

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 	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Letter sent to provincial Liquor and Cannabis Regulation Branch advising of Dec 16 2020 RCM resolution of support of provincial license issuance.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

February 17, 2021

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). Policies added in 2020: CAO Performance Review, Fire Deployment to Outside Areas, Criminal Record Check, Bylaw Notice Screening Officer, Council Meeting Video Recording, Proclamations, Flag Raising, Exempt Staff Performance Review Policy, Exempt Staff Benefits Policy, Exempt Staff Salary Policy, Personal Use of Town Assets and GPS Fleet Management.
2.	Council Procedure Bylaw Update	Update of Council Procedure bylaw.	Complete.
3.	Records Management System - Administration	Review/synchronize existing physical system with electronic system. Retention and destruction of physical records.	Review initiated. May require hiring of casual staff. May require Records Management Policy and IT support.
4.	Boundary Extension Request – Torrence Road	Boundary extension proposal in the Noel, Torrence and Lazo Roads area.	<i>New owner of northern three parcels will be consulted. Confirmed with property owner initially requesting boundary extension that project will proceed in 2021.</i>
5.	Town Website Rebuild and Town Rebranding	Development of overall look for website plus Corporate Administration Departmental Section – Council information, meeting schedules, bylaw enforcement, elections, reports and publications, news, etc. Project to consider Town of Comox rebranding process to coincide with new website.	Work on Request For Proposal has been initiated.
6.	Council Delegation Bylaw	Bylaw outlining and authorizing the powers, duties and functions that Council wishes to delegate.	Draft bylaw for Council consideration in early 2021.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

February 17, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
7.	Review of Corporate/Legal Agreements	Establish a system to better manage the requirements (payments, insurance renewals, agreement renewals, etc.) of various corporate and legal agreements.	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, collection on Statutory holidays. Development of communication and implementation plan.	Council resolution July 15 to move towards bi-weekly garbage collection. Implementation to coincide with opening of new organics processing facility. Grant application submitted for provision of curbside carts and expansion of program to eligible strata properties.
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.	Bylaw adopted Nov 4 RCM. Awaiting adjudicator appointment by Province.
10.	Marina Lease Renewal	Renewal of lease with Provincial government for Comox Municipal Marina.	Complete.
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.	Report to Council to be provided on Nov 25 RCM agenda. Awaiting approval of K'omoks First Nation.
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.	Complete.
14.	Hire Communications Specialist	Staff included in the 2019 budget, the provision of salary to hire a communications specialist.	Complete.
15.	COVID Safety Plan	Develop COVID-19 Safety Plan for Town Hall/Finance, d'Esterre House.	Complete.
16.	Economic Recovery in Comox	Communication strategy (report) highlighting the work Council and the Town have undertaken to promote economic recovery in Comox	Complete.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE
February 17, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
17.	Increased Affordable Childcare Spaces	Communications plan highlighting the need for increased affordable day care spaces	
18.	Flag and Proclamation Policy Development	Prepare two draft policies for Council review and consideration to help guide requests for Town support of proclamations and flag raisings.	Complete.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

February 17, 2021

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.	<p>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:</p> <ol style="list-style-type: none"> 1. Compile existing financial data & information required to build the long-term financial plan (for December 2020). 2. Build Long-Term Financial Model & Plan (for March 2021). 3. Develop Long-Term Financial Plan Report (for Aug 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 February 2021. 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.	<p>Chart of accounts final review – December 2020. Work Order final setup and review – February 2020. Conversion completes – March 2021.</p>
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 April 2021.
5.	Phone System Replacement	The current phone system is outdated, and replacement phones are no longer built.	<i>Launch expected April 2021. Training and porting of lines March 2021.</i>

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE**February 17, 2021**

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 April 2021.
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.

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

February 17, 2021

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. Applied for grant. Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program 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. Letter sent out to SD 71 for use of portion of Comox Elementary School November 5, 2020 for interim off leash dog park. <i>School Board approved dog park request. Staff working with SD71 on implementation. SD 71 currently have building application in for a portable at 2030 Wallace and will coordinate projects. Timeframe early spring construction and operational summer 2021.</i>
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.

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

February 17, 2021

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	Contract has been extended for 1 year.
10.	Parks Job-Description Review	Redefine parks Job Descriptions to include specialized positions (arborist/irrigation technician/etc.)	Will review with collective agreement negotiations.
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.
12.	Roof Between Sail Buildings	Construction of a roof between the two sail buildings	
13.	Waterfront Walkway	Exploration of options for completion of the walkway from the Marina west to Ellis Street	

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

February 17, 2021

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 implement 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 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 re-purposing of the St. Joseph's facility or eventual reconstruction within the site. Also in response to continued operational issues and age of main.	Delay is 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.	<i>95% completed.</i>
5.	North East Comox Stormwater Management Plan	Stormwater system and associated bylaws required to allow development in the Northeast Comox area	North East Comox Stormwater Management Plan in-person Open House cancelled due to COVID, replaced with virtual meetings, as well as encouraging virtual engagement via online review of information boards and the submission of Comment Forms between November 20-30. <i>Town passed motion to prepare NE Comox SWMP implementation bylaws for Council consideration based on Option 3 as outlined in the staff report PR 21-1 dated January 20, 2021 strategic meeting.</i>

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

February 17, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
6.	Anderton and Robb Intersection Improvements	Draft transportation study recommended installation of rectangular rapid flashing beacons (RRFP) to further improve pedestrian safety due Anderton being 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.	Installed November 9, 2020. Completed
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.	<i>Design 100% complete. Applied for Canada Infrastructure Program, COVID 19 Resilience Infrastructure Grant deadline January 27, 2021. 100% eligible funding (\$ 919,600)</i>
10.	Port Augusta/ Comox Avenue turning radius	To improve turning radius for buses per the new transit exchange location.	Design complete.
11.	Torrence and Balmoral Road upgrade	Works include road reconstruction (of 478 linear meters), concrete curb and sidewalk, storm and sanitary sewer installation, and line painting on Balmoral Avenue and Torrence Road from Donovan Drive to Albatross Avenue.	Design Complete. 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, <i>DFO approved.</i> <i>Working with property owners on construction impact and need to perform test holes to confirm soil conditions.</i>

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

February 17, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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. Shovel ready and will keep eye on grant opportunities.
14.	Town Website Rebuild	Permits/studies/maps/projects/sectors transportation, water, storm, sewer, / reports.	
15.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	<i>Working with BIA. Downtown parking questionnaire sent out - February 15 deadline.</i>
16.	Traffic Calming Measures and Speed Limits	Review of current traffic calming measures and speed limits within Comox.	

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

February 17, 2021

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 seventeen members have left the department and they have been replaced by seventeen 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. A new recruitment class (9) was start in September 2020.
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. We did not received any provincial requests for assistance in 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 in September we received 2000 FREE smoke carbon monoxide alarms (approx. \$50K+ value) from First Alert. This should provide us with inventory to keep this program going for the next two years. To date (Nov 2020) we have delivered free alarms to all our mobile home parks, provide KFN with over 100 alarms and given away dozens to other residents.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION

February 17, 2021

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. <i>Special project funding for 2021 requested to hire specialized consulting firm to prepare geo-exchange field review.</i>
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	<i>Added to Recreation capital projects for 2021.</i>
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.	<i>First stage of project complete with combined Comox and CVRD application form. Comox residents with low income can apply at either jurisdiction and receive the program benefits.</i>
4.	Town Website Rebuild	<p>The new site will provide:</p> <ul style="list-style-type: none"> • Dependable, predictable 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.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION
February 17, 2021

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
7.	Active-Net Implementation	Implementation of ActiveNet recreation software, training staff, converting customer accounts and reviewing business systems	<i>Software went live for winter registration November 16, 2020. Project complete.</i>
8.	Children Summer Camp	Summer camps moved outside where possible for 2020, camp maximums reduced and other changes to ensure safety of participants.	<i>Staff have begun planning for 2021 Summer Camps</i>
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.	<i>Added to 2021 budget.</i>
11.	Volunteer Promotion Campaign		

2020 STRATEGIC PRIORITIES CHART

February 17, 2021

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

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

Policies

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

Complete

13. CAO Performance Review Policy
16. Criminal Record Check Policy

PLANNING SERVICES

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

Major Development Applications

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

Minor Development Applications

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

Complete

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

FINANCE

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

CORPORATE

1. Policy Manual Creation
3. Records Management System- Administration
4. Boundary Extension Request- Torrence Road
5. Town Website Rebuild and Rebranding
6. Council Delegation Bylaw
7. Review of Corporate/Legal Agreements
8. Solid Waste Collection Changes
9. Bylaw Adjudication System
11. KFN Fire Protection Agreement
12. SPCA Agreement
13. Solid Waste Collection- Statutory Holidays
17. Increased Affordable Childcare Spaces

2020 STRATEGIC PRIORITIES CHART February 17, 2021	
Strategic Statement	
OPERATIONAL STRATEGIES (CAO/Staff)	
FINANCE <u>Complete</u> 9. Production of Audited Financial Statements 10. Production of Municipal Budget documents	CORPORATE <u>Complete</u> 2. Council Procedure Bylaw Update 10. Marina Lease Renewal 14. Hire Communications Specialist 15. COVID Safety Plan 16. Economic Recovery in Comox 18. Flag and Proclamation Policy Development
PARKS/BUILDING MAINTENANCE 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 12. Roof Between Sail Buildings 13. Completion of Waterfront Walkway – Marina West to Ellis Street	PUBLIC WORKS & ENGINEERING 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 <u>Complete</u> 16. Guthrie/Brooklyn Cross Walk Upgrade
FIRE 1. Volunteer Retention/Recruitment 2. Wildfire Deployment Policy 3. Sound of Life-Smoke Alarm Program	RECREATION 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

Town of Comox
ACTION ITEMS - SUMMARY
February 17, 2021

Date	Action Items	Status
15-Jul-20	Communications plan for moving to bi-weekly garbage and recycling collection	<i>Communications plan to be implemented with the opening of the regional organics plant in Fall 2022.</i>
05-Aug-20	Develop parking strategy for downtown area in response to 15-minutes parking spaces	Currently scheduled for late fall
07-Oct-20	2309 McDonald Road (OCP & Zoning Amendment & Phased Development Agreement	Bylaws given 3rd Reading Nov 25, 2020. Next step is applicant resolution of outstanding issues. <i>Scheduled for February 17th RCM.</i>
14-Oct-20	Public Works: Report on option for traffic calming and speed reduction	Added to Strategic Priorities Report - Oct 21, 2020 RCM

Town of Comox
ACTION ITEMS - SUMMARY
February 17, 2021

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
03-Jun-20	Publish press release regarding Mayor Arnott's approved medical leave and appointment of Acting Mayor Grant.	Complete: 04-Jun-2020
03-Jun-20	Forward support for UBCM poverty reduction grant to CVRD	Complete: 05-Jun-2020
03-Jun-20	Forward positive comments on Land and Sea liquor application to LCRB	Complete: 09-Jun-2020
03-Jun-20	Letter sent to Land and Sea requesting they undertake further attempts to resolve their parking situation and build a harmonious relationship with their neighbours.	Complete: 10-Jun-2020
03-Jun-20	Proceed to open recreation facilities when safety plans are in place	Community Centre open June 22. Fitness centre open June 24
20-May-20	Amendment of Downtown Revitalization Tax Exemption, Building and Planning Procedures Bylaws	Complete: 17-Jun-2020
17-Jun-20	Forward Municipal Policy Funding Letter to RCMP at 11.6 FTEs (no change)	Letter (Approval in Principle) sent 19-Jun-2020
20-May-20	Strategic Plan & Management Report	Complete
20-May-20	Confirm with Emterra options for weekly/bi-weekly recycling pick up when this switch happens (meeting scheduled with Emterra Friday May 29)	Complete; Report for Council July.

Town of Comox
ACTION ITEMS - SUMMARY
February 17, 2021

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
05-Aug-20	Finalize adoption of zoning, phased development, DP 19-5, and DVP 20-3 for 695 Aspen	Bylaws adopted 5-Aug-2020, DP and DVP issued
05-Aug-20	Finalize adoption of bylaw amendment to allow overhead wiring in residential infill	Bylaw adopted 5-Aug-2020
05-Aug-20	Post of Notice of OCP Amendment application for 2309 McDonald	Notice of application posted on Town website and bulletin board 7-Aug-2020
05-Aug-20	Discussion & decision on parking request from D. Murray (221 Church St.)	Complete: 13-Aug-2020
05-Aug-20	Examine request for park benches in the shade at Stewart and Balmoral (Anderton Park) - Respond back to M. Carter	Complete: 14-Aug-2020

Town of Comox
ACTION ITEMS - SUMMARY
February 17, 2021

Date	Completed Items	Status
05-Aug-20	Request for more park benches at Anderton Park	Additional park bench to be placed at Anderton Park. Response to M. Carter August 14, 2020.
05-Aug-20	Inform Haeley of the extension the parklet program until October 31	Complete
05-Aug-20	Extend temporary patio and parklet program until October 31, 2020	Complete
17-Jun-20	Update Council Procedure bylaw	Aug 5 RCM agenda 1st, 2nd and 3rd Readings; Complete.
15-Jul-20	Move the zoning map housekeeping to next stage of public input	Adoption on 2-Sept-2020; Complete.
05-Aug-20	Issue DVP for 1582 Balmoral upon receipt of outstanding issues	Covenant signed 27-Aug-2020; Complete.
05-Aug-20	Update Council procedure bylaw for electronic meetings to require 'just cause' for electronic attendance to be determined by Mayor and that a Councillor may appeal the Mayor's decision by a vote of Council prior to adoption of the agenda	Complete.
05-Aug-20	Satisfy letter request from the Assertive Community Treatment	Complete; Multi-stakeholder approach (RCMP, surrounding municipalities) for response
05-Aug-20	Prepare criminal record check policy for implementation	Complete; Implementation phase
16-Sep-20	Implement Community Centre Code of Conduct	Complete.
03-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 Stratass 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
February 17, 2021



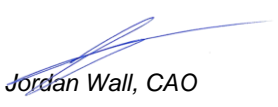
Date	Completed Items	Status
14-Oct-20	Corporate: Communications plan to highlight work Council has done for economic recovery (Include acknowledgement to groups who have provided us with actions Council has endorsed from ERTF)	Complete
14-Oct-20	Recreation: Launch a volunteer promotion campaign with 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)	Meeting scheduled for November 18, 2020.
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
16-Sep-20	Move 2310 Guthrie (Zoning amendment and Phased Development Agreement) to next meeting for adoption	Complete - Bylaws Adopted Nov. 25 2020 RCM
16-Sep-20	Add accessibility parking concern to Parking review	Added.
21-Oct-20	Move forward with implementation of Bylaw Adjudication system	Bylaw adopted Nov 4. Request sent to Attorney General for appointment of adjudicator. Communication plan developed.



**TOWN OF COMOX
REGULAR COUNCIL MEETING**

STAFF REPORT
Meeting Date: 17 February 2021

TO: Mayor and Council	FILE: OCP RZ 19-1, DVP 19-1
FROM: Marvin Kamenz, Director of Development Services Regina Bozerocka, Planner I	DATE: 17 February, 2021
SUBJECT: 2309 McDONALD ROAD ADOPTION REPORT OCP RZ 19-1 REZONING and OCP AMENDMENT APPLICATION DVP 19-1 DEVELOPMENT VARIANCE PERMIT APPLICATION	

Prepared by:  Regina Bozerocka	Supervisor:  Marvin Kamenz	Financial Approved: Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER

1. That Comox Official Community Plan Amendment Bylaw 1954 be adopted (**Attachment 2**);
2. That Comox Zoning Amendment Bylaw 1955 be adopted (**Attachment 3**);
3. That Comox Phased Development Agreement Authorization Bylaw 1956: 2309 McDonald Road be adopted (**Attachment 4**);
4. That Development Variance Permit DVP 19-1 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the February 17, 2021 Planning Report on OCP RZ 19-1 and DVP 19-1; and
5. That the Town seek cash amenity contributions for the future provision of playground structures and related land improvements within the Hector Greenway from developers of immediately adjacent properties: 2123 Hector Road (Lot 4 District Lot 170 Comox District Plan VIP60685), 2077 Hector Road (Lot A, District Lot 170, Comox District, Plan 18002), and 941 Hector Road (Lot 1 District Lot 170 Comox District Plan VIP60685), in proportion to the number of residential units proposed on each of the properties.

PROPOSAL

Official Community Plan (OCP) Amendment, Rezoning and Development Variance Permit applications to permit development of 22 townhouses, 8 duplexes (two-family dwellings), 13 bare land strata zero lot line single-family units and 40 fee simple single-family lots, in accordance with Figures 1 and 2 contained in Application Summary in **Attachment 1**.

The proposed Phased Development Agreement is for the provision of the following amenities:

- \$68,469.00 contribution to the Town's Affordable Housing Reserve Fund;
- \$12,864.60 contribution to the Town Sewer DCC Reserve Fund; and
- Provision of improvements within McDonald and Hector greenways.

The proposed development also includes the provision of the following amenities, which are not required to be provided under current Town regulations:

- (a) Construction of at least 8 dwelling units in conformance with Comox Zoning Bylaw 1850, Section 5.20 Special Needs Housing Standards – Adaptable Housing: 2 bare land strata single-family units, 3 fee simple single-family units, and 3 townhouse units.
- (b) To facilitate future extensions of wiring for electrical vehicle charging facilities, provision of electrical conduits in the garages of all residential units and for the townhouse and bare land strata developments: to the communal parking stalls.
- (c) Provision and long-term maintenance of oil/ grit separators for parking and driveway areas within the proposed townhouse and bare land strata developments.
- (d) Townhouse units within 35.0 metres of Aspen Road (Major Collector) to have sound attenuation that meets Canada Mortgage and Housing Corporation Standards, in accordance with Town of Comox, Acoustical Standards for Residential Developments, a report prepared by Wakefield Acoustics, dated October 30, 2014 and having alternative means to window opening for ventilation.
- (e) Provision of a restrictive covenant, including rent charge, for the protection of approximately 25 existing mature trees on the subject property to ensure their long-term protection.

Development Variance Permit application DVP 19-1 is for variances to Town of Comox Subdivision and Development Servicing Bylaw road cross-section standards, to provide traffic calming, improve pedestrian infrastructures and neighbourhood aesthetics.

BACKGROUND

Bylaws 1954, 1955 and 1956 were given Third Reading on November 25, 2020. All outstanding items have been resolved.

MK/ RB

Schedule 1: DVP conditions
Attachments: 4

Cc: applicant, Derek Jensen, McElhanney Consulting Services
1211 Ryan Road, Courtenay, BC V9N 3R6

SCHEDULE 1
DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. This development variance permit is to allow subdivision of the subject property, in substantial compliance with the Proposed Subdivision Plan, as shown below in **Figure A**, and revised to incorporate the following:
 - a. increase the number on-street parking spaces provided as parallel pull-outs on Labrador Drive and Road A cul-de-sac, from 4 to approximately 30% of the number of single-family lots fronting these roads, but not less than 7 parking spaces; and
 - b. location of water, storm and sanitary mains beneath the road pavement, in order to provide adequate growing space for street trees within boulevards.
2. Schedule C.1 of Town of Comox Subdivision and Development Servicing Bylaw, 1261, is hereby varied as follows:
 - a. Appendix "C", Specifications for Highways, Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks):

For Labrador Drive extension and new cul-de-sac, in accordance with **Figure B**:

- Local Urban Road Pavement Width
From: 9.0 metres,
To: 6.0 metres, with 2.4 m pull-out parallel parking on the road
- Type of curb
From: Rollover curb,
To: Barrier curb, gutter

For Tracker Place cul-de-sac:

- Minimum cul-de-sac radius
From: 17.0 metres
To: 14.0 metres

For Aspen Road extension, in accordance with **Figure C**:

- Major Collector Urban Road Pavement Width
From: 13.0 metres,
To: 6.6 metres, with 2.4 m pull-out parallel parking/ boulevard, 1.5m bike lanes and 0.3m hatch area on both sides
- Type of curb
From: Rollover Curb,
To: Barrier curb, gutter

b. Appendix "C" Section 10.1 and 10.2, Sidewalks:

Local Urban Road

From: Back of curb, in accordance with Standard Drawing SC-10

To: Back of curb at parking pull outs so that sidewalk alignment is straight, and provision of sidewalk widening in addition to minimum 1.8m width at the access driveways, to avoid boulevard fragmentation.

c. Appendix "H" Section 1.2:

Street Trees and Underground utilities alignments, by addition of the following text:

Notwithstanding drawings SH-1, SF-7 and SC-5, street trees shall be located immediately adjacent to the sidewalk or a curb where sidewalk not provided; structural soil for street trees shall be provided of a composition and depth acceptable to the Parks Superintendent; and the location of water, storm and sanitary mains beneath the road pavement.

3. Comox Zoning Bylaw 1850 is hereby varied as follows:

Schedule A, Section 107.9, R2.3 Required Rear Setback, from 4.5 metres to 3.0 metres, for the proposed two-family Lot 1, as shown in **Figure D**.

Figure A. proposed Subdivision Plan

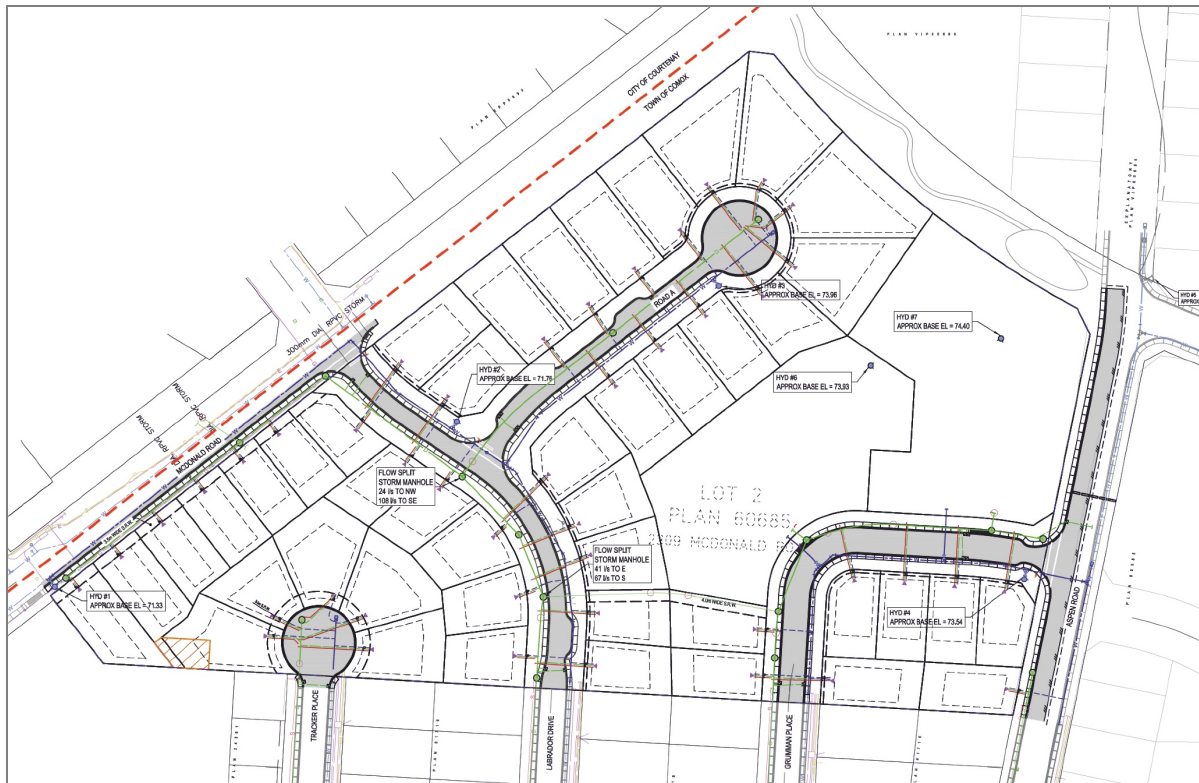


Figure B. Local Road Cross-Section

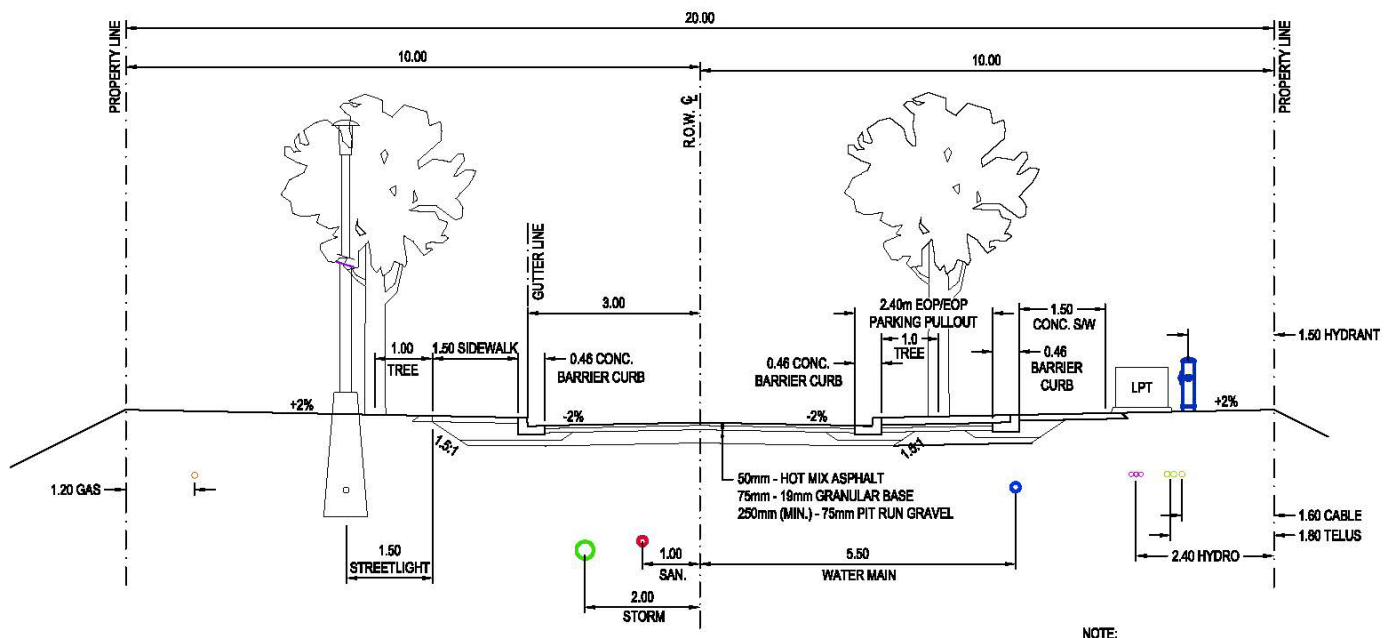


Figure C. Major Collector Road Cross-Section

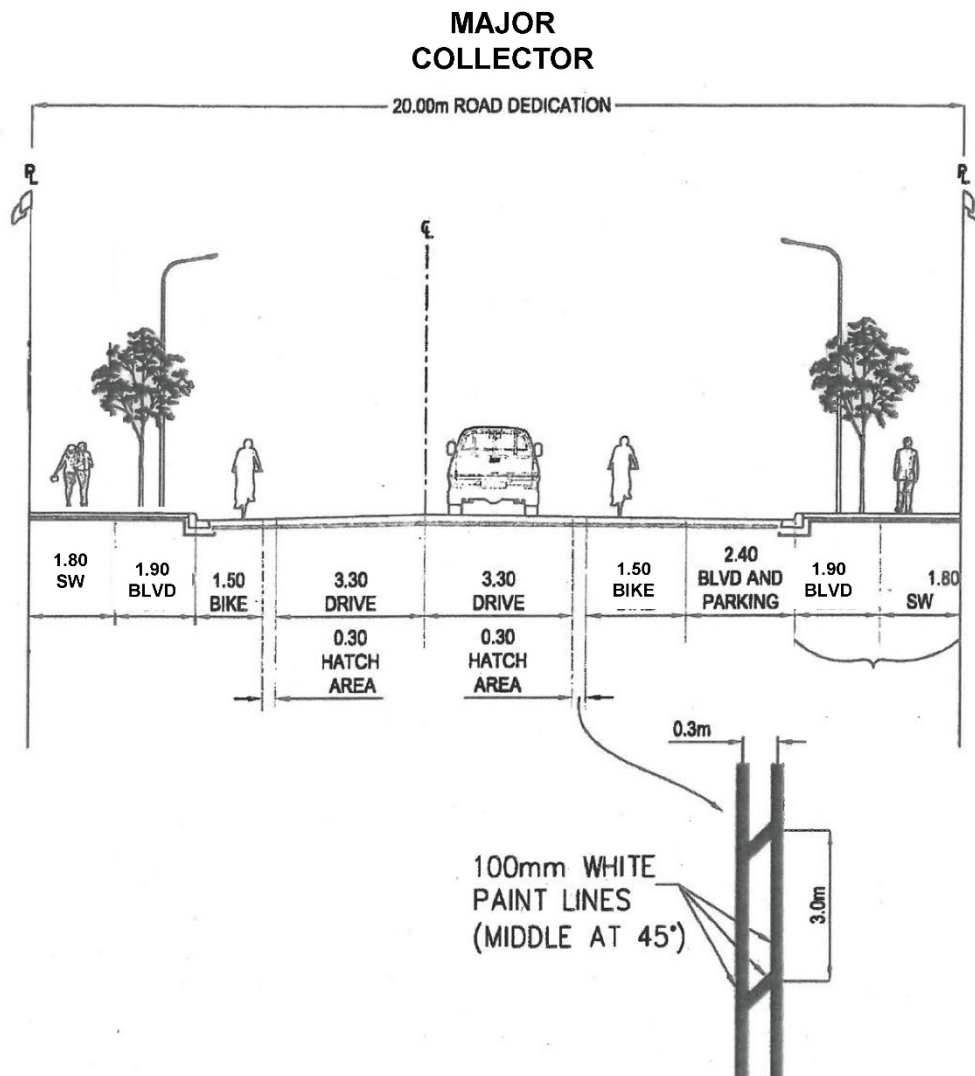
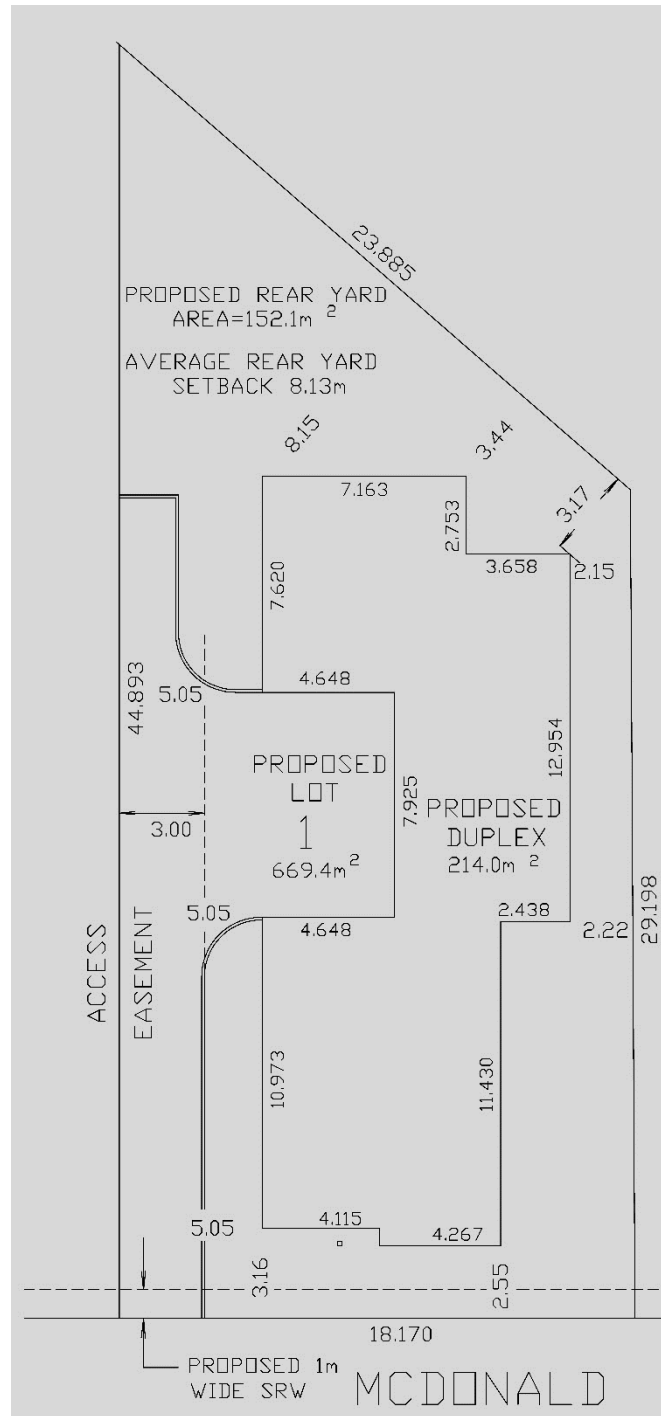


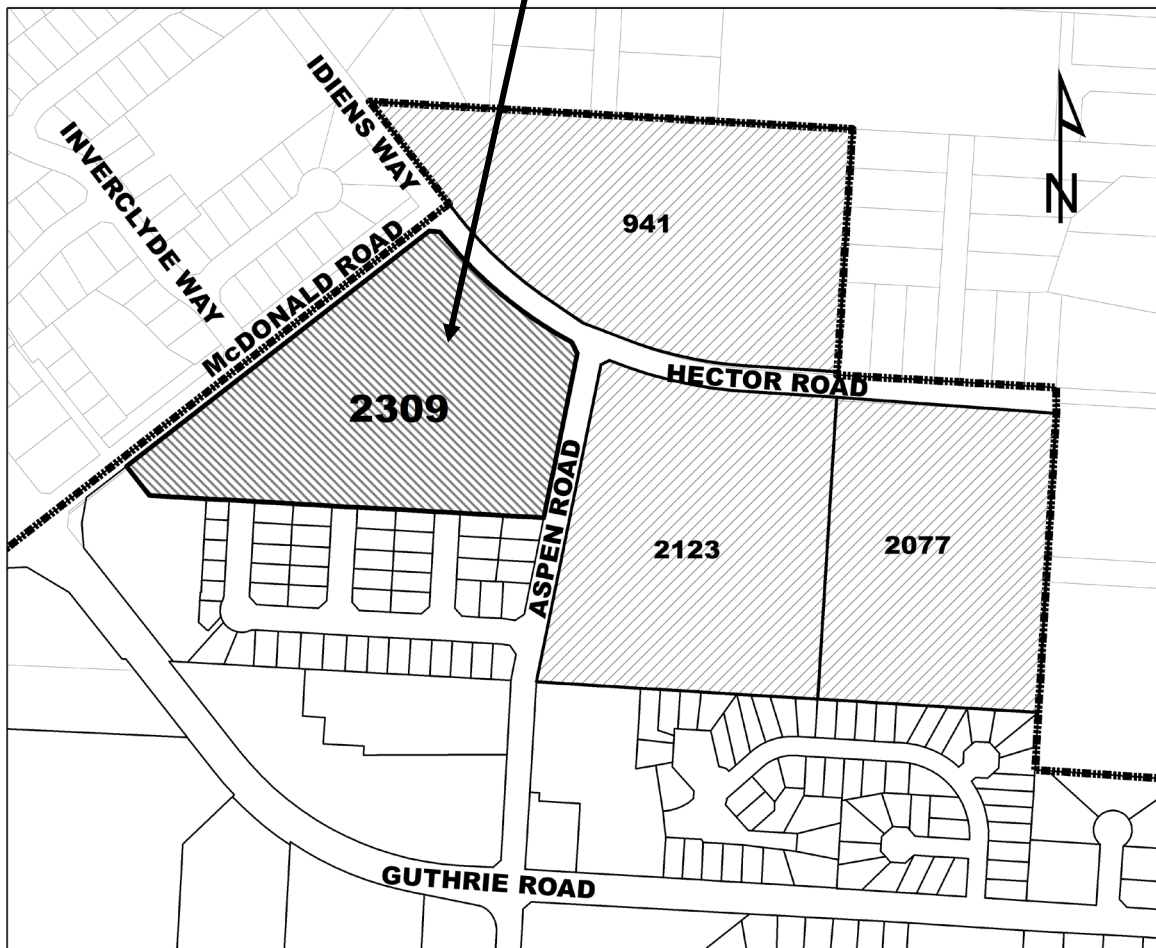
Figure D. Proposed Two-Family Lot 1 – Rear Setback Variance



ATTACHMENT 1

APPLICATION SUMMARY

Subject Property:
2309 McDonald Road
LOT 2 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685



Proposal:	Official Community Plan (OCP) Amendment, Rezoning and Development Variance Permit applications to allow development of 22 townhouses, 4 duplex lots (i.e. 8 two-family dwellings), 13 single-family bare land strata lots, with zero lot line option, and 40 fee simple single-family lots.
Owner: Applicant:	Valley View Estates Ltd. Inc. No. BC0323369 McElhanney Consulting Services Ltd.
Legal Description:	LOT 2 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685
Civic Address:	2309 McDonald Road

OCP	EXISTING Comox Valley RD	PROPOSED Comox
Land Use Designation:	Settlement Expansion Area	Residential: Townhouses and Ground Oriented Infill
Development Permit Areas:	Eagle nest development permit area ¹	# 2 Ground Oriented Infill # 10 Bald Eagle and Great Blue Heron Nesting Sites/ Perching Trees # 17 Coach Houses # 18 Secondary Suites

EXISTING ZONE: Comox Valley Regional District

CR-1 Country Residential – 1	
Permitted uses:	Single detached dwelling; agricultural use on lots larger than 4,000 m ² ; accessory uses include: Bed and Breakfast; secondary dwellings; secondary suites; carriage houses; home occupations; animal kennel; domestic industrial use (depending on a lot size).
Residential density:	2 single detached dwellings on lots larger than 1.0 hectare
Parcel frontage:	10% of the lot perimeter
Parcel coverage:	35 %
Parcel area:	20,000 m ²
Principal building height:	10.0 m
Accessory buildings:	7.0 m in height, 200.0 m ² floor area

¹ The bald eagle nest tree development permit area is indicated as the on the sensitive habitat atlas, as amended from time to time, as a bald eagle nest tree, or as identified by a registered professional biologist with a specialization in ornithology. It is applicable to the subject property under current CVRD OCP development permit areas designations.

PROPOSED GENERAL ZONING REGULATIONS:

Front yard fencing:	No fences permitted within front and exterior yards for new single-family and two-family zoned lots.
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PROPOSED NEW ZONES:**R3.8 Single-Family – 450 m² Parcel - 2.5m Front Setback**

Permitted uses:	Single-family, Bed & Breakfast accommodations or secondary suites or coach houses, accessory structures and uses, home occupations
Conditions of use:	Coach house height: maximum 1 storey.
Residential density:	n/a
Parcel frontage:	15.0 m
Parcel depth:	26.0 m
Parcel area:	450 m ²
Parcel coverage:	35 % for multi-storey buildings; 40% for 1 storey buildings
Principal building height:	9.0 m and no more than 2 storeys
Setbacks:	Front – 2.5 m/ 5.0 m (to ensure vehicle parking space) Rear – 7.5 m Interior Side – 2.0 m Exterior Side – 2.5 m
Accessory buildings:	4.5 m height, 60.0 m ² gross floor area

R1.4 Single-Family – Two Storey Coach Houses

Permitted uses:	Single-family, Bed & Breakfast accommodations or secondary suites or coach houses, accessory structures and uses, home occupations
Conditions of use:	Coach houses may be located within a 2-storey building, or over an accessory building. Adaptable Housing standards are not required for 2-storey coach house.
Residential density:	n/a
Parcel frontage:	18.0 m
Parcel depth:	28.0 m
Parcel area:	700 m ²
Parcel coverage:	35 % for multi-storey buildings; 40% if no buildings on a parcel exceed 1 storey
Principal building height:	9.0 m and no more than 2 storeys
Setbacks:	Front – 2.5 m/ 5.0 m (to ensure vehicle parking space) Rear – 7.5 m Interior Side – 2.0 m Exterior Side – 2.5 m
Accessory buildings:	5.5 m height, if there is no coach house located above 70.0 m ² gross floor area

R5.1 Single-Family – 250 m² Parcel Zero Lot Line

Permitted uses:	Single-family, accessory structures and uses, home occupations
Residential density:	n/a
Parcel frontage:	12.0 m
Parcel depth:	14.0 m
Parcel area:	250 m ²
Parcel coverage:	40 % for multi-storey buildings; 50% if no buildings on a parcel exceed 1 storey
Principal building height:	7.5 m and no more than 2 storeys Any part of a structure used as a garage or carport, not more than 4.5 m and no more than 1 storey
Setbacks:	Front – 2.0 m/ 5.0 m (to ensure vehicle parking space) Rear – 4.5 m Interior Side – 1.5 m one side, the other side: 1.5 m, or 0.0 m if adjacent to another parcel zoned R5.1 – “zero” lot line Exterior Side – 2.0 m
Accessory buildings:	2.5 m height, 5.0 m ² gross floor area

R2.3 Two-Family – Front to Back

Permitted uses:	Two-family, accessory structures and uses, home occupations
Residential density:	n/a
Parcel frontage:	17.5 m
Parcel depth:	28.0 m
Parcel area:	500 m ²
Parcel coverage:	40%
Principal building height:	9.0 m and no more than 2 storeys Any part of a structure used as a garage or carport, not more than 5.5 m and no more than 1 storey
Setbacks:	Front – 2.5 m Rear – 4.5 m Interior Side – 2.0 m to 5.0 m Exterior Side – 2.5 m
Accessory buildings:	2.5 m height, 5.0 m ² gross floor area per dwelling unit

CD30: Aspen Townhouses

Permitted uses:	Two-family and Townhouse dwellings, accessory structures and uses, home occupations
Residential density:	45 UPH
Parcel frontage:	40.0 m
Parcel area:	5,000 m ²
Parcel coverage:	60 %
Principal building height:	9.0 m and no more than 2 storeys
Setbacks:	Front – 3.0 m/ 5.0 m (to ensure vehicle parking space) Rear – 4.5 m Interior Side – 2.0 m/ 4.5 m Exterior Side – 3.0 m
Accessory buildings:	3.0 m height, 80.0 m ² gross floor area, including max. 2.5 m ² per unit for individual storage

PROPOSED PARKING PROVISION

Street parking	Approximately 30% of the number of units fronting the street
Off-street parking:	standard zoning regulations, except for R5.1 (zero lot line zone): 1.25 per unit

Surrounding Land Uses:	Recently incorporated vacant land to the north bordering with CVRD Single-family residential developments to the south (Town), and west (Courtenay) Proposed mixed-use commercial and townhouse development to the south (Town), Vacant land to the east, currently zoned R3.3 Single-family – Large Lot Greenway to the west and north
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PROPOSED DVP 19-1**Town of Comox Subdivision and Development Servicing Bylaw, 1261**

Road standards	Existing Standard	Proposed Variances
Major Collector		
Bike lanes	--	1.5 m wide, separated with 0.3 m white paint lines
Curb	roll over	vertical curb and gutter
Pavement width	13.0 m	6.6 m with 2.4 m parking pull-outs on one side
Sidewalk	varies	minimum 1.8 m wide on both sides
Boulevard	--	at curb, and alternating with parking pull-outs, minimum 1.9 m wide

Local		
Bike lanes	--	shared with vehicles
Curb	roll over	vertical curb and gutter
Pavement width	9.0 m	6.0 m with 2.4 m parking pull-outs on one side
Sidewalk	varies	located at the curb minimum 1.8 m wide on both sides, except cul-de-sac – on one side
Boulevard	--	located behind sidewalk and alternating with parking pull-outs
Cul-de-sac road allowance radius	17.0 m	14.0 m
Location of service mains		Beneath the road pavement

Variance to Comox Zoning Bylaw 1850

Lot 1, proposed duplex zoned R2.3;	Existing Setback	Proposed Variance
Rear setback	4.5 m	3.0 m

FIGURE 1
Proposed OCP Land Use Designation

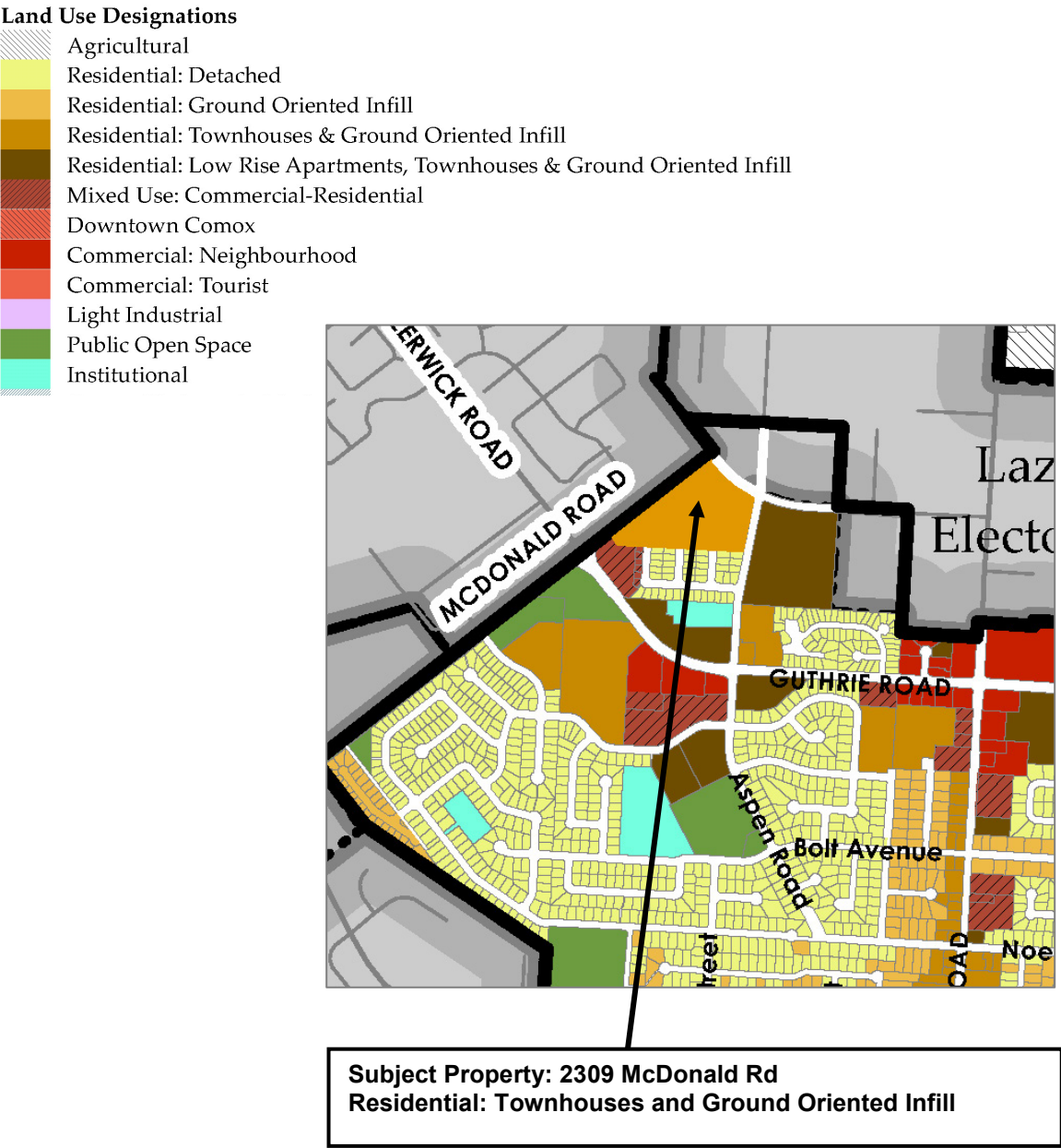
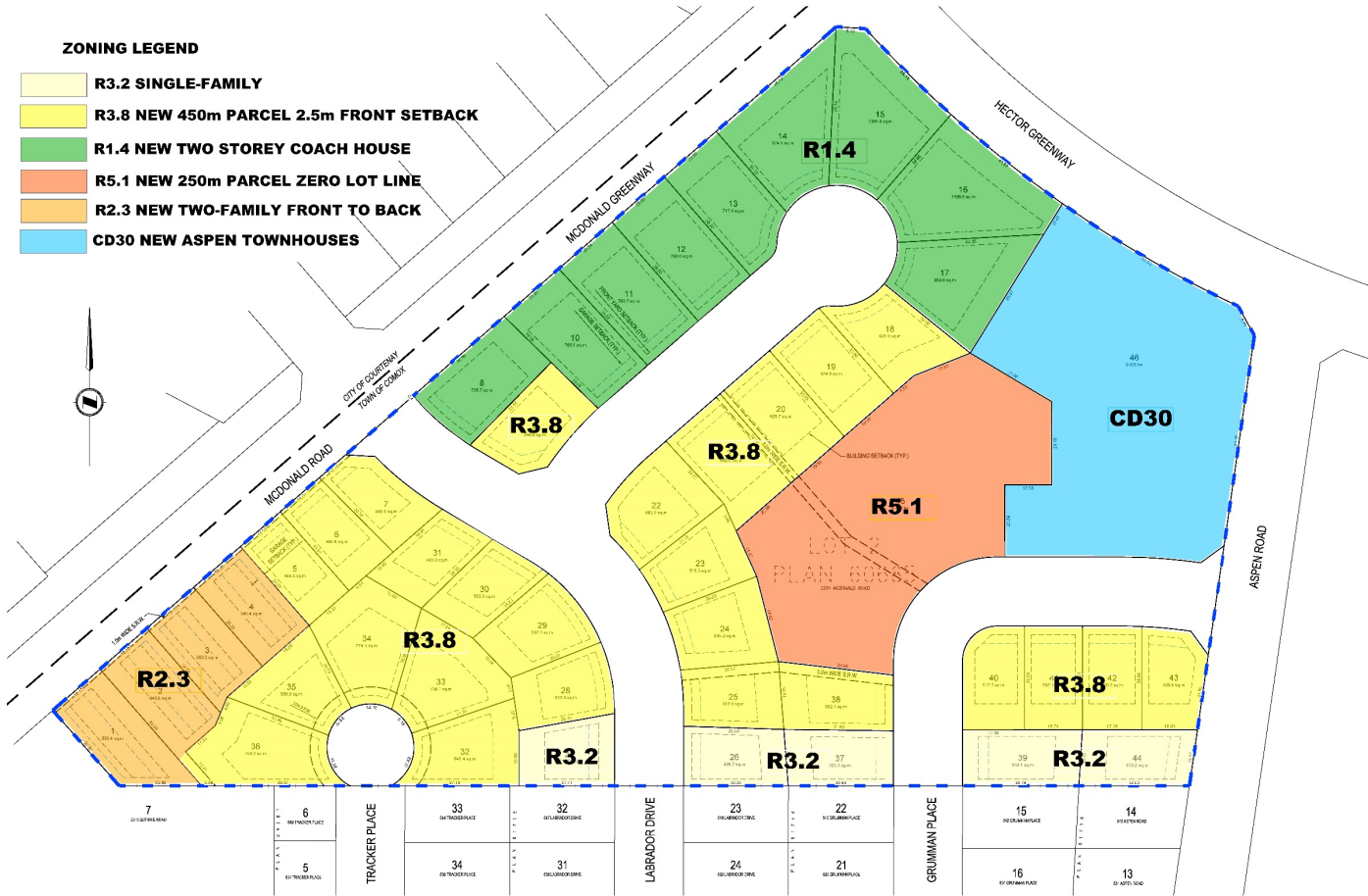


FIGURE 2
Proposed Zoning



TOWN OF COMOX

BYLAW 1954

A BYLAW TO AMEND COMOX OFFICIAL COMMUNITY PLAN BYLAW 1685

WHEREAS Council has the authority under the provisions of the Local Government Act to amend the Official Community Plan Bylaw;

AND WHEREAS Council has considered the amendments in conjunction with its financial plan, any waste management plan that is applicable in the municipality or regional district and Town of Comox May 2020 Housing Needs Report Data Results including Summary Form;

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 Official Community Plan Amendment Bylaw 1954”.

2. Amendments

Comox Official Community Plan Bylaw 1685 is hereby amended as follows:

(1) Schedule “A” Part 3: Development Permit Areas, by:

(a) Adding to DPA #2 Ground Oriented Infill, Exemptions, as Section 3.2.4 B and renumber other sections accordingly, the following text:

Construction of, addition to, or alteration of an accessory building to a single detached dwelling or a duplex.

(b) Replacing DPA #2 Ground Oriented Infill, Exemptions, Section 3.2.4 F with the following text:

Construction of, addition to or alteration of one single detached dwelling, coach house or secondary suite on a parcel. This exemption does not apply to:

- I. Parcels, which do not meet the Zoning Bylaw minimum parcel frontage, as measured along a public road constructed in accordance with the dedication and construction standards established by the Subdivision and Development

Servicing Bylaw in accordance with section 506 of the *Local Government Act*, and

- II. Parcels, on which one or two interior side setbacks are proposed to be zero (zero lot line parcels).

(2) Schedule “A” Part 5: Maps is hereby amended by:

(a) designating **Lot 2 District Lot 170 Comox District Plan VIP60685** (2309 McDonald Road), shown shaded in Schedule “1”, which is attached to and forms part of this bylaw, as within the following:

(i) Map 1 – Land Use Designations, as Residential: Townhouses & Ground Oriented Infill; and

(ii) Development Permit Areas (DPAs), as show in their respective maps:
2 Ground Orientated Infill
10 Bald Eagle and Great Blue Heron Nesting Sites/ Perching Trees
17 Coach Houses
18 Secondary Suites

(b) adding to Map 3, Parks, Trails and Open Space, an extension of McDonald and Hector Road Greenways shown shaded in Schedule “2”, which is attached to and forms part of this bylaw, as “Off-street Trails (existing and proposed)”;

(c) adding to Map 5, Road Network, an extension of McDonald Road, up to Inverclyde Way, and Aspen Road, up to the current Town boundary shown shaded in Schedule “3”, which is attached to and forms part of this bylaw, as “Major Collector”;

(d) adding to Map 7, Bicycle Network, an extension of McDonald and Aspen Roads up to the current Town boundary shown shaded in Schedule “4”, which is attached to and forms part of this bylaw, as “Proposed Bike Lane”; and

(e) updating all OCP maps to show as within Town boundaries the following properties: Lot 2 District Lot 170 Comox District Plan VIP60685 (2309 McDonald Road), Lot 1 District Lot 170 Comox District Plan VIP60685 (941 Hector Road) and Lot A, District Lot 170, Comox District, Plan 18002 (2077 Hector Road).

(3) Comox Official Community Plan Bylaw 1685 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw.

3. Repeal Comox Valley Regional District OCP Bylaw

- (1) Rural Comox Valley Official Community Plan Bylaw No. 337, 2014 (as at September 19, 2016), is hereby amended by replacing section 1(3) in its entirety with the following text:

This bylaw applies to all lands as noted in section 1(1) except in relation to those properties legally described as:

- (a) PID 023-020-121 (roll no. 412 00602.854; Lot 2 District Lot 170 Comox District Plan VIP60685);
 - (b) PID 000-866-792 (roll no. 771 05748.000; Plan 552G, Sect 10, LNDDST 15);
 - (c) PID 000-866-814 (roll no. 771 05761.000; Plan 552G, Sect 10, LNDDST 15); and
 - (d) PID 000-866-814 (roll no. 771 05768.145; Plan 552G, Sect 10, LNDDST 15).
- (2) Rural Comox Valley Official Community Plan Bylaw No. 337, 2014 (as at September 19, 2016) is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw.

4. Adoption

- | | | |
|-----|-------------------------------|--|
| (1) | READ A FIRST time this | 7 th day of October, 2020 |
| (2) | READ A SECOND time this | 7 th day of October, 2020 |
| (3) | ADVERTISED A FIRST time this | 21 st day of October, 2020 |
| (4) | ADVERTISED A SECOND time this | 28 th day of October, 2020 |
| (5) | PUBLIC HEARING HELD this | 4 th day of November, 2020 |
| (6) | READ A THIRD time this | 25 th day of November, 2020 |
| (7) | ADOPTED this | day of , 2021 |

Mayor

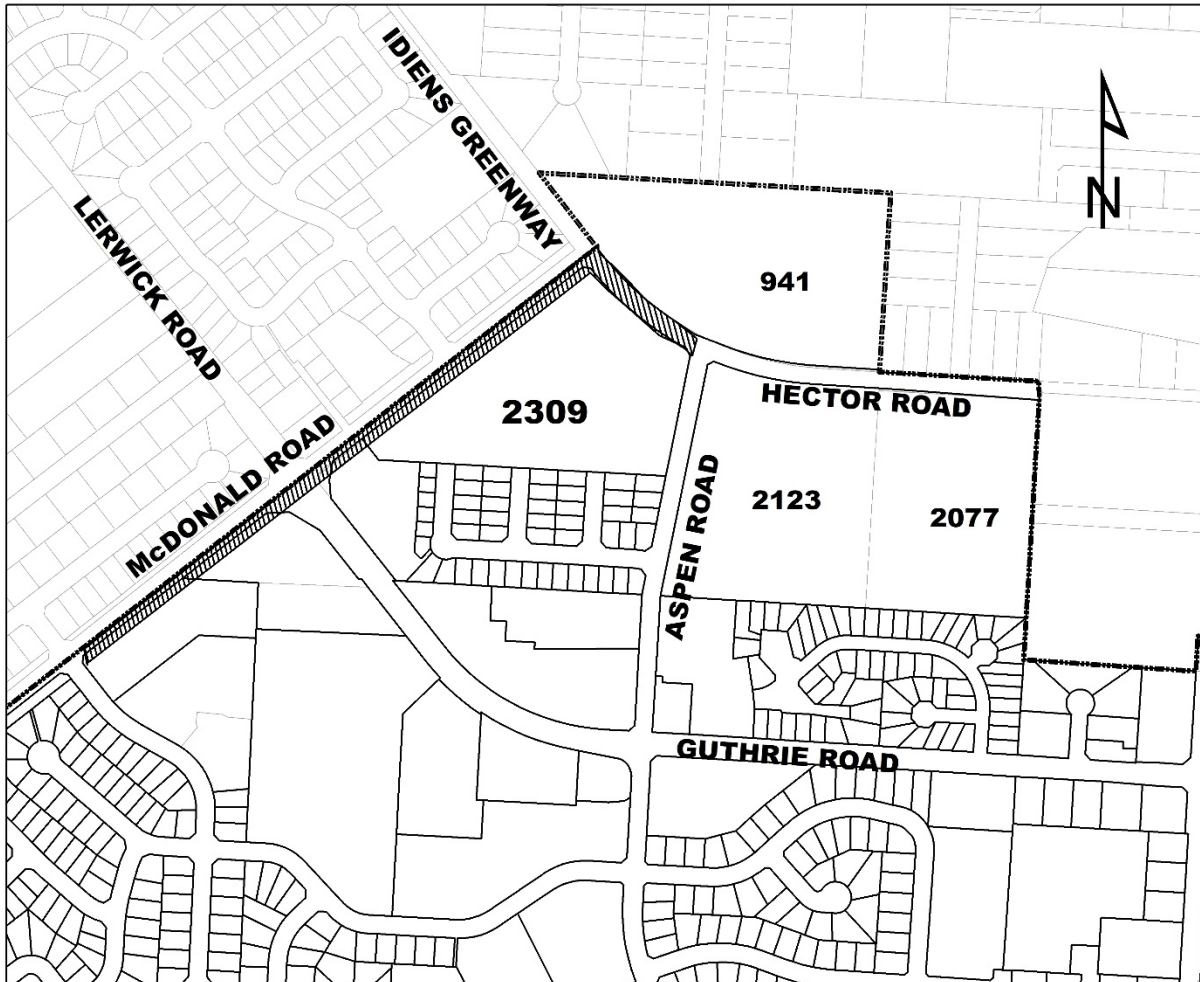
Chief Administrative Officer

BYLAW 1954
SCHEDULE "1"

Subject Property:
2309 McDonald Road
LOT 2 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685



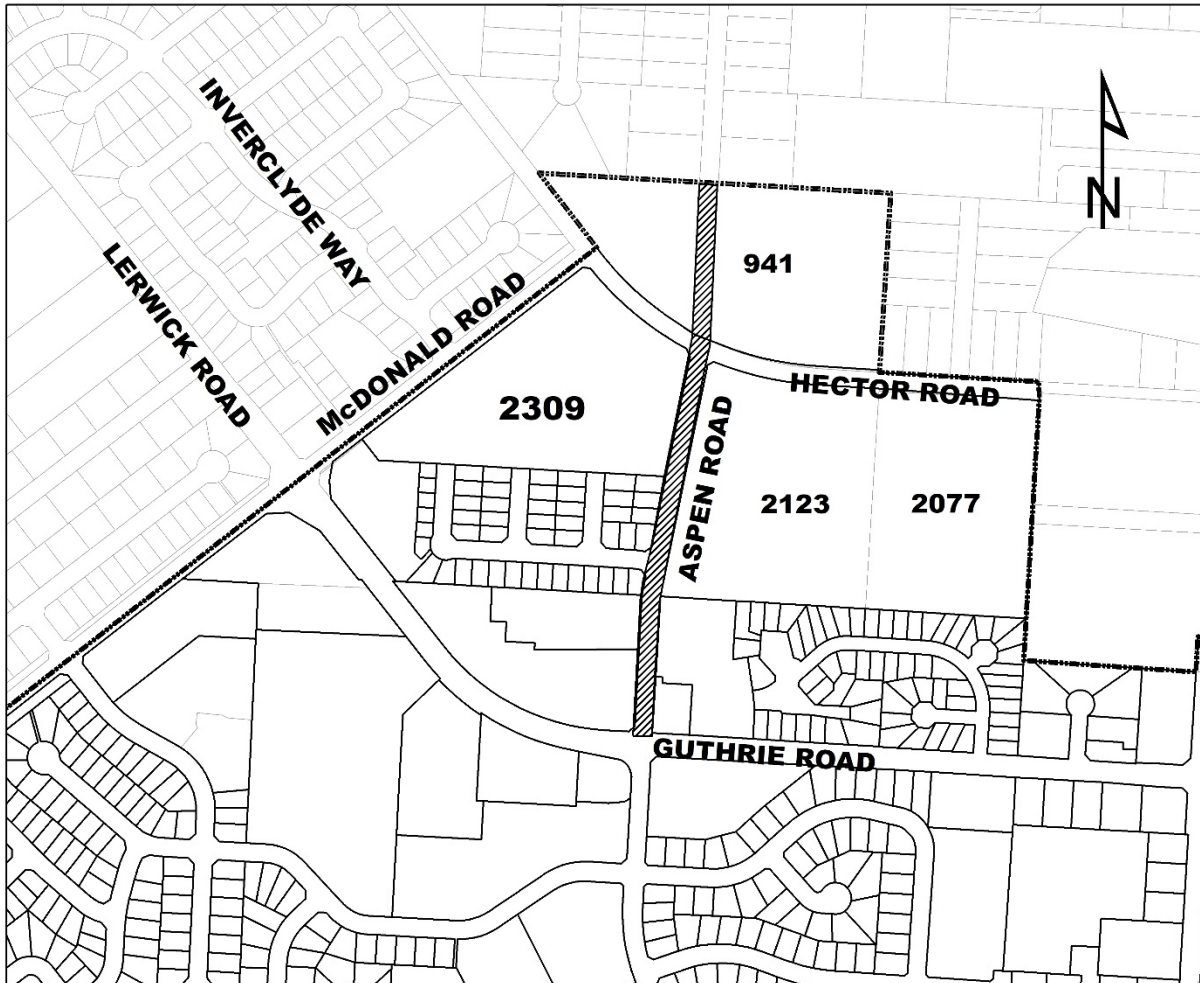
BYLAW 1954
SCHEDULE "2"
OFF-STREET TRAILS



BYLAW 1954
SCHEDULE "3"
MAJOR COLLECTOR ROADS



BYLAW 1954
SCHEDULE “4”
BIKE LANES



**TOWN OF COMOX
BYLAW 1955**

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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

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

1. Title

This bylaw may be cited for all purposes as the “Comox Zoning Amendment Bylaw 1955”

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended as follows:

- A. Section 2.7(2) Penalties is amended by adding the following:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
Unlawful use – 1.4 zone	104.1	\$250.00
Failure to comply with conditions – 1.4 zone	104.2	\$250.00
Unlawful accessory buildings – 1.4 zone	104.10	\$250.00
Unlawful use – 2.3 zone	107.1	\$250.00
Failure to comply with conditions – 2.3 zone	107.2	\$250.00
Unlawful accessory buildings – 2.3 zone	107.10	\$250.00
Unlawful use – 3.8 zone	113.1	\$250.00
Failure to comply with conditions – 3.8 zone	113.2	\$250.00
Unlawful accessory buildings – 3.8 zone	113.10	\$250.00
Unlawful use – 5.1 zone	115.1	\$250.00
Failure to comply with conditions – 5.1 zone	115.2	\$250.00
Unlawful accessory buildings – 5.1 zone	115.10	\$250.00
Unlawful use – CD30 zone	830.1	\$250.00
Failure to comply with conditions – CD30 zone	830.2	\$250.00
Unlawful accessory buildings – CD30 zone	830.10	\$250.00

B. Section 3.2, Definitions, is amended by:

i. replacing the definition of Accessory Building with the following text:

A building utilized for an accessory use and subordinate in area and extent to the principal use or coach house served.

ii. replacing the definition of Accessory Use with the following text:

A use on a parcel that is customarily incidental, subordinate and exclusively devoted to a principal use or a coach house located on the same parcel, does not include:

(1) a dwelling unit; or

(2) toilet, shower, or bathtub facilities as an accessory use to a dwelling unit, mobile home, or modular unit.

C. Section 4.1 Classification of Zones is amended by:

i. under the Residential Zones heading adding the following text:

R 1.4 Single-Family – Two Storey Coach House

R 2.3 Two-Family – Front to Back

R 3.8 Single-Family – 450 m² Parcel 2.5m Front Setback

R 5.1 Single-Family – 250 m² Parcel Zero Lot Line

and

ii. under the Multi-Family Residential Zones heading adding the following text:

CD30 Comprehensive Development 30: Aspen Townhouses

D. Section 5.3 Fences is amended by:

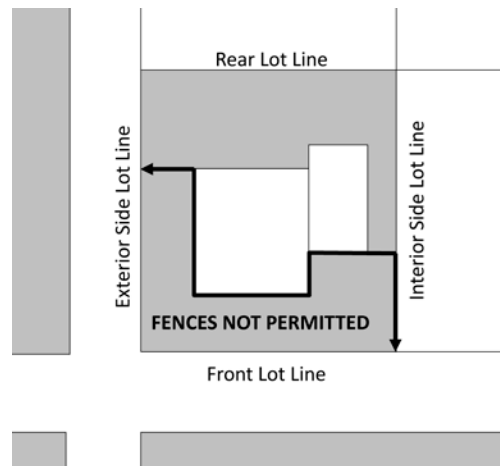
i. Replacing subsection (2) with the following text and figure:

In the R4.1, CD23, CD25, CD26, CD27 and CD30 zones, no fence within a front yard shall exceed 1.0 metre in height.

ii. Adding as subsection (4) the following text and figure:

In R1.4, R2.3, R3.8 and R5.1 zones, no fences are permitted within a front or exterior side yard, as shown in Figure 5-2.

Figure 5-2.



- E. Section 5.12 Projections into Required Setbacks is amended by adding as subsection (10), the following text:

In R1.4, R2.3, R3.8, R5.1 and CD30 zones, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades, may project up to 0.6 metres into a required front, side, or rear setback.

- F. Section 6.15 Required Off-Street Parking Spaces Outside Downtown is amended by:
- deleting the following text in its entirety:

Dwelling, single-family, excluding single-family dwellings in the CD1.1 zone, single-family dwellings containing a secondary suites; and single-family dwellings with a coach house on the same parcel	2 per dwelling unit
--	---------------------

and

- adding the following text:

Dwelling, single-family, excluding single-family dwellings in the R5.1 and CD1.1 zones, single-family dwellings containing a secondary suites; and single-family dwellings with a coach house on the same parcel	2 per dwelling unit
Dwelling, single-family: R5.1 zone	1 per dwelling unit plus 0.25 per unit for visitors

- G. Schedule "A" is amended by:
- i. adding as Section 104 the R1.4 zone, as shown in SCHEDULE "1", which is attached to and forms part of this Bylaw;
 - ii. adding as Section 107 the R2.3 zone shown in SCHEDULE "2", which is attached to and forms part of this Bylaw;
 - iii. adding as Section 113 the R3.8 zone, as shown on SCHEDULE "3", which is attached to and forms part of this Bylaw;
 - iv. adding as Section 115 the R5.1 zone, as shown in SCHEDULE "4", which is attached to and forms part of this Bylaw;
 - v. adding as Section 830, the CD30 zone, as shown in SCHEDULE "5", which is attached to and forms part of this Bylaw.
- H. Appendixes are amended by adding as **Appendix "Y"**, the explanatory drawing shown in SCHEDULE "6", which is attached to and forms part of this Bylaw;
- I. Schedule "B" (the Zoning Map) is amended by rezoning **Lot 2 District Lot 170 Comox District Plan VIP60685**, shown shaded on SCHEDULE "7" which is attached to and forms part of this Bylaw, in accordance with the zoning plan shown in SCHEDULE "8", which is attached to and forms part of this Bylaw; and
- J. Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Repeal CVRD Zoning Bylaw

- (1) Section Two, subsection (1) of Comox Valley Zoning Bylaw, 2005 (as at September 19, 2016) is hereby amended by inserting, immediately after the text "This bylaw shall be applicable to Electoral Areas 'A', 'B' and 'C' (Comox Valley) of the Regional District of Comox-Strathcona" the following text:

with the exception of the property legally described as PID 023-020-121, Lot 2 District Lot 170 Comox District Plan VIP60685.

- (2) Comox Valley Zoning Bylaw, 2005 (as at September 19, 2016) is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw.

4. Repeal CVRD Floodplain Management Bylaw

- (1) Part B, Section 1, Bylaw No. 2782, being the “Floodplain Management Bylaw, 2005” (as at September 19, 2016), is hereby amended by inserting, immediately after the text “this bylaw shall be applicable to all electoral areas within the Regional District of Comox Strathcona with the exception of”:

the property legally described as PID 023-020-121, Lot 2 District Lot 170 Comox District Plan VIP60685

- (2) Bylaw No. 2782, being the “Floodplain Management Bylaw, 2005” (as at September 19, 2016) is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw

5. Adoption

- | | |
|-----------------------------------|--|
| (1) READ A FIRST time this | 7 th day of October, 2020 |
| (2) READ A SECOND time this | 7 th day of October, 2020 |
| (3) ADVERTISED A FIRST time this | 21 st day of October, 2020 |
| (4) ADVERTISED A SECOND time this | 28 th day of October, 2020 |
| (5) PUBLIC HEARING HELD this | 4 th day of November, 2020 |
| (6) READ A THIRD time this | 25 th day of November, 2020 |
| (7) ADOPTED this | day of , 2021 |

Mayor

Corporate Officer

BYLAW 1955
SCHEDULE "1"

104. R1.4 SINGLE-FAMILY – TWO STOREY COACH HOUSE

104.1 Permitted Uses:

In the R1.4 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Bed and Breakfast accommodations
- (3) Coach houses
- (4) Home occupations
- (5) Secondary suites
- (6) Single-family dwellings

104.2 Conditions of Use:

- (1) Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists.
- (2) Gross floor area of the second storey of a building shall not exceed 75% of the gross floor area of the first storey of the building including attached garages, except for:
 - (a) when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along all elevations of the building, which face the rear lot line; or
 - (b) when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along the building frontage.
- (3) Coach Houses shall:
 - (a) not be permitted on a parcel on which a secondary suite exists;
 - (b) in combination with accessory buildings, have a parcel coverage not exceeding 10%;
 - (c) be located in a rear yard;
 - (d) have a gross floor area, not exceeding:
 - i. 60 m² in gross floor area, where the parcel area is equal to or greater than 650 m² and less than 1,000 m²; and
 - ii. 70 m² in gross floor area, where the parcel area is equal to or greater than 1,000 m²;
 - (e) for the purpose of sub-section (d) only, gross floor area shall:
 - i. include garages and carports, excluding the following, if located below a second storey: garages, carports and areas used for storage or workshop purposes or portions thereof;
 - ii. carport floor area shall be calculated as roofed floor area; and
 - iii. exclude 10.0 m² roofed patio and deck floor area, where the roofed floor area is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;
 - (f) not exceed in height:
 - i. 4.5 metres, where the coach house does not exceed one storey and its gross floor area is less than 50 m²;
 - ii. 5.5 metres, where the coach house does not exceed one storey and its gross floor area is equal to or greater than 50 m²; and
 - iii. 7.5 metres, where the coach house is 2-storeys;
 - (g) not be located closer than 4.0 metres to a principal building;
 - (h) be excluded from required rear setback, provided that no coach house is located closer than 2.0 metres to a rear lot line; and

- (i) conform to Section 5.20 Special Needs Housing Standards – Adaptable Housing, where the coach house does not exceed one storey.

104.3 Density:

n/a

104.4 Parcel Area:

Parcel area shall not be less than 700 square metres.

104.5 Parcel Frontage:

Parcel frontage shall not be less than 18.0 metres.

104.6 Parcel Depth:

Parcel depth shall not be less than 28.0 metres.

104.7 Parcel Coverage:

- (1) No building on a parcel exceeds one storey, including a coach house – Parcel coverage shall not exceed 40%.
- (2) A building on a parcel exceeds one storey – Parcel coverage shall not exceed 35%.

104.8 Height and Storeys:

- (1) Height shall not exceed 9.0 metres.
- (2) The number of storeys shall not exceed 2.
- (3) For multi-storey dwelling units, except for when no portion of the first storey is more than 0.6 metres above the established ground level as measured along the building frontage:
 - (a) a minimum of 30% of the building frontage shall be a maximum of one storey, extending the full depth of the parcel with the roof ridge a minimum of 1.2 metres lower than the roof ridge of any multi-storey portion as shown in Figure 104-1; or
 - (b) a minimum of 50% of the building frontage shall be a maximum of one storey, extending a minimum of 3.0 metres back from the elevation face, with the roof ridge a minimum of 1.2 metres lower than the roof ridge of any multi-storey portion as shown in Figures 104-2 and 104-3;

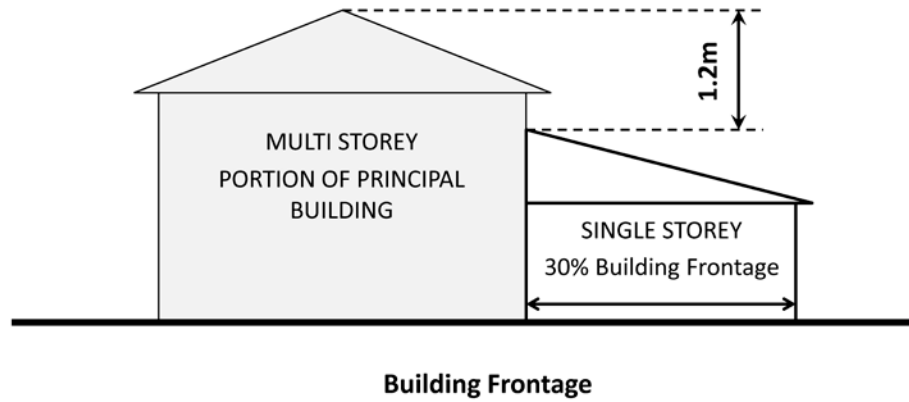


Figure 104-1.
Elevation Block Out

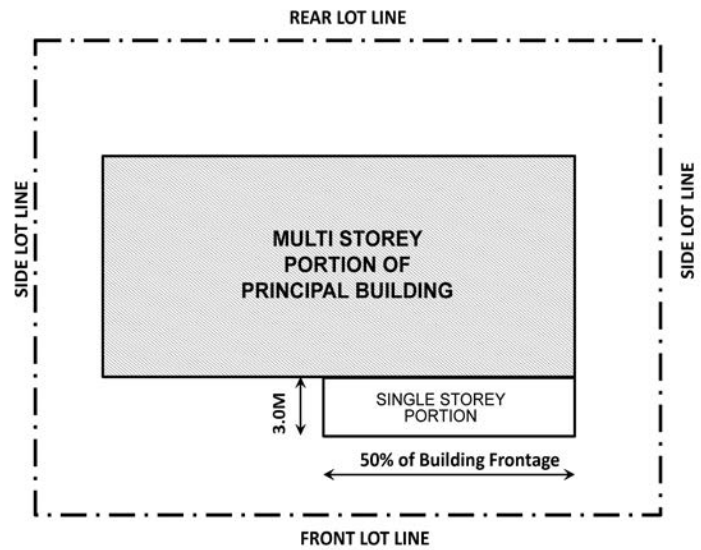


Figure 104-2. Site Plan

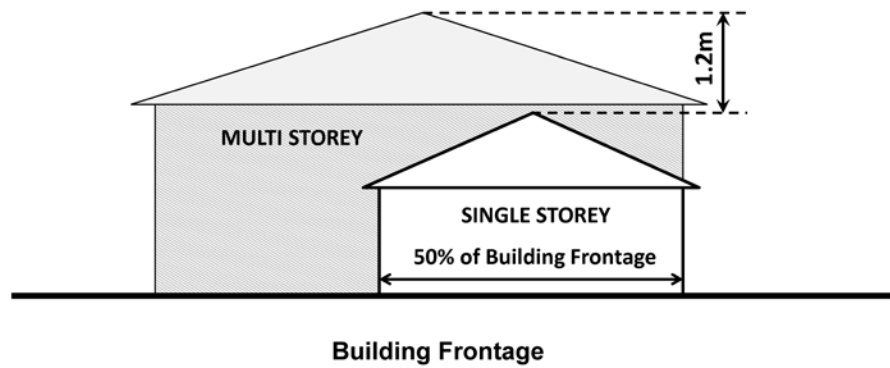


Figure 104-3.
Elevation Block Out

104.9 Required Setbacks, as shown in Figure 104-4:

- (1) Front
 - (a) For 5.5 metres, as measured parallel to and at the front setback – Front setback shall not be less than 5.0 metres.
 - (b) For any part of a structure used as a garage or carport – Front setback shall not be less than 5.0 metres.
 - (c) All other situations – Front setback shall not be less than 2.5 metres.
- (2) Rear

Rear setback shall not be less than 7.5 metres.
- (3) Side – interior

Interior side setback shall not be less than 2.0 metres.
- (4) Side – exterior and corner cut-off
 - (a) Exterior side setback shall not be less than 2.5 metres.
 - (b) Notwithstanding Section 5.18 Setbacks, setback from a corner cut-off lot line shall not be less than 2.5 metres.

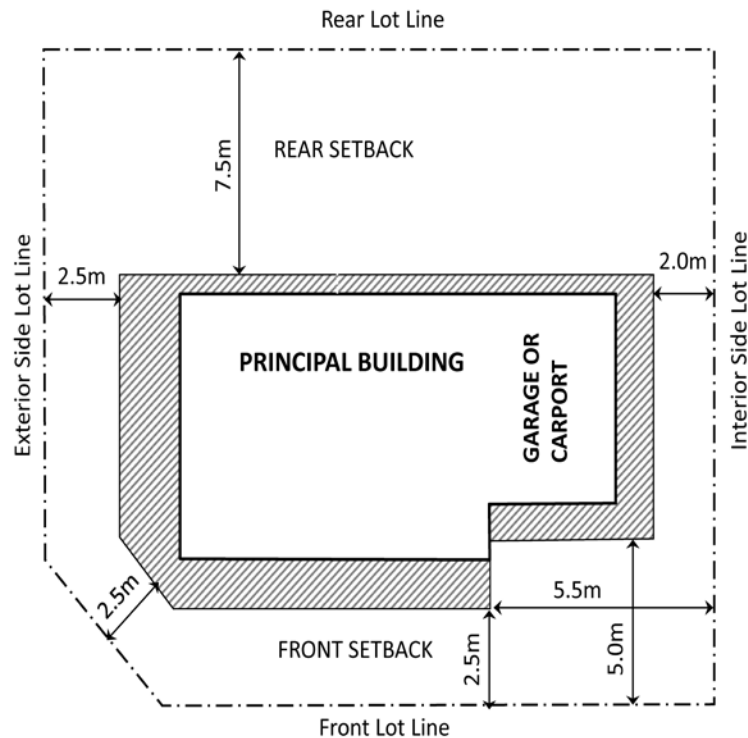


Figure 104-4.
Required Setbacks

104.10 Accessory Buildings

Accessory buildings shall:

- (1) not exceed 5.5 metres in height;
- (2) have a parcel coverage not exceeding 10%;
- (3) not occupy more than 2/3 of the width of the rear yard, as measured at its widest point;
- (4) not exceed 70 m² in gross floor area. For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area;

- (5) not be located within a front yard; and
- (6) be excluded from required rear and interior side setbacks provided that no accessory building is located closer than 2.0 metres to a rear or interior side lot line, as shown in Figure 104-5.

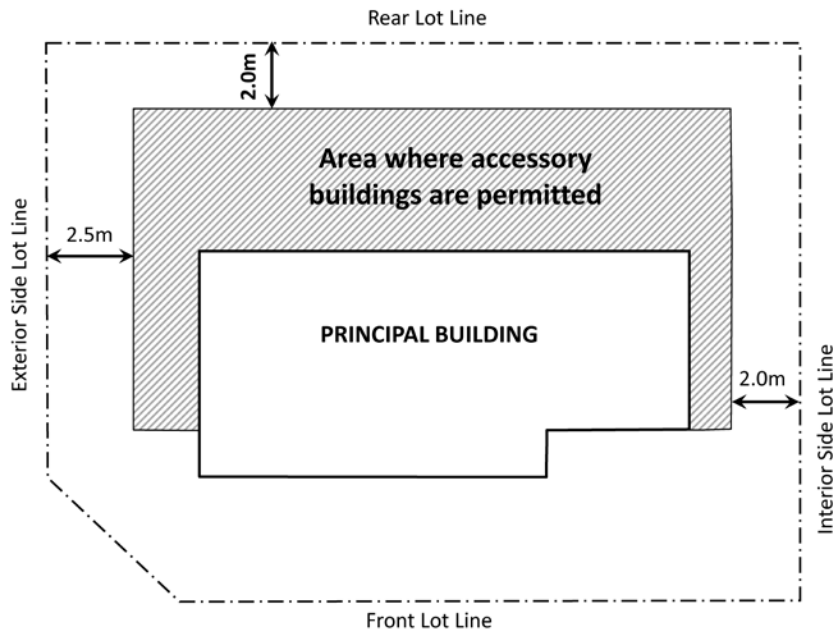


Figure 104-5.
Accessory building buildable area

104.11 Screening

The following shall be screened in accordance with Section 8:

- (1) Above ground utility boxes and utility transformers; and
- (2) Coach houses abutting Residential zoned parcels.

104.12 Off-Street Parking and Loading

- (1) Off-street parking and loading shall be provided in accordance with Section 6;
- (2) Driveways shall not exceed 5.5 metres in width; and
- (3) No more than one driveway shall be permitted on a parcel.

104.13 Other Requirements:

- (1) No more than one principal building shall be permitted on a parcel;
- (2) Overhead wiring on a parcel shall not be permitted. All new services on a parcel shall be placed underground; and
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1955
SCHEDULE “2”

107. R2.3 TWO-FAMILY – FRONT TO BACK

107.1 Permitted Uses:

In the R2.3 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Home occupations
- (3) Two-family dwellings

107.2 Conditions of Use:

Gross floor area of the second storey of a building shall not exceed 75% of the gross floor area of the first storey of the building including attached garages.

107.3 Density:

n/a

107.4 Parcel Area:

Parcel area shall not be less than 500 square metres.

107.5 Parcel Frontage:

Parcel frontage shall not be less than 17.5 metres.

107.6 Parcel Depth:

Parcel depth shall not be less than 28.0 metres.

107.7 Parcel Coverage:

Parcel coverage shall not exceed 40%.

107.8 Height and Storeys:

- (1) For any part of a structure used as a garage or carport – Height shall not exceed 5.5 metres and the number of storeys shall not exceed 1.
- (2) All other situations – Height shall not exceed 9.0 metres and the number of storeys shall not exceed 2.

107.9 Required Setbacks:

(1) Front:

Front setback shall not be less than 2.5 metres.

(2) Rear:

Rear setback shall not be less than 4.5 metres.

(3) Interior Side:

- (a) for a distance of not less than 10.0 metres as measured perpendicularly from the front lot line, interior side setback shall not be less than 4.5 metres;
- (b) where a driveway is located in an interior side yard, interior side setback shall not be less than 5.0 metres; and
- (c) all other situations – side setback shall not be less than 2.0 metres.

(4) Exterior Side:

- (a) exterior side setback shall not be less than 2.5 metres; and
- (b) notwithstanding Section 5.18 Setbacks, setback from a corner cut-off property line shall not be less than 2.5 metres.

107.10 Accessory Buildings

Accessory buildings shall

- (1) not exceed 2.5 metres in height;
- (2) not exceed 5.0 m² in gross floor area per residential unit;
- (3) not be located within a front yard; and
- (4) be excluded from required rear and interior side setbacks provided that:
 - (a) no accessory building is located closer than 7.5 metres to a front lot line; and
 - (b) no accessory building is located closer than 1.2 metres to a rear or interior side lot line.

107.11 Screening

Above ground utility boxes and utility transformers shall be screened in accordance with Section 8:

107.12 Off-Street Parking and Loading

- (1) Off-street parking and loading shall be provided in accordance with Section 6;
- (2) Notwithstanding section 107.12(1), off-street parking shall only be permitted within an interior side yard, in which a driveway is located;
- (3) Driveways shall not exceed 3.0 metres in width; and
- (4) No more than one driveway shall be permitted on a parcel.

107.13 Other Requirements

- (1) No more than one principal building shall be permitted on a parcel;
- (2) Overhead wiring on a parcel shall not be permitted. All new services on a parcel shall be placed underground.
- (2) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1955
SCHEDULE “3”

113. R3.8 SINGLE-FAMILY – 450 M² PARCEL 2.5 M FRONT SETBACK

113.1 Permitted Uses:

In the R3.8 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Bed and Breakfast accommodations
- (3) Coach houses
- (4) Home occupations
- (5) Secondary suites
- (6) Single-family dwellings

113.2 Conditions of Use:

- (4) Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists.
- (5) Gross floor area of the second storey of a building shall not exceed 75% of the gross floor area of the first storey of the building including attached garages, except for:
 - (c) When no portion of the first storey is more than 0.6 metres above the established ground level, as measured along all elevations of the building, which face the rear lot line; or
 - (d) When no portion of the first storey is more than 0.6 metres above the established ground level, as measured along the building frontage.
- (6) Coach Houses shall:
 - (e) not be permitted on a parcel on which a secondary suite exists;
 - (f) not be permitted on a parcel where the parcel area is less than 500 m²;
 - (g) not be permitted on a parcel where the rear yard is less than 15.0 metres in width;
 - (h) have a parcel coverage not exceeding 10%;
 - (i) be located in a rear yard;
 - (j) in combination with the gross floor area of accessory buildings, not exceed:
 - i. 50 m² in gross floor area, where the parcel area is less than 650 m²;
 - ii. 60 m² in gross floor area, where the parcel area is equal to or greater than 650 m² and less than 1,000 m²; and
 - iii. 70 m² in gross floor area, where the parcel area is equal to or greater than 1,000 m².
 - (g) for the purpose of sub-section (f) only, gross floor area shall:
 - i. include garages and carports, excluding carports attached to a coach house to a maximum of 20 m² and garages and carports forming part of a single-family dwelling; carport gross floor area shall be calculated as the roofed floor area;
 - ii. exclude one accessory building less than 10 m²; and
 - iii. exclude one room less than 40 m² in gross floor area, completely contained within the principal building and used by residents of a coach house for storage, vehicle parking or workshop purposes;
 - iv. exclude 10.0 m² roofed patio and deck floor area, where the roofed floor area is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;

- (i) not exceed in height:
 - i. 4.5 metres, where the coach house gross floor area is less than 50 m²; and
 - ii. 5.5 metres, where the coach house gross floor area is equal to or greater than 50 m²;
- (j) not be located closer than 4.0 metres to a principal building;
- (k) be excluded from required rear setback, provided that no coach house is located closer than 2.0 metres to a rear lot line; and
- (l) conform to Section 5.20 Special Needs Housing Standards – Adaptable Housing.

113.3 Density:
n/a

113.4 Parcel Area:
Parcel area shall not be less than 450 square metres.

113.5 Parcel Frontage:
Parcel frontage shall not be less than 15.0 metres.

113.6 Parcel Depth:
Parcel depth shall not be less than 26.0 metres.

113.7 Parcel Coverage:

- (1) No building on a parcel exceeds one storey - Parcel coverage shall not exceed 40%.
- (2) A building on a parcel exceeds one storey – Parcel coverage shall not exceed 35%.

113.8 Height and Storeys:

- (1) Height shall not exceed 9.0 metres.
- (2) The number of storeys shall not exceed 2.
- (3) For multi-storey dwelling units, except for when no portion of the first storey is more than 0.6 metres above the established ground level as measured along the building frontage:
 - (a) a minimum of 30% of the building frontage shall be a maximum of one storey, extending the full depth of the parcel with the roof ridge a minimum of 1.2 metres lower than the roof ridge of any multi-storey portion as shown in Figure 113-1; or
 - (b) a minimum of 50% of the building frontage shall be a maximum of one storey, extending a minimum of 3.0 metres back from the elevation face, with the roof ridge a minimum of 1.2 metres lower than the roof ridge of any multi-storey portion as shown in Figures 113-2 and 113-3;

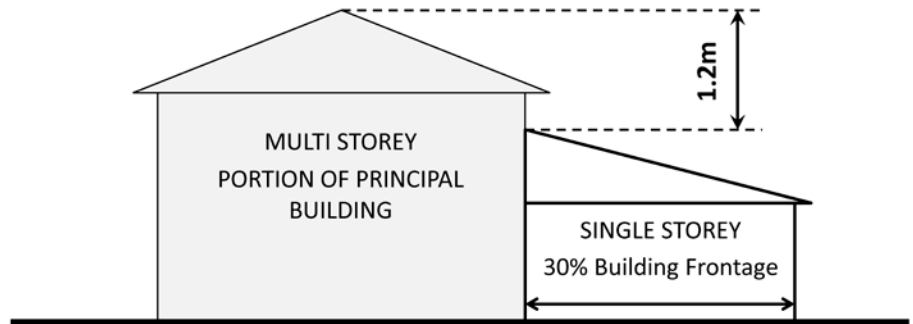


Figure 113-1.
Elevation Blok-out

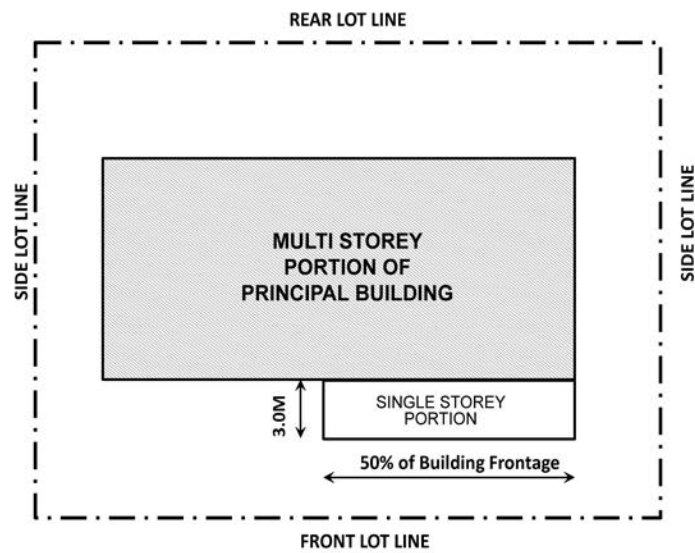
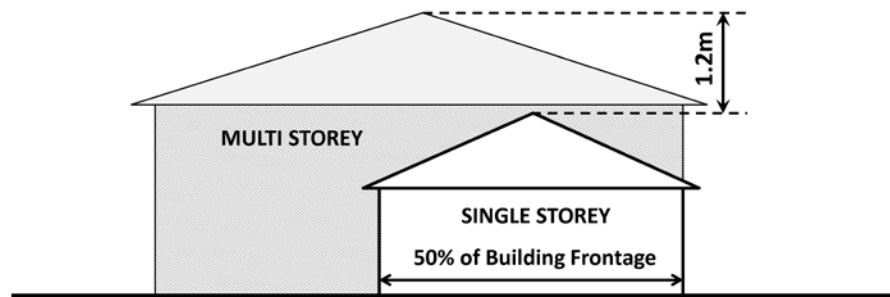


Figure 113-2.
Site Plan



Building Frontage

Figure 113-3.
Elevation Blok-out

113.9 Required Setbacks, as shown in Figure 113-4:

- (1) Front
 - (a) For 5.5 metres, as measured parallel to and at the front setback – Front setback shall not be less than 5.0 metres.
 - (b) For any part of a structure used as a garage or carport – Front setback shall not be less than 5.0 metres.
 - (c) All other situations – Front setback shall not be less than 2.5 metres.
- (2) Rear

Rear setback shall not be less than 7.5 metres.
- (3) Side – interior

Interior side setback shall not be less than 2.0 metres.
- (4) Side – exterior and corner cut-off
 - (a) Exterior side setback shall not be less than 2.5 metres.
 - (b) Notwithstanding Section 5.18 Setbacks, setback from a corner cut-off property line shall not be less than 2.5 metres.

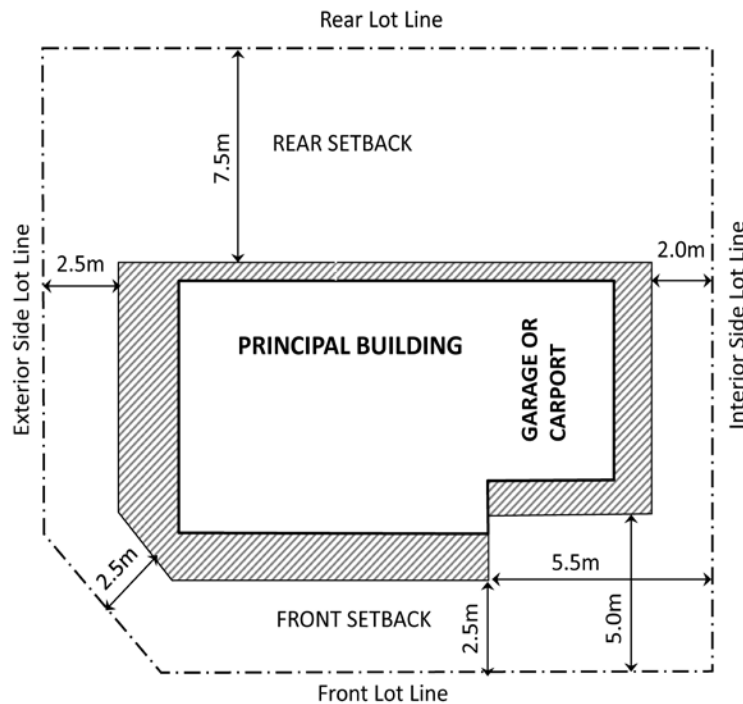


Figure 113-4.
Required Setbacks

113.10 Accessory Buildings

Accessory buildings shall:

- (2) not exceed 4.5 metres in height;
- (2) have a parcel coverage not exceeding 10%;
- (3) not occupy more than 2/3 of the width of the rear yard, as measured at its widest point;
- (4) not exceed 60 m² in gross floor area. For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area;
- (6) not be located within a front yard; and
- (7) be excluded from required rear and interior side setbacks provided that

- (a) no accessory building is located closer than 1.2 metres to a rear or interior side lot line; and
- (b) a 2.0 metre interior side setback is maintained from the front lot line to a point 3.0 metres into the rear yard, as shown in Figure 113-5.

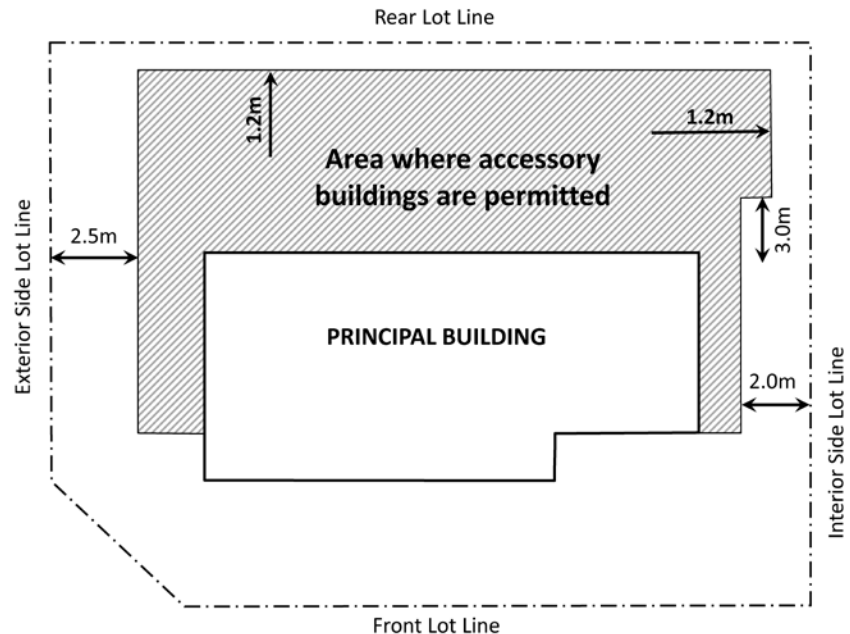


Figure 113-5.
Accessory building buildable area

113.11 Screening

The following shall be screened in accordance with Section 8:

- (3) Above ground utility boxes and utility transformers; and
- (4) Coach houses abutting Residential zoned parcels.

113.12 Off-Street Parking and Loading

- (1) Off-street parking and loading shall be provided in accordance with Section 6;
- (2) Driveways shall not exceed 5.5 metres in width; and
- (3) No more than one driveway shall be permitted on a parcel.

113.13 Other Requirements:

- (1) No more than one principal building shall be permitted on a parcel;
- (2) Overhead wiring on a parcel shall not be permitted. All new services on a parcel shall be placed underground; and
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1955
SCHEDULE “4”

115. R5.1 SINGLE-FAMILY – 250 M² PARCEL ZERO LOT LINE

115.1 Permitted Uses:

In the R5.1 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Home occupations
- (3) Single-family dwellings

115.2 Conditions of Use:

Gross floor area of the second storey of a building shall not exceed 75% of the gross floor area of the first storey of the building including attached garages, except for:

- (e) when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along all elevations of the building, which face the rear lot line; or
- (f) when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along the building frontage.

115.3 Density:

n/a

115.4 Parcel Area:

Parcel area shall not be less than 250 square metres.

115.5 Parcel Frontage:

Parcel frontage shall not be less than 12.0 metres.

115.6 Parcel Depth:

Parcel depth shall not be less than 14.0 metres.

115.7 Parcel Coverage:

- (1) No building on a parcel exceeds one storey –
Parcel coverage shall not exceed 50%.
- (2) A building on a parcel exceeds one storey –
Parcel coverage shall not exceed 40%.

115.8 Height and Storeys:

- (1) For any part of a structure used as a garage or carport – Height shall not exceed 4.5 metres and the number of storeys shall not exceed 1.
- (2) All other situations – Height shall not exceed 7.5 metres and the number of storeys shall not exceed 2.

115.9 Required Setbacks:

- (1) Front
 - (a) For 3.5 m as measured parallel to and at the front setback – Front setback shall not be less than 5.0 metres as shown in Figure 115-1.
 - (b) For any part of a structure used as a garage or carport – Front setback shall not be less than 5.0 metres.
 - (c) All other situations – Front setback shall not be less than 2.0 metres.

- (2) Rear
 - (a) Rear setback shall not be less than 4.5 metres.
- (3) Side – interior
 - (a) Interior side lot line common with another parcel zoned R5.1:
 - i. parcel with an exterior side lot line – Interior side setback shall not be less than 0.0 metres; and
 - ii. parcel with no exterior side lot line – Interior side setback shall not be less than 1.5 metres for one or series of connected lot lines, either of which extends from a front to rear lot line and not less than 0.0 metres for any other interior side lot line;
 - (b) All other situations – Interior side setback shall not be less than 1.5 metres.
 - (c) Notwithstanding Section 115.9(3) (a) and (b), where a parcel has a lot line common with a street – Interior side setback shall not be less than 1.5 metres.
- (4) Side – exterior
 - (a) Exterior side setback shall not be less than 2.0 metres;
 - (b) Notwithstanding Section 5.18 Setbacks, setback from a corner cut-off property line shall not be less than 2.0 metres.

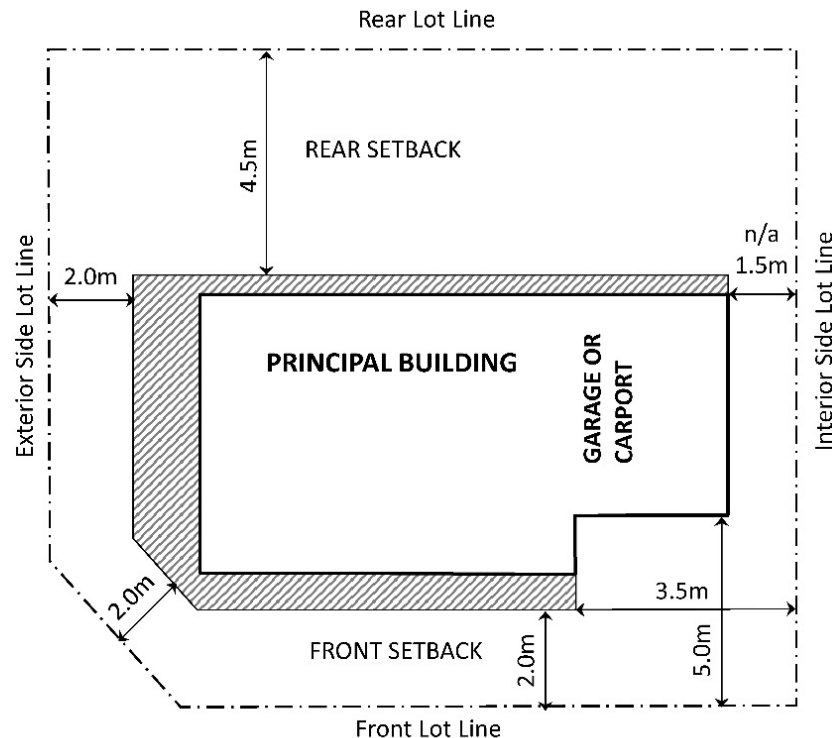


Figure 115-1.
Required Setbacks

115.10 Accessory Buildings

Accessory buildings shall:

- (1) not exceed 2.5 metres in height;
- (2) not exceed 5 m² in gross floor area;
- (3) not be located within front yard; and
- (4) be excluded from required rear and interior side setbacks provided that:
 - (a) no accessory building is located closer than 1.2 metres to a rear or interior side lot line, and
 - (b) a 1.5 metres interior side setback is maintained from the front lot line to rear yard, as shown in Figure 115-2.

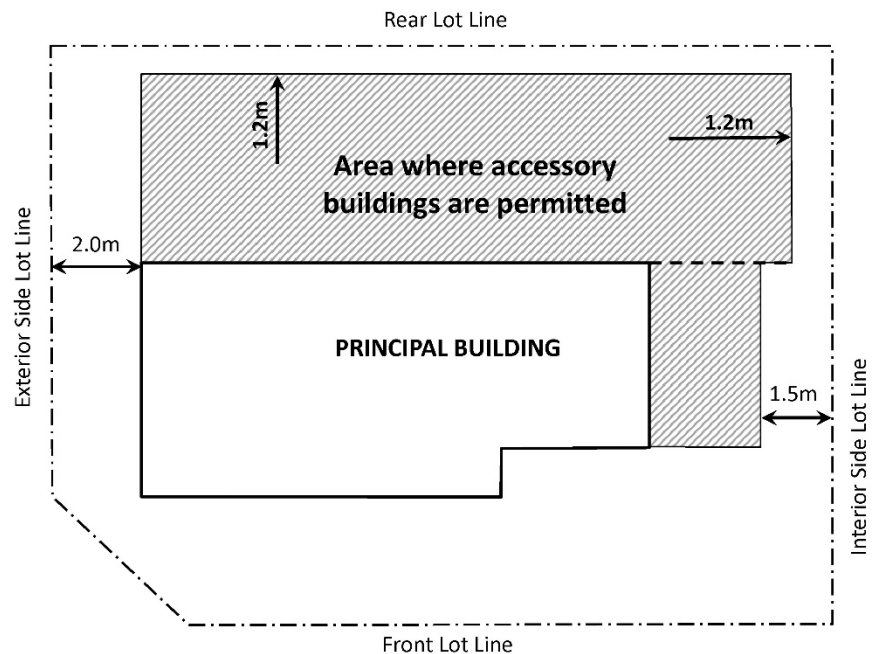


Figure 115-2.

Accessory building buildable area

115.11 Screening

Above ground utility boxes and utility transformers shall be screened in accordance with Section 8.

115.12 Off-Street Parking and Loading

- (1) Off-street parking and loading shall be provided in accordance with Section 6;
- (2) Driveways shall not exceed 4.0 metres in width; and
- (3) No more than one driveway shall be permitted on a parcel.

115.13 Other Requirements:

- (1) No more than one principal building shall be permitted on a parcel;
- (2) Overhead wiring on a parcel shall not be permitted. All new services on a parcel shall be placed underground; and
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1955
SCHEDULE “5”

830. CD30 COMPREHENSIVE DEVELOPMENT 30: ASPEN TOWNHOUSES

For the purpose of Section 830.9, required setbacks are shown in Appendix “Y”.

830.1 Permitted Uses:

In the CD30 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses, excluding:
 - (a) buildings other than those used for solid waste collection, recycling collection or dwelling unit accessory uses; and
 - (b) outside storage
- (2) Home occupations
- (3) Townhouse dwellings
- (4) Two-family dwellings

830.2 Conditions of Use:

No solid waste collection or recycling collection shall be located within 6.0 metres of any lot line abutting a Residential zoned parcel.

830.3 Density:

Density shall not exceed 45 units per hectare.

830.4 Parcel Area:

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

830.5 Parcel Frontage:

Parcel frontage shall not be less than 40.0 metres.

830.6 Parcel Depth:

n/a

830.7 Parcel Coverage:

Parcel coverage, including parking areas, loading areas and driveways that are open sided and roofless shall not exceed 70 %.

830.8 Height and Storeys:

- (1) Height shall not exceed 9.0 metres.
- (2) Number of storeys shall not exceed two.

830.9 Required Setbacks:

- (1) For any part of a structure used as a garage or carport – Front setback shall not be less than 5.0 metres; and
- (2) In all other situations, required setbacks shall be as shown in Appendix “Y”.

830.10 Accessory Buildings:

Accessory buildings shall:

- (1) Not exceed 3.0 metres in height;
- (2) Not exceed 80.0 m² in gross floor area;

- (3) Notwithstanding subsection (2), if individual accessory buildings are provided for residential units, not exceed 2.5 m² in gross floor area per unit;
- (4) Not be located within front and exterior side yards; and
- (5) Be excluded from required setbacks provided that no accessory building is located closer than 1.2 metres to a rear or interior side lot line.

830.11 Screening:

The following shall be screened in accordance with Section 8:

- (1) Garbage compounds;
- (2) Off-street parking and loading areas;
- (3) Above ground utility boxes and utility transformers; and
- (2) CD30 zoned parcels from abutting Residential zoned parcels.

830.12 Off-Street Parking and Loading:

Off-street parking and loading shall be provided in accordance with Section 6;

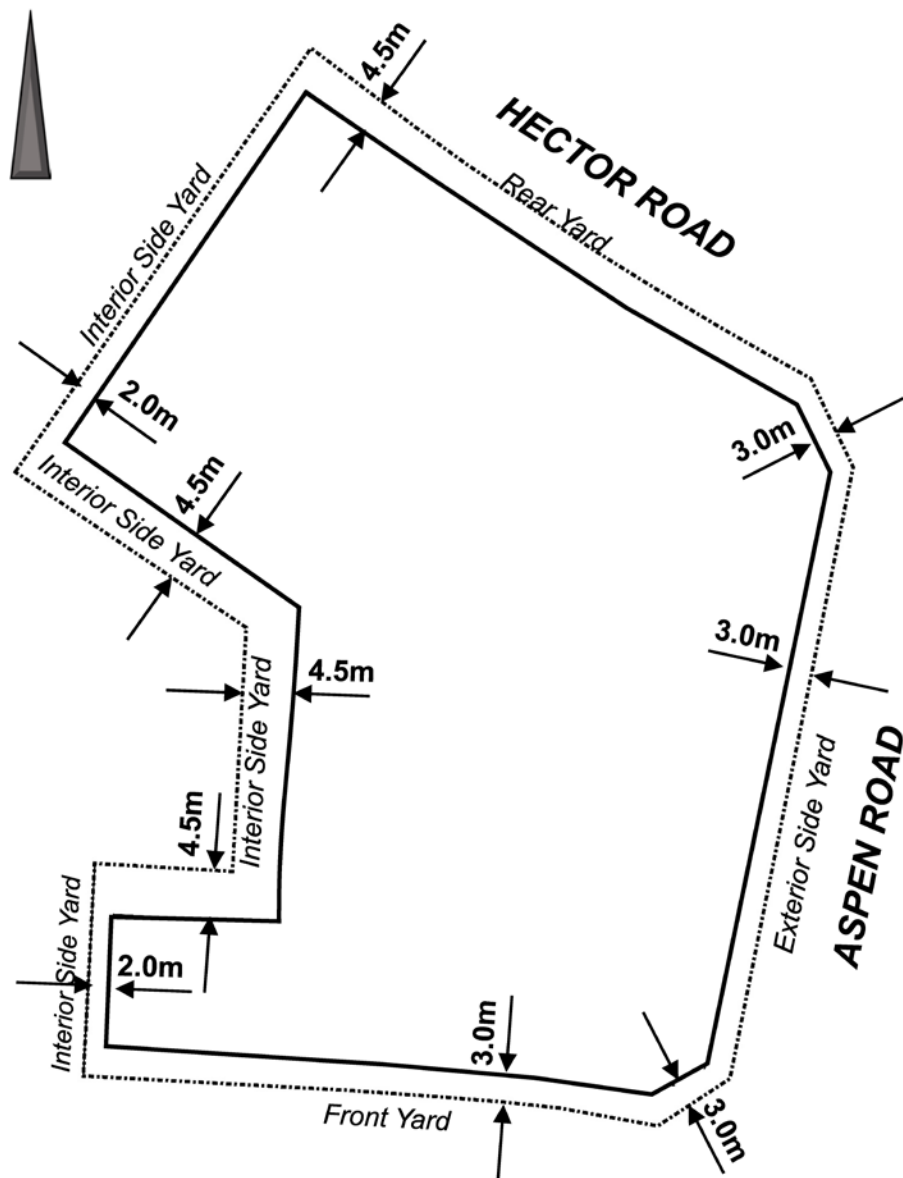
830.30 Other Requirements:

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground;
- (2) Driveways shall not exceed 6.0 metres in width;
- (3) No more than 3 access driveways shall be permitted to Grumman Place, including a common access driveway;
- (3) No vehicle access shall be permitted to Aspen Road;
- (4) Unoccupied open spaces, including required setbacks, shall be fully and suitably landscaped with landscape material;
- (5) All buildings shall conform to Section 5.19, Watercourse Regulations.

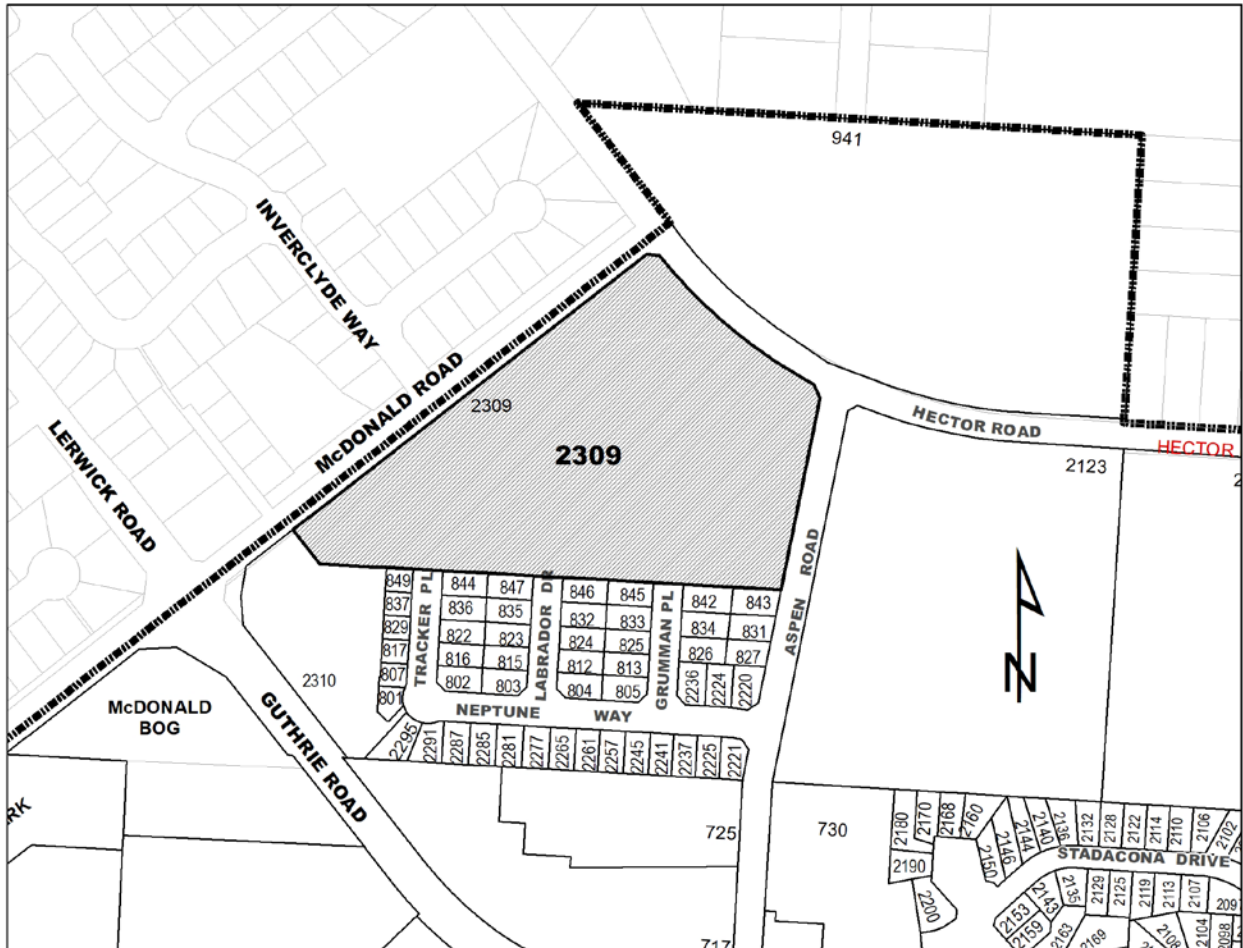
BYLAW 1955

SCHEDULE "6"

APPENDIX "Y"



BYLAW 1955
SCHEDULE “7”
SUBJECT PROPERTY



BYLAW 1955
SCHEDULE “8”
ZONING PLAN



TOWN OF COMOX

BYLAW 1956

A BYLAW TO ENTER INTO A PHASED DEVELOPMENT AGREEMENT

WHEREAS:

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Phased Development Agreement Authorization Bylaw 1956: 2309 McDonald Road".

2. Authorization

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

The Mayor and the Corporate Officer may execute and deliver an agreement with Valley Estate Views Ltd. Inc. No. BC0323369, in the form attached as Schedule "A" to this bylaw.

3. Adoption

- | | | |
|-----|-------------------------------|--|
| (1) | READ A FIRST time this | 7 th day of October, 2020 |
| (2) | READ A SECOND time this | 7 th day of October, 2020 |
| (3) | ADVERTISED A FIRST time this | 21 st day of October, 2020 |
| (4) | ADVERTISED A SECOND time this | 28 th day of October, 2020 |
| (5) | PUBLIC HEARING HELD this | 4 th day of November, 2020 |
| (6) | READ A THIRD time this | 25 th day of November, 2020 |
| (7) | ADOPTED this | day of , 2021 |

Mayor

Corporate Officer

BYLAW 1956
SCHEDULE "A"

PHASED DEVELOPMENT AGREEMENT: 2309 McDonald Road

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

THIS AGREEMENT dated for reference _____, is

BETWEEN:

Valley View Estates Ltd. Inc. No. BC0323369
1416 Valley View Drive
Courtenay, B.C. V9N 8T3
(the “**Developer**”)

AND:

TOWN OF COMOX,
1809 Beaufort Avenue, Comox B.C. V9M 1R9
(the “**Town**”)

BACKGROUND:

- A. The Developer is the registered owner in fee simple of the lands legally described as
PID: 023-020-121
LOT 2 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685

(the “**Land**”).
- B. The Developer has applied to the Town for an amendment to Comox Zoning Bylaw 1850 (the “**Zoning Bylaw**”), as it applies to the Land, by way of Comox Zoning Amendment Bylaw 1955 (the “**Amendment Bylaw**” and, together with the Zoning Bylaw, the “**Amended Zoning Bylaw**”).
- C. Pursuant to Part 14, Division 12 of the *Local Government Act*, the Town may enter into a phased development agreement with an owner of lands to specify provisions of a zoning bylaw that will continue to apply to the owner’s lands if those provisions are amended or repealed during the term of the agreement, which agreement may also include terms and conditions respecting, among other things, the provision of amenities, the phasing and timing of development and the registration of covenants under section 219 of the *Land Title Act*.

- D. The Developer and the Town now wish to enter into a phased development agreement on the terms and conditions of this Agreement.
- E. The Town has, following the holding of a public hearing, adopted a bylaw authorizing the Town to enter into this Agreement with the Developer.

TERMS OF PHASED DEVELOPMENT AGREEMENT:

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

1. Definitions -

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

- (a) **“Development”** means the residential development on the Land, comprised of townhouse dwellings, two-family dwellings and single-family dwellings, as permitted by the Specified Zoning Provisions.
- (b) **“Specified Zoning Provisions”** means all those provisions of the Amended Zoning Bylaw applicable to the Land (including the provisions of the Amendment Bylaw), as of the date of this Agreement.

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

3. **Amenities** – The Developer shall satisfy the following requirements:
- (a) Concurrently with the Developer’s execution of this Agreement and delivery of this Agreement to the Town for execution by the Town:
 - (i) the Developer shall pay \$68,469.00 to the Town as a contribution to the Town’s Affordable Housing Reserve Fund; and
 - (ii) the Developer shall pay \$12,864.60 to the Town as a contribution to the Town’s Sewer DCC Reserve Fund.

(collectively, the “**Initial Amenity Requirements**”).
 - (b) The Land shall not be subdivided by any means, including by deposit of a strata plan of any kind under the *Strata Property Act*, until the Developer constructs the McDonald Greenway and Hector Greenway and all related works and improvements, with both parties agreeing that such works and improvements do not include a playground despite a playground location being shown on the sketch, in accordance with the specifications for and sketches of the same attached as Schedule “1” hereto and the Town accepts such works and improvements, in its sole discretion and acting reasonably, as complete.
4. **Zoning Amendments** – Subject to section 516(6) of the *Local Government Act*, if during the Term the Specified Zoning Provisions are amended or repealed, those changes do not apply to the Development, unless the Developer agrees in writing that one or more changes should apply.
5. **Notice of Phased Development Agreement** – The Developer acknowledges and agrees that pursuant to sections 521 of the *Local Government Act*, the Town is required to file a notice with the registrar of titles indicating that the Land is subject to this Agreement and that in accordance with sections 503 and 521 of that Act, upon such filing, this Agreement is binding on all persons who acquire an interest in the Land.
6. **Developer Acknowledgement respecting Amenity Requirement** – The Developer acknowledges and agrees that:
- (a) the Initial Amenity Requirements are also required by the Town as a condition of adoption of the Amendment Bylaw; and

- (b) the Developer will not be entitled to a refund or repayment of a contribution amount paid to the Town under subsection 3(a)(i) or 3(a)(ii) if:
 - (i) the Term expires,
 - (ii) this Agreement is terminated prior to the expiration of the Term, or
 - (iii) a court sets aside all or any part of this Agreement for any reason whatsoever.
- 7. **No Effect on Powers** – Except as a consequence of this Agreement pursuant to sections 516 and 520 of the *Local Government Act*, nothing in this Agreement shall:
 - (a) affect or limit the discretion, rights or powers of the Town or the Town’s Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Land;
 - (b) affect or limit any enactment relating to the use, development or subdivision of the Land; or
 - (c) relieve the Developer from complying with any enactment, including in relation to the use, development or subdivision of the Land, except as expressly provided under this Agreement.
- 8. **Termination** - The Town may, upon notice to the Developer, terminate this Agreement if the Developer applies to deposit or deposits a subdivision plan of or affecting the Land or a building thereon with the Land Title Office in contravention of subsection 3(b).
- 9. **Waiver** – No waiver by the Town of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.
- 10. **Remedies** - No reference to or exercise of any specific right or remedy by the Town shall prejudice or preclude the Town from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the Town may from time to time exercise any one or more of such remedies independently or in combination.

11. **Modification** – This Agreement may not be modified except in accordance with section 519 of the *Local Government Act* and pursuant to an agreement in writing, signed by the Developer and the Town. The Developer and the Town further agree that, unless expressly listed section 519(3) of the *Local Government Act*, any such amendment to this Agreement will be a minor amendment which can be authorized by resolution of the Town’s council rather than by way of a bylaw.
12. **Termination** - The Town and the Developer may terminate this Agreement at any time by written agreement.
13. **Schedules** – *Schedule “1” – McDonald Greenway and Hector Greenway - Plans and Specifications* is attached to and forms an integral part of this Agreement.
14. **Further Assurances** – The Developer shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.
15. **Developer’ Expense** – The Developer shall perform its obligations under this Agreement at its own expense and without compensation from the Town.
16. **Interpretation** – In this Agreement:
 - (a) Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
 - (b) Article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement.
 - (c) The term “enactment” has the meaning given under the *Interpretation Act* (British Columbia) on the reference date of this Agreement.
 - (d) Reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment.
 - (e) Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted, or replaced from time to time, unless otherwise expressly provided.

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

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

Developer

by its authorized signatory:

TOWN OF COMOX

by its authorized signatories:

Schedule “1”

McDonald Greenway and Hector Greenway – Plans and Specifications

McDonald and Hector Road Greenways Landscape Specifications
October 1, 2020

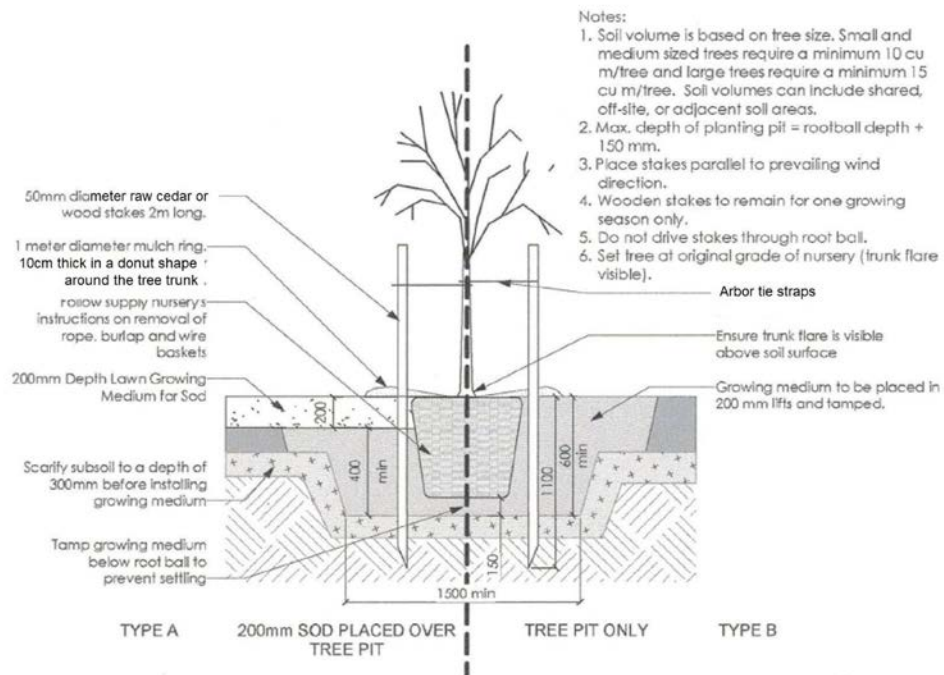
1. Site preparation:
 - Clearing, grubbing and final grading (include greenways in the storm management plan for the entire development);
 - Topsoil: New uncompacted topsoil at a minimum depth of 20cm for all grass and seeded areas. At least 30 percent organic content and capable of sustaining vigorous plant growth. Topsoil must be free from any lumps of clay, stones and roots over 30 millimetre diameter, toxic materials, invasive grasses, broom, morning glory, horsetail or other noxious weeds and weed seeds.
 - Hector Greenway turf grass areas: Hydroseed with a 4-way rye grass for even germination and establishment (approx. 2500m²)
 - McDonald Road allowance greenway: Hydroseed with a native grass seed mix (approx. 1000m². DLF Pickseed and Premier Pacific Seed are good suppliers in BC)
2. Fence
 - 1.2m high, black chain-link fence, 6 gauge, on the subject property lot lines with one access gate directly from townhouse development;
3. Construction of multi-use path
 - Minimum 3.0 metres wide paved multi-use path on Hector Greenway (extension from Idiens Greenway in Courtenay), to follow finished grade in order to optimize drainage;
4. Major planting
 - Replacement trees required: 30 trees at 4-6cm calliper in ball and burlap or container stock. See pdf Town of Comox Street Tree Planting Detail for installation, soil profile depths and volumes. Species to be determined prior to planting and approved by Parks Superintendent.
 - Hedge planting: Species to be Portuguese laurel at a minimum planting height of 1m at 60cm spacing with 10cm thick mulch layer to extent of drip line.
5. Irrigation:
 - Preference is for a 1.5" water meter installed on Town property with separate zones for turf, hedge, and tree drip so all areas can be controlled by one system with ability to expand in future. Meter service number and locations dependent on location of new water service for subdivision.
 - ToC specification for tree drip installation is as follows;
 - i. Hunter ICV valve (appropriate size for amount of flow)
 - Pressure regulation at 25 or 30 psi with filter.
 - Gate valve blow out.
 - DCVA backflow protection.
 - Swing pipe from PVC to drip line.
 - Toro DL2000 drip line with root guard. 12 inch spacing 0.5 GPH (RGP - 212-01) at 1.0 m

diameter around tree trunk.

3 foot diameter and minimum 10cm deep.

- ii. Turf and hedge zones can be specified by irrigation consultant/installer provided basic factors are considered including but not limited to:
 - a. Irrigation and design for layout of all mains, laterals and sleeving providing 100% coverage of landscape areas.
 - b. All turf irrigation to have head to head coverage and drip irrigation for hedge planting beds.
 - c. Work carried out by a qualified irrigation contractor.
 - d. All heads, piping, valves, controllers, and wiring shall be commercial grade of approved manufacturers (Hunter, Toro, or approved substitution)
 - e. Sleeving shall be installed under all pathway/hardscape crossings at a minimum of 3" diameter or twice diameter of main later line run through it. Whichever is greater.
 - f. Wiring through sleeves must be contained in rigid conduit (PVC or equal)
 - g. All mainlines shall be PVC classed to conform to required meter size (Class 200 PVC pipe for pipe sized 3/4" to 1.5" in diameter and poly pipe on lateral lines to heads).

Town of Comox Tree Planting Detail:





TOWN OF COMOX

BYLAW 1966

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

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

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

1. Title

This bylaw may be cited as “Comox Planning Procedures Amendment Bylaw 1966”.

2. Interpretation

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

3. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

- (1) Adding the following row to Schedule “A”, Table 1. Development Application Fees

	7.8	Site Disclosure Form Review	\$100
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- (2) Comox Planning Procedures Bylaw 1780 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of the bylaw.

4. Adoption

GIVEN FIRST, SECOND AND THIRD readings this 3rd day of February , 2021

ADOPTED by the Council this day of , 2021

Mayor

Corporate Officer

TOWN OF COMOX

BYLAW 1967

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 1967”.

2. Amendments

“Comox Building Bylaw 1472” is amended as follows:

(1) By adding the following fee to Schedule 1 Scale of Fees, Section C:

3. Site Disclosure Form Review	\$100.00
--------------------------------	----------

(2) 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

- | | |
|---------------------------------------|---------------------------------------|
| (1) READ A FIRST and SECOND time this | 3 rd day of, February 2021 |
| (2) READ A THIRD time this | 3 rd day of February, 2021 |
| (3) ADOPTED this | day of, 2021 |

Mayor

Corporate Officer



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: February 17, 2021

TO: Mayor and Council	FILE: 0340-50 / 2630-20
FROM: Ted Hagmeier, Recreation Director	DATE: February 12, 2021
SUBJECT: Council Policy Amendment CCL – 050 Workplace Wellness	

Prepared by: TED HAGMEIER Recreation Director	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved: _____ Jordan Wall, CAO
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RECOMMENDATION

That Council Policy CCL – 050 (Workplace Wellness Policy) be amended to remove the Corporate Wellness Section and rename the policy as the Employee Wellness Policy; and further,

That Council Policy CCL – 050 (Employee Wellness Policy), as included in the February 17, 2021 Regular Council Meeting agenda, be adopted.

PURPOSE

To provide Council with information regarding the change to Town of Comox Workplace Policy CCL - 050.

BACKGROUND

The Corporate Wellness Program offers discounted corporate wellness. There is a four employee minimum to receive a Corporate Wellness Membership. The annual fee is \$25 per business. Participants receive 20% discounts to Fitness Studio memberships, Fitness Studio and fitness punch passes, fitness programs (excluding contract programs), racquet court bookings and fitness consultations.

The current Workplace Wellness Policy CCL – 050 (see Appendix A) consists of two parts:

1. Employee Wellness Program
2. Corporate Wellness Program

The purpose of the Corporate Wellness Program is:

“To assist and encourage businesses and non-profit agencies to provide workplace wellness programs for their staff thereby enhancing the health of their employees, increase productivity and improve the overall health and well being of the community.”

There are systemic issues within Corporate Wellness Program that create inequitable program execution for the Recreation Department and its customers:

1. Many businesses offer their own employee incentives to engage in fitness:

The Town subsidizes the full cost of community recreation through its annual budget. Within that there are reduced student and senior drop-in, punch pass and membership fees, compared to adult rates, which provides another layer of subsidy. The Town does not need to duplicate these subsidies with a separate, corporate subsidy program.

2. Direct benefits go to the employers:

The financial benefits of a healthy workforce (decreased healthcare costs, less time off work and increased job productivity, etc.) are gained by employers while the Town is responsible for all the costs.

3. No Comox qualification:

Employees are not required to work for employers who are located in Comox or do business in Comox to qualify.

4. Applicants may pay the fee, not businesses:

The low program fee and low participant threshold means that, in rare cases, administration believe some participants have paid the corporate program fee themselves and not passed the cost on to their employer to access the program's discounts. This changes the corporate programs to a group discount program.

5. Corporate Wellness discounts are applied inconsistently to working people.

The program benefits those who work for an employer but not the self-employed or businesses with fewer than four employees.

The Town provides subsidized recreation to all customers with its pricing and through programs like TRIP, which benefit Comox residents with economic barriers to recreation. It does not need to provide additional subsidies through the Corporate Wellness Programs to a category of users most likely to be able to afford community recreation.

The Recreation Department will still be able to offer discounts through sales, promotions and limited time group offers to attract new customers, retain current ones and respond to market changes. These will be made available to all categories of membership holders and customers.

GOVERNANCE CONSIDERATIONS

Q: How many persons benefited from Corporate Wellness membership in 2019?

A: It is difficult to determine. Corporate memberships are sold to single customers who act as the umbrella membership holder for co-employees to receive their discount. It's not possible to determine all the linked membership holders however the total value of discounts offered in 2019 was \$11,950.

Q: How will this change affect current Corporate Wellness Program customers?

A: Memberships bought under the current corporate wellness program will remain valid until expiry. Memberships bought after that will be at the regular price.


Q: Will this change affect the Employee Wellness Program?

A: No.

ATTACHMENTS

Appendix A – Draft Employee Wellness Policy CCL – 050, as amended.

Appendix B – Community Centre Employee Wellness Pass Application

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
EMPLOYEE WELLNESS POLICY			
Section: COUNCIL	Number: CCL-050	Office of Primary Responsibility: RECREATION SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted:	Council Resolution No:	Date to be Reviewed:	
Manner Issued: Website, Internal Memo, Upon request			

1. PURPOSE

1.01 To enhance the health of employees, improve morale, improve attendance at work and increase productivity by supporting and promoting wellness initiatives. Wellness is a “take charge” approach to positive behavioural changes and illness avoidance because it is proactive, preventative and long term.

2. POLICY STATEMENT

2.01 The implementation of an employee wellness program has many benefits to the employer including:

- (a) Improved employee health and well-being
- (b) Increased morale and job satisfaction
- (c) Healthier workplace culture
- (d) Reduced personal health care expenses
- (e) Decreased absenteeism
- (f) Decreased presenteeism i.e. employees may be at work but not working to their full potential
- (g) Fewer injuries
- (h) Decreased turnover
- (i) Increased productivity
- (j) Fewer insurance and worker’s compensation claims
- (k) Better retention and recruiting
- (l) Enhanced business reputation and customer loyalty

3. DEFINITIONS

- 3.01 Active Lifestyle is defined as a way of life in which physical, social, mental, emotional and spiritual activities are valued and integrated into daily living.
- 3.02 Employees are all Members of Council; fulltime, part-time, seasonal and casual staff; instructors and firefighters.
- 3.03 Health is defined as “a state of complete physical, social and mental well-being, not merely the absence of disease or infirmity”.
- 3.04 Health Promotion is defined as the promotion of healthy ideas and concepts to motivate individuals to adopt healthy behaviours.
- 3.05 Immediate Family is defined as the employee, spouse and children under the age of 19 years.
- 3.06 Wellness is defined as the quality or state of being in good health. The process of learning about and engaging in behaviours that are likely to result in optimum health.

4. POLICY PRINCIPLES AND OBJECTIVES

4.01 Principles:

- (a) Inclusive – the program is open to all Town of Comox employees and immediate families.
- (b) Affordable – establish the program cost so all can participate.
- (c) Flexible – provide a variety of opportunities to suit individual needs.
- (d) Supportive - encourage individuals in following their own path and efforts.
- (e) Educational – provide information to assist and motivate to make healthy lifestyles a priority.

4.02 Objectives:

- (a) To foster an environment where employee health and wellness is a priority.
- (b) To encourage employees to adopt a healthy lifestyle.
- (c) To increase productivity, morale and job satisfaction.
- (d) Reduce costs associated with absenteeism, illness and injury.
- (e) To enhance employer reputation.

5. SCOPE

5.01 This Policy applies to the Council members and all Employees of the Town.

6. POLICY

6.01 All program and facility users are required to pay the established fee for program and facility services.

6.02 An Employee Wellness program is available for Town Employees and their families.

7. PROCEDURES

7.01 Employee Involvement:

- (a) Involvement in a regime of wellness is a voluntary path; however the Town of Comox is committed to promoting healthy living to its Employees.
- (b) Promotion of healthy living will be done by encouraging an active lifestyle through, but not limited to, awareness raising, education and access to programs.
- (c) Information designed to promote health and wellness will be available to all Employees however Employees wanting access to programs will be required to purchase an annual individual membership at a cost of \$25.00 or a family membership at a cost of \$50.00.
- (d) Wellness pass applications will be promoted regularly and can be obtained from the Community Centre at any time. Once the application is made and payment received a wellness pass will be issued to the applicant(s). All applications and payment are to be submitted at the Community Centre. Wellness passes are good for one year from the date of purchase.
- (e) The Recreation Department will be responsible for implementation and evaluation of the Employee Wellness Policy and Program and all Employees are welcome to provide suggestions, ideas, feedback and to be involved. This is an Employee program and Employee involvement is necessary to ensure it meets Employees' needs.

7.02 Services:

- (a) Memberships entitle the Employee or Employee and immediate family access to drop-in programs at no charge and a 25% fee reduction on recreation department programs. Contract programs are excluded.
- (b) A monthly newsletter will be circulated to Employees with fitness tips, nutrition and other wellness related items

7.03 Program: Employees may apply for an Employee Wellness Pass by accurately completing the prescribed “Community Centre Employee Wellness Pass Application” and submitting the application to the Community Centre.

8. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE



Town of Comox Community Centre Employee Wellness Pass

The Town of Comox is committed to the health and well being of it's employees and has developed a wellness pass to make it more affordable for employees and their families to participate in health and wellness activities.

This program is open to all Town of Comox employees and Comox Fire Rescue members, their partners, and children 18 and under who live at the same address.

For more information contact the Community Centre at 250-339-2255

Wellness passes are \$25.00 per individual or \$50.00 per family and are good from the date of purchase until

Included in your Wellness Pass

- ♦ Free entry to non-contract, drop-in programs (space permitting, sign in at front-desk is required)
Access to Fitness Studio and Racquet Courts
- ♦ Unlimited entries to the Fitness Studio
- ♦ Unlimited squash bookings (booking and check-in required at front desk)
- ♦ 25% off any non-contract program registrations

Note: All contract programs are excluded from discount (anything with a "- C" in the title)

Please bring your card with you and check-in at the front desk at every visit

To get your pass(es):

- ♦ Complete the Employee Wellness Application Form (attached)
- ♦ Ask your supervisor to sign the **completed** form
- ♦ Bring the completed form, along with payment, to the Comox Community Centre

Please note: to obtain your card each member of your family will need to have their photo taken and waiver signed



Community Centre Employee Wellness Pass Application - 2021

Section 1 - Employee Information

Name:	Date of Birth:
YYYY / MM / DD	
Mailing Address:	
City:	Postal Code:
Employee Type:	
<input type="checkbox"/>	Town of Comox Staff
<input type="checkbox"/>	Comox Fire Rescue Member*

*Passes are billed to Fire Department directly - no payment required at registration

Partner Information

Name:	Date of Birth:
YYYY / MM / DD	
Phone #:	Email:

Child Information

* Children must be 18 years or younger and living at the same address *

Name:	Date of Birth:
YYYY / MM / DD	
Name:	Date of Birth:
YYYY / MM / DD	
Name:	Date of Birth:
YYYY / MM / DD	
Name:	Date of Birth:
YYYY / MM / DD	

Section 2 - Supervisor's Approval

If this employee is seasonal and does not qualify for a membership year-round, please indicate the membership start and end date.

Membership Start Date:	End Date:
Supervisor Name:	
Department:	
Signature:	