



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY JANUARY 13, 2021**

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

NOTICE is hereby given that, pursuant to Ministerial Order, this meeting will be conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with Ministerial Order, the public will not be permitted to be in attendance. The meeting will also be live-streamed on the Town's YouTube pages.

Public Question Period takes place at the end of each Council Meeting. Questions concerning agenda items can be emailed to agenda@comox.ca during each Council meeting. Questions will be read out at the meeting and responses provided. Please include both your name and address for identification purposes.

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

Call to Order: 5:00 pm

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

(7) a. [Regular Council Meeting Minutes](#)

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 16, 2020, be Approved.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

(14)

a. [Consent Agenda](#)

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

RECOMMENDATION(S):

That the Consent Agenda items as follows be received:

- (a) December 1, 2020 letter from Mme Joelle Jeanson and Caden Brown regarding a road statue for Comox.*
- (b) December 11, 2020 letter from Otto regarding Council's support and promotion of diversity in the Town of Comox.*
- (c) December 13, 2020 email from the Girl Guide's of BC Council requesting support for girl empowerment by lighting up local landmarks blue.*
- (d) December 22, 2020 email from Jennifer Mansell regarding traffic on Buena Vista Avenue.*
- (e) December 23, 2020 email from Irwin Hopp regarding bi-weekly garbage pickup.*
- (f) January 4, 2021 letter from Shirley Dumas regarding traffic and parking on Buena Vista Avenue.*
- (g) January 5, 2021 letter from Jesse Ketler of the CVRD regarding the proposed establishment of a Regional Parks Service.*
- (h) January 8, 2021 email from Marie-Gabrielle of the Comox Youth Climate Council regarding the newly formed group and first annual general meeting.*
- (i) Third Quarter Community Policing Report: October 1st to December 31st, 2020.*
- (j) Comox Valley Regional District Board meeting minutes held on December 8 & 15, 2020.*

7. UNFINISHED BUSINESS:

(47)

a. [Strategic Planning and Action Items Report - January 13, 2021](#)

That the Strategic Planning and Action Items Report for January 13, 2021 be received and filed for information.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

- (73) a. [RCMP Appreciation Day](#)

That February 1, 2021 be proclaimed as RCMP Appreciation Day in the Town of Comox.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (74) a. [Dyck \(L'Arche Comox Valley\): Request for letter of support](#)

- (76) b. [Cupelli \(Comox Valley Coalition to End Homelessness\): Request for an increase in the Town's Affordable Housing contribution](#)

13. LATE ITEMS:

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday December 16, 2020

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

Absent: Nil

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

Call to Order:

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

The Agenda was

There were 0 members of the public in attendance.

Pursuant to sections 7(1) and 7(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. 3 M192, the meeting was conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. 3 M192, the public was not be permitted to be in attendance. Members of the public were able to attend to view the live-streamed proceedings of Council at d'Esterre Seniors' Centre, 1801 Beaufort Avenue.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

a. Resolution to Close Meeting to the Public

Late Agenda Items

That the following subsection be added to Council's resolution to exclude the public from the In-Camera Meeting:

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

(2020.414) -- CARRIED UNANIMOUSLY

2. ADOPTION OF AGENDA: NIL

3. DELEGATIONS:

a. Mohammed Janief and Tom Finkelstein (Applicant) - Planning Report PR 20-09: Non-Medical Cannabis Licence Application - Prime Cannabis Corp. (278 Anderton Road)

278 Anderton Road

Mr. Finkelstein advised that the application meets all parameters of the bylaw, all safety concerns have been addressed and that there were no concerns from the RCMP and the Fire Department. He also addressed some of the concerns submitted by members of the public.

- b. Jamie Macleod (Applicant): Rezoning Application RZ 19-4 / Development Variance Permit Application DVP 19-6 (1564 Birch Avenue)**

1564 Birch Avenue

Mr. Macleod advised that he would like Council to approve a subdivision configuration that would result in a smaller north lot and larger south lot, as compared to what the Planning Department is recommending.

4. ADOPTION OF MINUTES:

- a. Regular Council Meeting Minutes**

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday November 25, 2020, be Adopted.

(2020.415) -- CARRIED

- b. Strategic Planning Committee Minutes**

SPC Minutes

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

(2020.416) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Sail Buildings Roof

Sail Buildings Roof

That the construction of a roof between the two sail buildings be added to the strategic plan.

(2020.417) -- CARRIED

- (2) Waterfront Walkway

Waterfront Walkway

That the Town explore options for the completion of the walkway from the Marina west to Ellis Street.

(2020.418) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

- a. Consent Agenda**

Consent Agenda

1. *That the Consent Agenda items as follows be received:*
 - (a) *Comox Strathcona Regional Hospital District Board meeting minutes held on November 12, 2020 and Comox Valley Regional District Board meeting minutes held on November 24, 2020.*
 - (b) *November 9, 2020 letter from John Case - The new "No Bikes" sign at the entrance of the promenade*
 - (c) *November 17, 2020 email from Steven Faraher-Amidon (Social Justice Team of Comox Valley Unitarian Fellowship) Endorse the United Nations Declaration on the Rights of Indigenous People. (UNDRIP)*
 - (d) *November 20, 2020 email from Shirley Miller - Constant plague of rats*
 - (e) *November 26, 2020 email from Gweneth Sutton - Outstanding property tax*
 - (f) *November 26, 2020 letter from Tom Wright and Katie Oppenheimer - 5G technology*
 - (g) *November 27, 2020 email from Deb and Kerry Scarsbrook - Bann the use of Rodenticide*
 - (h) *November 27, 2020 email from Dr. Teale Phelps Bondaroff - Access to contraception*

- (i) December 2, 2020 email from Heath Israel - Late Tax Payment
- (j) December 4, 2020 email from Peter Dobbs - Buena Vista Avenue concerns
- (k) December 7, 2020 email from Glenn & Denise Wills - Buena Vista Avenue concerns

(2020.419) -- CARRIED

2. That item (c) be removed from the consent agenda for discussion.

(2020.420) -- CARRIED

7. UNFINISHED BUSINESS:

a. Strategic Planning and Action Items Report - December 16, 2020

Strategic Planning and Action Items

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

(2020.421) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Crown Land Tenure - Lease Agreement for Comox Municipal Marina

Marina Lease Agreement

That a new lease agreement with the Provincial government for the lease of District Lot 380, as included in the December 16, 2020 Regular Council Meeting Agenda, be approved for a period of thirty years effective October 26, 2020; and further, that the Mayor and the Corporate Officer be authorized to execute the agreement.

(2020.422) -- CARRIED

b. GPS Fleet Management Policy

GPS Fleet Policy

That Council Policy No. CCL-061 (GPS Fleet Management Policy), as included in the December 16, 2020 Regular Council Meeting agenda, be adopted.

(2020.423) -- CARRIED

c. Personal Use of Town Assets Policy

Personal Use of Assets Policy

That Council Policy No. CCL-062 (Personal Use of Town Assets Policy), as included in the December 16, 2020 Regular Council Meeting agenda, be adopted.

(2020.424) -- CARRIED

d. Noise Exemption Permit for Dredging of Comox Valley Marina

Noise Exemption Application

That the Noise Exemption Application dated December 7, 2020 from Comox Valley Marina Ltd., 1805 Beaufort Avenue, requesting exemption from Section 16 [Construction Noise] of the Comox Public Nuisance and Property Maintenance Bylaw, 2010, be approved in order to allow the movement of dredged material by tug at night, during the period January 6 to February 18, 2021; and further,

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

(2020.425) -- CARRIED

e. Flag Raising & Protocol Policy and Proclamation Policy

**Flag Raising and
Proclamations Policies**

1. *THAT Council approve the proposed Flag Raisings and Flag Protocol Policy CCL-058.*
(2020.426) -- CARRIED
2. *That Council approve the proposed Proclamation Policy CCL-059.*
(2020.427) -- CARRIED

f. Cannabis Licence Review Application 278 Anderton Rd. (Prime Cannabis)

278 Anderton Road

That the Town of Comox Council's comments on the prescribed considerations regarding the request for a Non-Medical Cannabis Retail Sales Licence for Prime Cannabis at 278 Anderton Rd., Comox (Strata Lot 9, Section 53, Comox District, Strata Plan 715) be as follows:

- a) *The location of the proposed store:*
 - i) *The subject property is located outside the Downtown area within a commercial strata building on the northeast corner of the intersection of two arterial roads, Anderton Road and Comox Avenue, and is zoned C3.1 Arterial Commercial. Permitted uses in the C3.1 zone include recreational cannabis retail stores. Surrounding uses include single-family residential uses to the north and south, commercial and multi-family residential uses to the west, and multi-family residential use to the east.*
- b) *The general impact on the community if the application is approved:*
 - i) *If the application is approved, the impact is expected to be generally positive in that it will:*
 1. *diversify services available to Comox residents, particularly as a walkable destination for surrounding residential development; and*
 2. *strengthen Comox's commercial base.*
- c) *The method the Town used to gather the views of the residents:*
 - i) *In advance of the federal legalization of the sale of cannabis, the Town of Comox amended its Zoning and Business Regulation Bylaws to address recreational cannabis retail stores, including permitted locations. This process included the following public consultation:*
 1. *Open House on June 14, 2018 on a draft land use and business licensing regulatory framework in respect of recreational cannabis retail stores;*
 2. *Zoning and Business Regulation Bylaw Amendments were given First & Second reading on September 5, 2018;*
 3. *Public Hearing on the Zoning Bylaw Amendment and notice of the Business Regulation Bylaw Amendment were advertised in the local newspaper;*
 4. *September 19, 2018 a Public Hearing was held and the Zoning Bylaw Amendment was adopted which included the following:*
 - a. *adding recreational cannabis retail stores as a permitted use to specific commercial zones;*
 - b. *minimum 250 m separation between recreational cannabis retail stores; and*
 - c. *limiting the proximity of recreational cannabis retail stores to retail liquor stores or gas stations.*

f. Cannabis Licence Review Application 278 Anderton Rd. (Prime Cannabis)

278 Anderton Road

5. September 19, 2018 a Business Regulation Bylaw Amendment was adopted which includes:

- a. limiting the maximum number of recreational cannabis retail stores to a total of three (two being possible in the Downtown and one being possible outside of the Downtown but still within a commercial area); and
- b. a regulation to keep recreational cannabis retail store frontages clear of cannabis promotion and limit the use of "cannabis" in signage to the company's name;

ii) A notice of Council's consideration of a Non-Medical Cannabis Retail Sales Licence, as contained in Attachment 4 of the December 16, 2020 Staff Report PR 20-9 for 278 Anderton Road was:

1. posted on the Town's website and Town Hall notice board;
2. published in two consecutive editions of the Comox Valley Record newspaper (December 2, 2020 and December 9, 2020); and
3. mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.

iii) Two signs, one at each street corner, advertising the Non-Medical Cannabis Retail Store Licence application were installed at the Anderton Road frontage of the subject property.

iv) Written submissions from the public, have been provided to Council for Council's consideration of this application, copies of which will be forwarded to the General Manager of the Liquor and Cannabis Regulation Branch with this resolution.

d) The Town of Comox Council recommends that a Non-Medical Cannabis Retail Store Licence be issued for Prime Cannabis Corp., located at 278 Anderton Road in Comox, as the proposed retail store is in compliance with the Town's recreational cannabis retail store zoning and business licensing regulation framework, including that the subject property is zoned to permit a recreational cannabis retail store and the proposed store is located outside the Downtown commercial area, and is located at least 250 metres from other existing cannabis retail stores.

(2020.428) -- CARRIED

g. Rezoning Application RZ 19-4 / Development Variance Permit Application DVP 19-6 (1564 Birch Avenue)

1564 Birch Avenue

Mr. Kamenz, Municipal Planner, provided background information on the proposed subdivision, including different options for lot configurations as presented in the staff report.

1. That Comox Zoning Amendment Bylaw 1939 be given First and Second Reading.

(2020.429) -- CARRIED

g. Rezoning Application RZ 19-4 / Development Variance Permit Application DVP 19-6 (1564 Birch Avenue)

1564 Birch Avenue

2. *That the Proposed Development Variance Permit Conditions on RZ 19-4 / DVP 19-6 (1564 Birch Avenue), as outlined in Schedule 1 of the Dec. 16, 2020 Planning Report to Mayor and Council, be amended to delete Condition 2(a) and add the following text to Condition 2(b) For Proposed Lot A:*

"Schedule A, Section 112.6 Parcel Depth

From: Parcel depth shall not be less than 24.0 metres;

To: Parcel depth shall not be less than 19.0 metres;"

*(2020.430) -- CARRIED
[Opposed: Councillor NMinions]*

3. *That the Proposed Development Variance Permit Conditions on RZ 19-4 / DVP 19-6 (1564 Birch Avenue), as outlined in Schedule 1 of the Dec. 16, 2020 Planning Report to Mayor and Council, be amended to replace Condition 2(c)(iv) with the following text:*

Schedule A, Section 112.9(1), (2) and (3)

From:

(1) Front

(a) For 5.5 metres, as measured parallel to and at the front setback – Front setback shall not be less than 7.5 metres as shown in Figure 112-4.

(b) For any part of a structure used as a garage or carport – Front setback shall not be less than 7.5 metres.

(c) All other situations – Front setback shall not be less than 4.5 metres.

(2) Rear

Rear setback shall not be less than the greater of 7.5 metres or 25% of the parcel depth

(3) Side – interior

Interior side setback shall not be less than 1.8 metres

To:

(1) Front

Front setback shall not be less than 6.95 metres

(2) Rear

(3) Rear setback shall not be less than the greater of 6.15 metres or 25% of the parcel depth

(4) Side – interior

Interior side setback shall not be less than 1.4 metres for the existing deck only.

(2020.431) -- CARRIED

4. *That a Virtual Public Hearing in respect of Bylaw 1939 be scheduled for 6:00 pm, January 20, 2021 via Zoom video conferencing, and the Town publish the requisite notices as required by the Local Government Act.*

(2020.432) -- CARRIED

5. *That the undertaking of a survey of existing infrastructure and tree locations along Balsam, Birch and Cypress Avenues overlaying the draft local road cross section, in order to determine if additional road dedication is required, be referred to the 2021 Budget deliberations.*

(2020.433) -- CARRIED

AT 6:40 P.M., COUNCILLOR MCKENNA LEFT THE MEETING.

AT 6:52 P.M., COUNCILLOR BISSINGER LEFT THE MEETING.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. Howie Siemens (CVRD Emergency Program Coordinator): Emergency Operations Centre Policy Group**

EOC Policy Group

1. *THAT the Mayor of the Town of Comox be appointed to the Comox Valley's Regional Emergency Operations Centre Policy Group in response to the ongoing COVID-19 pandemic.*

(2020.434) -- CARRIED

2. *THAT the Policy Group be tasked with providing leadership and strategic direction/decision making on Emergency Operations Centre policy matters and act as the key communications liaison point between senior government and health officials and the local emergency operations centre and local jurisdictions.*

(2020.435) -- CARRIED

- b. Joe Schommer (Comox Valley Airport Commission): Reappointment of Director Richard Clarke**

CVAC Reappointment

That the December 3, 2020 letter from Joe Schommer of the Comox Valley Airport Commission, advising that Director Richard Clarke's board term is up for re-appointment, be received and that Council concur with the re-appointment.

(2020.436) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor McGowan**

Councillor McGowan advised that she attended a Community Substance Use Strategy Committee meeting, a housing webinar and a Council to Council meeting.

- b. Councillor Swift**

Councillor Swift advised that she attended the Regional District sewer commission, water committee and board meetings.

- c. Councillor Grant**

Councillor Grant advised that he attended the Regional District sewer commission, water committee and board meetings.

- d. Councillor Minions**

Councillor Minions advised that she attended the Regional District sewer commission meeting and the board meeting as an alternate.

- e. Mayor Arnott**

Mayor Arnott advised that he attended:

- a couple of meetings with Aurora Coast along with the CAO via Zoom,
- the virtual tree lighting ceremony,
- a Provincial teleconference with new Health Minister Osborne, and
- a Comox Valley Economic Development Society Strategic Planning Meeting.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday December 16, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:

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

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

(2020.437) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:00 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 9:10 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 9:10 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

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-JW/LP/

RECEIVED

DEC 16 2020

TOWN OF COMOX

Joëlle Jeanson

150, rue Howden

Winnipeg, MB

R2J 1L3

Téléphone : (204) 257-0656

Courriel électronique : joelle.jeanson@lrds.net

Le 1 décembre 2020

Dear government official,

LOG: 20-473	REFER:	AGENDA: RCM
FILE: 0400-03	ACTION: MR	Jan 13

Enclosed you will find a letter written by a grade six French Immersion student from École Howden. As part of a cross-curricular project, they were asked to choose a Canadian city or town, and to create a monument as a roadside attraction that is connected either to the name of their chosen location, or to something the location is famous for. Their task was to write a letter describing their giant roadside monument and explain why they felt it was a great idea for your city or town.

While the importance of correct spelling and grammar can never be overlooked, the goals of this writing project were focused far more on content, flow of ideas, and writing for a specific target audience. As such, I ask that you please take the time to read their letters. It would be greatly appreciated if you are able to reply directly to the student, at the mailing or email address they have provided. Alternatively, you could send a response via mail or email directly to me. Your response will help to support the ideas we discussed as a class about writing for a real audience that will read their work.

Thank you in advance for your support.

Mes salutations distinguées,

Mme Joëlle Jeanson

Le 12 novembre 2020

Caden Brown

150 Howden rd

Winnipeg, Manitoba

R2J 1L3

27Brownca@lrsd.net

Cher Maire Russ Arnott,

Est-ce que tu veux ta ville d'être le plus formidable dans le Canada? Si oui, j'ai une solution pour toi.

Est-ce que tu as déjà aller en voiture et a vu les grosses statues sur le bord de la route? Bien ça c'est un objet géant. Je crois que Comox doit construire une statue des montagnes avec un orque qui saute au-dessus.

Si tu construis cet objet géant tous les touristes vont aller à ta statue et vont prendre des photos et les mettre sur leurs médias sociaux. Et ta ville va devenir le plus admirable. Cette statue est, reliée à Comox parce que Comox a des montagnes, les orques et l'océan et la statue est la même chose.

La taille va être 6 pieds et la largeur va être 6 pieds et à la largeur du haut va être 1 pied. Le matériel que je veux utiliser est le métal parce que ça va résister le dommage que les personnes et les tempêtes vont faire et je peux mettre une cote de rouille protecteur. Quoi ça va regarder comme est une montagne avec un orque qui saute au-dessus avec des chutes d'eau. Je pense Russ Arnott que ça c'est une idée chic pour ta ville,

Sincèrement,

Caden Brown





Subject: FW: correspondence - Roadside Attraction

Translation:

Dear Mayor Russ Arnott,

Do you want your city to be the most awesome in Canada? If so, I have a solution for you.

Have you ever driven by car and seen the big statues on the side of the road? That right it is a giant object. I believe Comox must build a statue of the mountains with an orc that jump over.

So build this giant object all the tourists will go to your statue and take photos and put them on their social media. And your city will become the most admirable. This statue is, connected to Comox because Comox has mountains, orcs and ocean and the statue is the same.

The height will be 6 feet and the width will be 6 feet and the top width will be 1 foot. The material that I want to use is metal because it will resist the damage that people and storms are going to do and I can put a protective rust rating. What

will it look like is a mountain with an
orca jumping above with waterfalls. I
think Russ Arnott that this it's a chic
idea for your city,

Truly,

Caden Brown

o-file
copies- Council
- JW/ Lia

RECEIVED

DEC 11 2020

TOWN OF COMOX

656 Colby Road,
Comox
B.C. V9M 4H8

3rd December 2020

LOG: 20-468	REFER:	AGENDA: RCM
FILE: 0400-03	ACTION: MR	Jan 13

Dear councillors of the town of Comox

I am Otto and I am writing to you because I am learning about diversity and how government supports it and meets the needs of everyone.

About a month ago I went on a field trip around Comox to look for signs of diversity in our community. We took some photos and made an info-graphic with them. I have enclosed a copy with this letter.

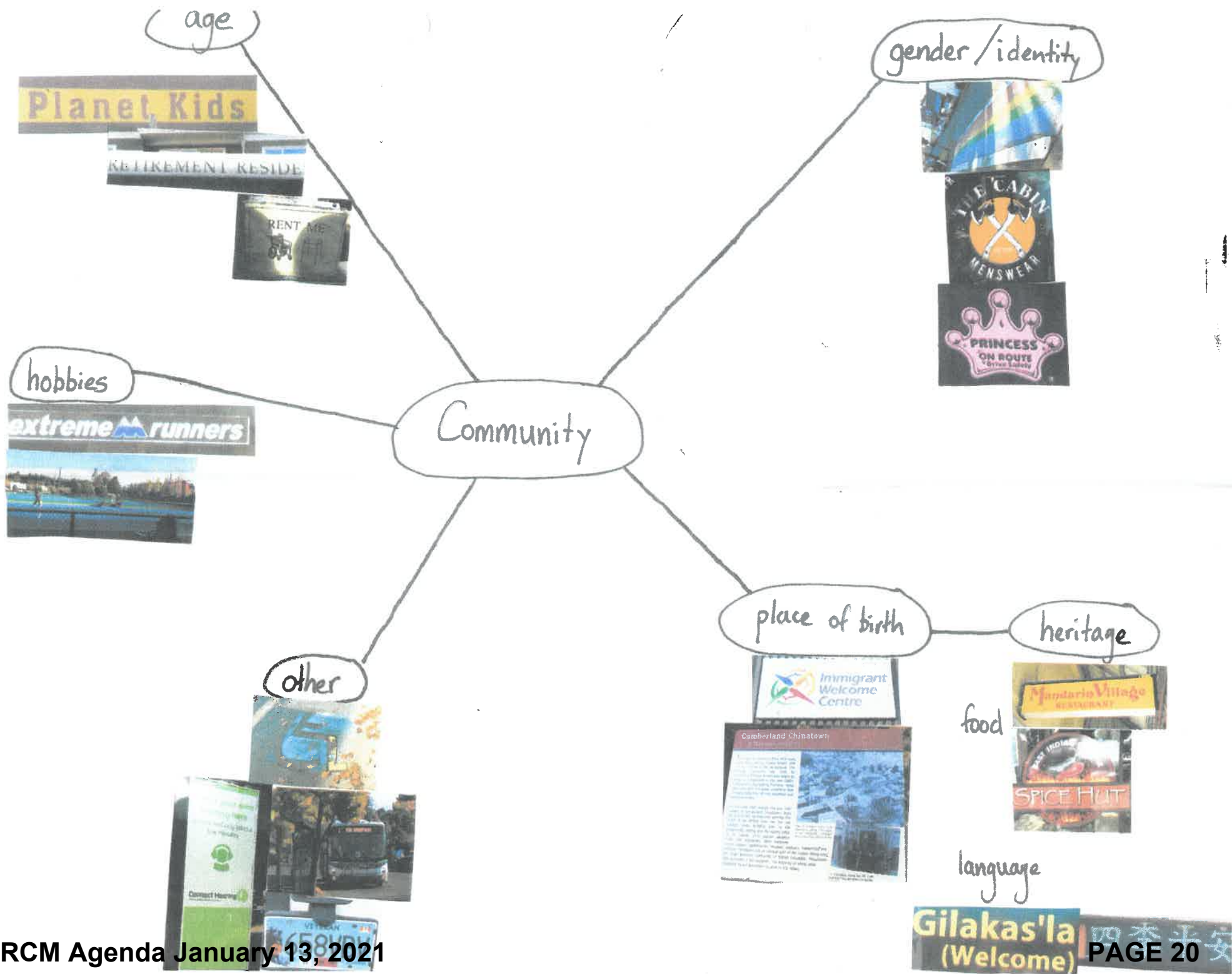
I have also been reading about the three levels of government and their roles and responsibilities, including supporting and promoting diversity and making sure everyone has their voice heard by you and the other governments.

How do you make sure everyone has their voice heard by you and that you meet the needs of everyone? Is it hard to follow the change in population as different people move here? I would love it if you could tell me some of the things that you have done and some of the things that you are working on doing.

I look forward to hearing back from you.

Yours sincerely,
Otto.

Handwritten signature: Otto



Town of Comox – Administration

From: **RECEIVED** BC Provincial Commissioner <bc-pc@girlguides.ca>
Sent: December 13, 2020 4:53 PM
To: Russ Arnott; Town of Comox – Administration
Subject: **Dec. 14, 2020** Guiding Lights Across BC - Feb 22 2021 - Comox

TOWN OF COMOX

Dear Town of Comox,

LOG: 20-461	REFER:	AGENDA: RCM 13Jan21
FILE: 0630-20	ACTION: MR	

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to ask for your support for girl empowerment in BC this February 22 by lighting up your local landmarks in the colour blue.

Every year on February 22, Girl Guides celebrate World Thinking Day - a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. We have Girl Guide programs in nearly every community in BC - including 13 local groups in Comox, Courtenay, and Cumberland this year - and our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create *a better world, by girls*. Girls typically participate in annual Thinking Day activities held on/around February 22. Due to the impacts of COVID-19, our usual large gatherings, campfire singalongs, community events, special camps, and other activities are impacted, so this year will look different than usual.

For Thinking Day 2021, we will be celebrating in a way that is COVID-friendly, keeps our communities safe, and brings a smile to the faces of girls, families, volunteers, and the public: **Guiding Lights Across British Columbia**. This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations.

We will be mobilizing our members to go visit these lit-up sites in ways that comply with COVID-19 rules (both from public health authorities and Girl Guides' own member safety protocols) in effect at that time, posting photos on social media, emailing our members with info about how to participate, and more. We are excited for this open-air opportunity that will enable everyone to safely celebrate.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight your participation as part of this province-wide event. Please contact us at bc-pc@girlguides.ca to confirm your ability to participate in this February 22, 2021 activity.

Thank you for your support for Guiding in BC!

Diamond Isinger
Provincial Commissioner (BC)
Girl Guides of Canada-Guides du Canada



LOG: 20-478	REFER:	AGENDA: RCM Jan 13
FILE: 5400-20/B	ACTION: MR	

O-cfile
Copies: Council/ JW/
SA/ Lia/ Lara

From: Jennifer Mansell <manselljen@gmail.com>
Sent: December 22, 2020 3:46 PM
To: council <council@comox.ca>; Town of Comox – Administration <town@comox.ca>
Subject: traffic concerns on Buena Vista Ave - letter of support

Hello,

I am submitting this letter as a concerned citizen living on Buena Vista Ave in Comox. Thank you for taking the time to read it.

I understand that in the last month, there has been some data collection of volume and speed of traffic on Buena Vista Ave. I ask you to consider the fact that most vehicles will reduce their speed when they see a traffic/speed measurement device flagged with bright orange traffic cones. I also invite you to consider the fact that traffic may be reduced somewhat from “normal” due to covid and more folks staying home during the second wave of the pandemic (September/October/November).

Warm Regards,

RECEIVED

Dec 22, 2020

TOWN OF COMOX

ATTN: Mayor Russ Arnott and Town Of Comox Council

December 9, 2020

Re: Traffic Danger on Buena Vista Ave in Comox

To Whom It May Concern:

I am writing to request your urgent attention to the use of Buena Vista Avenue as a throughway/ short cut for traffic moving from Anderton Rd to Church St. and downtown Comox.

We have lived on the street for over 5 years and raised our kids from birth here. It is our experience that vehicles regularly speed down the street in excess of 50km/hour in order to save a minute or two at the light on Anderton. Unfortunately, with no sidewalks in place and a residential street with several young families and elderly residents, this is a dangerous combination.

Recently, our neighbours lost their pet cat, as it was hit by a vehicle speeding down Buena Vista Ave, for just this purpose.

As mentioned, we have raised our children (now 5 and 7) on this street and it has been our concern the entire time, that speeding cars could be a potential danger to our kids, who bike, run, and walk on the the street. There are at least 5 homes on the street with children (not to mention, several with young grandchildren). There are also several senior and elderly community members who use this street as a walking route to town or to the nearby Comox Recreation Centre. In addition, there are countless children who use Buena Vista Ave as a main walking, biking, scootering route to school at Ecole Robb Rd. Elementary.

It is my concern that if there are no traffic calming measures put in place, that there will be an accident on Buena Vista Avenue with greater consequences than we have seen to this date.

With the expansion of downtown Comox and the addition of the Cannibas Store and Taphouse on Church St (both which draw a large amount of driving traffic), the influx of speeding traffic down this residential street has increased.

Some ideas that might support traffic calming on this street are:

- a cement barricade 1/2 way down that prevents traffic from using the street as a short cut/ speedway
- speed bumps
- signage that prohibits using the street as a short cut from Anderton to Church (ie. local traffic only)
- signage that indicates the speed limit on the street

Thank you for taking the time to address this urgent matter. Please keep us informed of what the Town of Comox is doing and any decisions made regarding this situation.

Sincerely,
Jennifer Mansell and Ryan Phillips
1885 Buena Vista Ave
4039759111

LOG: 20-476	REFER:	AGENDA: RCM Jan 13
FILE: 5360-02/21	ACTION: MR	

o - cfile
Copies: Council, JW /
SA / Lia/ Lara

RECEIVED

Dec 23, 2020

TOWN OF COMOX

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

From: Irwin Hopp <ibhopp@gmail.com>

Sent: December 23, 2020 1:39 PM

To: council <council@comox.ca>

Subject: Garbage pickup

We can't believe living in this town for over 20 years that we are seeing what is about to occur in the new year. Can you honestly tell me that garbage pickup once every 2 weeks is reasonably appropriate without the large garbage cans picked up by the forked truck that requires only a driver?

I would be happy to pay more in taxes than this nonsense. I should qualify this to say we are seniors who don't always fill our garbage can every week but do so sometimes. Moreover we recall what it was like having only 2 children in the household with garbage pickup every week and filling our cans.

You should fire the current garbage pick up and hire one that provides the larger cans and machine pickup if saving money is what is important. We are ashamed that we voted for the current mayor and council and you should all be ashamed of yourself.

Sent from my iPad

1958 Buena Vista Avenue
Comox, V9M 2A7
sadumas@shaw.ca

January 4, 2021

Comox Mayor and Council
1809 Beaufort Avenue
Comox, V9M 1R9

Hello:

Re: Traffic and Parking on Buena Vista Avenue

Likely you are receiving evidence of unrest and communications between the Buena Vista Avenue residents. If gatherings were permitted, likely there would be united presentations or petitions presented to you over the vehicle traffic on the street.

If traffic calming is not possible or feasible, will you please consider completing the sidewalk between Ivy Place and Church Street? Surely that would improve pedestrian safety.

Perhaps you also have solutions for the increased volume of parked cars at the Church Street junction. Frequently, there are large vehicles parked at the "no parking" sign where there is a right-hand turn off Buena Vista onto Church.

Thank you for the time and energy you direct to this problem and for all your civic contributions.

With gratitude


Shirley Dumas

LOG: 21-002	REFER: LP	AGENDA: RCM
FILE: 5400-20	ACTION: MR	Jan 13

Buena Vista

0- chle
copies - Council
- JW / SA / bylaw

Office of the Chair

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



O - Cfile: 0114-01
copies - Council
- JW/SA/LP/LG

File: 6120-01

January 5, 2021

Sent via email only: russwurm@comox.ca

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

LOG: 21-001	REFER: LP	AGENDA: RCM 13JAN21
FILE: 0114-01	ACTION: MR	

RECEIVED

Jan. 5, 2021

TOWN OF COMOX

Dear Mayor and Council:

Re: Regional Parks Service

The Comox Valley Regional District (CVRD) Board at its meeting of December 15, 2020, directed staff to undertake a background study respecting the potential establishment of a regional parks service. In anticipation of this background study and possible service establishment, I am writing to seek any initial feedback from our partner municipalities and gather feedback on the timing of the proposed service initiation process.

As you are likely aware, the CVRD currently operates a rural community parks service, which is similar to a municipal parks service in that it is operated primarily for the benefit of a local community and is funded exclusively by this community. A 'regional' parks service would be a separate and distinct function that would supplement the region's current local government parks services and would provide the ability to collectively work together to acquire, develop and operate significant and specific parkland that would benefit the region as a whole.

While there are many possible roles a regional service could serve, it would be up to the service participants to eventually define what the objectives, priorities and targeted outcomes would be. These could include connecting our core communities through greenways, enabling the acquisition of larger tracts of land, contributing to the conservation and protection of some of our more significant regional natural assets, or others.

The general process that has been proposed respecting the possible establishment of a regional parks service can be summarized as follows:

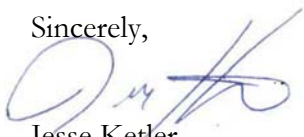
1. **Background Study:** conducted in collaboration with regional partners, this work will review current best practices in other regions offering a regional parks service including governance, service delivery and funding. The study work would also include a review of local parks and greenways plans to identify values, possible projects and existing parks and greenways that may be aligned with a regional service.
2. **Service Establishment:** following the completion of the background study and subject to its findings and the feedback received, the board would then consider initiating the legislative process required to establish the regional parks service. This would require readings being given to a service establishment bylaw followed by written consent being received from each municipal council and electoral area director as well as provincial approval.

3. **Strategic Planning:** once the service has been established staff would embark on the development of a strategic planning process which would specify the objectives, priorities and targeted outcomes for the service, including policy to define the CVRD's role, the role of partnerships and the community, and to guide acquisition, design, development, operations, renewal, use and programming.

As you can appreciate, each step in the above process may take several months to complete. In recognition of this and the current interest and opportunities for a regional parks function, the CVRD Board is requesting your council's feedback on expediting this process by initiating the establishment of the service in advance of completing the collaborative background study. Such an approach could enable the service to be functional within a shortened timeframe and therefore potentially allow any findings of the background study or current opportunities to be acted on sooner. Your feedback on this concept, the general process and any others regarding a regional park service are appreciated.

CVRD staff are available to attend a meeting of your Council to provide any further clarity and respond to questions. If this is desired please contact Mark Harrison, Manager of Parks, Tel: 250-334-6067 or via Email: mharrison@comoxvalleyrd.ca.

Sincerely,



Jesse Ketler
Chair

cc Russell Dyson, Chief Administrative Officer
Jordan Wall, Chief Administrative Officer, Town of Comox
Marc Harrison, Manager of Parks

Town of Comox – Administration

Subject: FW: Comox Youth Climate Council Request for Collaboration and Invitation to AGM
Attachments: CYCC AGM POSTER.pdf

LOG: 21-004	REFER:	AGENDA: RCM 13Jan21
FILE: 5280-14	ACTION: MR	

From: Comox Youth Climate Council <comoxyouthclimatecouncil@gmail.com>

Sent: January 7, 2021 11:51 PM

To: council <council@comox.ca>

Subject: Comox Youth Climate Council Request for Collaboration and Invitation to AGM

RECEIVED

Jan. 8, 2021

Hello,

TOWN OF COMOX

I am writing to you on behalf of the [Comox Youth Climate Council](#), a group of dedicated high school, college, and university students in the Comox Valley; persistent in striving for climate action. Our group formed last October as a result of our feeling of responsibility and dedication to do our part fighting the climate crisis to safeguard the future of our planet and its inhabitants. Our vision is to create a space for youth aged from 13 to 25 years old from a diversity of backgrounds to come together to work for social and climate justice in the Comox Valley.

We are currently seeking to make connections with organizations, individuals, and governments throughout the Comox Valley to collaborate with on this mission to build a resilient community.

We are currently planning to have our first Annual General Meeting on January 16 from 4 to 6pm. We would love to have you join us for this meeting to touch base, learn about the CYCC and our plans for the future. We would also appreciate it if you could pass on this information to your network as well as youth you know that could potentially be interested in joining the CYCC. Registration to the AGM is here: <https://forms.gle/fgaeMmdS9uMuXiwb7>.

Feel free to reach out to us, and we will be more than happy to work together.

Kindly,

Marie-Gabrielle and CYCC team

--

Comox Youth Climate Council

Youth advocating for climate action in the Comox Valley

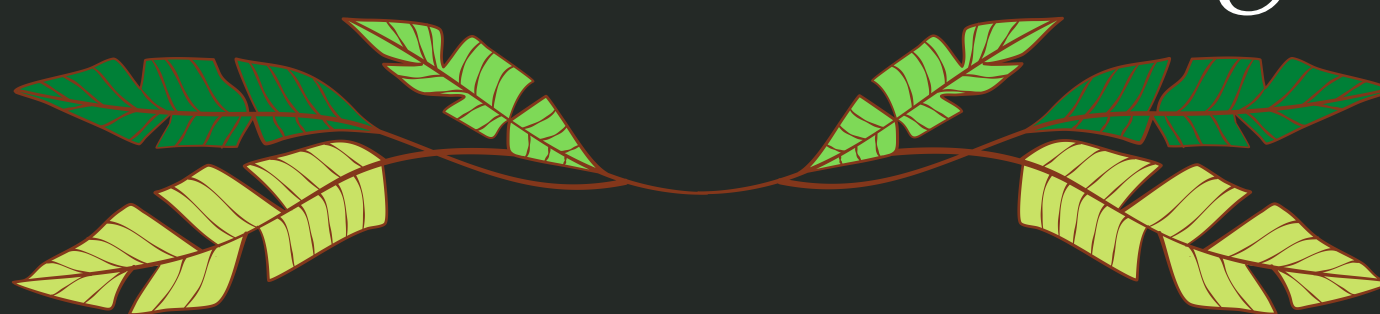


The Comox Youth Climate Council gathers, works, and grows on the Unceded homelands of the [K'ómoks First Nation](#). Unceded means that these territories have never been ceded, sold or abandoned. The CYCC is deeply grateful for the K'ómoks First Nation's present and ancestral care of the land and waters and recognizes its responsibility to support the efforts to decolonize and return these lands to their original stewards.

Want Your Environmental Concerns and Ideas Heard?



Join the Comox Youth Climate
Council at our first Annual
General Meeting!



When - Saturday January 16, 4-6 PM

Where - Due to current COVID-19 restrictions this AGM will be held on zoom

What's on the agenda? - this meeting will include the election of our Board Members, an open discussion on what YOU want to see change in the Comox Valley, drawing the winner of our give-away and fun games in between!

How do I sign up? - email us at comoxyouthclimatecouncil@gmail.com or follow the link in our Instagram bio to RSVP!
(@comoxyouthclimatecouncil)



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

LOG: 21-005	REFER:	AGENDA: RCM 13Jan21
FILE: 7400-01/21	ACTION: File	

Mayor Russ Arnott
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

OIC RCMP
Comox Valley Detachment
800 Ryan Road
Comox, B.C. V9N 7T1

RECEIVED

Jan. 8, 2021

TOWN OF COMOX

Dear Mayor Arnott

Re: Town of Comox Quarterly Report

October 1st to December 31st, 2020

The Comox Valley Royal Canadian Mounted Police (RCMP) will be providing quarterly updates on policing in the community. This will include Calls for Service (CFS), crime types and Traffic statistics. Quarterly reporting reports will coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community priorities.

First Quarter: April 1st to June 30th
Second Quarter: July 1st to September 30th
Third Quarter: October 1st to December 31st
Fourth Quarter: January 1st to March 31st

2020 3RD QUARTER COMMUNITY REPORT - COMOX

CALLS FOR SERVICE

Relative to 2019, there were 3 more Calls for Service in the third quarter of 2020 for Comox.

Canada

Page 1 of/de 3

RCMP GRC 2823 (2002-11) WPT

Year	Oct	Nov	Dec	Grand Total
2019	214	195	191	600
2020	249	201	153	603

TRAFFIC

Relative to 2019, there were 2 fewer Traffic Offences in the third quarter of the current year for Comox.

Year	Oct	Nov	Dec	Grand Total
2019	15	16	17	48
2020	22	15	9	46

PROPERTY CRIME

Relative to 2019, there were 2 more Break and Enter files in the third quarter of the current year for Comox.

Year	Oct	Nov	Dec	Grand Total
2019	6	5	2	13
2020	3	5	7	15

Relative to 2019, there were 5 more Theft from Motor Vehicle files in the third quarter of the current year for Comox.

Year	Oct	Nov	Dec	Grand Total
2019	5	1	4	10
2020	8	5	2	15

CRIME REDUCTION – PROLIFIC OFFENDERS

In Comox, there was one individual who was negatively linked to more than 10 files in the second quarter of 2020. This individual has a history of addiction and mental health issues.

Yours truly,



Insp. M.J. Kurvers
OIC Comox Valley Detachment

Canada

Page 3 of/de 3

RCMP GRC 2823 (2002-11) WPT

Tuesday, December 8, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on December 8, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:03 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Cole-Hamilton	City of Courtenay
	M. McCollum	City of Courtenay
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	M. Foort	Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	S. Smith	General Manager of Planning and Development Services
	L. Dennis	Manager of Legislative Services

ATTENDANCE:

With the exception of Chair Ketler and Director Arbour, all directors attended via electronic means.

Also in attendance at the meeting were A. Mullaly and H. Siemens, CVRD.

RECOGNITION OF TRADITIONAL TERRITORIES:

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation and read the following article from the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) available online at: www.un.org/:

Article 21: Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocational training and retraining, housing, sanitation, health and social security;

States shall take effective measures and, where appropriate, special measures to ensure continuing improvement of their economic and social conditions. Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities.

IN-CAMERA MEETING:

RCM Agenda January 13, 2021

PAGE 35

D. Arbour/D. Hillian: THAT the board adjourn to an in-camera session pursuant to the following sub-section of section 90 of the Community Charter:

90(1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

AND FINALLY THAT the in-camera portion convene immediately following the open portion of the meeting.

208

Carried

ADOPTION OF MINUTES:

D. Arbour/W. Morin: THAT the Comox Valley Regional District Board minutes dated November 24, 2020 be adopted. [[Item](#)]

208

Carried

PETITIONS AND DELEGATIONS:**PUNTLEDGE RIVER FOREST PROTECTION SOCIETY**

D. Arbour/D. Hillian: THAT the presentation from Graham Hilliar, Puntledge River Forest Protection Society, regarding the protection of the timber which is owned by Hancock Timber Resource Group on the BC Hydro property in the Bevan and Bear Bait Trails area be received. [[Item](#)]

208

Carried

REPORTS:**INTEGRATED REGIONAL TRANSPORTATION SELECT COMMITTEE - NOVEMBER 26, 2020**

D. Arbour/A. Hamir: THAT the Integrated Regional Transportation Select Committee minutes dated November 26, 2020 be received. [[Item](#)]

208

Carried

D. Arbour/A. Hamir: THAT the Integrated Regional Transportation Select Committee disband with consideration to establishing a select committee on transportation matters if required at a later time.

208

Carried

REALLOCATION REQUEST – FUNCTION 451 CONNECT WARMING CENTRE

D. Arbour/M. McCollum: THAT the report dated December 3, 2020 regarding a request from the Coalition to End Homelessness for the reallocation of approved funding to create a permanent drop-in centre to the Connect Warming Centre be received. [[Item](#)]

209

Carried

A. Mullaly, Senior Manager of Sustainability and RGS, provided an overview of the staff report regarding a request from the Coalition to End Homelessness for the reallocation of approved funding to create a permanent drop-in centre to the Connect Warming Centre.

D. Hillian/W. Morin: THAT the remaining \$50,000 allocated for the establishment of a permanent drop-in centre project in 2019 be reallocated to the Connect Warming Centre to cover operating costs;

AND FINALLY THAT the re-allocation be reflected as an addendum to the Comox Valley Coalition to End Homelessness Five Year Action Plan (2020 – 2024).

209

Carried

REVENUE ANTICIPATION BORROWING BYLAW NO. 629, 2021

D. Arbour/A. Hamir: THAT the report dated November 18, 2020 regarding Bylaw No. 629 being "Revenue Anticipation Borrowing Bylaw No 629, 2021" be received. [[Item](#)]

208

Carried

D. Arbour/W. Cole-Hamilton: THAT the Comox Valley Regional District Board approve "Revenue Anticipation Borrowing Bylaw No. 629, 2021" for the 2021 fiscal year.

208

Carried

CHAIR/VICE CHAIR REMUNERATION

W. Cole-Hamilton/D. Arbour: THAT the report dated December 2, 2020 regarding the arrangement for the division of the Board Chair's remuneration with the Vice-Chair be received. [[Item](#)]

208

Carried

D. Arbour/W. Morin: THAT \$5000 of the 2021 Chair remuneration be allocated to the vice-chair for the period December 1, 2020 to November 1, 2021 in recognition of the vice-chair's role in supporting the chair including acting as co-chair of the Comox Strathcona Waste Management Board.

208

Carried

BYLAWS AND RESOLUTIONS:

D. Hillian/D. Arbour: THAT Bylaw No. 629, being "Revenue Anticipation Borrowing Bylaw No. 629, 2021" be given first and second readings concurrently. [[Item](#)]

208

Carried

D. Hillian/D. Arbour: THAT Bylaw No. 629 being "Revenue Anticipation Borrowing Bylaw No. 629, 2021" be read a third time.

208

Carried

NEW BUSINESS:

UNITED NATIONS DECLARATION ON RIGHTS OF INDIGENOUS PEOPLES

D. Arbour/A. Hamir: THAT the correspondence dated November 30, 2020 from Director Cole-Hamilton regarding a review of the CVRD Indigenous Relations Framework in response to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) be received. [[Item](#)]

208

Carried

W. Cole-Hamilton/D. Arbour: THAT staff be directed to provide a report that considers implementation measures related to the United Nations Declaration on the Rights of Indigenous Peoples, as outlined in the Indigenous Relations Framework approved by the Comox Valley Regional District Board on January 28, 2020.

208

Carried

MUNICIPAL FINANCE AUTHORITY OF BC APPOINTMENT OF MEMBER

D. Arbour/D. Hillian: THAT the correspondence dated November 24, 2020 from Peter Urbanc, Chief Executive Officer, Municipal Finance Authority, regarding the appointment of a member and alternate to the Municipal Finance Authority of BC for 2021 be received. [[Item](#)]

208

Carried

D. Hillian/M. McCollum: THAT Director Grieve and Director Hamir be appointed to the Municipal Finance Authority (MFA) of BC, as member and alternate member respectively, for a one-year period expiring February 2022;

AND FURTHER THAT remuneration and expenses be paid for meeting attendance provided remuneration and/or expenses are not paid directly by the external organization.

208

Director Grieve declined the appointment to the Municipal Finance Authority (MFA) of BC for the upcoming year.

E. Grieve/D. Hillian: THAT the motion be amended to appoint Director McCollum as member to the Municipal Finance Authority (MFA) of BC.

208

Carried

The vote was taken on the main motion, as amended, as follows:

THAT Director McCollum and Director Hamir be appointed to the Municipal Finance Authority (MFA) of BC, as member and alternate member respectively, for a one-year period expiring February 2022;

AND FURTHER THAT remuneration and expenses be paid for meeting attendance provided remuneration and/or expenses are not paid directly by the external organization.

208

Carried

EMERGENCY OPERATIONS CENTRE POLICY GROUP

D. Arbour/W. Cole-Hamilton: THAT the correspondence dated December 3, 2020 regarding the Emergency Operations Centre Policy Group decision-making process be received. [[Item](#)]

208

H. Siemens, Emergency Program Coordinator, provided an overview of the staff report regarding the Emergency Operations Centre Policy Group decision-making process.

D. Arbour/E. Grieve: THAT the Chair of the Comox Valley Regional District Board and the Chair of the Electoral Areas Services Committee be appointed to the Comox Valley's Regional Emergency Operations Centre Policy Group in response to the ongoing COVID-19 pandemic;

AND FURTHER THAT the Policy Group be tasked with providing leadership and strategic direction/decision making on Emergency Operations Centre policy matters and act as the key communications liaison point between senior government and health officials and the local emergency operations centre and local jurisdictions.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:00 pm.

RISE AND REPORT:

The board rose from its in-camera session at 5:37 pm and reported the following:

"THAT the board nominate Frank Assu to the BC Ferry Authority for consideration of appointment to its Board of Directors for the three year term commencing April 1, 2021."

"THAT John Sterk be appointed to the Board of Variance for a three-year term, effective January 1, 2021 and expiring December 31, 2023;

AND FURTHER THAT Connie Halbert be reappointed to the Board of Variance for a one-year term, effective January 1, 2021 and expiring December 31, 2021."

TERMINATION:

D. Arbour/K. Grant: THAT the meeting terminate.
208

Carried

Time: 5:37 pm.

Confirmed this 15th day of December, 2020:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

Tuesday, December 15, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on December 15, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Cole-Hamilton	City of Courtenay
	M. McCollum	City of Courtenay
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	W. Morin	City of Courtenay
Alt. Director:	N. Minions	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	S. Smith	General Manager of Planning and Development Services
	L. Dennis	Manager of Legislative Services

ATTENDANCE:

With the exception of Chair Ketler, all directors attended via electronic means.

Also in attendance at the meeting were K. Douville, M. Harrision, R. Holme, and A. Mullaly, CVRD.

RECOGNITION OF TRADITIONAL TERRITORIES:

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation and read the following article from the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) available online at: www.un.org/:

Article 22: Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities in the implementation of this Declaration;

States shall take measures, in conjunction with indigenous peoples, to ensure that indigenous women and children enjoy the full protection and guarantees against all forms of violence and discrimination.

IN-CAMERA MEETING:

D. Hillian/M. McCollum: THAT the board adjourn to an in-camera session pursuant to the following sub-sections of section 90 of the Community Charter:

90(1)(c) Labour relations or employee negotiations;

90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality; and,

90(1)(f) Law enforcement, if the committee/board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

AND FINALLY THAT the in-camera portion convene immediately following the open portion of the meeting.

208

Carried

ADOPTION OF MINUTES:

W. Morin/W. Cole-Hamilton: THAT the Comox Valley Regional District Board minutes dated December 8, 2020 be adopted.

[[Item](#)]

208

Carried

PETITIONS AND DELEGATIONS:

COMOX VALLEY CONSERVATION PARTNERSHIP

D. Hillian/M. McCollum: THAT the presentation from Tim Ennis, Executive Director, Comox Valley Land Trust (CVLT), regarding the Comox Valley Conservation Partnership (CVCP) and request that the board consider reactivating a regional parks service be received. [[Item](#)]

208

Carried

REPORTS:

ELECTORAL AREAS SERVICES COMMITTEE – DECEMBER 7, 2020

D. Hillian/W. Cole-Hamilton: THAT the Electoral Areas Services Committee minutes dated December 7, 2020 be received.

[[Item](#)]

208

Carried

A. Hamir/W. Cole-Hamilton: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 6B 20 (Joseph) to reduce the following minimum setbacks for a proposed addition to a single detached dwelling:

- Front yard (Ryan Road East) setback from 7.5 metres to 3.7 metres for its foundation;
- Front yard (Ryan Road East) setback from 5.5 metres to 3.2 metres for its eaves; and
- Side yard (east) setback from 3.5 metres to 1.5 metres for its foundation;

on property described as Lot 9, District Lot 114, Comox District, Plan 30373, PID 001-252-992 (1565 Ryan Road East) with the condition that a visual buffer along the portion of the proposed addition be implemented and maintained for the life of this building;

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.

208 and 213

Carried

E. Grieve/W. Morin: THAT the Comox Valley Regional District, representing the Fanny Bay fire protection service, endorse the renewal of a mutual aid agreement with the Deep Bay Improvement District and the Ships Point Improvement District, by extending the term to March 15, 2025.

AND FURTHER THAT the Chair and the Corporate Legislative Officer be authorized to execute the agreement.

210

Carried

COMOX VALLEY SEWAGE COMMISSION – DECEMBER 8, 2020

K. Grant/W. Cole-Hamilton: THAT the Sewage Commission minutes dated December 8, 2020 be received. [[Item](#)]

208

Carried

COMOX VALLEY WATER COMMITTEE - DECEMBER 8, 2020

K. Grant/N. Minions: THAT the Water Committee minutes dated December 8, 2020 be received. [[Item](#)]

208

Carried

HOMELESSNESS SUPPORTS SERVICE BYLAW REVIEW

D. Hillian/W. Cole-Hamilton: THAT the report dated December 8, 2020 regarding an update on the Homelessness Supports Service Bylaw review be received. [[Item](#)]

208 and 212

Carried

R. Holme, Long Range Planner, provided an overview of the staff report regarding an update on the Homelessness Supports Service Bylaw review.

REGIONAL PARKS SERVICE

K. Grant/M. McCollum: THAT the report dated December 8, 2020 regarding information on a regional parks service be received. [[Item](#)]

208

Carried

M. Harrison, Manager of Parks, presented an overview of the staff report regarding a regional parks service. [[Item](#)]

D. Arbour/E. Grieve: THAT the board direct staff to immediately bring forward a bylaw to convert the dormant continued regional parks service to one exercised under the authority of an establishing bylaw.

AND FURTHER THAT, once converted, staff engage regional partners and begin a strategic planning process to explore funding, acquisition, governance and land options for the service with funding from the regional parks service.

208

Defeated *NAY: Cole-Hamilton,
Grant, Hamir, Hillian,
Ketler, McCollum,
Minions, Morin*

D. Hillian/M. McCollum: THAT staff be directed to undertake a regional parks background study to explore current best management practices, to review service delivery models for operations and funding, to assess the application of the regional park service and the steps required to activate it, and to review local park and greenway plans to identify possible alignment with a regional parks service by committing \$25,000 from the Regional Feasibility Study Service (Function 150);

AND FURTHER THAT staff work with the municipal park managers and the chief administrative officers in the preparation of the background study to identify a general direction for a regional parks service for the board to consider;

AND FINALLY THAT the board send a letter to the Town of Comox, City of Courtenay, and Village of Cumberland to gauge support for expediting the process to activate the service through a regional parks service establishing bylaw.

208

Carried

MERVILLE FIRE HALL – ALTERNATIVE APPROVAL PROCESS RESULTS

K. Grant/A. Hamir: THAT the report dated December 8, 2020 regarding the results of the alternative approval process that was conducted to seek the approval of the electors for Bylaw No. 614 being "Greater Merville Fire Protection Service Loan Authorization Bylaw No. 614, 2020" be received. [[Item](#)]

209

Carried

COMOX VALLEY TRANSIT SERVICE RURAL BUS STOPS AND BUDGET AMENDMENT

W. Cole-Hamilton/A. Hamir: THAT the report dated December 10, 2020 regarding an update on bus stop infrastructure in the electoral areas and a budget amendment to the 2020-2024 financial plan in order to complete bus stop improvements be received. [\[Item\]](#)

209

Carried

M. Zbarsky, Manager of Transit and Facilities, provided an overview of the staff report regarding bus stop infrastructure in the electoral areas, via electronic means.

K. Grant/A. Hamir: THAT the 2020-2024 financial plan and capital expenditure program for the Comox Valley Transit Service, function 780, be amended by increasing minor capital expenditures in 2021 by \$50,000 to undertake bus stop improvements in the electoral areas;

AND FURTHER THAT the project be funded by an equivalent increase in other revenue to be provided by the Transit Minor Betterments Program through the BC Ministry of Transportation and Infrastructure.

209

Carried

UNION BAY IMPROVEMENT DISTRICT REFERENDUM AND CONVERSION

K. Grant/M. McCollum: THAT the report dated December 9, 2020 to present the results of the referendum and to recommend proceeding with dissolution of the Union Bay Improvement District (UBID) and conversion to CVRD services be received. [\[Item\]](#)

208

Carried

J. Warren, Deputy Chief Administrative Officer, provided an overview of the staff report regarding the results of the Union Bay Improvement District (UBID) referendum and conversion to CVRD services.

D. Arbour/W. Cole-Hamilton: THAT, in light of 72 per cent of ballots cast in favour of dissolving the Union Bay Improvement District (UBID) and converting to Comox Valley Regional District (CVRD) service areas in the UBID conducted referendum on November 28, 2020, and in light of the UBID Board supporting the conversion, the CVRD Board support the conversion to CVRD service areas targeting a conversion date of July 1, 2021;

AND FURTHER THAT the Ministry of Municipal Affairs be requested to provide transition and implementation funding to support the necessary transition aspects associated with policy development, training, records management, public engagement and operation/administration of the services.

208

Carried

BC SAFE RESTART GRANT PROGRAM

K. Grant/A. Hamir: THAT the report dated December 10, 2020 regarding funding opportunities associated with community recovery and the COVID-19 pandemic, for the assignment of the \$723,000 in funds provided under the BC Safe Restart grant program be received. [\[Item\]](#)

208

Carried

J. Warren, Deputy Chief Administrative Officer, presented an overview of the staff report regarding funding opportunities associated with community recovery and the COVID-19 pandemic under the BC Safe Restart grant program. [\[Item\]](#)

D. Hillian/A. Hamir: THAT funds from BC Safe Restart be allocated as shown in the staff report dated December 10, 2020 and as follows:

- Emergency operations preparedness and community support - \$200,000;
 - o Community partnerships and vulnerable population response through the Emergency Operations Centre; and
 - o Emergency Operations Centre technology and systems upgrades;
- Promoting local food security and supporting vulnerable populations through the Comox Valley Community Foundation - \$100,000;
- Information Technology Resilience to support safe work, public engagement and access to services – \$100,000;
- Rural fire department support for increased preparedness and required equipment – \$40,000;

AND FURTHER THAT the 2020-2024 financial plan be updated to reflect the commitment of these fund assignments from the BC Safe Restart grant program.

208

Carried

A. Hamir/W. Cole-Hamilton: THAT the remaining BC Safe Restart grant program funds, totalling \$283,000, be retained for future allocation as the ongoing COVID-19 pandemic continues and impacts to Comox Valley Regional District service delivery is better understood;

AND FURTHER THAT the remaining funds be allocated to the following projects, with additional project details provided through the 2021-25 financial planning process:

- recreation facility upgrades;
- rural community hall support, and
- food aggregation and promoting local food security.

208

Carried

LONG TERM BORROWING SECURITY ISSUE SPRING 2021 - VILLAGE OF CUMBERLAND

M. McCollum/D. Hillian: THAT the report dated December 11, 2020 regarding the participation by the Village of Cumberland in the Municipal Finance Authority's (MFA) long-term borrowing spring 2021 issue be received. [\[Item\]](#)

208

Carried

D. Hillian/K. Grant: THAT Bylaw No. 633 being "Comox Valley Regional District Security Issue Bylaw No. 633, 2021", be forwarded to the Comox Valley Regional Board for first, second and third readings and final adoption.

208

Carried

LONG TERM BORROWING SECURITY ISSUE SPRING 2021 (CVRD)

K. Grant/D. Hillian: THAT Bylaw No. 634, being "Comox Valley Regional District Security Issue Bylaw No. 634, 2021", be forwarded to the Comox Valley Regional Board for first, second and third readings and final adoption. [\[Item\]](#)

208

Carried

W. Cole-Hamilton/K. Grant: THAT Bylaw No. 634, being "Comox Valley Regional District Security Issue Bylaw No. 634, 2021", be forwarded to the Comox Valley Regional Board for first, second and third readings and final adoption.

208

Carried

BYLAWS AND RESOLUTIONS:

D. Arbour/D. Hillian: THAT Bylaw No. 632 being "Comox Valley Recreation Commission Bylaw No. 632" be given first and second readings concurrently. [\[Item\]](#)

209

Carried

D. Hillian/W. Morin: THAT Bylaw No. 632 being "Comox Valley Recreation Commission Bylaw No. 632" be read a third time.

209

Carried

A. Hamir/W. Morin: THAT Bylaw No. 632 being "Comox Valley Recreation Commission Bylaw No. 632" be adopted.

209

Carried

NOTE: the above resolution received at least two-thirds of the votes cast.

D. Hillian/W. Morin: THAT Bylaw No. 633 being "Comox Valley Regional District Security Issuing Bylaw No. 633 , 2021" be given first and second readings concurrently. [[Item](#)]

208

Carried

W. Morin/N. Minions: THAT Bylaw No.633 being "Comox Valley Regional District Security Issuing Bylaw No. 633 , 2021" be read a third time.

208

Carried

W. Cole-Hamilton/W. Morin: THAT Bylaw No. 634 being "Comox Valley Regional District Security Issuing Bylaw No. 634 , 2021" be given first and second readings concurrently. [[Item](#)]

208

Carried

M. McCollum/W. Morin: THAT Bylaw No.634 being "Comox Valley Regional District Security Issuing Bylaw No. 634 , 2021" be read a third time.

208

Carried

A. Hamir/W. Cole-Hamilton: THAT Bylaw No. 614 being "Greater Merville Fire Protection Service Loan Authorization Bylaw No. 614, 2020" be adopted. [[Item](#)]

208

Carried

M. McCollum/W. Cole-Hamilton: THAT Bylaw No. 629 being "Revenue Anticipation Borrowing Bylaw No. 629, 2021" be adopted. [[Item](#)]

208

Carried

NEW BUSINESS:**ALTERNATE DIRECTOR FOR AREA A**

D. Hillian/D. Arbour: THAT the verbal update from Director Arbour regarding the appointment of Lindsay Flawse as alternate director for Area A be received.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:53 pm.

RISE AND REPORT:

The board rose from its restricted in-camera session at 6:45 pm.

TERMINATION:

W. Cole-Hamilton/A. Hamir: THAT the meeting terminate.

208

Carried

Time: 6:45 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis

Manager of Legislative Services

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

January 13, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Build on K'omoks First Nation Relationship	Create increased communication between both Administrative and Council levels to ensure a strong and harmonious relationship.	Meeting between CAO's took place on June 23 rd 2020 Council to Council meeting agreed upon but not date determined as of yet. Last follow up: August 2020
2.	Mack Laing Trust	Modification of the Mack Laing Trust in order to reach a resolution of on the Shakesides building future.	Court hearing to be scheduled to determine terms of trust. Awaiting direction from the Solicitor General.
3.	Garbage Collection and Organics Program	Provide weekly organic and bi-weekly garbage and recycling pick up to residents with curbside service.	The construction of an organics facility by the CVRD has been delayed due to lack of interest in the RFP. The town will remain with current service levels until surety is reached on organics processing capabilities.
4.	Review of Council Remuneration	A Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	A new report seeking clarification on next steps expected in December
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	Finance presentation on budgeting on November 18 th
6.	Marina Park Vendor Policy and Program	A policy to regulate in a fair and consistent manner access for street vendors at Marina Park as well as address ongoing garbage issues.	
7.	Marina Park Enhancement and Parking Improvements	Development of a plan to increase youth enjoyment at the park, alleviate parking issues, and expand Marina boat rentals.	
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	A grant writer has been hired with grants totaling over \$4,000,000 applied for. Announcements expected in the new year.
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	Project targeted for start in late 2020/early 2021.
10.	RCMP Cost Review	Examine and provide rationale for increased RCMP costs.	Waiting on information from Courtenay

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

January 13, 2021

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

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 13, 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 and backlog of applications likely to decrease end of year 2020.
4.	Draft Anderton Corridor Land Use Plan	To provide a land use plan for modeling of infrastructure servicing for future public consultation.	Project on hold until Northeast Comox issues resolved.
5.	Report for Affordable Housing and Short Term Rentals	<p>That staff be instructed to prepare a report on:</p> <ul style="list-style-type: none"> a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units. <p>That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of self-contained dwelling units in buildings in which each unit is not larger than 45 m2.</p>	<p>Complex issues that will require considerable staff time to complete. Current priority is working with developer at 695 Aspen to achieve some affordable housing in this project.</p> <p>Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.</p>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 13, 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 preparing engagement plan and community profile.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 13, 2021

MAJOR DEVELOPMENT APPLICATIONS

11.	2310 Guthrie	42 townhouse units and approx. 530 sq. m of commercial space.	Nov. 25 2020 RCM – Bylaws Adopted.
12.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Bylaws given 3 rd Reading Nov 25, 2020. Next step is applicant resolution of outstanding issues.
13.	468/490 Anderton	15 duplex / townhouse units.	Next step: Issuance of preliminary subdivision approval by Approving Officer and Planning Report on 1 st and 2 nd reading of Rezoning Application.
14.	1582 Balmoral	52 apartment units (BC Housing Subsidized for 55+).	DVP and DP issued September 2, 2020.
15.	695 Aspen-Affordable Housing Contract	6 apartment units purchased by Town using Affordable Housing reserve funds with BC Housing Mortgage, operated as affordable housing by Makola Housing.	Next step: Public Notification of Council intent to lease 6 housing units and commercial space at below market rates to non-profits for affordable housing and daycare purposes
16.	North East Comox Storm Water Management Plan	Implementation of North East Comox Storm Water Management Plan.	Open House held on Nov 20. Comment sheets being received. Next step - staff report on results on open house.

MINOR DEVELOPMENT APPLICATIONS

17.	Parklet Adaptation and Winterization applications	Expansion of Temporary Patio & Parklet Program created 20-May-2020 and permanent parklet program to allow for additional facilities necessary to support winter operation.	BIA has provided information on what winterization facilities are being considered. Staff are working with interested businesses as to their specific plans.
18.	7-10 Minor RZ/DP/DVP Applications	Includes: <ul style="list-style-type: none"> provincial referral of recreational cannabis store application rezoning, DVP applications for infill single family hazardous area and environmental DP applications for single family industrial and residential rezoning applications as a result of bylaw enforcement 	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Letter sent to provincial Liquor and Cannabis Regulation Branch advising of Dec 16 2020 RCM resolution of support of provincial license issuance.

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

January 13, 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, <i>Proclamations,</i> <i>Flag Raising,</i> <i>Exempt Staff Performance Review Policy,</i> <i>Exempt Staff Benefits Policy,</i> <i>Exempt Staff Salary Policy,</i> <i>Personal Use of Town Assets and</i> <i>GPS Fleet Management .</i>
2.	Council Procedure Bylaw Update	Update of Council Procedure bylaw.	Complete.
3.	Records Management System - Administration	Review/synchronize existing physical system with electronic system. Retention and destruction of physical records.	Review initiated. May require hiring of casual staff. May require Records Management Policy and IT support.
4.	Boundary Extension Request – Torrence Road	Boundary extension proposal in the Noel, Torrence and Lazo Roads area.	Discussions held with Ministry staff regarding condition of Lazo Road and Town desire for grant funding or improvements to be made prior to bringing it into Town boundary. Ministry staff advised that it is not a priority for them for the next few years. Property owner of Northern three parcels asked to be removed from application. Property owner initially requesting boundary extension has confirmed interest in proceeding, which will be considered in 2021.

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

January 13, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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>Work on Request For Proposal has been initiated.</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.
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. <i>Implementation to coincide with opening of new organics processing facility.</i>
9.	Bylaw Notice Adjudication System	Development and implementation of a Bylaw Notice Adjudication System as an alternative to the provincial court for resolving minor local government bylaw contraventions.	Bylaw adopted Nov 4 RCM. Awaiting adjudicator appointment by Province.
10.	Marina Lease Renewal	Renewal of lease with Provincial government for Comox Municipal Marina.	Notice of Final Review received from Province. <i>Agreement signed and forwarded to Province. Complete.</i>
11.	K'omoks First Nation Fire Protection Agreement	Renewal of agreement with K'omoks First Nation for the provision of fire protection services on KFN land.	Report to Council to be provided on Nov 25 RCM agenda. Awaiting Council 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.	Town 2021 collections calendar and notification letter to residents and commercial businesses delivered week of Dec 14. Website updates and social media posts beginning week of Dec 7, complemented by print advertising and a press release. <i>The adjusted schedule started Jan 5, and</i>

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

January 13, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			<i>generated a number of questions from residents. Staff/Emterra addressed all and missed collections were picked up. Individual collection maps being prepared and will be posted to website to provide clarity on routes.</i>
14.	Hire Communications Specialist	Staff included in the 2019 budget, the provision of salary to hire a communications specialist.	Complete.
15.	COVID Safety Plan	Develop COVID-19 Safety Plan for Town Hall/Finance, d'Esterre House.	Complete.
16.	Economic Recovery in Comox	Communication strategy (report) highlighting the work Council and the Town have undertaken to promote economic recovery in Comox	Initiatives and measures that have been undertaken by the Town and Council have been shared via social media channels, and will continue to be shared as appropriate. <i>Complete.</i>
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.	<i>Complete.</i>

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

January 13, 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	The Town of Comox is proposing to build a Long-Term Financial Plan for their General, Water & Sewer Funds to ensure they have the financial means to replace their assets when needed. This will ensure the Town can bridge

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

January 13, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		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.	its funding gap in a sustainable manner. Below are the proposed activities for this project: <ol style="list-style-type: none"> 1. Compile existing financial data & information required to build the long-term financial plan (for November 2020). 2. Build Long-Term Financial Model & Plan (for January 2021). 3. Develop Long-Term Financial Plan Report (for February 2021).
2.	Payroll Software adoption	Payroll is running through the new Ceridian Dayforce web application.	<ol style="list-style-type: none"> 1. Training for managers is being scheduled to be completed in September 2020. 2. Major user features: <ol style="list-style-type: none"> a) "banked balances" to be delivered to end-users November 2020. 3. Other adaptations identified will be scheduled for the new year.
3.	Conversion of municipal accounting codes and work orders	Updating the Town's chart of accounts improves department budgeting/reporting and streamlines the work for the year-end financial statements. Redesign of the Account framework started in 2018 and is ready to be finalized and converted.	Chart of accounts final review – September 2020. Work Order final setup and review – October 2020. Conversion completes – November 2020.
4.	Fiber Optics (network backbone)	Fiber optics installed connecting all municipal office buildings to create a single domain for the organization. Benefits include improved reliability, flexibility for the future, and lower total cost of ownership.	90% completed. The last-mile connection needed from Telus and final connections from Teraspan is anticipated by November 2020.
5.	Phone System Replacement	The current phone system is outdated, and replacement phones are no longer built.	<i>Launch expected February 2021. Training and porting of lines January 2021.</i>
6.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, marina moorage, business licenses,	Commence in fall 2020. Once the configuration completes, a link will be placed on the Town's website in December 2020.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

January 13, 2021

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

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

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

January 13, 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.
4.	695 Aspen Daycare Construction Management and Affordable Housing Units	12 infant spaces and 16 preschool spaces for a total of 28 for childcare. Affordable housing quality control and assurance.	
5.	Marina Condition Assessment	The physical structure of some aspects of the Marina have started to degrade. Repair and replacement will be guided by this assessment.	Boat launch float replacement deferred to 2021.
6.	New Garbage Truck & Tractor	New mechanized 3-tonne garbage compactor truck to modernize and improve the garbage collection program for the Town's public parks, gathering spaces, and pedestrian hubs. Tractor to replace existing 26 year old tractor that is past its life cycle.	Complete.

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

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

January 13, 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	
10.	Parks Job-Description Review	Redefine parks Job Descriptions to include specialized positions (arborist/irrigation technician/etc.)	
11.	Garbage Collection Efficiency Review	Redesign of public refuse collection program - adapting to new refuse collection vehicle	2021 - new refuse vehicle to arrive early 2021.
12.	<i>Roof Between Sail Buildings</i>	<i>Construction of a roof between the two sail buildings</i>	
13.	<i>Waterfront Walkway</i>	<i>Exploration of options for completion of the walkway from the Marina west to Ellis Street</i>	

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

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

January 13, 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.	75% completed.
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.
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	<i>Installed November 9, 2020. Completed</i>

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

		traffic volumes as well as a high pedestrian use due to its connectivity to Robb Road School and Comox Community Centre.	
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** New items and updates shown in *blue bold italics text*.

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

January 13, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
7.	Dryden Watermain and Multi Use Path	To loop watermain to improve water quality identified in Water Study as well to construct a multiuse trail to provide regional linkage to NE Comox from Courtenay.	Design complete need to secure statutory right of way.
8.	Noel Avenue Upgrade (Pritchard to Torrence)	Works include road resurfacing, sidewalks, curb and gutter and bike lanes. Also replacement of the existing 900 mm diameter CMP and 1500 mm x 900 mm arch CMP crossing Noel Ave which conveys flows for Brooklyn Creek.	Completed.
9.	Sidewalks South side of Comox Avenue (Rodello to Ellis)	Design exercise to review the costs implications of the project.	Design 95% complete. <i>Will be shovel ready and will keep eye on grant opportunities. Need to coordinate with LWMP conveyance timeline.</i>
10.	Port Augusta/ Comox Avenue turning radius	To improve turning radius for buses per the new transit exchange location.	<i>Design complete.</i>
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>
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.	

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

15.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	Work with BIA fall 2020.
16.	Traffic Calming Measures and Speed Limits	Review of current traffic calming measures and speed limits within Comox.	

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

January 13, 2021

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Volunteer Retention/ Recruitment <i>Updated Nov.2020</i>	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 <i>seventeen</i> members have left the department and they have been replaced by <i>seventeen</i> 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. <i>A new recruitment class (9) was start in September 2020.</i>
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. <i>We did not received any provincial requests for assistance in 2020.</i>
3.	Sound of Life-Smoke Alarm Program <i>Updated Nov.2020</i>	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>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.</i> <i>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.</i>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION

January 13, 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.
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	Recommend cancelling 2020 capital purchases for additional budget savings (\$20,000); resume 2021.
3.	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	COVID-19 delayed the regional committee's progress on this project. Once regional recreation departments complete their work staff will submit a report to Council.
4.	Town Website Rebuild	<p>The new site will provide:</p> <ul style="list-style-type: none"> • Dependable, predictable and engaging platform through which customers access recreation guides, program information and online recreation registrations • Event and calendar information • Documents and forms (program waivers, summer camp information, facility booking information, etc.) • Town and Recreation branding <p>Reliable and consumable communication with the public and customer.</p>	
5.	COVID Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines. It also involves planning responses to various COVID second wave scenarios.	The Recreation Department planned its restart in three phases. We are now in phase 3 (open Monday to Friday at 6am, open to 9pm Monday to Thursday and open weekends 8am-1:45pm) with additional programs and Fitness Studio timeslots modified for COVID-19.
6.	Hands on Farm Re-Start	Hands on Farm re-start with COVID-19 protocols for June 2021.	Not started. Restart will depend on Covid-19 conditions, current guidelines and restrictions imposed by the Hands on Farm site.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - RECREATION
January 13, 2021

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

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

2020 STRATEGIC PRIORITIES CHART

January 13, 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 January 13, 2021	
Strategic Statement	
OPERATIONAL STRATEGIES (CAO/Staff)	
FINANCE <u>Complete</u> 9. Production of Audited Financial Statements 10. Production of Municipal Budget documents	CORPORATE <u>Complete</u> 2. Council Procedure Bylaw Update 10. Marina Lease Renewal 14. Hire Communications Specialist 15. COVID Safety Plan 16. Economic Recovery in Comox 18. Flag and Proclamation Policy Development
PARKS/BUILDING MAINTENANCE 1. Wayfinding Project 2. Lazo Greenway Development 3. Off-Leash Dog Park Creation 4. 695 Aspen Daycare Construction Management and Affordable Housing Units 5. Marina Condition Assessment 6. New Garbage Truck & Tractor 7. Town Website Rebuild 8. COVID Adaption for Parks and Public Restrooms 9. Service Contract for Building Maintenance Tender 10. Parks Job-Description Review 11. Garbage Collection Efficiency Review 12. <i>Roof Between Sail Buildings</i> 13. <i>Completion of Waterfront Walkway – Marina West to Ellis Street</i>	PUBLIC WORKS & ENGINEERING 1. Anderton Servicing Plan 2. Subdivision Bylaw Update 3. Foreshore Sanitary Replacement 4. Transportation Plan: Update 5. North East Comox Stormwater Management Plan 6. Anderton and Robb Road Intersection Improvements 7. Dryden Watermain and Multi Use Path 8. Noel Avenue Upgrade 9. Sidewalks South Side of Comox Avenue 10. Port Augusta / Comox Avenue Turning Radius 11. Torrence and Balmoral Road Upgrade 12. Manor Outfall Improvements 13. Sidewalk Bolt and Aspen 14. Town Website Rebuild 15. Downtown Parking Strategy <u>Complete</u> 16. Guthrie/Brooklyn Cross Walk Upgrade
FIRE 1. Volunteer Retention/Recruitment 2. Wildfire Deployment Policy 3. Sound of Life-Smoke Alarm Program	RECREATION 1. Site Master Plan 2. Fitness Studio: Capital Equipment 3. Low Income Regional Recreation All Access Pass Program 4. Town Website Rebuild 5. COVID Recreation Delivery Adaptation 6. Hands on Farm Re-Start 7. Active-Net Implementation 8. Children Summer Camp 9. Recreation Guide 10. Programmer Weekly Hour Increase

Town of Comox
ACTION ITEMS - SUMMARY
November 25, 2020

Date	Action Items	Status
15-Jul-20	Communications plan for moving to bi-weekly garbage and recycling collection	<i>Communications plan to be implemented with the opening of the regional organics plant in Fall 2022.</i>
05-Aug-20	Develop parking strategy for downtown area in response to 15-minutes parking spaces	Currently scheduled for late fall
16-Sep-20	Move 2310 Guthrie (Zoning amendment and Phased Development Agreement) to next meeting for adoption	<i>Complete - Bylaws Adopted Nov. 25 2020 RCM</i>
16-Sep-20	Add accessibility parking concern to Parking review	
07-Oct-20	2309 McDonald Road (OCP & Zoning Amendment & Phased Development Agreement	<i>Bylaws given 3rd Reading Nov 25, 2020. Next step is applicant resolution of outstanding issues.</i>
14-Oct-20	Public Works: Report on option for traffic calming and speed reduction	<i>Added to Strategic Priorities Report - Oct 21, 2020 RCM</i>
21-Oct-20	Move forward with implementation of Bylaw Adjudication system	<i>Bylaw adopted Nov 4. Request sent to Attorney General for appointment of adjudicator. Communication plan developed</i>

Town of Comox
ACTION ITEMS - SUMMARY
November 25, 2020

Date	Completed Items	Status
20-May-20	Move forward with onsite dining and amendments to the Parklet program.	Complete: 20-May-2020
20-May-20	Change the Strategic Plan to reflect bullet points and not a numerical ordering.	Complete: 22-May-2020
20-May-20	National AccessAbility Week Proclamation (May 31 – Jun 6)	Complete: 01-Jun-2020
20-May-20	Administration to liaise with the Liquor and Cannabis Regulation Branch and Courtenay Staff on our program and to advocate for outdoor liquor approvals.	Complete
20-May-20	Inform CVEDS and CVRD of appointment of Mayor Arnott to CV Economic Task Force	Complete: 05-Jun-2020
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
November 25, 2020

Date	Completed Items	Status
17-Jun-20	Appendix B for CAO Review Policy	Complete
17-Jun-20	Respond to Julian Benedict on lights in the Community Centre	Complete
15-Jul-20	Organize Pride flag raising for July 22nd at 9am to July 27th	Complete: 20-Jul-2020
15-Jul-20	Direction to prioritize Balmoral development	Complete
15-Jul-20	Letter of support for Balmoral 1582 housing	Complete: 23-Jul-2020
15-Jul-20	Find a way to inform people of how to email their questions	Complete; agenda@comox.ca
15-Jul-20	Provide resolution of support for UBCM Excellence award to Shelley A	Complete: 17-Jul-2020
15-Jul-20	Email to Tim Horton's requesting decreasing drive through sound	Complete: 22-July-2020
15-Jul-20	Issue development permit 20-5	Complete
15-Jul-20	Follow up on question from Councillor Bissinger regarding sale of commercial space for 2310 Guthrie	Complete : 17-July-2020
15-Jul-20	Update bylaw to no longer require undergrounding on infill projects. Move to next agenda for adoption	Complete bylaw to be adopted 5-Aug-2020
15-Jul-20	Provide feedback to CVRD regarding grammar and spelling issues in minutes	Complete: Issues were computer translation and not from base text
15-Jul-20	Update bylaw to no longer require undergrounding on infill projects. Move to next agenda for adoption	Bylaw adopted 5-Aug-2020
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
November 25, 2020

Date	Completed Items	Status
05-Aug-20	Request for more park benches at Anderton Park	Additional park bench to be placed at Anderton Park. Response to M. Carter August 14, 2020.
05-Aug-20	Inform Haeley of the extension the parklet program until October 31	Complete
05-Aug-20	Extend temporary patio and parklet program until October 31, 2020	Complete
17-Jun-20	Update Council Procedure bylaw	Aug 5 RCM agenda 1st, 2nd and 3rd Readings; Complete.
15-Jul-20	Move the zoning map housekeeping to next stage of public input	Adoption on 2-Sept-2020; Complete.
05-Aug-20	Issue DVP for 1582 Balmoral upon receipt of outstanding issues	Covenant signed 27-Aug-2020; Complete.
05-Aug-20	Update Council procedure bylaw for electronic meetings to require 'just cause' for electronic attendance to be determined by Mayor and that a Councillor may appeal the Mayor's decision by a vote of Council prior to adoption of the agenda	Complete.
05-Aug-20	Satisfy letter request from the Assertive Community Treatment	Complete; Multi-stakeholder approach (RCMP, surrounding municipalities) for response
05-Aug-20	Prepare criminal record check policy for implementation	Complete; Implementation phase
16-Sep-20	Implement Community Centre Code of Conduct	Complete.
03-Jun-20	Forward Integrated Regional Transportation Committee Memorandum Of Understanding to future meeting	Received for information at Council's Oct 21, 2020 RCM
16-Sep-20	Provide further correspondence to Stratass regarding organics and garbage collection	Complete
16-Sep-20	Review Safety on Komox Grind Parklet	Completed - intalled full no post barrier
16-Sep-20	Produce Grant Resolutions for Lazo Greenway and Torrence Balmoral projects	Complete
16-Sep-20	Follow up with AG's Office	Complete

Town of Comox
ACTION ITEMS - SUMMARY
November 25, 2020

Date	Completed Items	Status
14-Oct-20	Corporate: Communications plan to highlight work Council has done for economic recovery (Include acknowledgement to groups who have provided us with actions Council has endorsed from ERTF)	Complete
14-Oct-20	Recreation: Launch a volunteer promotion campaign with incentives	Complete
14-Oct-20	Set up meeting with Mayor, CAO, and Michael Day Regarding Church property development	Complete
14-Oct-20	Communicate with regional communities on single use plastic ban timelines	Complete
14-Oct-20	Create support letter for Airport grant application	Complete
14-Oct-20	Apply for Marine Services Building grant	Complete
14-Oct-20	Get legal clarification on use of statutory capital reserves for 3rd party capital acquisition	Complete. Report for November 25th RCM
14-Oct-20	Promote cultural events on our social media when requested by external not-for-profit entities	Complete: no requests received yet
14-Oct-20	Anderton/Bolt Crosswalk - timeline	Completed: installed October 22, 2020
21-Oct-20	Connect with Stefan Szwerek of CV United Soccer Club to see about possible soccer field creation (location, cost, etc; potential as shelf ready project for grants)	<i>Meeting scheduled for November 18, 2020.</i>
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



OFFICE OF THE MAYOR

TOWN OF COMOX

PROCLAMATION

RCMP Appreciation Day

February 1, 2021

WHEREAS in 1919, the Parliament of Canada voted to form a national police force by merging the North-West Mounted Police and the Dominion Police of Eastern Canada, and on February 1, 1920, the newly formed police force was named the Royal Canadian Mounted Police; and

WHEREAS on August 15, 1950, the British Columbia Provincial Police was dissolved, and 495 of 525 officers remained to form the Royal Canadian Mounted Police "E" Division; and

WHEREAS the employees of the Royal Canadian Mounted Police have given much to our communities in terms of services and sacrifice; and

WHEREAS there is a desire to recognize, to show appreciation for, and to celebrate the history and role of the Royal Canadian Mounted Police force in British Columbia on the centennial anniversary of its inception in Canada;

NOW THEREFORE,

*I, Mayor Arnott, do hereby declare
February 1, 2021 as RCMP Appreciation Day
in the Town of Comox.*

Mayor Russ Arnott

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'



L'ARCHE®
COMOX VALLEY

1465 Grieve Avenue
Courtenay, BC V9N 2W1
250.334.8320
office@larchecomoxvalley.org

RECEIVED

27 November 2020

DEC 09 2020

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

TOWN OF COMOX

o-c file 5040-01
copies - Council
- JW / MK / Lia /
- [signature]
(copy for Jan 13 RCM agenda)

Planning Department

Re: Request for Letter of Support

Dear Mr Kamenz:

I am writing from L'Arche Comox Valley with regard to a proposed residential multi-unit housing project at 1560 Grieve Avenue in Courtenay. In January of 2021, L'Arche CV will be submitting a funding application to the BC Housing's Community Housing Fund, and we would like to be able to include a letter of support from local governments as part of that application.

To this end, I am including a snapshot of the project below.

- *The property is 0.395 acres in size, with vehicle access on the front, one side and rear of the parcel, and currently has an older home situated on it which LCV intends to relocate if possible, or demolish. The property is within 100m of LCV's I Belong Centre.*
- *The development of the site is expected to result in a **two-story building** that aligns with the form and character of the neighbourhood and includes **15 affordable rental units for persons living with developmental disabilities and another 6 units of near-market housing for independently living seniors.***

Our goals for the development are:

- *to create an integrated, inclusive, and vibrant community accommodating to both residents and visitors.*

- *to create 21 units of mixed market rental housing, providing 60% of units for adults living with developmental disabilities and 40% of units for either adults living with developmental disabilities or seniors living independently.*
- *to create a mix of unit sizes; with primarily studios and one-bedroom units.*
- *to create an energy efficient, practical and well-designed building that is low-cost to operate and maintain and meets or exceeds applicable energy efficiency requirements for new construction (e.g. BC Energy Step Code 3 or 4 or as otherwise required by BC Housing and/or CMHC).*
- *to integrate sustainable practices into facility design and operation, including waste reduction and management best practices, and integration of as much green space as possible into the development plan for the property while minimizing the need for on-site parking.*
- *to achieve a level of affordability that aligns with the needs and income of target occupants as well as federal and/or provincial funding programs.*

LCV has been operating in the Comox Valley since 2000, when it opened Jubilee House, a home for eight adults (four individuals with developmental disabilities and four caregivers). In 2017, LCV opened the *I Belong Centre* which contains office space, activity rooms and six suites of affordable housing for individuals with developmental disabilities. Exceptional community support for this project resulted in LCV raising one million over a 3-year campaign.

LCV is a faith-based society and as such its values of compassion, inclusion, respect for diversity and the dignity of the individual are shared Canadian values. It has no affiliation with any church or religious community and welcomes all from any belief and ethnic background into its communities. LCV became active in Canada 50 years ago. They now have 30 communities in Canada operating nearly 200 homes and workplaces, and are one of 152 communities around the world.

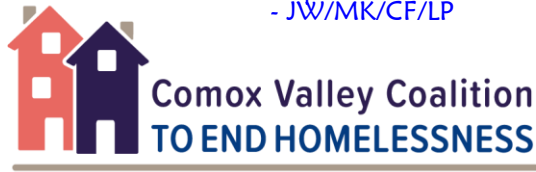
As you are well aware, greater diversity and affordability in rental housing is a need in the Comox Valley. L'Arche's project is tailored for those with developmental disabilities who can and want to live independently - there is no similar housing option currently available in the Comox Valley.

I would be happy to provide additional details if needed. If you have any further questions, please feel free to contact me.

Thank you.



Wendy Dyck
Grants, Policy, Communications
L'Arche Comox Valley



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

RECEIVED

Dec. 11, 2020

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

December 7th, 2020

TOWN OF COMOX

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