



## TOWN OF COMOX

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

### ***SPECIAL COUNCIL MEETING*** **AGENDA FOR WEDNESDAY MARCH 10, 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 pursuant to section 127 of the Community Charter that a Special Council Meeting will be held at the location and time noted below for the transaction of business as listed below.**

**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](mailto: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.

Adoption of the Agenda

#### **1. STRATEGIC PRIORITIES REPORT:**

- (5) a. [Strategic Planning and Action Items Report - March 10, 2021](#)

*That the Strategic Planning and Action Items Report for March 10, 2021 be received and filed for information.*

#### **2. STAFF REPORTS:**

- (30) a. [2021 Grant and Aid Requests](#)

*THAT Council receives the March 3, 2021 Report from the CAO titled Grant and Aid Requests for information.*

- (42) b. [2021 Core Operating Budget](#)

*THAT Council approves the Core Budget Expenses as detailed in Schedule A of the March 3, 2021 Report from the CAO titled 2021 Core Operating Budget for inclusion in the 2021-2025 Financial Plan.*

- (50) c. [2021 Capital and Special Projects Budget](#)

1. *THAT Council approves for expenditure the capital and special projects, as included in Schedule 'A' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion 2021-2025 draft Financial Plan.*



- (50) c. [2021 Capital and Special Projects Budget](#)
2. *THAT Council approves for expenditure the capital and special projects, as included in Schedule 'B' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion in the 2021-2025 draft Financial Plan.*
  3. *THAT Council approves for expenditure the capital and special projects, as included in Schedule 'C' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion in the 2021-2025 draft Financial Plan.*
  4. *THAT Council approves for expenditure the capital and special projects, as included in Schedule 'D' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion in the 2021-2025 draft Financial Plan.*

**ADJOURNMENT**



---

CORPORATE OFFICER



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

**March 10, 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.	<i>Community to Community Forum held March 5<sup>th</sup> Staff working on implementing new KFN archeological approval process Exempt staff to participate in Indigenous Awareness training</i>
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>CAO's Office directed to provide a report on Comox Council remuneration, including an analysis of alternate director compensation for CVRD board members. Report to be tabled after budget process is complete</i>
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	<i>Council presentations to begin within strategic planning meetings in May</i>
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.	<i>All 2020 mobile vendors expected to return in 2021. Mobile vending agreements have been updated to address issues related to garbage, parking, food delivery and storage.</i>
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.	<i>Grant received from CERIP for construction of a Marine Services Building. Report to come to Council in April.</i>

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

**March 10, 2021**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	<i>Part-time research analyst/grant writer included in draft budget. Regular consultants will no longer be used due to high costs.</i>
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	<i>RFP (website) and RFQ (visual identity) nearing completion and to be issued in late spring.</i>
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.
<b>POLICIES</b>			
12.	Council Conference Attendance Policy	A staff report to be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	
13.	CAO Performance Review Policy	Develop an annual review process for the CAO.	Complete.
14.	Senior Staff Performance Review Policy	Develop an annual review process for all senior and exempt staff.	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**

**March 10, 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"> <li>• <i>all major applications are now in process</i></li> <li>• <i>backlog of minor application – work on backlog has commenced.</i></li> </ul>
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"> <li>a. Options for local government provision of affordable housing;</li> <li>b. Options for the use of rental zoning; and</li> <li>c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.</li> </ul> <p>That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of self-contained dwelling units in buildings in which each unit is not larger than 45 m2.</p>	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**

**March 10, 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**

**March 10, 2021**

**MAJOR DEVELOPMENT APPLICATIONS**

11.	2310 Guthrie	42 townhouse units and approx. 530 sq. m of commercial space.	Completed – Bylaws Adopted Nov. 25 2020 RCM.
12.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Completed - Bylaws Adopted Feb. 17 2021 RCM
13.	468/490 Anderton	15 duplex / townhouse units.	Next step: Issuance of preliminary subdivision approval by Approving Officer and Public Hearing on Rezoning Application held March 3. <i>Next step – Council consideration of third reading: tentatively scheduled for March 17 RCM</i>
14.	1582 Balmoral	52 apartment units (BC Housing Subsidized for 55+).	Completed - 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"> <li>provincial referral of recreational cannabis store application</li> <li>rezoning, DVP applications for infill single family</li> <li>hazardous area and environmental DP applications for single family</li> <li>industrial and residential rezoning applications as a result of bylaw enforcement</li> </ul>	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Completed.

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

**March 10, 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.	New owner of northern three parcels will be consulted. Confirmed with property owner initially requesting boundary extension that project will proceed in 2021.
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.	<i>Ongoing review and clean up of Corporate sections in preparation for migration to new website. RFP (website) and RFQ (visual identity) nearing completion and to be issued in late spring.</i>
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**

**March 10, 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.	<i>Province has confirmed the Town now has authorization to implement the Bylaw Notice Adjudication System. Press Release issued and website updated with new program information.</i>
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.

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE****March 10, 2021**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
16.	Economic Recovery in Comox	Communication strategy (report) highlighting the work Council and the Town have undertaken to promote economic recovery in Comox	Complete.
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**

**March 10, 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 &amp; 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"> <li>1. Compile existing financial data &amp; information required to build the long-term financial plan (for December 2020).</li> <li>2. Build Long-Term Financial Model &amp; Plan (for March 2021).</li> <li>3. Develop Long-Term Financial Plan Report (for Aug 2021).</li> </ol>
2.	Payroll Software adoption	Payroll is running through the new Ceridian Dayforce web application.	<ol style="list-style-type: none"> <li>1. Training for managers is being scheduled to be completed in September 2020.</li> <li>2. Major user features:               <ol style="list-style-type: none"> <li>a) "banked balances" to be delivered to end-users February 2021.</li> </ol> </li> <li>3. Other adaptations identified will be scheduled for the new year.</li> </ol>
3.	Conversion of municipal accounting codes and work orders	Updating the Town's chart of accounts improves department budgeting/reporting and streamlines the work for the year-end financial statements. Redesign of the Account framework started in 2018 and is ready to be finalized and converted.	<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 April 2021.</i>

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE****March 10, 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**

**March 10, 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**

**March 10, 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**

**March 10, 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**

**March 10, 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**

**March 10, 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**

**March 10, 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

March 10, 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"> <li>• Dependable, predictable and engaging platform through which customers access recreation guides, program information and online recreation registrations</li> <li>• Event and calendar information</li> <li>• Documents and forms (program waivers, summer camp information, facility booking information, etc.)</li> <li>• Town and Recreation branding</li> </ul> <p>Reliable and consumable communication with the public and customer.</p>	
5.	COVID Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines. It also involves planning responses to various COVID second wave scenarios.	The Recreation Department planned its restart in three phases. We are now in phase 3 (open Monday to Friday at 6am, open to 9pm Monday to Thursday and open weekends 8am-1:45pm) with additional programs and Fitness Studio timeslots modified for COVID-19.
6.	Hands on Farm Re-Start	Hands on Farm re-start with COVID-19 protocols for June 2021.	Not started. Restart will depend on Covid-19 conditions, current guidelines and restrictions imposed by the Hands on Farm site.

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION**  
**March 10, 2021**

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
7.	Active-Net Implementation	Implementation of ActiveNet recreation software, training staff, converting customer accounts and reviewing business systems	Software went live for winter registration November 16, 2020. Project complete.
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**

March 10, 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 March 10, 2021	
Strategic Statement	
OPERATIONAL STRATEGIES (CAO/Staff)	
<b>FINANCE</b>  <u>Complete</u> 9. Production of Audited Financial Statements 10. Production of Municipal Budget documents	<b>CORPORATE</b>  <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
<b>PARKS/BUILDING MAINTENANCE</b> 2. Lazo Greenway Development 3. Off-Leash Dog Park Creation 4. 695 Aspen Daycare Construction Management and Affordable Housing Units 5. Marina Condition Assessment 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  <u>Complete</u> 1. Wayfinding Project 6. New Garbage Truck & Tractor	<b>PUBLIC WORKS &amp; ENGINEERING</b> 1. Anderton Servicing Plan 2. Subdivision Bylaw Update 3. Foreshore Sanitary Replacement 4. Transportation Plan: Update 5. North East Comox Stormwater Management Plan 7. Dryden Watermain and Multi Use Path 9. Sidewalks South Side of Comox Avenue 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> 6. Anderton and Robb Road Intersection Improvements 8. Noel Avenue Upgrade 10. Port Augusta / Comox Avenue Turning Radius 16. Guthrie/Brooklyn Cross Walk Upgrade 17. Installation of EV Stations
<b>FIRE</b> 1. Volunteer Retention/Recruitment 2. Wildfire Deployment Policy 3. Sound of Life-Smoke Alarm Program	<b>RECREATION</b> 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**  
**March 10, 2021**

Date	Action Items	Status
15-Jul-20	Communications plan for moving to bi-weekly garbage and recycling collection	Communications plan to be implemented with the opening of the regional organics plant in Fall 2022.
05-Aug-20	Develop parking strategy for downtown area in response to 15-minutes parking spaces	Currently scheduled for late fall
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**  
**March 10, 2021**

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

**Town of Comox**  
**ACTION ITEMS - SUMMARY**  
**March 10, 2021**

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

**Town of Comox**  
**ACTION ITEMS - SUMMARY**  
**March 10, 2021**

<b>Date</b>	<b>Completed Items</b>	<b>Status</b>
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**  
**March 10, 2021**

<b>Date</b>	<b>Completed Items</b>	<b>Status</b>
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.
07-Oct-20	2309 McDonald Road (OCP & Zoning Amendment & Phased Development Agreement	Complete.



**TOWN OF COMOX**  
**SPECIAL COUNCIL MEETING**

**STAFF REPORT**  
Meeting Date: March 10, 2021

<b>TO:</b> Mayor and Council	<b>FILE:</b> 1850-30
<b>FROM:</b> Jordan Wall	<b>DATE:</b> March 3 2021
<b>SUBJECT:</b> Grant and Aid Requests	

Report Approved:

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

THAT Council receives the March 3, 2021 Report from the CAO titled Grant and Aid Requests for information.

**ALTERNATIVES TO THE RECOMMENDATIONS**

- 1) THAT Council approves an additional \$30,000 in funding for the Town's affordable housing contribution to the Coalition to End Homeless in the 2021-2025 Financial Plan.
- 2) THAT Council approves \$25,000 to LUSH Valley for contributions to the Good Food Box program and other food security programs in the 2021-2025 Financial Plan.
- 3) THAT Council approves \$3,000 to the Legion funding in the 2021-2025 Financial Plan

**BACKGROUND**

The Town has received a number of grant funding request this year which have been forwarded to the operational budget meeting for consideration. Further information on the grant requests are attached to this report.

The Town's policy does not currently identify a method for which to evaluate funding approvals. As such Administration has provided no recommendations on what grants should or should not be approved.

The Town contributes yearly to the following:

\$30,000 Coalition to End Homelessness  
\$25,000 Nautical Days (2021 amount will be reduced substantially)  
\$32,500 Comox Archives and Museum  
\$20,000 Sid Williams Theatre  
\$5,000 Comox Valley Art Gallery  
\$10,850 Comox Community Policing Crime Prevention  
\$500 Mack Laing student bursary

Total \$123,850



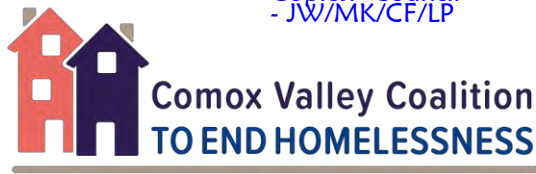
## **TOWN OF COMOX**

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

### **POLICY MANUAL**

<b>SECTION 1 – COUNCIL POLICIES</b>	<b>POLICY NO. CCL - 031</b>
<b>ESTABLISHED: &lt; 1996</b>	<b>LAST REVISED: SEP 16, 2009</b>
<b>TITLE: GRANTS – ORGANIZATIONS/SOCIETIES</b>	

Except as otherwise decided by Council, annual grants in aid will not be given.



Town of Comox  
1809 Beaufort Ave  
Comox, BC V9M 1R9

**RECEIVED**

**Dec. 11, 2020**

December 7<sup>th</sup>, 2020

**TOWN OF COMOX**

LOG: 20-466	REFER:	AGENDA: RCM 13Jan21
FILE: 5040-20/0	ACTION: MR	

**Re: Town of Comox annual contribution to affordable housing and our 2021-22 recommendation to fund Dawn to Dawn Action on Homelessness**

Dear Town of Comox Mayor and Council,

The Comox Valley Coalition to End Homelessness (Coalition) is a collective of 31 member agencies who plan, coordinate, recommend and implement community responses to homelessness and increasing affordable housing.

**Town of Comox Annual Contribution to Affordable Housing Increase Request**

According to the Comox Valley Regional District's Housing Needs Assessment the demand for nonmarket housing continues to grow throughout the region, as well as within Comox. Additionally, the Coalition anticipates the demand for affordable nonmarket housing to further rise due to the COVID-19 pandemic, therefore the Coalition is asking that the Town of Comox consider increasing their **\$30,000 annual contribution to \$50,000 annually**, to be implemented in the 2021-22 fiscal year.

Since 2016, these contributions from the CVRD and Town of Comox have helped the Coalition's member agencies such as the Comox Valley Transition Society, Dawn to Dawn and Habitat for Humanity leverage funding to build 14 units of affordable housing from across the housing continuum.

**Our agency funding recommendation for 2021-22**

For the 2021-22 year, the Coalition is recommending that Dawn to Dawn Action on Homelessness Society be the recipient of Comox's annual contribution to purchase a house in Comox currently occupied by a family supported by Dawn to Dawn. Securing this house purchase prevents a family of 5 from being evicted into homelessness and secures some much-needed affordable housing within the Town of Comox.

The Coalition very much appreciates the support from The Town of Comox as it ensures our community's most vulnerable people have access to safe, stable and affordable housing.

Thank you for taking the time to consider this request. Please do not hesitate to contact me should you have any questions.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Andrea Cupelli".

Andrea Cupelli  
Coordinator for the Comox Valley Coalition to End Homelessness





## REQUEST TO APPEAR AS A DELEGATION

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

LOG: 21-018	REFER: LP	AGENDA: RCM 03Feb21
FILE: 5040-01	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:

Sergent Bill Webb (ret) Service Officer Courtenay Legion

**RECEIVED**

Jan. 19, 2021

**TOWN OF COMOX**

Organization you are representing: Courtenay, Qualicum & Comox Legions  
Primary purpose of Organization: To Serve Veterans Number of members: 900  
Mailing address: 367 Cliffe Ave  
City: Couartenay Postal Code: V9N 2J1  
Contact name: Bill Webb Email: br17serviceofficer@shaw.ca  
Phone: 250-702-5966 Fax: \_\_\_\_\_  
Subject matter:  
Homeless Veterans Study

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

\$3000.00 funding grant if CMHC Grant application is sucessful

Council Resolution matching Town of Qualicum Beach (attached)

Requested meeting and date: when convenient AV equipment required: no

Date of application: 19 Jan 2021 Signature of applicant: [Signature]  
(or print name) William Webb

**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 form may be published in its entirety with public meeting agendas, which are also posted on the Town website.*



**TOWN OF QUALICUM BEACH**  
INCORPORATED 1942

201 – 660 Primrose St.  
P.O. Box 130  
Qualicum Beach, BC  
V9K 1S7

Telephone: (250) 752-6921  
Fax: (250) 752-1243  
E-mail: [gbtown@qualicumbeach.com](mailto:gbtown@qualicumbeach.com)  
Website: [www.qualicumbeach.com](http://www.qualicumbeach.com)

## RESOLUTION

### **Royal Canadian Legion Branch 76's Application to CMHC**

THAT Council writes a letter of support to the Royal Canadian Legion Branch 76's application to CMHC for funding to determine the number of homeless veterans in the Oceanside and Comox Valley regions, AND FURTHER THAT, should the Legion's application be successful the town will provide matching funding for the first \$3000 raised to support this application.

Certified to be a true and correct copy of the resolution passed by the Council of the Town of Qualicum Beach, in an open meeting assembled, at the regular Council meeting held in the Council Chamber, Municipal Offices, 660 Primrose Street, Qualicum Beach, BC on Wednesday, November 18, 2020.

Dated this 26<sup>TH</sup> day of  
November, 2020 at  
Qualicum Beach,  
British Columbia

---

Heather Svensen  
Corporate Administrator



# Operation Leave the Streets Behind Homeless Veterans Assistance

→ **MISSION STATEMENT:** To ensure that every Veteran who is homeless or near homeless finds the help they need to leave the streets behind.

→ **ASSISTANCE PROVIDED**

- Medical Needs
- Assistive Devices
- Emergency Transportation
- Emergency Assistance
- Addiction Programs • Rental Payments
- Furnishing Assistance • Moving Expenses
- Utility Payments • Shelter • Food

→ **ELIGIBILITY**

- Canadian Veterans of all ages and their families
- Commonwealth ex-service
- Allied countries ex-service



## Have you served in the Canadian Forces or the Royal Canadian Mounted Police?

This one question can open a new chapter in a person's life and show that the Legion, as partners in our communities, care about those who served our Country—our Veterans.

**Operation: Leave the Streets Behind** is a program developed by The Royal Canadian Legion to identify and assist homeless Veterans and those at-risk of homelessness.

Financial assistance can be provided for items such as first and last month's rent, rental arrears, medical needs such as dental, eyeglasses, transportation to medical services, furnishings, food and clothing.

Eligibility includes any Veteran or family member in need of assistance and living in Canada as well as Veterans of Commonwealth and allied countries living in Canada. (A Veteran is any person who is serving or who has served in the Canadian Forces and the Royal Canadian Mounted Police).

## What our Veterans are saying:

*"I came into the shelter for a shower and came out with a life."*

*"Thank you for giving me a hand up."*

*"It is a great feeling to close the door and feel safe."*

*"Thank you for the assistance you provided, it has given me breathing room so that I may get the rest of my life in order."*

**For more information, contact:**

## The Royal Canadian Legion Service Bureau Network

### We care for all veterans of all ages and their families

The Legion Service Bureau Network serves Veterans, members of the CF, RCMP, and their families by representing their interests with Veterans Affairs Canada and the Veterans Review and Appeal Board for disability benefits under the *Pension Act* or the *Veterans Well-being Act*.

The Legion's professional Command Service Officers are mandated by legislation to provide representation, advocacy and financial assistance **FREE OF CHARGE**, Legion member or not.

[www.legion.ca/support-for-veterans/homeless-veterans](http://www.legion.ca/support-for-veterans/homeless-veterans)





# Opération Leave the Streets Behind

Aide aux Vétérans sans-abri



**ÉNONCÉ DE MISSION** : Faire en sorte que tous les Anciens combattants sans-abri ou presque sans-abri obtiennent l'aide qu'il leur faut pour quitter la rue.



## ASSISTANCE PRÊTÉE

- Soins médicaux
- Accessoires fonctionnels
- Transport d'urgence
- Secours d'urgence

Programmes de toxicomanie • Dépenses de déménagement  
Paiement de services publics • Achats de meubles  
Paiement du loyer • Nourriture • Refuge



## QUI Y A DROIT

- Anciens combattants canadiens et leur famille
- Anciens militaires du Commonwealth
- Anciens militaires des pays alliés



## Avez-vous servi dans les Forces canadiennes ou la Gendarmerie royale du Canada?

Cette question pourrait ouvrir un nouveau chapitre dans la vie de quelqu'un et elle révèle qu'en tant que partenaires de nos communautés, la Légion se soucie de ceux qui ont servi notre pays—nos Anciens combattants.

**Opération: Leave the Streets Behind** est un programme mis en place par la Légion royale canadienne visant à trouver et à aider les Anciens combattants sans-abri et ceux qui risquent de le devenir.

Il sert à leur prêter assistance pour des choses comme les premier et dernier mois de loyer, le retard du loyer, les besoins médicaux comme les soins dentaires et les lunettes, le transport aux services thérapeutiques, la nourriture et les vêtements.

L'admissibilité comprend tout Ancien combattant ou membre de sa famille ayant besoin d'aide qui demeure au Canada ainsi que les Anciens combattants des pays du Commonwealth et alliés vivant au Canada. (Un Ancien combattant est une personne qui sert ou qui a servi dans les Forces canadiennes ou la Gendarmerie royale du Canada).

## Ce que disent nos Anciens combattants :

*"Je suis entré au refuge pour une douche et j'y ai trouvé une nouvelle vie."*

*"Merci de m'avoir donné un coup de main."*

*"C'est bon de se sentir en sécurité chez soi."*

*"Merci de votre assistance; j'ai pu respirer un peu afin que je puisse mettre de l'ordre dans ma vie."*

**Pour de plus amples renseignements :**

## Le Réseau du Bureau d'entraide de La Légion royale canadienne

### Les Anciens Combattants et leurs familles nous tiennent à cœur, quel que soit leur âge

Le Réseau du Bureau d'Entraide de la Légion sert les Anciens combattants, membres des FC, de la GRC et leurs familles en représentant leurs intérêts auprès d'Anciens Combattants Canada et le tribunal des Anciens Combattants, Révision et Appel, pour prestations d'invalidité en vertu de la *Loi sur les Pensions* et la *Loi sur le bien-être des vétérans*.

Les officiers d'entraide professionnels de Direction de la Légion sont mandatés par législation de fournir une représentation, un plaidoyer et une aide financière **à titre gratuit**, qu'un individu soit membre de la Légion ou non.

[www.legion.ca/support-for-veterans/homeless-veterans](http://www.legion.ca/support-for-veterans/homeless-veterans)



A Homeless Veterans Program

# Leave the Streets Behind

Un programme pour  
Vétérans sans abri



A helping hand to Veterans who are  
homeless or at risk of homelessness.

Un coup de main aux Vétérans qui sont  
sans abri ou à risque d'itinérance.



A Homeless Veterans Program

# Leave the Streets Behind

Un programme pour  
Vétérans sans abri



A helping hand to Veterans who are  
homeless or at risk of homelessness.

Un coup de main aux Vétérans qui sont  
sans abri ou à risque d'itinérance.



A Homeless Veterans Program

# Leave the Streets Behind

Un programme pour  
Vétérans sans abri



A helping hand to Veterans who are  
homeless or at risk of homelessness.

Un coup de main aux Vétérans qui sont  
sans abri ou à risque d'itinérance.





## 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: \_\_\_\_\_

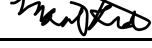
Contact name: \_\_\_\_\_ Email: \_\_\_\_\_

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:**

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 available on the Town's website. All Council agendas and minutes are also posted on the Town website.*



## **LUSH Valley Delegation to Town of Comox February 2021- Briefing**

Funding Ask- Asking for up to \$25, 000 through the COVID-19 safe restart funding or other funding, to support local food purchasing for vulnerable populations.

### **2020 Good Food Box (local food boxes delivered to homes):**

- Total "GFB units" distributed April-December 2020: 11,447
- Households served: 604, including 1567 people (14% of recipients are from Town of Comox- roughly 219 mostly low income seniors)
- Partnered with 18 farms, estimated \$200, 000 to CV producers

### **Values/Approach:**

- Dignified Access to healthy local food for vulnerable people
- 100% funding going back into the local economy
- Acting as a brokerage between farmers and social service/housing agencies (creating systems of scale that make participation easy)
- Engaging our community in local food systems (1000s of volunteer hours)
- Climate mitigation, adaptation and other ecological benefits by supporting sustainable local food systems.

### **Return on Investment:**

- LUSH Valley will match funding
- Goal- \$150, 000 from program goes directly to Comox Valley farmers and rebuilding our local economy
- Secured 3 years of funding from the Vancouver Foundation to support core staff and development of a local food aggregation/distribution hub to housing insecure.
- Further incentives for the institutional purchasing of local food (farm bucks program)
- LUSH Valley has existing systems and relationships for maximum efficiency/ease for partners.
- Supports Climate mitigation/adaptation, and key values of the Town

LUSH Valley Food Action Society

T: 250-331-0152

E: [admin@lushvalley.org](mailto:admin@lushvalley.org)

PO Box 20008, Courtenay, BC V9N 0A7

CRA # 866653637RR0001





## LUSH VALLEY

- Partnerships will help clients of 10- 15 partner agencies, 12-20 farmers, supporting 500 households+ over 6-10 months

LUSH Valley Food Action Society

T: 250-331-0152

E: [admin@lushvalley.org](mailto:admin@lushvalley.org)

PO Box 20008, Courtenay, BC V9N 0A7

CRA # 866653637RR0001



**TOWN OF COMOX**  
**SPECIAL COUNCIL MEETING**

STAFF REPORT

Meeting Date: March 10, 2021

<b>TO:</b> Mayor and Council	<b>FILE:</b> 1705-20
<b>FROM:</b> Jordan Wall	<b>DATE:</b> March 3 2021
<b>SUBJECT:</b> 2021 Core Operating Budget	

Report Approved:

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

THAT Council approves the Core Budget Expenses as detailed in Schedule A of the March 3, 2021 Report from the CAO titled 2021 Core Operating Budget for inclusion in the 2021-2025 Financial Plan.

**ALTERNATIVES TO THE RECOMMENDATIONS**

This report encompasses the regular core functions of the community. Additions or reductions of these budgets can be made. Council is encouraged to reach out to staff prior to this meeting to allow staff to prepare information on service level and staffing impacts of any proposed changes.

**STRATEGIC PLAN LINKAGE**

The core budget will provide the funding to carry out a number of the functions contained within the Strategic Plan. It is important that Council carefully consider the Strategic Plan and the items contained within. The Strategic Plan, especially within the Development Service section, is currently oversubscribed and a risk remains that all projects may not be started prior to Council's end of term.

**BACKGROUND**

The Town of Comox remains in a strong financial position with significant reserves built up, high user fee revenue for services like recreation, and the desire for strong non-market growth in housing. High maintenance standards and funding levels have seen strong asset replacement and management over the past years with no unexpected major expenditures anticipated outside of a need to replace Town Hall.

There are also, however, significant upward pressures on the Town's operating budget as well as requisition amounts from the Comox Valley Regional District that will be encountered in the next five years. These costs and the impact to a representative household are detailed below:

CVRD Requisition Amount to Town of Comox

Service Name	2021	2022	2023	2024	2025
Water	\$14.20	\$14.71	\$15.23	\$15.78	\$16.37
Sewer	\$19.28	\$20.22	\$22.32	\$23.43	\$24.06
Garbage	\$2.10	\$0	\$0	\$2.10	\$2.10

Projections of cost changes over 5 years have a great deal of variability within them and the number above may change especially in relation to garbage collection with the planned organics

facility construction. Our current estimates predict an increase of \$185.60 per representative household per year over the next 5 years for these services. The Town will also see a \$10 increase for water and a \$10 increase for sewer. This will be partially offset with a decrease in the hospital tax of \$80 starting in 2021.

Further, in 2021 there are operational increases within the Town itself that will require additional operational funds which were not fully accounted for in 2020 due to the late start of the communication and planning positions. With the Town increasing in population past 15,000 people the yearly RCMP cost coverage will increase from 70% to 90%. This change will result in a total increase of \$670,000 once fully accounted for. The RCMP increases will not start until 2022, however, due to RCMP Union negotiations and required retro-active pay once an agreement is reached, the Town estimates an additional amount between \$350,000-\$400,000 will be required in 2021 to settle this liability. The CVRD's general requisition will increase 1.36% in 2021.

#### Service Level Impacts

Town staff are continuing to be pulled in many directions and the high level of service which has been provided in the community is becoming more and more difficult to maintain. As usership in our parks continue to grow, development continues to expand Town service areas, assets age, and population increases cause pressures to meet more demands it is expected that the divergence between service level expectations and staff capacity will continue to grow without additional resources. A balance and decisions will need to be made between the high personalized level of service that existed in the Town previously and the realities of a non-expanding workforce.

#### Costs of budget

The costs of the operational budget presented to Council can be broken into two areas: those for which the Town has direct control over and those for which the Town serves as a collection organization for the RCMP and CVRD.

The core budget controlled by the Town, presented and attached to this report can best be described as a hold the line approach. Regular inflationary increases as well as the addition of two full time positions in late 2020 will result in a 2.4% increase to the overall core budget which equals an increase on a representative household of \$25.16 if approved by Council.

The other cost increases on a representative household include \$62.58 from Comox Valley Regional District and other parcel taxes as well as \$96.72 from increased RCMP costs. The Regional District will also see a decrease in the Hospital requisition this year of \$80 and that is expected to be maintained moving forward. Across the Town, CVRD, and RCMP the total increase required to balance revenues with expenses is \$104.46 across general taxation and user fees.

Although the total change in taxation impact is mitigated by the decrease in hospital taxes, the percentage increase attributable to the Town's general taxation levy (due to RCMP costs being Comox's responsibility) is 9.3%. It's also important to distinguish the CVRD and Town user fees (parcel taxes for water, sewer, and garbage) and amounts collected through the general tax levy (Town's core expenses and RCMP).

#### Capital and Operating Reserves as of year end 2020

A more detailed breakdown can be found attached to this report. The Town currently has reserves approximating the following amounts:

Statutory Allocated Reserves: \$14,000,000

Restricted Reserves: \$7,000,000

COVID Restart: \$2,067,000

Public Safety Reserve: \$418,000  
Operating Reserve: \$2,630,000

As the Town adopts and continues to build best practice Asset Management practices over the next few years we anticipate that the current reserves will not be sufficient to cover current depreciation of assets. These conversations and presentations to Council will begin in late spring during Council's strategic planning meetings. Currently statutory asset reserves are expected to decrease from about 14,000,000 in 2020 to 10,000,000 in 2025.

#### Overall Total Budget

The current proposed core, special projects, capital, and external agency budgets are as follows:

19,870,000 Operational Budget  
+ 9,930,000 Capital and Special Projects  

---

\$29,800,000 Total Municipal Spend

---

---

29,800,000 Total Municipal Spend  
27,192,000 Total Revenue (with 6% municipal tax increase)  
\$2,608,000 net withdrawal from reserves

#### **GOVERNANCE CONSIDERATIONS**

*Q: What decisions are Council being asked to make in the meeting?*

A: Council is only being asked to make spending decisions in this meeting on core, capital and special project budgets. Information on revenue is provided as background and context to allow Council to make these decisions. Tax rates will be set in April when the finalized rolls are received by BC Assessment.

*Q: There are increases in yearly tax burden proposed in this budget for homeowners. What can be done to decrease this burden?*

A: The vast majority of planned increases on the tax notices residents will receive are outside of the control of Council. The municipality will simply serve as a flow through organization for these increases. Council must also consider the future asset replacement costs that the municipality will need to consider. Council has a few options in this regard:

- Use reserves to delay the revenue increases needed. The Public Safety reserve and Covid Restart grant are two options for this.
- Decrease municipal spending through the reduction of service levels provided in the community

*Q: Will further increases to the municipal tax burden be required to maintain current service levels?*

A: Yes, in order to ensure that asset reserves remain healthy future increases to the reserves will be necessary. The amount that will be needed is not yet determined and will become more clear through the rest of 2021 and into 2022. Current projections based on capital spending needs capital reserves are expected to deplete by 25% in the next 5 years.

Town of Comox  
Schedule A (Preliminary 2021 - 2025)

	2020 Budget	Dec 31, 2020 Actual	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>Revenue</b>							
Property Tax							
General municipal taxation	\$ 8,903,280	\$ 8,950,649.05	\$ 9,645,580	\$ 10,025,400	\$ 10,321,660	\$ 10,626,810	\$ 10,941,110
Parcel tax (incl. LAS parcel tax)	683,440	685,337.47	683,440	685,530	660,460	647,740	649,930
1% Utility Tax	82,360	75,230.86	82,360	82,360	84,010	85,690	87,400
Business Improvement Area	72,900	72,922.30	72,900	72,900	72,900	72,900	72,900
Payments in lieu of taxes	1,724,000	1,725,643.99	1,823,377	1,891,507	1,944,657	1,999,397	2,055,787
Penalties and interest on taxes	38,500	82,802.95	57,250	57,250	57,250	57,250	57,250
<b>Total Property Tax</b>	<b>11,504,480</b>	<b>11,592,586.62</b>	<b>12,364,907</b>	<b>12,814,947</b>	<b>13,140,937</b>	<b>13,489,787</b>	<b>13,864,377</b>
Sale of Services							
General Government	154,300	246,744.90	154,300	160,000	160,210	160,420	160,640
Protective Services	646,046	755,918.91	787,958	1,022,221	827,918	813,845	824,400
Solid Waste	1,767,181	1,760,997.57	1,780,368	1,784,768	1,789,258	1,809,408	1,829,798
Development Services	93,000	145,128.55	96,800	105,200	105,610	106,020	106,440
Transportation	10,000	53,450.00	10,000	10,000	10,200	10,400	10,610
Marina	383,852	395,597.36	402,200	414,028	414,238	414,458	426,645
Recreation	775,204	844,731.40	790,026	1,085,382	1,367,600	1,397,770	1,425,740
Water services	2,749,590	2,707,573.26	2,832,500	2,950,550	3,073,600	3,201,650	3,335,700
Sewer services	2,652,030	2,626,385.49	2,758,000	2,896,000	3,040,000	3,191,000	3,351,000
<b>Total Sale of Services</b>	<b>9,231,203</b>	<b>9,536,527.44</b>	<b>9,612,152</b>	<b>10,428,149</b>	<b>10,788,634</b>	<b>11,104,971</b>	<b>11,470,973</b>
Government Transfers							
Federal / Provincial	1,248,240	4,528,817.52	3,971,671	1,917,280	1,977,730	1,096,730	1,096,730
Provincial	57,000	-	57,000	57,000	57,000	57,000	57,000
Regional & Other	-	-	-	-	-	-	-
<b>Total Government Transfers</b>	<b>1,305,240</b>	<b>4,528,817.52</b>	<b>4,028,671</b>	<b>1,974,280</b>	<b>2,034,730</b>	<b>1,153,730</b>	<b>1,153,730</b>
Investment Income							
Interest & investment gains	400,000	517,027.50	400,000	400,000	400,000	400,000	400,000
<b>Total Investment Income</b>	<b>400,000</b>	<b>517,027.50</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
Developer Contributions							
Contributions	317,300	192,933.37	714,375	300,500	9,875	387,500	297,350
<b>Total Developer Contributions</b>	<b>317,300</b>	<b>192,933.37</b>	<b>714,375</b>	<b>300,500</b>	<b>9,875</b>	<b>387,500</b>	<b>297,350</b>
Other							
Other Revenue	94,292	107,278.59	72,300	73,800	75,410	76,920	78,430
Gain (loss) on Sale of Assets	-	11,000.00	-	-	-	-	-
<b>Total Other</b>	<b>94,292</b>	<b>118,278.59</b>	<b>72,300</b>	<b>73,800</b>	<b>75,410</b>	<b>76,920</b>	<b>78,430</b>
<b>Total Revenues</b>	<b>\$ 22,852,515</b>	<b>26,486,171.04</b>	<b>\$ 27,192,405</b>	<b>\$ 25,991,676</b>	<b>\$ 26,449,586</b>	<b>\$ 26,612,908</b>	<b>\$ 27,264,860</b>
			18.99%	(004%)	1.76%	0.62%	2.45%

Schedule A (Preliminary 2021 - 2025)

Description	2020 Budget	2020-12-31 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Operating Expense</b>							
<b>Fiscal</b>							
Interest payments on debt	27,240	23,494.69	27,240	78,240	122,220	119,300	119,300
Amortization expense	3,200,000	3,243,157.74	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
Other Fiscal	177,642	97,966.70	177,862	179,790	181,750	183,750	185,770
Total fiscal expense	3,404,882	3,364,619.13	3,455,102	3,508,030	3,553,970	3,553,050	3,555,070
<b>Core</b>							
General Government							
Building maintenance	149,984	66,376.86	154,698	156,582	157,061	157,618	158,212
Corporate (shared resources)	436,891	668,829.71	473,601	463,944	468,068	474,993	479,179
Council	494,100	437,527.56	378,990	384,000	389,342	417,727	402,484
Administration	584,190	479,285.37	675,660	708,030	723,240	738,790	754,700
Finance	688,310	518,790.19	515,600	476,900	507,450	498,240	529,100
Information Technology	179,000	313,174.70	289,277	285,580	291,000	296,520	302,140
General Government subtotal	2,532,475	2,483,984.39	2,487,826	2,475,036	2,536,161	2,583,888	2,625,815
Protective services							
Building maintenance	-	-	-	-	-	-	-
Fire	1,440,080	1,326,950.93	1,557,170	1,588,420	1,621,060	1,654,331	1,688,323
Bylaw enforcement	155,786	117,283.35	145,436	148,627	151,898	155,251	158,674
Building inspections	125,876	140,445.14	135,890	147,299	150,178	153,109	156,110
Other protective service	41,500	50,596.00	53,000	54,040	55,120	56,220	57,340
Protective services subtotal	1,763,242	1,635,275.42	1,891,496	1,938,386	1,978,256	2,018,911	2,060,447
Planning services	475,700	510,477.90	605,780	627,250	640,050	653,080	666,400
Transportation							
Building maintenance	68,170	61,808.29	68,960	69,780	71,180	72,600	74,050
Transportation	1,656,598	1,643,952.96	1,608,454	1,693,396	1,740,266	1,854,630	1,887,803
Transportation subtotal	1,724,768	1,705,761.25	1,677,414	1,763,176	1,811,446	1,927,230	1,961,853
Parks, Rec & Culture							
Building maintenance	273,358	343,417.30	287,626	292,281	298,821	305,716	312,685
Parks	1,632,203	1,271,122.17	1,580,984	1,606,694	1,638,240	1,670,361	1,703,214
Recreation	1,970,045	1,559,391.77	2,064,270	2,186,503	2,301,327	2,348,466	2,396,688
Culture	31,250	23,588.22	12,500	32,630	32,760	32,890	33,030
Marina	172,070	250,931.07	223,420	228,770	234,260	239,900	245,730
Parks, Rec & Culture subtotal	4,078,926	3,448,450.53	4,168,800	4,346,878	4,505,408	4,597,333	4,691,347
General Core	10,575,111	9,783,949.49	10,831,316	11,150,726	11,471,321	11,780,442	12,005,862
RMCP	1,882,960	1,452,133.24	2,313,740	2,400,600	2,551,210	2,601,830	2,653,470
<u>Utilities</u>							
Solid waste management	1,512,151	1,569,754.68	1,482,680	1,535,540	1,575,320	1,610,010	1,645,600
Water service	2,734,232	2,400,116.26	2,597,977	2,646,464	3,065,432	2,857,515	2,774,523
Sewer service	2,458,938	2,370,558.57	2,671,893	2,802,221	2,937,346	3,102,848	3,236,640
Total Utilities	6,705,321	6,340,429.51	6,752,550	6,984,225	7,578,098	7,570,373	7,656,763
Total core expense	19,163,392	17,576,512.24	19,897,606	20,535,551	21,600,629	21,952,645	22,316,095
			3.83%	3.21%	5.19%	1.63%	1.66%

Schedule A (Preliminary 2021 - 2025)

Description	2020 Budget	2020-12-31 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Special Projects</b>							
General Government	(42,620)	72,014.59	50,000	35,000	-	-	-
Protective services	(48,510)	27,432.59	10,000	10,000	-	10,000	-
Solid Waste management	-	-	-	-	-	-	-
Development services	29,000	1,500.00	124,000	100,000	10,000	30,000	20,000
Transportation services	175,050	15,431.18	147,000	146,500	68,150	19,965	96,962
Parks, Recreation & Culture	(407,450)	7,374.00	176,000	140,000	-	75,000	-
General service	(294,530)	123,752.36	507,000	431,500	78,150	134,965	116,962
Water service	100,000	-	-	-	-	100,000	-
Sewer service	50,000	21,599.81	125,000	-	100,000	-	-
Total Special Projects	(144,530)	145,352.17	632,000	431,500	178,150	234,965	116,962
<b>Total Operating Expense</b>	<b>22,423,744</b>	<b>21,086,483.54</b>	<b>23,984,708</b>	<b>24,475,081</b>	<b>25,332,749</b>	<b>25,740,660</b>	<b>25,988,127</b>
Revenue over expense	428,771	5,399,687.50	3,207,697	1,516,595	1,116,837	872,248	1,276,733
<b>Add</b>							
Add back amortization	3,200,000	3,243,157.74	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
Transfer from reserves	2,016,750	1,867,461	7,560,651	6,616,661	5,385,256	3,497,084	4,368,671
Proceeds of debt	-	-	-	3,400,000	-	-	-
Proceeds on sale of TCA	-	15,000.00	-	-	-	-	-
Total Addition	5,216,750	5,125,618.28	10,810,651	13,266,661	8,635,256	6,747,084	7,618,671
<b>Deduct</b>							
Transfers to reserves	3,344,221	7,144,961.00	4,772,681	4,875,845	3,435,289	3,677,565	4,052,200
Principal payment on debt	23,250	23,225.20	23,250	23,250	208,673	200,183	200,183
Capital							
General Government	469,950	351,808.04	439,100	19,200	587,500	9,200	82,200
Protective services	-	30,077.70	62,000	730,000	710,000	40,000	10,000
Solid Waste management	-	-	652,337	-	-	-	-
Development services	160,000	153,202.00	-	-	-	-	-
Transportation	1,190,000	199,393.06	3,939,880	3,497,960	4,088,130	2,620,183	3,682,820
Parks, Recreation & Culture	363,100	186,426.16	2,074,000	990,001	594,001	334,001	461,001
General service	2,183,050	920,906.96	7,167,317	5,237,161	5,979,631	3,003,384	4,236,021
Water service	65,000	2,000.00	309,000	4,645,000	20,000	286,200	20,000
Sewer service	30,000	35,226.97	1,746,100	2,000	108,500	452,000	387,000
Capital Total	2,278,050	958,133.93	9,222,417	9,884,161	6,108,131	3,741,584	4,643,021
<b>Total Deduction</b>	<b>5,645,521</b>	<b>8,126,320.13</b>	<b>14,018,348</b>	<b>14,783,256</b>	<b>9,752,093</b>	<b>7,619,332</b>	<b>8,895,404</b>
Revenue over expenditure	\$ -	2,398,985.65	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Comox  
 2021 - 2025 Financial Plan (Preliminary)  
 Reserves

	Audited 2019 Bal.End	Unaudited 2020 Bal.End	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate
<u>Reserve For Future Expenditures (appropriated surplus)</u>							
General RFFE	836,254	2,096,995	968,477	361,541	(266)	300,946	710,950
Water RFFE	-	200,000	180,000	160,000	60,000	70,000	80,000
Sewer RFFE	-	260,000	80,000	180,000	180,000	280,000	380,000
Reserve for future expenditures (RFFE)	836,254	2,633,878	1,228,477	701,541	239,734	650,946	1,170,950
<u>Reserve Fund (Statutory Reserves)</u>							
7-530-14101-000 Asset replacement reserve (est 2019)	82,500	-	85,658	175,636	269,013	365,891	462,769
7-530-14102-000 COVID-19 Safe Restart reserve	-	2,067,000	1,000,000	-	-	-	-
7-530-14201-000 Fire Department Capital res.	278,817	473,694	661,254	367,854	6,654	120,654	263,454
7-530-14202-000 CFPID Fire Dept. Capital res.	108,800	181,304	445,173	522,002	395,888	446,174	507,660
7-530-14203-000 Public Safety res.	418,490	426,693	46,693	46,693	46,693	46,693	46,693
7-530-14501-000 Affordable housing res.	180,460	183,997	183,997	183,997	183,997	183,997	183,997
7-530-14601-000 General Capital Works res.	939,263	2,009,471	2,096,980	2,658,718	2,935,771	2,420,922	447,319
7-530-14602-000 Equipment repl. res.	521,548	468,140	321,140	502,140	48,140	419,140	588,140
7-530-14603-000 Capital Works Fund (Gas Tax) res.	3,840,484	3,856,008	3,885,788	2,490,578	1,251,678	969,358	1,057,088
7-530-14701-000 Marina Capital res.	561,250	522,251	622,251	722,251	822,251	922,251	1,022,251
7-530-14702-000 Waterfront Walkway res.	335	341	341	341	341	341	341
7-530-14704-000 Recreation Capital res.	5,772	5,885	5,885	5,885	5,885	5,885	5,885
7-530-14801-000 Water Capital Works Reserve	1,501,382	1,620,811	1,620,811	1,620,811	1,620,811	1,620,811	1,620,811
7-530-14901-000 Sewer Capital Works Reserve	4,392,463	4,572,140	4,572,140	4,572,140	4,572,140	4,572,140	4,572,140
7-530-14905-000 Lancaster Lift Stn Cap Reserve	79,553	81,112	81,112	81,112	81,112	81,112	81,112
7-530-14906-000 Pt Holmes Lift Stn Cap Reserve	52,464	53,493	53,493	53,493	53,493	53,493	53,493
Statutory Reserves	12,963,581	16,522,340	15,682,716	14,003,651	12,293,867	12,228,862	10,913,153
<b>Reserves</b>	<b>13,799,835</b>	<b>19,156,218</b>	<b>16,911,193</b>	<b>14,705,192</b>	<b>12,533,601</b>	<b>12,879,808</b>	<b>12,084,103</b>



Town of Comox  
2021 - 2025 Financial Plan  
Restricted Revenue

Restricted Revenue	Unaudited 2020	2021	Future Years do not include increases from developers			
			2022	2023	2024	2025
<b>General Fund</b>						
<b>Restricted Revenue</b>						
<u>Development Cost Charges</u>						
DCC Roads	1,177,498.76	1,177,499	1,177,499	1,177,499	1,177,499	1,039,749
DCC Drainage	617,636.12	482,636	482,636	473,136	198,636	120,786
DCC Open Space (Parks)	3,505,620.09	3,505,620	3,505,620	3,505,620	3,505,620	3,505,620
<u>Other Restricted Revenue</u>						
5% in-lieu of parkland dedication	268,445.70	268,446	268,446	268,446	268,446	268,446
DevContrib. Affordable Housing	529,939.79	529,940	529,940	529,940	529,940	529,940
Develop Contrib. Public Amenities	(4,855.81)	(10,856)	(10,856)	(10,856)	(10,856)	(10,856)
DevContrib. Parking Provision	31,726.84	31,727	31,727	31,727	31,727	31,727
General Total	6,126,011.49	5,970,512	5,970,512	5,961,012	5,686,512	5,470,912
<b>Water Fund</b>						
<b>Restricted Revenue</b>						
DCC Water	1,089,763.84	909,164	609,164	609,164	609,164	609,164
Water Total	1,089,763.84	909,164	609,164	609,164	609,164	609,164
<b>Sewer Fund</b>						
<b>Restricted Revenue</b>						
DCC Sewer	396,675.31	3,900	3,400	3,025	(109,975)	(191,725)
Sewer Total	396,675.31	3,900	3,400	3,025	(109,975)	(191,725)
<b>TOTAL RESTRICTED REVENUE</b>	<b>7,612,450.64</b>	6,883,576.00	6,583,076.00	6,573,201.00	6,185,701.00	5,888,351.00




**TOWN OF COMOX**  
**SPECIAL COUNCIL MEETING**

**STAFF REPORT**  
*Meeting Date: March 10, 2021*

<b>TO:</b> Mayor and Council	<b>FILE:</b> 1705-20
<b>FROM:</b> Jordan Wall, Chief Administrative Officer	<b>DATE:</b> March 5, 2021
<b>SUBJECT:</b> Capital and Special Projects Budget	

Prepared By:

  
Jordan Wall, CAO

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

- 1) THAT Council approves for expenditure the capital and special projects, as included in Schedule 'A' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion 2021-2025 draft Financial Plan.
- 2) THAT Council approves for expenditure the capital and special projects, as included in Schedule 'B' of the CAOs March 5, 2021 Report to Mayor and Council, and their inclusion in the 2021-2025 draft Financial Plan.
- 3) THAT Council approves for expenditure the capital and special projects, as included in Schedule 'C' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion in the 2021-2025 draft Financial Plan.
- 4) THAT Council approves for expenditure the capital and special projects, as included in Schedule 'D' of the CAO's March 5, 2021 Report to Mayor and Council, and their inclusion in the 2021-2025 draft Financial Plan.

**ALTERNATIVES TO THE RECOMMENDATIONS**

First Motion: That project X be added/removed from 'Schedule X'

Final Motion: THAT Council include the capital and special projects included in 'Schedule X' in their 2021-2025 draft Financial Plan as *amended* and;

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

**PURPOSE**

To discuss and begin to form the Capital and Special Projects list for the 2021-2025.

**STRATEGIC PLAN LINKAGE**

The Strategic Plan will be altered to include major projects identified in the attached schedules upon final passage of the 2021-2025 financial plan.

## BACKGROUND

*Council is now being asked to approve all projects in these schedules for expenditure.*

*This report and attachments are generally similar from the original report with a few changes since last reviewed by Council:*

Increase in the cost of Marina vending pads from \$10,000-\$20,000

Inclusion of the Marine Services Building \$1,200,000 (\$1,000,000 funded from grants)

Removal of Shoreline Clean Up project as it is being managed by an external group (\$600,000)

Delay Downey Ave and Rodello St paving (\$730,650)

Administration has compiled a capital and special projects list for Council consideration and discussion. The attached schedules provide much of the background for individual projects that are being presented to Council for approval. A few underlying themes can be identified within the projects:

### Resurfacing, In-ground Infrastructure, and Water Metering

When resurfacing on a road is being done work will have been completed the year prior to examine the state of the in ground infrastructure. This includes the storm, clean water, and waste water systems. These checks can include physical inspection, camera scoping, and sonar testing in an attempt to identify any infrastructure in need of replacement. The goal of this process is to ensure that when a road is re-surfaced, there will be no need to dig up portions of it to fix anything below ground prior to the road needing resurfacing again later. All resurfacing projects have all the asphalt removed and tests done on the base to ensure the long term stability of the road. Any areas of defect in the base are repaired and the asphalt is generally recycled by the contractor into other products but is not reused on Town roads.

Currently there is a known issue where Town water connections meet the individual service pipes that provide water to homes. These connections have a potential of failure which may cause water leakage and damage to the roads and infrastructure base. As we resurface roads 'saddles' which will support the connections and help prevent possible failure are installed. Further, any repairs that are done mid-year due to these leaks as well as resurfacing will include installed water meters on the homes.

### IT Infrastructure

The Town is in the midst of a large scale IT infrastructure upgrade which will serve as a backbone to operations for years to come. This shift begins by connecting all Town buildings into one high speed server system which will decrease capital and operating costs in the long term. The server system, which hosts the Town's files and operating system, is being upgraded through the replacement of old switches and transceivers. An off location moveable back up server system will be installed ensuring redundancy in the system should the main server crash, be compromised, or be damaged through an event such as fire, flooding, or earthquake. This work will help ensure a strong level of business continuity to the Town in the event of emergencies and provide the infrastructure needed for the modernizations described below.

### Modernization of Processes

Contained for Council consideration are a number of projects which will help modernize the Town's interface with the public as well as assist with current backlogs within the organization. A new website and brand refresh will provide a modern connection point for the Town and host a number of planned services being brought online including tax payments, fine payments, building inspection requests and payments, and building permit trackers.

Funds are also included in the budget to add a high level part time consultant to assist in the planning department. Conversations have already begin with Cumberland who is in search of similar support and the potential for cooperation on this remains a possibility.

**a. Financial**

The total capital and special projects spend presented to Council in this report is broken down as below. The following breakdown is constructed to show Council the total demand on this year's income. This is why items such as carry overs, grants, and projects funded by statutory reserves are subtracted out. The approximate values are below:

Total Capital and Special Projects:	\$9,930,000
Total grant and carry over:	\$3,668,000
Total Transfer from Capital Reserve:	\$445,000
Total unfunded cost:	\$5,817,000

**GOVERNANCE CONSIDERATIONS**

Asset Management

Administration is continuing to make progress on the Town's asset management plans and will be engaging Council towards the end of 2021 with next steps. From this process Council should see a major increase in the 'total transferred from reserve' amount as most regular asset replacement will be funded through this process. However, a stable amount will be transferred to reserves each year to fund future asset replacement. The result of this process will be an asset funding strategy which will serve to maintain assets and service delivery sustainability for the next generation but will at the same time serve to limit the year to year variability in spending and thus accessibility of funds to carry out other projects.

Council's input will be integral to this process as choices are made on the services and service levels Council want to see in the community. The choice about at what level roads get repaired, how much risk is acceptable in systems break downs, and how to allocate grant funding will be made by Council and greatly influence the costs and process.



Town of Comox  
2020-2024  
Tangible Capital Assets, Special Projects  
**Schedule "A"**  
Transportation

Projects that are funded, at least partially, from grants or carry over  
Pre-approval granted

Project Name	Additional Information	2021	2022	2023	2024	2025	Notes
Reviews and Feasibility Studies	Transportation and traffic study updates (\$10,000 carry over) Anderton Corridor Study (\$80,000) Storm system condition assessment and report (\$100,000 in 2022) Torrence Servicing Plan (\$50,000 in 2023)	90,000	100,000	50,000			
Acquisitions, Builds, Repairs	This pipe from Port-Augusta to Blackfin at one time served as storm drainage but it is no longer part of the storm network and will be filled with concrete to ensure its collapse doesn't impact the sidewalk that sits above it.	12,000					
Drainage Review and Feasibility	Brooklyn Creek runs through the top of Courtenay, Area B, then into Comox. Storm water is draining downhill from those areas and the Town is dealing with erosion from it. This study will identify capacity of the creek and support negotiations with other local governments.	20,000					
Vehicle GVWR 5k-10k	Replace Unit #15(150,000)-1.5 ton service truck used daily to respond to water, sewer, and other maintenance issues. Can also be used for snow plowing. Replacement will have a hoist to assist in heavy lifting  Replace Unit #4 (200,000)- 3 ton dump truck used for salting and can be outfitted with plow. The maintenance costs of the unit have risen to the point that replacement is needed  Replace Unit #18 (95,000) 2024 scheduled replacement-1.5 ton service truck	350,000			95,000		
Pritchard-Comox Crosswalk Improvement	Potential ICBC funding. This will move the crosswalk to the other side of Comox Ave allowing easier access to Filberg park and taking care of a dangerous blind spot for drivers. Final design is not yet complete but 'bump outs' may also be included.	90,000					
Fleet Other GPS	Fleet management system	14,000					
Charging Station	A grant application has been submitted to the RDN Mid-Island Charging Network for an additional EV Charging station to be installed at the Community Center. Grant funding will cover \$14,000 and the Town contribution is \$6,000. The Town will not proceed with this project if the grant is not successful.	20,000					

Other Mach & Equipment	Replace MMA-paint Machine	10,000					
Bus Shelters	Regular replacement of aging blue shelters with the new BC Transit bus shelters. \$72,000 of the cost of replacement is to be funded by BC Transit with \$ 18,000 contribution from the Town.	90,000	90,000	90,000	90,000	90,000	
Comox Ave Sidewalk	From Rodello to Ellis. Grant application made to COVID Infrastructure Resilience grant. This project is grant dependent and would be 100% funded from the grant.	930,000					
Bolt and Aspen Sidewalk	Grant application was made but unsuccessful. This project is currently grant dependent and is planned to be resubmitted during an intake in 2021.	330,000					
Buena Vista Sidewalk	From Ivy to Church	50,000	500,000				
Vehicle Trailers, ATV, Boats	Replace Unit #29-flat deck trailer		40,000				
Robb	Aitken to Anderton Road widening, shared bike lanes, and resurfacing		60,000	1,411,430			
Vehicle GVRW<5k	Replace Unit #16 Utility operator van. Used for water sampling, quality, and maintenance			95,000			
Vehicle GVWR >1010k	Unit number 1 Replace unit 10, Tractor Backhoe			500,000		245,000	
Church Street Upgrade	Comox to Robb Road - Resurfacing, sidewalk repair, parking additions, and bike lanes				75,000	1,900,000	
Transit Exchange	Port Augusta Intersection Improvements					66,000	
Church Street	Robb to Noel upgrade road - Resurfacing, bike lanes, replace sidewalks, new sidewalk on west side.				763,000		
<b>Road Resurfacing</b>							
Balmoral/Torrence	Donovan-Albatross resurfacing. Grant application made to the Investing in Canada Infrastructure program. If successful 90% of the project would be funded through grant monies.	502,500	502,500				
Cooke Ave Resurfacing	Aitken to Rodello	147,580					
Rodello St Resurfacing	From Downey to Robb					390,400	
Gull Avenue Resurfacing		277,300					
McKenzie Ave Resurfacing	From Rodello to Davis	305,500					
Noel Avenue Resurfacing	Aitken to Aspen This work will be done in conjunction with the storm and water upgrades along the same area to connect homes to the high pressure water system as well as replace aging storm main	145,000					
Downey Ave Resurfacing	from Aitken to Rodello					337,480	
Capilano Ave	Sidewalk and road repairs		160,650				
Guthrie Resurfacing	Pritchard to Torrence		400,000		200,000		
Beaufort	Church to Nordin. Addition of bike lanes, road widening, sidewalks and underground of hydro		100,000	1,217,500			

Lazo Road Resurfacing	Simba to Kye Bay Major work to be completed in 2022. 2021 for engineering and examine possibility of bike lane and multi-use path. Coordinating with MOTI road widening.	75,000	800,000				
Koksilah Court Resurfacing	Resurfacing		109,640				
Nootka St	From Guthrie to Capilano resurfacing		340,200				
Sable Place Resurfacing	Resurfacing		80,300				
Tsimshian Ave Resurfacing	Resurfacing		89,770				
Kwakwaka'wakw Resurfacing	Resurfacing		89,900				
Donovan Drive and Place Resurfacing	Resurfacing			209,250			
Baybrook Resurfacing	Resurfacing			94,000			
Ellis Street Resurfacing	Resurfacing			23,000			
Filberg Road Resurfacing	Resurfacing			121,000			
Heather Court Resurfacing	Resurfacing			30,250			
Mack Laing Court Resurfacing	Resurfacing			51,700			
Mahtmoft Place Resurfacing	Resurfacing		50,000				
Orchard Park Drive Resurfacing	Resurfacing			150,000			
Douglas St Resurfacing	Resurfacing south of centennial				86,900		
Noel Avenue Resurfacing	From Spitfire-Aitken resurfacing and addition of a new sidewalk			50,000	609,850		
Maquinna Ave	West of Prichard, sidewalk repair and resurfacing				240,000		
Vine	South of Centennial Resurfacing was missing				34100		
Centennial	West of Chruch Street - missing				121000		
Glacier Comox Roundabout	Resurfacing					90,000	
Alpine Street	Resurfacing					109040	
Rodello Roundabout	Resurfacing					55000	
McCulloch Avenue	Resurfacing					51000	
McLeod	north of buena vista resurfacing					139700	
Richardson	Resurfacing					86480	
Orca	Resurfacing					30000	
Totem Court	Resurfacing					55000	
Totem Crescent	Resurfacing					208000	
Skeena Drive	Resurfacing					250000	
Wallace Avenue	Alpine to Rodello Resurfacing					108100	
Woodland	Pritchard to Skeena Resurfacing					95000	

Total Capital and Special Projects Anticipated Spend	<b>3,458,880</b>	<b>3,010,460</b>	<b>4,093,130</b>	<b>2,314,850</b>	<b>3,118,880</b>
Amount of grant money or carry over	<b>1,818,250</b>				
Total new capital and special project funding required	<b>1,640,630</b>				





Town of Comox  
2020-2024  
Tangible Capital Assets, Special Projects

## Schedule "B"

### Drainage, Water, and Sewer

	Projects that are funded, at least partially, from grants or carry over
	Pre-approval granted
	Project funded out of Capital Reserve or DCC

Project Name	Additional Information	2021	2022	2023	2024	2025	Notes
Northeast Comox Ponds	Establishment of Local Area Services, bylaw amendment, engineering review, support for spec drawings and support for initial applications	100,000					
Dryden	This project would see the water system in north of Comox completed with a loop. This will increase water quality of by increasing the water flow- through by eliminating dead-ends. Looping the system also allows for increased pressure within the system increasing the quantity of water that can be delivered in the high pressure system water system. This project is 50% funded through DCC's	30,000	600,000				
Noel Extension	Aitken-Aspen. This is a recommended project from the 2013 water assessment which will connect a number of homes to the high pressure water system. It will also have connection saddles installed at the connection point. This point has been a cause of constant failure and leaks throughout the town. This is being done in conjunction with the Noel resurfacing in the same area	184,000					
Foreshore Main	Carthew-Ellis. The main is currently at the end of its life and undersized for future development needs. \$390,000 will be funded out of our development cost charges.	1,571,100	2,000	1,500	2,000	1500	
New Water Meters	As roads are upgraded all water services are brought up to current standards with water meters. As our team attends residences for water issues water meters are also installed. This is anticipated to result in long term savings as water purchases from the CVRD will decrease.	100,000	50,000	30,000	30,000	30,000	
Sewer Reviews and Feasibility Studies	Study regarding the odour issue and manhole degradation downstream of Simon Cres and Kye Bay lift stations. H2S has been impacting the infrastructure. Investigation and mitigation is required. 2023 would see an update 2013 sanitary model and condition assessment	125,000		100,000			
Regular Hydrant Replacement	2 fire hydrants are regularly replaced per year	20,000	20,000	20,000	20,000	20,000	
McKenzie	A replacement of 100 meters of 150 mm diameter of sanitary pipe to be done in coordination of the road resurfacing. The current pipe is cracking and in need of replacement.	20,000					
Torrence main	A brand new main needed to be installed prior to resurfacing. This will assist in development near the Lazo hill which is identified as potential boundary expansion areas.	155,000					
McCulloch Ave	Storm replacment					18000	

Cooke and Rodello Storm Replacement	Small section of storm replacement as infiltration and cracked pipes are apparent.	20,000					
Manor Outfall	This outfall needs to be extended as it is currently discharging onto private property causing erosion. An SRW from the homeowner has been secured.	290,000					
Noel Storm	From Noel to Gull needing to be replaced due to current condition and capacity as well as one section on Noel to coordinate with road resurfacing. This project is most funded through DCC's	150,000					
Universal Water Metering	To bring the entire community on to water metering. This will assist in tracking high water users, leaks within the system, and encourage water conservation. A grant will be sought for this project and will be grant dependent.		4,000,000				
Cambridge at Pritchard	In conjunction of the work being done at Dryden a pressure reducing valve requires decommission.		25,000				
Foreshore Center	replace and upgrade of sanitary main along the foreshore Port Augusta to Jane Place			72,000	450,000		
Beaufort Main	Sanitary Main to be repaired during the resurfacing of the road			35,000			
Robb Storm Replacement	West of Anderton due to condition			95,000			
Comox Ave Storm Replacement	From Aitken to Alpine due to condition and capacity				20,000	86,500	
Water Review and Feasibility	Water model study update and condition assessment				100,000		
Noel Ave	Spitfire-Aitken. Replacement of 6" AC Water Main coordinate with road resurfacing				266,200		
Church Street Storm	Upgrade and repair of the storm system due to age and increased development prior to resurfacing.				285,000		
Kye Bay Lift Station	Kiosk and Electrical Upgrades					30,000	
Simon Crescent Lift Station	Kiosk and Electrical Upgrades					30,000	
Comox Main	Rodello to Anderton - Sanitary Sewer Main to be replaced and to be timed with roundabout at Rodello					325,000	

Total Capital and Special Projects Anticipated Spend

2,765,100

4,697,000

353,500

1,173,200

541,000

Amount of grant money or carry over

Total Transfer from Capital Reserve or DCC Funded

445,000

Total new capital and special project funding required

2,320,100



Town of Comox

2020-2024

Tangible Capital Assets, Special Projects

## Schedule "C"

Administration, Development, and Fire

	Projects that are funded, at least partially, from grants or carry over
	Pre-approval granted

Project Name	Additional Information	2021	2022	2023	2024	2025	Notes
Marine Services Building	Constructoin of a marine services building at Comox Marina Park to increase the amount of retail space available as well improve the change rooms and bathrooms at the park. \$1,000,000 will be funded through a Provincial CERIP grant	1,200,000					
Asset Management Work	Continuing on building the Town's Asset Management program. 2021 will see a further construction of asset values and data bases as well as the beginning of conversations with Council regarding service levels, needed funding, and long term asset health projections. 50% of this amount is anticipated from grants.	30,000					
Website Redesign	The Town's website is outdated and losing functionality. The redesign will see all department's information updated and provide a new look and feel. The new website will also allow for more online payment processing as departments make changes to their processes that will allow it. This project will also see a minor brand refresh done for the organization.	75,000					
Municipal Accounting Software	Chart of account conversion, payroll implementation, set up on online bill payment and inquiry. 2023: Accounts Payable, inventory, and PO system updates and replacement	32,000		95,000			
Fire Equipment	Regular replacement and acquisition of fire fighting material (\$10,000) Purchase of fire protection vehicle approved by Council in 2020 (\$32,000)	42,000	10,000	10,000	10,000	10,000	
Fibre Optics- Network Backbone	Completing connection of the fiber optic network to Public Works. This will allow the Town to operate on back up server system decreasing costs and increasing redundancy. A systems crash at Public Works in late 2020 saw one week's worth of data lost. These funds are a carry over from 2020	40,000					

Computer Network and Telephone Upgrades	<p>Municipal telephone upgrades. The current phones are analog, beginning to break down and replacements with functionality needed can no longer be found. All municipal phones will move to digital (\$50,000). The new system is expected to save \$20,000 a year as land lines are removed.</p> <p>The Town needs to renew its Microsoft Office agreement (\$25,000)</p> <p>Physical back up server in case of loss of the current server. Without a backup a loss of the main server would severely limit Town functioning. This backup server is an important piece of business continuity planning. (\$35,000).</p> <p>When the fibre network is completed all stand alone Wi-Fi hotspots throughout Town buildings will be managed in one account (\$20,000)</p> <p>Replacement of major photo copier, introduction of scanning system for invoices, replacement of outdated computers (\$17,100)</p>	148,100	14,200	242,500	9,200	32,200	
Computer Network and Telephone Upgrades	Modernization of switches, transceivers, modules, and power generator. These hardware upgrades are needed to help efficient operating of the Town's infrastructure system and replace many old and outdated pieces within it. (\$164,500)	164,000					
Subdivision Bylaw	The subdivision bylaw is extremely out of date and requires amendment. This project has been started already by planning but been unable to finish as different priorities arise. Implementation of the new bylaw is critical for decreasing processing times and improving Town relationships with the development community	14,000					
Contracted Planners	Additional planning support to assist with current and expected high volume of applications and processing	80,000	80,000				
Review-Subdivision bylaw	Engineering fees to adopt the North East Comox Storm Water Management Plan	34,000					
Building Inspection Office Updates	The building inspection office is in a state of disrepair. This work will help stabilize the current issues while at the same time adding additional office space for a second building inspector, a growing need given current development levels. In the medium to long term a new Town Hall should be considered	10,000					
Building Repairs	Fire department washroom renovation. 28% of this project will be funded from the Comox Fire Protection Improvement District	10,000					

Organic Bins	Organic garbage bins for the community to be delivered free of charge in anticipation of the collective garbage contract between Comox, Courtenay, and Cumberland. This project is grant dependent. However, a funding strategy will need to be developed should automated bins be required in the next Emterra contract.	900,000					
Department Databases	Planned special project to take further steps in modernizing the Town's development application process by having a building inspection and development inquiry database	20,000					
Voting Tabulators	Rental of vote counting machines for municipal election		35,000				
Reviews and Feasibility Studies	2022: Floodplain bylaw update 2023: Parking and Screening bylaw update 2024: OCP and Tree bylaw updates		20,000	10,000	30,000		
Community Safety Project	28% funded by the Comox protection district. This project involves smoke alarms, safety kits, and other community safety initiatives.		10,000		10,000		
Fire Engine	Replacement of Fire Engine and only ladder truck. The current unit is a 2002 build and will lose its ability to provide fire protection for home insurance purposes. This vehicle carries 500 gallons of water and have large pumps to reach high and further fires. The replacement will meet fire home fire insurance requirements until 2044.		700,000	700,000			
Records Management	The records management system within the Town is in a state of confusion as legacy filing needs to be updated and 'cleaned' with modern filing practices. The municipality is required by the Province to properly maintain records for future use as well as Freedom of Information Requests.			20,000			

Total Capital and Special Projects Anticipated Spend  
Amount of grant money or carry over  
Total new capital and special project funding required

**2,799,100**  
**1,655,000**  
**1,144,100**

**909,200**  
**1,117,500**  
**99,200**  
**82,200**



Town of Comox  
2020-2024  
Tangible Capital Assets, Special Projects

## Schedule "D"

Recreation, Buildings, and Parks

	Projects that are funded, at least partially, from grants or carry over
	Pre-approval granted

Project Name	Additional Information	2021	2022	2023	2024	2025	Notes
Site Master Plan	Completion of the Community Center Site master plan. This was delayed due to COVID as well as personal issues with the contractor hired to examine feasibility of construction over the geo thermal heating system.	20,000					
Recreation and Parks Capacity Assessment	Council has received requests from the community to add recreation infrastructure in the community including requests for an additional soccer field, skate board park, pump track, and youth activity space. This report will examine current recreation needs and trends and deliver a report identifying Comox's recreation needs	20,000					
Equipment Replacement	Upgrades to the Community Center microphone system. Consistency of the equipment is currently lacking as well as not being consistent with FCC frequency transmission guidelines. The new system will have the ability to utilize Bluetooth technology.	3,000					
Hands On Farm Fence	Hands on farm, located in Filberg Park, is a summer youth program which introduces children to the outdoors and animals. The fence which houses a number of farm animals including a cow, pony, pigs, and others needs repair for the program to continue.	10,000					
Furniture	2021: Replacement of the Autoscrubber used for cleaning floors. The unit is 10 years old and at its end of life.  2022: 8" high staging used for events, programming, and bookings. This unit is smaller and more portable allowing for single person set up and take down (\$9,000)  Addition of paperless hand dryers to the change room washrooms (\$7,000)	7,000	16,000				
Fitness Equipment	Regular replacement of equipment within the fitness center. Cardio equipment and other items to be replaced on an as needed basis.	32,000	34,000	34,000	34,000	36,000	

Elevator	The current elevator is a constant pressure system (button needs to be held to move) installed during construction of the building. The current system is getting past its servicable life expectancy. The new unit will have additional automated features and almost double the load capacity to 1,000 pounds. The constant pressure system (as opposed to automated system) cannot be replaced due to the size restrictions in the elevator shaft.		50,000				
Marina Upgrades Boat Launch	Plan to extend the boat launch finger and re-align boat access into the boat launch. Design and work with stakeholders in 2021. Construction in 2022	15,000	105,000				
Point Homes Pavilion	Replace safety fencing on the retaining wall behind pavilion	20,000					
<b>Buildings</b>							
Community Center	Safety improvements to the parking lot at the Community Center including temporary mitigation to tree roots, increased lighting, and overall safety. Further improvements are on hold pending the results of the Community Center Site Master Plan	30,000					
Design for New Town Hall	The current Town Hall has exceeded its life expectancy, has issues with mold, high energy costs, and cannot fit the required number of employees for Finance and other departments as the Town continues to grow. This project will see a detailed design take place in preparation of construction of a new building.		30,000	220,000			
Public Works Storage Building	Construction of a upper level in the Public Work bays to facilitate storage of items such as water valves, tools, brass fittings and other valuables in need of weather and theft protection.		60,000				
Public Works Wash Bay	Movement of the wash bay in order to allow for better flow in the yard as well as improved waste water management.		25,000				
Geothermal System	Regular upgrades and maintenance required for the geothermal heating system in the Community Center including new HVAC interface software			40,000			
<b>Parks</b>							
Marina Condition Assessment	A risk assessment was completed in 2020. However, the marina continues to age considerably and assessments to the floats, piles, walkways, and ramps must be completed. This includes surface and subsurface inspections. This report will inform the future replacement plan.	50,000					
Vehicle	2021: Garbage Truck addition to Fleet: 175,000 (Approved by Council in 2020, will receive vehicle in 2021). 2023 Replace 2009 Ford Mini Dump Truck	175,000		60,000			
Vehicle Trailers, ATV & Boats	2021: Replace 2004 Toro mower. Grass cutter used for parks, fields, and passive grass areas. Life expectancy on these units are 10 years and current units have exceeded expectancy. 2023: Replace 2009 Toro mower	120,000		125,000			

Parks Hand Tools	Regular replacement of parks power gas tools and updating inventory with more sustainable battery powered tools.	10,000					
Christmas Decorations	Old Christmas decorations have rusted and are falling apart including a few instances of bracket failure and falling. Replacement is needed. This will see all of the now flake ornaments in the Downtown replaced with LED lights.	40,000					
Filberg Rock Wall Reconstruction	The rock wall on the southern portion of Filberg park along the road way is continuing to deteriorate. Work to reinforce the slope is important to prevent critical failure in the future	40,000	40,000	40,000			
Dog Park	Construction of a dog park on leased property from SD 71	20,000					
Marina Park	Concrete pads for food vendors (\$10,000) Upgrading the gates at the access points to the Marina. The risk assessment identified the gates and hand-rails as potential dangers. Will improve security and aesthetic of the marina.	35,000					
Mack Laing Park Bridge	Lower bridge Mack Laing Park (\$75,000). The bridge has begun to rot and poses a safety risk due to failure. The area has high erosion causing unearthing of the supporting structure. Bank support will be required and part of the project	75,000					
Lazo Greenway	Development of a multi-modal path in the Lazo greenway. First year for design and second year for construction. This project is being done in partnership with the CVRD. The Town will seek grants for this project.	50,000	500,000				
Elis Playground	Replacement of playground equipment at the Kye Bay play area. The park is considerably aged.	125,000					
Park Land Improvement	Garbage can replacements across parks in the Town. Current units are old and are breaking. They will be replaced with wheelable carts with animal resistant lids. The new units will also provide increased capacity which is needed.	10,000					
Village Playground	Village Park tot lot replacement		125,000				
Ellis Street Walkway Replacement	The wooden stair case leading to the foreshore at Ellis is beginning to age and has significant salt water impact. This will assist the Town in completing its strategic goal of creating a walkable loop in the area.			20,000			
McKenzie Playground	Replacement of playground equipment at McKenzie Park			100,000			
Robb Road Tennis Courts	The Robb Road tennis courts have degraded significantly and are in need of refurbishment. These funds can be seen currently as a placeholder as replacement of these courts may changed based on the Community Centre Master plan as well as the Recreation Assessment.			150,000			

Total Capital and Special Projects Anticipated Spend

907,000

985,000

789,000

34,000

36,000

Amount of grant money or carry over

195,000

Total new capital and special project funding required

712,000