



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 19, 2022**

The Town of Comox respectfully acknowledges that we are standing on the Unceded traditional territory of the K'òmoks First Nation.

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

- a. [Adoption of the Agenda](#)

That the January 19, 2022 Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (9) a. [John Scott, Mark Rolston, Dianne Binns & Rhonda Bradley - Parking Restrictions at 1700 Balmoral Avenue](#)

4. ADOPTION OF MINUTES:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 15, 2021, be Adopted.

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

That the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday January 12, 2022, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

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

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday January 12, 2022, be Received.

COMMITTEE RECOMMENDATIONS:

(17)

(1) [Capital and Special Projects Budget 2022- Cost Increase Implications](#)

THAT the following recommendations be forwarded to the January 19th Regular Council Meeting.

- 1) *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'A' of this report and their inclusion in the 2022-2026 draft Financial Plan.*
- 2) *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'B' of this report and their inclusion in the 2022-2026 draft Financial Plan.*
- 3) *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'C' of this report and their inclusion in the 2022-2026 draft Financial Plan.*
- 4) *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'D' of this report and their inclusion in the 2022-2026 draft Financial Plan.*

6. CONSENT AGENDA:

(31)

a. [Consent Agenda](#)

That the Consent Agenda items as follows be received:

1. *December 13, 2021 email from Dr. Sara Dubois of BC SPCA regarding an offer of support for changes of rodenticide use in Comox.*
2. *December 15, 2021 letter from Jake Martens of the Comox Valley Regional District regarding Comox Strathcona Waste Management District Bylaw Adjudication.*
3. *December 17, 2021 letter from Dr. Jonathen Kerr of the Comox Valley Family Physician Recruitment and Retention Committee regarding the urgent need for family physicians in the Comox Valley.*
4. *December 30, 2021 email from Vivian Dean regarding parking tickets.*
5. *December 31, 2021 email from Chris McEwen regarding blocked driveways from snow.*
6. *January 4, 6 & 12, 2022 emails from John Scott regarding parking restrictions at 1700 Balmoral Avenue.*
7. *January 6, 2022 email from Isabella Lee of the Girl Guides of Canada regarding Guiding Lights across BC.*
8. *January 13, 2021 email from Trish Fennell regarding Shakesides.*

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

9. *Comox Valley Regional District Board Minutes from October 26 and December 7, 2021, Comox Strathcona Waste Management Board Minutes from September 9 and December 2, 2021, and Comox Strathcona Regional Hospital District Board Minutes from October 14 and November 18, 2021.*

7. UNFINISHED BUSINESS:

(97) a. [Strategic Planning and Action Items Report - January 19, 2022](#)

That the Strategic Planning and Action Items Report for January 19, 2022 be received and filed for information.

(117) b. [Council Remuneration](#)

1. *That Comox Council Remuneration Bylaw No. 1996, 2022 be given First Reading.*
2. *That Comox Council Remuneration Bylaw No. 1996, 2022 be given Second Reading.*
3. *That Comox Council Remuneration Bylaw No. 1996, 2022 be given Third Reading.*

c. [Kealy Donaldson & Jean Sarrazin \(Compass Community Radio\) Seeking Financial Assistance \(Delegation from December 1, 2021 Regular Council Meeting\)](#)

(121) d. [Street and Traffic Bylaw Amendment - Downtown Parking](#)

1. *That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given First Reading.*
2. *That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given Second Reading.*
3. *That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given Third Reading.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

(127) a. [RCMP Appreciation Day](#)

That February 1, 2022 be proclaimed as RCMP Appreciation Day in the Town of Comox.

(128) b. [Festival Producer Service Agreement - 2022 Nautical Days' Festival](#)

1. *That the draft Service Contract with Mr. Dave Stevenson for the production of the 2022 Nautical Days' Festival, as attached to the January 11, 2022 report to Mayor and Council from the Executive Coordinator, be approved; and that the Mayor and Corporate Officer be authorized to execute the contract.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JANUARY 19, 2022

- (128) b. [Festival Producer Service Agreement - 2022 Nautical Days' Festival](#)
2. *That the retained \$25,000 grant provided to the Nautical Days' Society in 2020 in order to plan and implement the 2020 Nautical Days' Festival, be reallocated to the 2022 Nautical Days Festival.*
- (137) c. [Employees as Fire Fighters Policy](#)
- THAT Council adopts Employees as Fire Fighters Policy CCL - 071.*
- (140) d. [Marina Food Vendor Policy](#)
- THAT Council adopts Marina Food Vendor Policy CCL-072.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (155) a. [Sid Williams - Request for 2022 Grant](#)

13. LATE ITEMS:

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca
Comox BC V9M 1R9 Fx: (250) 339-7110

O - Cfile: 0400-03
Copies - Council
- JW/SA/LP

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

LOG: 22-011	REFER: --	AGENDA: RCM 19Jan22
FILE:	ACTION: File	

RECEIVED

Jan. 14, 2022

TOWN OF COMOX

Name(s) of person(s) speaking:

John Scott

Mark Rolston

Dianne Binns Rhonda Bradley

Organization you are representing:

n/a Private homeowners objecting to you changing parking regulations at the request of a small minority of r

Primary purpose of Organization:

n/a

Mailing address:

1700 Balmoral, Ave., Comox, B.C.

Contact name: John Scott

Email: j.d.scott@telus.net

Phone: 250-890-4224

Subject matter and specific request of Council, if any (i.e., letter of support, funding):

The people listed below would like the opportunity to present arguments regarding changing parking restrictions in front of our building. These people ask to be invited to the Jan. 19, 2022 Comox Council meeting via zoom

j.d.scott@telus.net 250-890-4224

markrolston@telus.net 250-589-5138

debinns@shaw.ca 250-377-1896

rhbrad@telus.net

We will prepare and email a written submission detailing our concerns to you (council@comox.ca) by Jan 17, 2022. i know this is late but we had so little time, sorry.

That shall be used as a template for discussion, questions, and answers.

Thank you very much for this opportunity to participate in our community affairs.

Requested meeting and date: Jan 19, 2022

AV equipment required:

Date of application: Jan

Signature of applicant:
(or print name)

Please Note:

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

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

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday December 15, 2021

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

Absent: Nil

Staff Present: S. Russwurm, Corporate Officer
M. Kamenz, Director of Development Services
G. Schreiner, Fire Chief
M. Bell, Communications Coordinator

Call to Order:

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

There were 0 members of the public in attendance.

Mayor Arnott acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of Agenda

That the December 15, 2021 Regular Council Meeting Agenda be Adopted.

(2021.528) -- CARRIED

3. DELEGATIONS: NIL

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 December 1, 2021, be Adopted.

(2021.529) -- CARRIED

b. Special Council Meeting Minutes

Special Council Meeting Minutes

That the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday December 8, 2021, be Adopted.

(2021.530) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

Strategic Planning Committee Minutes

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday December 8, 2021, be Received.

(2021.531) -- CARRIED

6. CONSENT AGENDA: NIL

7. UNFINISHED BUSINESS:

a. Strategic Planning and Action Items Report - December 15, 2021

**Strategic Planning / Action
Items Report**

That the Strategic Planning and Action Items Report for December 15, 2021 be received and filed for information.

(2021.532) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Rezoning Application RZ 20-3 651 Anderton Road

651 Anderton Road

That Comox Zoning Amendment Bylaw 1958 be Adopted.

(2021.533) -- CARRIED

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

468 / 490 Anderton Road

1. That Comox Zoning Amendment Bylaw 1944 be Adopted

(2021.534) -- CARRIED

2. That Comox Phased Development Agreement Authorization Bylaw 1953: 468 Anderton Road be Adopted.

(2021.535) -- CARRIED

10. NEW BUSINESS: NIL

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Kerr

Councillor Kerr advised that he:

- attended the Hanukkah celebration at the City of Courtenay,
- attended the Chamber of Commerce holiday event,
- is working with a working group on the recruitment of family doctors to the Valley,
- met with David Stevenson regarding the return of Nautical Days, and
- participated in a community conversation on local climate resilience.

b. Councillor Swift

Councillor Swift advised that she attended the Regional District sewer commission, water committee and board meetings, as well as a session on social media.

c. Councillor Grant

Councillor Grant advised that he attended:

- the Regional District sewer commission, water committee and board meetings, as well as a session on social media, and
- a final Economic Development Service Review meeting.

d. Councillor Minions

Councillor Minions advised that she:

- attended the Community Justice Centre AGM,
- participated in a community conversation on local climate resilience,
- attended the Candles for Climate Event,
- talked to a community member about air quality, and
- talked to an organizer of the Coldest Night of the Year event.

e. Councillor McGowan

Councillor McGowan advised that she attended the Regional solid waste management meeting, the Regional District sewer commission meeting and participated in a community conversation on local climate resilience.

f. Mayor Arnott

Mayor Arnott advised that he:

- participated in the Comox Valley Christmas parade with his family,
- attended a meeting with the CAO and a potential developer,
- participated in a regional call regarding reconciliation, and
- handed out lunches at St. George's Church in Courtenay.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:10 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

**Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday January 12, 2022**

Present: Acting Mayor R. Arnott
Councillors K. Grant, J. Kerr, S. McGowan,
N. Minions (electronic), M. Swift

Absent: A. Bissinger

Call to Order:

The meeting was called to order at 6:04 p.m.

The Agenda was amended to include a Late Item regarding the cost estimate for the Mack Laing Viewing Platform and to add s. 90(1)(e) to the motion to exclude the public, and adopted as amended.

There were 0 visitors in attendance.

Mayor Arnott acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. LATE ITEM:

a. LATE ITEM: Mack Laing Viewing Platform

**COMMITTEE
RECOMMENDATION:**

THAT Further to the resolutions of Council made February 1, 2017, December 6, 2017, March 6, 2016 and May 15, 2019, and December 1st 2021 in relation to the Town of Comox's application to vary the trust applicable to the money held by the Town of Comox pursuant to the will of (Hamilton) Mack Laing that was probated on March 2, 1982, the Council of the Town of Comox resolves THAT:

(a) Council has received and approved the Preliminary Class D Construction Budget from Kinetic dated October 28th 2021 for a total estimate of \$326,281 to be included in the Town's application to vary the trust.

(2022.001) -- CARRIED

2. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the Special In-Camera session of Council on Wednesday January 12, 2022 pursuant to the following sub-sections of section 90 of the Community Charter:

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

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

(2022.002) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:04 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT 7:46 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:46 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday January 12, 2022

Present:

Mayor	R. Arnott
Councillors	K. Grant, J. Kerr, S. McGowan, N. Minions (electronic), M. Swift
Staff	J. Wall, Chief Administrative Officer S. Russwurm, Corporate Officer C. Freundlich, Director of Finance (electronic) M. Kamenz, Director of Development Services (electronic) G. Schreiner, Fire Chief (electronic) T. Hagmeier, Recreation Director (electronic) S. Ashfield, Director of Operations (electronic) M. Bell, Communications and Legislative Coordinator

Absent: A. Bissinger

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

The Agenda was Adopted.

Mayor Arnott acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. STAFF REPORTS:

a. Capital and Special Projects Budget 2022- Cost Increase Implications

COMMITTEE RECOMMENDATION:

THAT the following recommendations be forwarded to the January 19th Regular Council Meeting.

- 1) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'A' of this report and their inclusion in the 2022-2026 draft Financial Plan.
- 2) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'B' of this report and their inclusion in the 2022-2026 draft Financial Plan.
- 3) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'C' of this report and their inclusion in the 2022-2026 draft Financial Plan.
- 4) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'D' of this report and their inclusion in the 2022-2026 draft Financial Plan.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:03 p.m.

CARRIED

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

CHAIR




TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: January 19, 2022

TO: Mayor and Council	FILE: 1705-20 / 2022
FROM: Jordan Wall, Chief Administrative Officer	DATE: January 19 th 2022
SUBJECT: Capital and Special Projects Budget 2022- Cost Increase Implications	

Prepared By:


Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the following recommendations be forwarded to the January 19th Regular Council Meeting.

- 1) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'A' of this report and their inclusion in the 2022-2026 draft Financial Plan.
- 2) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'B' of this report and their inclusion in the 2022-2026 draft Financial Plan.
- 3) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'C' of this report and their inclusion in the 2022-2026 draft Financial Plan.
- 4) THAT Council approves for expenditure the capital and special projects, in 'Schedule 'D' of this report and their inclusion in the 2022-2026 draft Financial Plan.

ALTERNATIVES TO THE RECOMMENDATIONS

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

Final Motion: THAT Council include the capital and special projects included in 'Schedule X' in their 2022-2026 draft Financial Plan as *amended* and;

PURPOSE

To provide Council with information requested regarding what projects proposed in the 2022-2026 Capital and Special projects plan are spending on new projects along with the tax implications for those projects.

STRATEGIC PLAN LINKAGE

The Strategic Plan will be altered to include major projects identified in the attached schedules upon final passage of the 2022-2026 financial plan.

BACKGROUND

During the December 1st Regular Council Meeting Council requested information on what the tax implications for each new project would be. This can in some instances be a difficult question to

answer clearly as the Town's Asset Management program is still under construction and the cost of future replacements is always a best guess. The decisions made by Council made through the asset management process will impact and change the numbers provided below.

One major item that has yet to be discussed by Council is how the Town will apportion the savings of a grant funded project across time. Infrastructure always needs to be replaced if the service is going to be provided. In Council's asset management process a decision will need to be made on whether grant projects provide 100% savings to the first life cycle or 50% savings across 2 life cycles. For example, the Comox Ave Sidewalk is 100% grant funded but will cost \$18,600 a year for replacement. Alternatively, projects that are not grant funded need to have a decision on whether the costs for the project are borrowed from reserves or a funding agency and paid back (the infrastructure is paid off over its life time) or a higher amount is paid during its first life cycle (2X as much or another value).

In light of these discussions and service level decisions which are scheduled to take place over the next two years the figures provided below will show only **the increase in the service's per year cost due to replacement at the end of 1 life cycle regardless of how the project is funded**. For example, Lazo Road Resurfacing is adding 4m of pavement and base at a cost of \$720,000. This is paid over 30 years and results in a \$16,000 a year cost. The total asset cost is much higher for the currently constructed piece of road but the numbers below are looking at the **increase in costs for new services to be provided only**.

<u>Projects Underway</u>							
Project	Total Cost	Per Year Cost					
Charging Station (grant project)	\$6,000	\$1,000 (\$15,000 over 15 years)					
Municipal Accounting Software	\$32,000	\$4,200 (over 10 years plus \$1,000 operational)					
Computer Network and Telephone Upgrades	\$80,000	\$8,000 (over 10 years)					
Contracted Planners	\$80,000	\$16,000 (over 5 years)					
Department Databases	\$50,000	\$5,000 (over 5 years)					
Total	\$248,000	\$34,200					
<u>New Projects</u>							
Lazo Road Resurfacing (expansion of service)	\$1,450,000	\$16,000 (\$720,000 over 30 years)					
New Water Meters	\$60,000	\$100,000 (For whole town \$2,500,000 replacement cost over 25 years)					
Pritchard-Comox Crosswalk Improvement (expansion of service)	\$90,000	\$1,000 (\$500 operational, \$500 replacement)					
Fibre Optic Network Backbone	\$75,000	\$1500 (over 50 years)					
Records Management	\$20,000	\$2,000 (over 20 years plus \$1,000 operational cost)					
Software Acquisition	\$50,000	\$10,000 (over 20 years plus \$8,500 operational cost)					
Comox Ave Sidewalk (grant project)	\$930,000	\$20,600 (over 45 years)					
Marine Services Building (expansion of service)	\$1,600,000	\$11-\$15,000 (over 40 years)					
Lazo Greenway (expansion of service)	\$500,000	\$3,000 a year operational					
Total	\$4,775,000	\$169,100					

* Costs on a sprinkler system for Filberg Lodge has been received at \$50,000. This project would result in a yearly cost increase of \$1,700.

*Water metering is expected to result in a 10%-20% decrease in water usage after installation and the switch to charging by usage. The Town of Comox pays a rate to the CVRD based on our consumption. With a decrease in consumption we expect total water charges to residents would decrease by \$100,000-\$200,000 per year. The capital cost for maintenance of the water meters can be funded through these cost savings and as such will not require an increase to general tax revenue.

The spending on new projects can be broken into two main categories:

IT infrastructure and software: As detailed in the original report Comox remains outdated in our internal process and is currently in the midst of an organizational wide ‘catch up’. These funds are not required if the Town does not pursue a modernization program for our processes. This modernization push will cost both time and money in the short run but will form the backbone to improved development processes, community engagement, internal efficiency, and business continuity.

Infrastructure expansion: Although only four items on the list (Lazo Road Resurfacing, Comox ave sidewalk, Marine Services Building, and Lazo Greenway) they form the majority of the spending from this list at \$4,480,000.

a. Financial

Currently the Town of Comox can raise ~\$90,000 by increasing taxes by 1%. The additions proposed in this year’s capital and special projects budget will result in a permanent estimated increase in operating costs of \$105,000 or 1.16%. This does not include any increases needed to fund the Town’s current assets or expansion in operational needs which staff currently anticipate requesting the addition of one position (Asset Manager) or general inflationary costs of ~2.5%.

The Town expects to see (currently a high level estimate) \$150,000 in additional new construction tax revenue starting in 2022 and \$175,000 more in 2023. We also expect to have a \$2.5-3.5 million infrastructure funding deficit when the asset management process is completed in 2023/2024.

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

Total Capital and Special Projects:	\$9,980,000
Total grant and carry over:	\$3,668,000
Total Transfer from Capital Reserve:	\$445,000
Total unfunded cost:	\$5,867,000



Town of Comox
2022-2026
Tangible Capital Assets, Special Projects
Schedule "A"
Transportation

Projects that are funded, at least partially, from grants or carry over

Projects being coordinated with CVRD Conveyance

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Lazo Road Resurfacing	Simba to Kye Bay Major work to be completed in 2022. 2021 for engineering and examine possibility of bike lane and multi-use path. Coordinating with MOTI road widening.	1,450,000					Expansion of Service
Vehicle GVWR <5k	Replace Unit 12- Light Truck (\$50,000) Replace Unit #16 Utility operator van. Used for water sampling, quality, and maintenance (\$95,000) Replace Unit 65 Flat Deck (\$100,000)	50,000	95,000	100,000			
Vehicle GVWR >10k	2022: Replace unit 09, Tractor Backhoe 2023: Unit number 01 Hydro Excavator. This is the most important and used equipment in the Town. The unit currently 9 years old. Given the use and type of equipment this life span is expected	200,000	600,000				
Vehicle GVWR 5k-10k	Replace Unit #15(150,000)-[carry over]1.5 ton service truck used daily to respond to water, sewer, and other maintenance issues. Can also be used for snow plowing. Replacement will have a hoist to assist in heavy lifting Replace Unit #4 (225,000)- [carry over]3 ton dump truck used for salting and can be outfitted with plow. The maintenance costs of the unit have risen to the point that replacement is needed Replace Unit #18 (95,000) 2024 scheduled replacement-1.5 ton service truck	375,000		95,000			
Pritchard-Comox Crosswalk Improvement	Potential ICBC funding. This will move the crosswalk to the other side of Comox Ave allowing easier access to Filberg park and taking care of a dangerous blind spot for drivers. (carry over)	90,000					New Project
Fleet Other GPS	Fleet management system (carry over)	5,000					
Charging Station	A grant application has been approved for the RDN Mid-Island Charging Network for an additional EV Charging station to be installed at the Community Center. Grant funding will cover \$14,000 and the Town contribution is \$6,000.	6,000					New Project
Bus Shelters	Regular replacement of aging blue shelters with the new BC Transit bus shelters. \$72,000 of the cost of replacement is to be funded by BC Transit with \$18,000 contribution from the Town.	90,000	90,000	90,000	90,000	90,000	
Comox Ave Sidewalk	From Rodello to Ellis. Grant application made to COVID Infrastructure Resilience grant. This project is 100% grant funded.	930,000					New Project

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Balmoral (Pritchard to Stewart)	Sidewalk addition along south side of road. Access to bus route. Road to be repaved as part of CVRD conveyance project	75,000	267,000				
Glacier Comox Roundabout	Study then construction of roundabout in conjunction with CVRD conveyance project	150,000	750,000	750,000			
Comox Ave Roundabout (at Rodello)	Construction of a roundabout to improve traffic rating. Timing in conjunction with CVRD conveyance.	90,000	750,000	750,000			
Bolt and Aspen Sidewalk	Shelf Ready project. 2 grant submissions have been unsuccessful. Feedback from Province is still positive for future submissions.		330,000				New Project
Robb Ave	Aitken to Anderton Road widening, shared bike lanes, and resurfacing			60,000	1,411,430		Expansion of Service
Church Street Upgrade	Comox to Noel - Resurfacing, sidewalk repair, parking additions, and bike lanes				75,000	2,600,000	Expansion of Service
Transit Exchange	Port Augusta Intersection Improvements					66,000	
Road Resurfacing							
Noel Avenue Resurfacing	Aitken to Aspen This work will be done in conjunction with the storm and water upgrades along the same area to connect homes to the high pressure water system as well as replace aging storm main (carryover)	100,000					
Guthrie Resurfacing	Pritchard to Torrence (2022) Overlay Torrence to Brooklyn School (2026)	400,000				200,000	
Beaufort	Church to Nordin. Addition of bike lanes, road widening, sidewalks and underground of hydro	100,000	659,000				
Capilano Ave	Sidewalk and road repairs	140,000					
Koksilah Court Resurfacing	Resurfacing	125,000					
Mahtmoff Place Resurfacing	Resurfacing	102,000					
Nootka St	From Guthrie to Capilano resurfacing	310,000					
Tsimshian Ave Resurfacing	Resurfacing	145,000					
Kwakwutl Resurfacing	Resurfacing	139,000					
Balmoral (Donovan to Pritchard)	Repave north half of road. In conjunction with CVRD conveyance		143,000				
Balmoral/Torrence	Donovan-Albatross resurfacing. Will be done in conjunction with CVRD conveyance project		106,000				
Donovan Drive and Place Resurfacing	Resurfacing				206,250		
Baybrook Resurfacing	Resurfacing				94,000		
Ellis Street Resurfacing	Resurfacing				23,000		
Filberg Road Resurfacing	Resurfacing				121,000		
Heather Court Resurfacing	Resurfacing				30,250		
Mack Laing Court Resurfacing	Resurfacing				51,700		

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Orchard Park Drive Resurfacing	Resurfacing				150,000		
Douglas St Resurfacing	Resurfacing south of centennial					86,900	
Noel Avenue Resurfacing	From Spitfire-Aitken resurfacing and addition of a new sidewalk					609,850	
Downey Ave Resurfacing	from Aitken to Rodello					337,480	
Rodello St Resurfacing	From Downey to Robb					390,400	
Maquinna Ave	West of Prichard, sidewalk repair and resurfacing					240,000	
Vine	South of Centennial Resurfacing					34,100	
Centennial	West of Church Street - missing					121,000	
Alpine Street	Resurfacing					109,040	
McCulloch Avenue	Resurfacing					51,000	
McLeod	north of Buena vista resurfacing					139,700	
Richardson	Resurfacing					86,480	
Orca	Resurfacing					30,000	
Totem Court	Resurfacing					55,000	
Totem Crescent	Resurfacing					208,000	
Skeena Drive	Resurfacing					250,000	
Wallace Avenue	Alpine to Rodello Resurfacing					108,100	
Woodland	Pritchard to Skeena Resurfacing					95,000	

Total Capital and Special Projects Anticipated Spend	5,072,000	3,790,000	1,845,000	2,252,630	5,908,050
Amount of grant money or carry over	1,596,000	420,000	90,000	90,000	90,000
Total new capital and special project funding required	3,476,000	3,370,000	1,755,000	2,162,630	5,818,050



Town of Comox
2022-2026
Tangible Capital Assets, Special Projects
Schedule "B"
Drainage, Water, and Sewer

	Projects that are funded, at least partially, from grants or carry over
	Projects being coordinated with CVRD Conveyance
	Project funded out of Capital Reserve or DCC

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Reviews and Feasibility Studies	(carry over) Anderton Corridor Study (\$80,000 2022) Storm system condition assessment and report (\$100,000 in 2023) Torrence Servicing Plan (\$50,000 in 2023) Water Model Study Update and Condition Spot Assessment (\$100,000 in 2024)	80,000	150,000	100,000			
Sewer Reviews and Feasibility Studies	Study regarding the odour issue and manhole degradation downstream of Simon Cres and Kye Bay lift stations. H2S has been impacting the infrastructure. Investigation and mitigation is required (\$70,000 carry over) Sanitary Model from 2013 requires an update and condition assessment (\$100,000)	175,000					
Drainage Review and Feasibility	Brooklyn Creek runs through the top of Courtenay, Area B, then into Comox. Storm water is draining downhill from those areas and the Town is dealing with erosion from it. This study will identify capacity of the creek and support negotiations with other local governments.	20,000					
Foreshore Main	(carry over) Carthew-Ellis. The main is currently at the end of its life and undersized for future development needs. \$390,000 will be funded out of our development cost charges.	1,940,000	2,000	1,500	2,000	1500	
New Water Meters	As roads are upgraded all water services are brought up to current standards with water meters. As our team attends residences for water issues water meters are also installed. This is anticipated to result in long term savings as water purchases from the CVRD will decrease.	60,000	30,000	30,000	30,000	30,000	New Project
Tsimshian Ave Sewer Replacement	Replacement to be timed with road repairs	112,000					
Manor Outfall	(carry over) This outfall needs to be extended as it is currently discharging onto private property causing erosion. An SRW from the homeowner has been secured.	290,000					
Regular Hydrant Replacement	2 fire hydrants are regularly replaced per year	20,000	20,000	20,000	20,000	20,000	
Comox Ave Storm Replacement	From Aitken to Alpine due to condition and capacity	20,000	86,500				
Mahtmof Water Main replacement	Replacement to be timed with road repairs. Water main has history of failing	95,000					

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Dryden	This project would see the water system in north of Comox completed with a loop. This will increase water quality of by increasing the water flow- through by eliminating dead-ends. Looping the system also allows for increased pressure within the system increasing the quantity of water that can be delivered in the high pressure system water system. This project is 50% funded through DCC's		800,000				New Project
Universal Water Metering	To bring the entire community on to water metering. This will assist in tracking high water users, leaks within the system, and encourage water conservation. A grant will be sought for this project and will be grant dependent.			4,000,000			New Project
Torrence Sanitary main	A brand new main needed to be installed prior to resurfacing. This will assist in development near the Lazo hill which is identified as potential boundary expansion areas.		186,000				
Balmoral/Stewart/Beaufort Storm+Sanitary	Maintenance and operational issues have identified continually failing infrastructure. Timing will be done with CVRD conveyance.		886,000				
Cambridge at Pritchard	In conjunction of the work being done at Dryden a pressure reducing valve requires decommission.		25,000				
Comox Main	Rodello to Anderton - Sanitary Sewer Main to be replaced and to be timed with roundabout at Rodello		325,000				
Robb Storm Replacement	West of Anderton due to condition			10,000	95,000		
Kye Bay Lift Station	Kiosk and Electrical Upgrades				30,000		
Simon Crescent Lift Station	Kiosk and Electrical Upgrades				30,000		
Noel Ave	Spitfire-Aitken. Replacement of 6" AC Water Main coordinate with road resurfacing					266,200	
Foreshore Center	replace and upgrade of sanitary main along the foreshore Port Augusta to Jane Place				72,000	500,000	
Church Street Storm	Upgrade and repair of the storm system due to age and increased development prior to resurfacing.					250,000	
McCulloch Ave	Storm replacement					18,000	

Total Capital and Special Projects Anticipated Spend	2,812,000	2,360,500	4,061,500	279,000	1,085,700
Amount of grant money or carry over	370,000	800,000			
Total Transfer from Capital Reserve or DCC Funded	430,000	458,500	21,500	94,000	539,500
Total new capital and special project funding required	2,012,000	1,102,000	4,040,000	185,000	546,200



Town of Comox
2022-2026
Tangible Capital Assets, Special Projects

Schedule "C"

Administration, Development, and Fire

Projects that are funded, at least partially, from grants or carry over

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Asset Management Work	Continuing on building the Town's Asset Management program. 2021 will see a further construction of asset values and data bases as well as the beginning of conversations with Council regarding service levels, needed funding, and long term asset health projections. 50% of this amount is anticipated from grants.	30,000	30,000				
Website Redesign	(carry over) The Town's website is outdated and losing functionality. The redesign will see all department's information updated and provide a new look and feel. The new website will also allow for more online payment processing as departments make changes to their processes that will allow it. This project will also see a minor brand refresh done for the organization.	75,000					
Municipal Accounting Software	(carry over) Chart of account conversion, payroll implementation, set up on online bill payment and inquiry. 2023: Accounts Payable, inventory, and PO system updates and replacement	32,000		95,000			New Project
Fibre Optics- Network Backbone	Identified through 2021 disaster management and business continuity planning. These funds ensures automatic changes to the terminal server in the event of a network crash	75,000					New Project
Computer Network and Telephone Upgrades	(carry over) Physical back up server in case of loss of the current server. Without a backup a loss of the main server would severely limit Town functioning. This backup server is an important piece of business continuity planning. (carry over)When the fibre network is completed all stand alone Wi-Fi hotspots throughout Town buildings will be managed in one account	40,000	148,000	65,000	32,000	131,000	
Computer Network and Telephone Upgrades	(carry over) Modernization of switches, transceivers, modules, and power generator. These hardware upgrades are needed to help efficient operating of the Town's infrastructure system and replace many old and outdated pieces within it.	40,000					

Subdivision Bylaw	The subdivision bylaw is extremely out of date and requires amendment. This project has been started already by planning but been unable to finish as different priorities arise. Implementation of the new bylaw is critical for decreasing processing times and improving Town relationships with the development community	25,000					
Contracted Planners	(carry over) Additional planning support to assist with current and expected high volume of applications and processing	80,000	70,000				New Project
Building Repairs	(carry over) Fire department washroom renovation. 28% of this project will be funded from the Comox Fire Protection Improvement District	10,000					
Department Databases	(carry over)Planned special project to take further steps in modernizing the Town's development application process by having a building inspection and development inquiry database	50,000	10,000				New Project
Community Safety Project	28% funded by the Comox protection district. This project involves smoke alarms, safety kits, and other community safety initiatives.	10,000		10,000			
Records Management	The records management system within the Town is in a sate of confusion as legacy filing needs to be updated and 'cleaned' with modern filling practices. The municipality is required by the Province to properly maintain records for future use as well as Freedom of Information Requests.	20,000					New Project
Municipal Election	Administration of Municipal Election	38,500					
Utility Trailer	Replacement of current utility trailer used on Wild Fire Deployments. Increased capacity and will meet newer BC Wildfire regulations and needs	30,000					
Software Acquisition	Procurement of Agenda Management Software (\$15,000) Systems Analyst to review Town's overall software needs and upgrades (\$35,000)	50,000					New Project
Fire Equipment	Regular replacement and acquisition of fire fighting material (\$10,000)	10,000	10,000	10,000	10,000	10,000	
Fire Engine	Replacement of Fire Engine and only ladder truck. The current unit is a 2002 build and will lose its ability to provide fire protection for home insurance purposes. This vehicle carries 500 gallons of water and have large pumps to reach high and further fires. The replacement will meet fire home fire insurance requirements until 2044.	790,000	790,000				
Organic Bins	Organic garbage bins for the community to be delivered free of charge in anticipation of the collective garbage contract between Comox, Courtenay, and Cumberland. This project is grant dependent. However, a funding strategy will need to be developed should automated bins be required in the next Emterra contract. Likely completed in 2023		600,000				New Project
Reviews and Feasibility Studies	2023: Floodplain bylaw update 2024: Parking and Screening bylaw update 2025: OCP and Tree bylaw updates		20,000	10,000	30,000		

Total Capital and Special Projects Anticipated Spend	1,405,500	1,718,000	230,000	112,000	181,000
Amount of grant money or carry over	369,800	615,000			
Total new capital and special project funding required	1,035,700	1,103,000	230,000	112,000	181,000



Town of Comox
2022-2026
Tangible Capital Assets, Special Projects

Schedule "D"

Recreation, Buildings, and Parks

Projects that are funded, at least partially, from grants or carry over

Project Name	Additional Information	2022	2023	2024	2025	2026	Notes
Marine Services Building	Contingent on Council approval. Awaiting Federal Grant result	1,600,000					New project
Site Master Plan	Completion of the Community Center Site master plan. This was delayed due to COVID as well as personal issues with the contractor hired to examine feasibility of construction over the geo thermal heating system.	20,000					
Hands On Farm Fence	(carry over) Hands on farm, located in Filberg Park, is a summer youth program which introduces children to the outdoors and animals. The fence which houses a number of farm animals including a cow, pony, pigs, and others needs repair for the program to continue.	10,000					
Furniture	2022: 8" high staging used for events, programming, and bookings. This unit is smaller and more portable allowing for single person set up and take down	10,500					
Fitness Equipment	Regular replacement of equipment within the fitness center. Cardio equipment and other items to be replaced on an as needed basis.	34,000	34,000	34,000	34,000	36,000	
Elevator	The current elevator is a constant pressure system (button needs to be held to move) installed during construction of the building. The current system is getting past its serviceable life expectancy. The new unit will have additional automated features and almost double the load capacity to 1,000 pounds. The constant pressure system (as opposed to automated system) cannot be replaced due to the size restrictions in the elevator shaft.	55,000					
Marina Upgrades Boat Launch	Plan to replace and extend the boat launch dock to provide improved access and docking space. Design and work with stakeholders in 2021. Construction in 2022	160,000					
Point Homes Pavilion	Replace safety fencing on the retaining wall behind pavilion	20,000					
Buildings							

Community Center	(carry over)Safety improvements to the parking lot at the Community Center including temporary mitigation to tree roots, increased lighting, and overall safety. Further improvements are on hold pending the results of the Community Center Site Master Plan 2025: Gymnasium B water ingress investigation	30,000			100,000		
Design for New Town Hall	The current Town Hall has exceeded its life expectancy, has issues with mold, high energy costs, and cannot fit the required number of employees for Finance and other departments as the Town continues to grow. This project will see a detailed design take place in preparation of construction of a new building.	30,000	220,000				
Geothermal System	Regular upgrades and maintenance required for the geothermal heating system in the Community Center including new HVAC interface software (\$40,000) including mold removal and insulation repair (\$12,000)	12,000	40,000				
Filberg Lodge Sprinkler System	Fire supressoin system for Filberg Lodge	50,000					New Project
Public Works Storage Building	Construction of a upper level in the Public Work bays to facilitate storage of items such as water valves, tools, brass fittings and other valuables in need of weather and theft protection.		60,000				New Project
Public Works Wash Bay	Movement of the wash bay in order to allow for better flow in the yard as well as improved waste water management.		25,000				New Project
CAMS Condition Assessment			10,000				
D'Esterre	Window Replacement			25,000			
Parks							
Marina Condition Assessment	(carry over)The marina continues to age considerably and assessments to the floats, piles, walkways, and ramps must be completed. This includes surface and subsurface inspections. This report will inform the future replacement plan.	50,000					
Vehicle	2022: Replace 2003 Ford Pickup truck (mini dump truck) 2023 Replace 2009 Ford Mini Dump Truck	70,000	60,000				
Vehicle Trailers, ATV & Boats	(carry over)2022: Replace 2004 Toro mower. Grass cutter used for parks, fields, and passive grass areas. Life expectancy on these units are 10 years and current units have exceeded expectancy. 2023: Replace 2009 Toro mower	120,000	125,000				
Contract Painting	2022: Marina Park Pavilions staining 2023: Public Works 2025: Rec Center	30,000	50,000		50,000		
Christmas Decorations	Contingency for lights purchased in 2022	5,000					

Filberg Rock Wall Reconstruction	The rock wall on the southern portion of Filberg park along the road way is continuing to deteriorate. Work to reinforce the slope is important to prevent critical failure in the future	40,000	40,000	40,000			
Dog Park	Irrigation upgrade and tree planting	15,000					
Marina Park	Concrete pads for food vendors and new gates for Marina for enhanced security. Work to coincide with Marine Services Building project.	45,000					
Lazo Greenway	Development of a multi-modal path in the Lazo greenway. First year for design and second year for construction. This project is being done in partnership with the CVRD. The Town will seek grants for this project. Timing will be based on grant acquisition and Regional District partnerships	500,000					Expansion of Service
Splash Park Resurfacing	The surfacing at the splash park/playground at Marina park has failed. The current ground does not meet Provincial safety standards. Without replacement the playground may need to be closed	150,000					
Filberg Driveway Stability	Stability investigation and geo-technical report on Filberg Driveway	20,000					
Elks Playground	Replacement of playground equipment at the Kye Bay play area. The park is considerably aged.		125,000				
Ellis Street Walkway Replacement	The wooden stair case leading to the foreshore at Ellis is beginning to age and has significant salt water impact. This will assist the Town in completing its strategic goal of creating a walkable loop in the area.		20,000				
McKenzie Playground	Replacement of playground equipment at McKenzie Park			125,000			
Village Playground	Village Park tot lot replacement				125,000		

Total Capital and Special Projects Anticipated Spend	2,954,500	454,000	199,000	209,000	36,000
Amount of grant money or carry over	1,880,000				
Total new capital and special project funding required	1,074,500	454,000	199,000	209,000	36,000

Town of Comox – Administration

Subject: FW: BC SPCA offer of support: changes to rodenticide use in Comox

From: Sara Dubois <sdubois@spca.bc.ca>

Sent: December 13, 2021 3:26 PM

To: council <council@comox.ca>

Subject: BC SPCA offer of support: changes to rodenticide use in Comox

LOG: 21-529	REFER: --	AGENDA: RCM 19Jan22
FILE: 5280-05	ACTION: MR	

RECEIVED

Dec. 13, 2021

Dear Mayor Arnott and Council,

TOWN OF COMOX

I am writing on behalf of the BC SPCA to offer support to your community in reassessing the use of all rodenticides and to educate residents about the many harms to wildlife, pets, and people that can occur from using such poisons. Many municipalities in B.C. have already made a significant difference at a local level through recent motions or operational practices to **end all rodenticide use** on public-owned properties. We have a list of the municipalities that have made this humane change so far (<https://spca.bc.ca/safe-from-poison>) and hope you will join us in further protecting animals and the environment.

Municipal leadership was no doubt a contributing factor to the Province's July 21st decision this year, to temporarily ban the sales and use of three second-generation anticoagulant rodenticides (SGARs) for 18 months. The SGAR restrictions are a major milestone for our province, and we hope that the change will become permanent. However, there are a number of **exemptions and gaps** that still leave a high risk of exposure for non-target animals like owls and other raptors, and even domestic cats and dogs.

[The Minister's Order](#), in effect until January 2023 includes:

- Restricting who can buy and use SGARs (allowed for essential services only)
- Requiring sellers to prevent unauthorized buyers
- Requiring that SGARs are only used as part of an Integrated Pest Management (IPM) program. This involves identifying the species, determining their population level, identifying and sealing entry points, removing attractants and shelter, incorporating alternatives to rodenticides, and evaluating if the control measures are effective.
- Requiring proper disposal of SGARs
- Requiring record keeping for the sale and use of SGARs (for 3 years)

Unfortunately, **only three specific SGAR products are covered by this Order**. First-generation anticoagulant rodenticides (FGARs) like warfarin, chlorophacinone, and diphacinone are still legal for personal and professional use. These products are an older, slower-acting, and less potent product compared to SGARs – but rodents still suffer the same effects and can develop resistance to these products, making them ineffective for long-term use. Certain non-anticoagulant rodenticides such as bromethalin, which are generally neurotoxins, are also still legal for personal and professional use. There is no antidote for bromethalin if it is accidentally ingested by cats or dogs. Their only hope is to make it to a veterinarian in time to induce vomiting. Once a pet is showing signs of bromethalin poisoning – seizures, muscle tremors, or inability to walk – it's generally too late to treat them, and death is inevitable.

Additionally, designated essential services with a certified pesticide applicator on staff may still buy and use SGARs. While it is important that these essential services control rodent populations for health, safety, and critical societal functioning, the exemption means rodent control operators are unlikely to change their service model. **Integrated Pest Management (IPM) – using prevention and attractant management first** – is often skipped to the default use of rodenticide baiting programs that do not aim to solve the initial pest problem. Further, compliance with IPM regulations for such programs is low. In 2019, a total of 311 inspections were conducted by provincial IPM Officers. Of these, only

39% were in compliance. Although many of these non-compliances were administrative or minor in nature, it highlights an existing problem with enforcement and user understanding.

The BC SPCA recognizes that unfortunately, there are currently no fast-acting or pain-free rodenticides and therefore recommends that rodenticides only be used in limited cases of infestation when human health and safety are at immediate risk. If they must be used in essential service locations, precautions to minimize exposure to non-target wildlife and pets must be taken, such as limiting the length of time used and retrieving leftover bait. Alternatively, using snap or captive-bolt traps can provide humane lethal control. We are also optimistic that a new rodent contraception being used in the U.S., and a new multi-capture kill trap under development locally, will be available here in the near future, providing additional effective alternatives to rodenticides.

Local leaders can make a major difference for animal welfare and the environment. For example, in June 2020, the BC SPCA supported the District of North Vancouver Council, to create policies to cease using all rodenticides on all District-owned properties, including new requirements for their contractors. In 2021, the BC SPCA also provided student support to the District to develop and operationalize a rodent risk assessment checklist for municipalities. The risk assessment and other resources for all municipalities are available online at: <https://animalkind.ca/wildlife/resources-for-municipalities/>

It's not too late for Comox to be a leader in progressive measures to protect wildlife, pets and local greenspaces **by prohibiting all rodenticide use on public-owned properties and looking at strategies to reduce use on private properties.** BC SPCA staff biologists are available for presentations to Mayor and Council, and can provide resources to support your own internal policies and/or public education materials. Let us know what we can do to help your community in making the commitment to reduce risks of poisoning.

Thank you for your time and consideration,



Dr. Sara Dubois, RPBio

(she/her/elle)

Director, Science & Policy Division

BC SPCA Chief Scientific Officer

778.772.9762

sdubois@spca.bc.ca • spca.bc.ca

Animal Cruelty and Wildlife Hotline: 1.855.622.7722

Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the downriver hən̓q̓əmiṇəm speaking peoples - ɣ̓m̓əθk̓ʷəy̓əm (Musqueam), and səliłwətaʔ (Tsleil-Waututh) Nations, and the Skwxwú7mesh-ulh Sníchim speaking peoples - Skwxwú7mesh Uxwumixw (Squamish) Nation whose historical relationships with the land continue to this day.

OUR MISSION: To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia.

The BC SPCA is a not-for-profit organization reliant on donations from the public. Charitable Tax # BN 11881 9036 RR0001

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Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

December 15, 2021

TOWN OF COMOX



LOG: 21-536	REFER:	AGENDA: RCM Jan 19, 2022
FILE: 0114-20/39	ACTION: MR	

File: 3900-01

December 15, 2021

Sent via email only: russwurm@comox.ca

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

O - cfile
copies - Council
-JW/SA/LP

Dear Shelly:

Re: Comox Strathcona Waste Management District Bylaw Adjudication

At the Comox Strathcona Waste Management (CSWM) Board meeting held December 2, 2021, the Board gave first and second readings to Bylaw No. 687 being, "Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021". The Board also passed a resolution to refer Bylaw No. 687 to the local governments in the CSWM service area for comment prior to considering third reading.

The adjudication ticketing system is an alternative to the Municipal Ticketing Information System (MTI) for the ticketing of bylaw contraventions that is currently used by the CSWM service. Although the two systems can be used together by local governments, the adjudication system was created by the Province to provide local governments with the ability to make enforcement of bylaw matters more efficient and less expensive for both the members of the public and the local government.

The Comox Valley Regional District (CVRD) found that the existing MTI system did not support effective and cost efficient compliance or represent best practices in bylaw enforcement. Increasingly, local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

Approval from the Attorney General's Office to join the adjudication program was received by the Comox Valley Regional District on July 14, 2021. With recent implementation of the adjudication system by the CVRD Board, it is now recommended that the CSWM Board also endorse this same method of more efficient bylaw enforcement and ticketing for the solid waste service.

Attached to this letter is the staff report concerning this matter together with Bylaw No. 687. The CSWM Board will be considering giving third reading to Bylaw No. 687 at their next meeting on January 20, 2022. As such, I would ask that you bring this matter to the attention of your Board and provide any feedback by January 13th so that it may be shared with the Board in advance.

Sincerely,

J. Martens

Jake Martens
General Manager of Corporate Services
Comox Valley Regional District

Attachment: Staff report dated November 25, 2021

DATE: November 25, 2021

FILE: 4020-20

TO: Chair and Directors
Comox Strathcona Waste Management Board

FROM: James Warren
Deputy Chief Administrative Officer

Supported by James Warren
Deputy Chief Administrative
Officer

J. Warren

RE: Bylaw Dispute Adjudication System

Purpose

To introduce a Bylaw Dispute Adjudication System (adjudication system) as an alternative for the ticketing of bylaw contraventions, and the required draft ticketing bylaw.

Recommendation from the Deputy Chief Administrative Officer:

THAT the board give first, second, and third reading to Bylaw No. 687 being “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021” attached as Appendix A to the staff report dated November 10, 2021

Executive Summary

The adjudication system is an alternative to the Municipal Ticketing Information System (MTI) for the ticketing of bylaw contraventions, currently used by Comox Strathcona Waste Management (CSWM). The adjudication system allows the enforcement of bylaw matters, to be more efficient and less expensive for both the members of the public and the local government. The current MTI system does not support effective and cost efficient compliance or represent best practices in bylaw enforcement.

At the October 26, 2021 Comox Valley Regional District (CVRD) Board meeting, the CVRD’s adjudication ticketing bylaw received final approval. This was following previous staff reports, presented to the Electoral Areas Services Committee with recommendations that the board endorse the adjudication system, and direct the preparation of bylaws, policies and agreements for the implementation of the adjudication system provided for in the *Local Government Bylaw Notice Enforcement Act*. The CVRD will be able to utilize the adjudication system through their ticketing bylaw, commencing December 1, 2021.

- On July 14, 2021 the CVRD received approval from the Attorney General’s office to join the adjudication program.
- The required CSWM ticketing bylaw is attached as Appendix A for consideration.

With recent implementation of the adjudication system by the CVRD it is now recommended that the CSWM board now also endorse this same method of more efficient bylaw enforcement and ticketing.

Prepared by:

Concurrence:

Concurrence:

V. Schau***M. Rutten***

Amanda Yasinski
Manager of Bylaw Compliance

Vivian Schau
Senior Manager of CSWM
Services

Marc Rutten, P.Eng
General Manager of
Engineering Services
Background/Current Situation

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

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

Each local government participating in an adjudication system must pay its own costs. At the same time, the adjudication system improves local government bylaw contravention enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demand on the court system, is less expensive to administer than the court process and is a better balance between the amount of the penalty imposed (at a maximum set by regulation, currently \$500) and the cost of pursuing the bylaw contravention in court.

The adjudication system is an alternative to the MTI System for the ticketing of bylaw contraventions, currently used by CSWM. Although the two systems can be used together by local governments, and would not replace the ability of the CSWM to pursue more serious matters through injunctive relief or higher fines from the courts where deemed appropriate by the Board.

Under the MTI system, tickets must be personally served and disputed tickets can only be resolved within Provincial Court. In the case of the CSWM, this means bylaw staff must apply for a hearing date in Provincial Court; liaise with the disputant, direct the collection of evidence from bylaw staff and witnesses, serve legal documents and argue the case in Provincial Court before a Judge or Judicial Justice of the Peace.

Local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Bylaw complainants are often reluctant to give evidence in court for reasons such as lost time from work or fear of retribution. Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

Screening Officers

In order to reduce the number of disputed notices forwarded to adjudication, a local government has the option of establishing one or more screening officers. A screening officer does not need to be a bylaw enforcement officer but should have some familiarity with the bylaws and be available to respond to bylaw notice recipients in a timely manner, such as supervisors and managers.

The screening officer has the authority to cancel a bylaw notice if they believe that the allegation did not occur or that required information is missing from the notice. A screening officer may also be permitted to cancel a bylaw notice based on discussion or correspondence with the disputant and will typically explain the process and potential consequences of dispute adjudication. Additionally, a local government may also authorize a screening officer to enter into a compliance agreement with a person who has received a bylaw notice based on set conditions.

If the screening officer determines that cancellation or a compliance agreement are not possible and the person still wishes to dispute the allegation, the disputant must confirm this and indicate whether they plan to appear at the adjudication hearing in person, in writing or by telephone. The disputant is then advised of the date and time of the adjudication.

Adjudication

Adjudicators under this system are chosen on a rotating basis from a list established by the Ministry of Attorney General. At the adjudication hearing, the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses over the telephone. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues.

The standard of proof for the prosecution of MTIs in Provincial Court follows the criminal scale of beyond a reasonable doubt, whereas the standard of proof under the adjudication system is based on a balance of probabilities (civil scale). The attached flow chart details the bylaw offence notice process (Appendix B).

Policy Analysis

Section 415 of the Local Government Act, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60.

Options

1. Provide first and second and third readings;
2. Receive the Bylaw Dispute Adjudication System report and take no further action.

This report supports option 1.

Financial Factors

The cost of prosecuting a disputed MTI in Provincial Court can reach several thousand dollars and is only done in those instances where it serves the public interest to do so and there are limited options available to the local governments to resolve an issue. There is no recourse for recovery of those legal costs in Provincial Court. The high cost of dealing with disputed tickets in court is a deterrent to using MTIs, which reduces the effectiveness of the enforcement of CSWM bylaws.

Under the *Act*, local governments are responsible for the costs of setting up and administering the Adjudication System within their jurisdiction. The *Act* also allows for a \$25 surcharge to be applied to all tickets upheld by the adjudicator to help offset the costs associated to the process.

Legal Factors

The *Act* and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Local governments and other bodies may make a request to the Ministry of Attorney General to be added, by regulation, to a list of bodies to which the *Act* applies.

Intergovernmental Factors

Bylaw Compliance staff work closely with the RCMP and other local government bylaw staff. The introduction of an adjudication system supports both the CSWM and CVRD Board's focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.

Interdepartmental Involvement

Bylaw Compliance staff has been working closely with CVRD parks, fire, water, CSWM and building staff on the implementation of the bylaw enforcement notices, and set fine amounts. Each department will benefit as enforcement will become more efficient and less expensive. Training and information sessions for each CVRD department that has the ability to ticket through the system. The training will be done in house by bylaw staff.

Citizen/Public Relations

A communication plan has been implemented to assist staff in communicating the execution of the adjudication system. The communication plan will include a website page that depicts the changes, the process and the availability of the system to the public as a means of dispute, as well as the use of social media and a press release. An easy to follow step by step online brochure detailing the new system could be developed similar to ones currently used by other local governments.

Attachments: Appendix A – Draft Bylaw Adjudication Ticketing Bylaw No. 687
Appendix B – Bylaw Offence Notice Flow Chart

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 687

A bylaw to allow ticketing through the Bylaw Adjudication Ticketing System

WHEREAS by section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60;

AND WHEREAS by section 1 of the *Local Government Bylaw Notice Enforcement Act*, a regional district may designate as a “Bylaw Enforcement Officer” any person belonging to a class prescribed under section 273(c) of the *Community Charter*;

NOW THEREFORE, the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Title

1. This Bylaw No. 687 may be cited as the “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021”.

Interpretation

2. In this bylaw unless the context otherwise requires:

“Act” means *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

“Adjudicator” means a person designated under section 14 of the Act and under this Bylaw.

“Bylaw Enforcement Officer” or “Bylaw Officer” means a person designated as such under this bylaw.

“Board” means the Comox Strathcona Waste Management Board.

“Comox Strathcona waste management” means the Comox Strathcona waste management (CSWM) service as delivered and operated by the Comox Valley Regional District (CVRD) and includes the municipal and participating electoral areas as defined under the CSWM service establishment bylaw.

“Disputant” means a person against whom a bylaw notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that bylaw notice.

“Registry” means the Comox Valley Regional District Bylaw Notice Adjudication Registry established pursuant to this bylaw.

“Regional District” means the Comox Valley Regional District

“Screening Officer” means a person appointed to that position under this bylaw.

Application

3. The restrictions and regulations in this bylaw are applicable in each municipality and electoral area within the CSWM service.

Relevant Bylaws

4. The relevant ticketing bylaws that may be enforced by means of a bylaw notice are provided in Schedules 2 and 3 of this bylaw.

Responsibility

5. The designated bylaw compliance officers, for the purposes of the ticketing bylaw as outlined in Schedule 1 of this bylaw, are designated as “Bylaw Enforcement Officers” pursuant to section 1 of the Act for the purpose of enforcing the bylaws listed in Schedule 1 opposite the respective job positions.

Relevant Offences

6. The relevant bylaw offences and bylaw sections are provided in Columns A and B of Schedules 2 and 3 of this bylaw.

Inspection and Entry

7. A bylaw compliance officer is hereby authorized to enter, at all reasonable times, on any property subject to the regulations or direction of the Board, to ascertain whether the regulations or directions of this bylaw are being observed.

Enforcement

8. The enforcement of the provisions within this bylaw occurs in accordance with the Comox Valley Regional District enforcement policy. The bylaws that may be enforced by means of a bylaw notice are listed in Schedule 1 Column A of this bylaw.

Penalty

9. (a) The relevant bylaw fine amounts for the corresponding offences are provided in column C and D of Schedules 2 and 3 of this bylaw.
- (b) Any fines recovered under this bylaw are to be paid to the account of the service in respect of which the offence was committed.
- (c) Any penalty under Section 9(a) of this Bylaw:
- i. will be discounted by 25% if that discounted amount is paid in full within 14 calendar days of the bylaw notice being served in accordance with the Act; and
 - ii. will be increased by 25%, or to \$500.00 if the 25% increase would otherwise cause the penalty to exceed \$500.00, if the full amount of the penalty is not paid within the time specified by this bylaw.
- (d) A person who receives a bylaw notice must, within 14 calendar days:
- i. pay the penalty associated with the bylaw notice in accordance with that bylaw notice; or
 - ii. request an adjudication of that bylaw notice in accordance with the instructions on that bylaw notice.
-

(e) Where a person does not receive notice of a bylaw notice and notifies the Comox Valley Regional District in accordance with section 25 of the Act, the time periods imposed by sections 9(c) and (d) of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to the person in accordance with the Act.

Registry

10. (a) In accordance with the Act, the Comox Valley Regional District establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.
- (b) The address of the Registry is 770 Harmston Avenue, Courtenay, British Columbia, or any other address which may be designated by schedule to this bylaw.
- (c) The Registry may set its own rules of procedure in respect of the receipt and processing of bylaw notice disputes, provided those rules do not conflict with the Act.
- (d) A person who disputes a bylaw notice and does not succeed in that dispute must pay the Comox Valley Regional District \$25.00 to recover part of the costs of administering the Registry.
- (e) The Comox Valley Regional District is authorized to enter into, and the Corporate Officer is authorized to execute, the CVRD Bylaw Dispute Adjudication Registry Agreement in accordance with the authority of section 2(4) of the Act.
- (f) Once the CVRD Bylaw Dispute Adjudication Registry Agreement, or any other Bylaw Dispute Adjudication Registry Agreement, is adopted by the Comox Valley Regional District and entered into with the provider of that Dispute Adjudication Registry, that Dispute Adjudication Registry becomes the Registry for the purposes of this Bylaw.

Screening Officer

11. (a) The position of Screening Officer is hereby established.
- (b) The following positions are designated as a Screening Officer:
 - i. General Manager, Corporate Services
 - ii. General Manager, Planning and Development Services
 - iii. Manager, Bylaw Services
 - iv. Manager, Planning Services
 - v. Manager, Building Services

Powers, Duties, Functions of Screening Officers

12. The powers, obligations, duties, and functions of Screening Officers include but are not limited to the powers, obligations, duties, and functions under the Act, and also include the following:
 - (a) No person may act as a Screening Officer in respect of a bylaw notice if that person:
 - i. has issued or signed the bylaw notice;
 - ii. is a complainant in respect of the bylaw notice;
 - iii. is or is reasonably likely to become a witness in respect of that bylaw notice;

iv. has provided evidence, including documentary evidence, in respect of that bylaw notice.

(b) When requested by the person against whom a contravention is alleged, the Screening Officer must communicate to that person, or that person’s agent, sufficient information regarding:

- i. the nature of the contravention;
- ii. the section of the bylaw contravened;
- iii. the facts underlying the allegation of the contravention;
- iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
- v. the opportunity to enter into a compliance agreement;
- vi. the opportunity and process to dispute the bylaw notice and proceed to the bylaw notice dispute adjudication system.

(c) To perform the Screening Officer’s powers, obligations, duties, and functions under this bylaw or the Act, a Screening Officer may communicate with:

- i. the Disputant, Disputant’s representative, or a director or officer of the Disputant if the Disputant is a corporation or organization;
- ii. the person who issued the bylaw notice;
- iii. the complainant or complainant’s representative;
- iv. any Comox Valley Regional District staff concerning the contravention alleged, or any other contravention associated with the Disputant.

(d) A Screening Officer may cancel a bylaw notice in accordance with the Act, or in accordance with the process established by the Comox Valley Regional District.

(e) A Screening Officer may prepare and enter into a compliance agreement under the Act with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, or to cease or remedy contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.

(f) As part of any compliance agreement, a Screening Officer may authorize a reduction of the penalty amount by 50 per cent, which reduction takes effect by the Screening Officer requiring as a term of the compliance agreement a payment of 50 per cent of the penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing.

(g) The maximum duration of any compliance agreement is one year.

Schedules

13. For the purposes of this bylaw, Schedules 1 – 3 are attached to and form part of this bylaw.

Forms

14. The Comox Valley Regional District may prescribe forms for the bylaw notice, forms to request an adjudication, or other forms in furtherance of this bylaw, provided the form complies with the Act.

Severability

15. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.
-

Schedule 1

Schedule	Column A Bylaw No. / Name	Column B - Designated Bylaw Compliance Officers	Jurisdiction
2	“Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015”	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts’ Electoral Area ‘A’ (Baynes Sound – Denman / Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek); Strathcona Regional Districts’ Electoral Area ‘A’ (Kyuquot / Nootka – Sayward), Electoral Area ‘B’ (Cortes Island), Electoral Area ‘C’ (Discovery Inlets – Mainland Inlets) and Electoral Area ‘D’ (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis
3	Bylaw No. 470 being “Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 270, 2017”	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts’ Electoral Area ‘A’ (Baynes Sound – Denman / Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek); Strathcona Regional Districts’ Electoral Area ‘A’ (Kyuquot / Nootka – Sayward), Electoral Area ‘B’ (Cortes Island), Electoral Area ‘C’ (Discovery Inlets – Mainland Inlets) and Electoral Area ‘D’ (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis

Schedule 2**Bylaw No. 396 – 'Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015'**

Column A Offence	Column B Bylaw section no.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Removing municipal solid waste from designated facility	4(1)	\$375.00	\$500.00
Trespass upon designated facility	4(2)	\$375.00	\$500.00
Depositing items contrary to CSWM regulations & posted signage	4(3)	\$375.00	\$500.00

Schedule 3**Bylaw No. 470 – 'Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 470, 2017'**

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Deposit, discard or abandon any garbage, waste, organics, recyclable material, large items, or prohibited material within the boundaries of the Comox Strathcona Waste Management Service area	3(1)	\$375.00	\$500.00
Fail to manage any garbage, waste, organics, recyclable material, large items or prohibited material that is generated from the owner's property	3(2)	\$375.00	\$500.00

New Bylaw Dispute Adjudication System

STEP 1

Pay or Dispute a Bylaw Notice



- Upon receipt pay Notice or dispute within 14 days to the CVRD
- Dispute by filling out form on back of Notice
- Deliver to CVRD office or bylawenforcement@comoxvalleyrd.ca

STEP 2

Dispute Process

- If disputed, a screening officer will contact you to review details
- Screening officer will either confirm or cancel the Notice
- If Notice is upheld you are offered a choice:
 - Pay full amount of fine (not eligible to discounted amount)
 - Enter into compliance agreement (when applicable)
 - Request bylaw dispute adjudication hearing



STEP 3

Adjudication Hearing

- A dispute coordinator will contact you with date, time and location of hearing (either in person, phone/video, or in writing)
- An independent adjudicator will determine if the bylaw offence occurred or not
- Offence did not occur, the Notice will be cancelled
- Offence occurred, the Notice will stand and a \$25 adjudication fee along with full fine amount will be required



COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 687

A bylaw to allow ticketing through the Bylaw Adjudication Ticketing System

WHEREAS by section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60;

AND WHEREAS by section 1 of the *Local Government Bylaw Notice Enforcement Act*, a regional district may designate as a “Bylaw Enforcement Officer” any person belonging to a class prescribed under section 273(c) of the *Community Charter*;

NOW THEREFORE, the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Title

1. This Bylaw No. 687 may be cited as the “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021”.

Interpretation

2. In this bylaw unless the context otherwise requires:

“Act” means *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

“Adjudicator” means a person designated under section 14 of the Act and under this Bylaw.

“Bylaw Enforcement Officer” or “Bylaw Officer” means a person designated as such under this bylaw.

“Board” means the Comox Strathcona Waste Management Board.

“Comox Strathcona waste management” means the Comox Strathcona waste management (CSWM) service as delivered and operated by the Comox Valley Regional District (CVRD) and includes the municipal and participating electoral areas as defined under the CSWM service establishment bylaw.

“Disputant” means a person against whom a bylaw notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that bylaw notice.

“Registry” means the Comox Valley Regional District Bylaw Notice Adjudication Registry established pursuant to this bylaw.

“Regional District” means the Comox Valley Regional District

“Screening Officer” means a person appointed to that position under this bylaw.

Application

3. The restrictions and regulations in this bylaw are applicable in each municipality and electoral area within the CSWM service.

Relevant Bylaws

4. The relevant ticketing bylaws that may be enforced by means of a bylaw notice are provided in Schedules 2 and 3 of this bylaw.

Responsibility

5. The designated bylaw compliance officers, for the purposes of the ticketing bylaw as outlined in Schedule 1 of this bylaw, are designated as “Bylaw Enforcement Officers” pursuant to section 1 of the Act for the purpose of enforcing the bylaws listed in Schedule 1 opposite the respective job positions.

Relevant Offences

6. The relevant bylaw offences and bylaw sections are provided in Columns A and B of Schedules 2 and 3 of this bylaw.

Inspection and Entry

7. A bylaw compliance officer is hereby authorized to enter, at all reasonable times, on any property subject to the regulations or direction of the Board, to ascertain whether the regulations or directions of this bylaw are being observed.

Enforcement

8. The enforcement of the provisions within this bylaw occurs in accordance with the Comox Valley Regional District enforcement policy. The bylaws that may be enforced by means of a bylaw notice are listed in Schedule 1 Column A of this bylaw.

Penalty

9. (a) The relevant bylaw fine amounts for the corresponding offences are provided in column C and D of Schedules 2 and 3 of this bylaw.

(b) Any fines recovered under this bylaw are to be paid to the account of the service in respect of which the offence was committed.

(c) Any penalty under Section 9(a) of this Bylaw:
 - i. will be discounted by 25% if that discounted amount is paid in full within 14 calendar days of the bylaw notice being served in accordance with the Act; and
 - ii. will be increased by 25%, or to \$500.00 if the 25% increase would otherwise cause the penalty to exceed \$500.00, if the full amount of the penalty is not paid within the time specified by this bylaw.
(d) A person who receives a bylaw notice must, within 14 calendar days:
 - i. pay the penalty associated with the bylaw notice in accordance with that bylaw notice; or
 - ii. request an adjudication of that bylaw notice in accordance with the instructions on that bylaw notice.
-

(e) Where a person does not receive notice of a bylaw notice and notifies the Comox Valley Regional District in accordance with section 25 of the Act, the time periods imposed by sections 9(c) and (d) of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to the person in accordance with the Act.

Registry

10. (a) In accordance with the Act, the Comox Valley Regional District establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.
- (b) The address of the Registry is 770 Harmston Avenue, Courtenay, British Columbia, or any other address which may be designated by schedule to this bylaw.
- (c) The Registry may set its own rules of procedure in respect of the receipt and processing of bylaw notice disputes, provided those rules do not conflict with the Act.
- (d) A person who disputes a bylaw notice and does not succeed in that dispute must pay the Comox Valley Regional District \$25.00 to recover part of the costs of administering the Registry.
- (e) The Comox Valley Regional District is authorized to enter into, and the Corporate Officer is authorized to execute, the CVRD Bylaw Dispute Adjudication Registry Agreement in accordance with the authority of section 2(4) of the Act.
- (f) Once the CVRD Bylaw Dispute Adjudication Registry Agreement, or any other Bylaw Dispute Adjudication Registry Agreement, is adopted by the Comox Valley Regional District and entered into with the provider of that Dispute Adjudication Registry, that Dispute Adjudication Registry becomes the Registry for the purposes of this Bylaw.

Screening Officer

11. (a) The position of Screening Officer is hereby established.
- (b) The following positions are designated as a Screening Officer:
- i. General Manager, Corporate Services
 - ii. General Manager, Planning and Development Services
 - iii. Manager, Bylaw Services
 - iv. Manager, Planning Services
 - v. Manager, Building Services

Powers, Duties, Functions of Screening Officers

12. The powers, obligations, duties, and functions of Screening Officers include but are not limited to the powers, obligations, duties, and functions under the Act, and also include the following:
- (a) No person may act as a Screening Officer in respect of a bylaw notice if that person:
- i. has issued or signed the bylaw notice;
 - ii. is a complainant in respect of the bylaw notice;
 - iii. is or is reasonably likely to become a witness in respect of that bylaw notice;
-

- iv. has provided evidence, including documentary evidence, in respect of that bylaw notice.
- (b) When requested by the person against whom a contravention is alleged, the Screening Officer must communicate to that person, or that person’s agent, sufficient information regarding:
- i. the nature of the contravention;
 - ii. the section of the bylaw contravened;
 - iii. the facts underlying the allegation of the contravention;
 - iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
 - v. the opportunity to enter into a compliance agreement;
 - vi. the opportunity and process to dispute the bylaw notice and proceed to the bylaw notice dispute adjudication system.
- (c) To perform the Screening Officer’s powers, obligations, duties, and functions under this bylaw or the Act, a Screening Officer may communicate with:
- i. the Disputant, Disputant’s representative, or a director or officer of the Disputant if the Disputant is a corporation or organization;
 - ii. the person who issued the bylaw notice;
 - iii. the complainant or complainant’s representative;
 - iv. any Comox Valley Regional District staff concerning the contravention alleged, or any other contravention associated with the Disputant.
- (d) A Screening Officer may cancel a bylaw notice in accordance with the Act, or in accordance with the process established by the Comox Valley Regional District.
- (e) A Screening Officer may prepare and enter into a compliance agreement under the Act with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, or to cease or remedy contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.
- (f) As part of any compliance agreement, a Screening Officer may authorize a reduction of the penalty amount by 50 per cent, which reduction takes effect by the Screening Officer requiring as a term of the compliance agreement a payment of 50 per cent of the penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing.
- (g) The maximum duration of any compliance agreement is one year.

Schedules

13. For the purposes of this bylaw, Schedules 1 – 3 are attached to and form part of this bylaw.

Forms

14. The Comox Valley Regional District may prescribe forms for the bylaw notice, forms to request an adjudication, or other forms in furtherance of this bylaw, provided the form complies with the Act.

Severability

15. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

Read a first and second time this 2nd day of December 2021.

Read a third time this day of 2021.

Adopted this day of 2021.

Chair

Deputy Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 687 being the “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021” as adopted by the Comox Strathcona Waste Management Board on the day of , 2021.

Deputy Corporate Legislative Officer

Schedule 1

Schedule	Column A Bylaw No. / Name	Column B - Designated Bylaw Compliance Officers	Jurisdiction
2	“Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015”	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts’ Electoral Area ‘A’ (Baynes Sound – Denman / Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek); Strathcona Regional Districts’ Electoral Area ‘A’ (Kyuquot / Nootka – Sayward), Electoral Area ‘B’ (Cortes Island), Electoral Area ‘C’ (Discovery Inlets – Mainland Inlets) and Electoral Area ‘D’ (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis
3	Bylaw No. 470 being “Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 270, 2017”	Bylaw officer (Comox Valley Regional District, Strathcona Regional District, City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis), peace officer	Comox Valley Regional Districts’ Electoral Area ‘A’ (Baynes Sound – Denman / Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek); Strathcona Regional Districts’ Electoral Area ‘A’ (Kyuquot / Nootka – Sayward), Electoral Area ‘B’ (Cortes Island), Electoral Area ‘C’ (Discovery Inlets – Mainland Inlets) and Electoral Area ‘D’ (Oyster Bay – Buttle Lake), City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Village of Sayward, Village of Zeballos, Village of Gold River, Village of Tahsis

Schedule 2**Bylaw No. 396 – 'Comox Strathcona Waste Management Facilities Scavenging and Trespassing Bylaw No. 396, 2015'**

Column A Offence	Column B Bylaw section no.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Removing municipal solid waste from designated facility	4(1)	\$375.00	\$500.00
Trespass upon designated facility	4(2)	\$375.00	\$500.00
Depositing items contrary to CSWM regulations & posted signage	4(3)	\$375.00	\$500.00

Schedule 3**Bylaw No. 470 – 'Comox Strathcona Waste Management Illegal Dumping Regulation Bylaw No. 470, 2017'**

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Deposit, discard or abandon any garbage, waste, organics, recyclable material, large items, or prohibited material within the boundaries of the Comox Strathcona Waste Management Service area	3(1)	\$375.00	\$500.00
Fail to manage any garbage, waste, organics, recyclable material, large items or prohibited material that is generated from the owner's property	3(2)	\$375.00	\$500.00

LOG: 21-530	REFER: --	AGENDA: RCM Jan 19/22
FILE: 4900-01	ACTION: MR	

December 17, 2021

Re: The urgent need for family physicians in the Comox Valley

o - cfile
copies - Council
- JW/LP

Dear Mayor Arnott and Comox Council,

Over the last year, the number of people without a family physician has grown significantly in the Comox Valley. Currently, an estimated 13,731 patients are seeking a family physician or nurse practitioner, and the number is expected to grow as more family doctors are planning to transition from practice.

Having or finding a family physician is currently a top priority on the minds of Comox Valley residents. As you are aware, the availability of family physicians is an important component towards fostering healthy communities and attracting businesses and industry to our region.

We know it takes a village to support family physician recruitment and retention, and in response to this urgent need, the Comox Valley Division of Family Practice (the Division) is forming a “**Comox Valley Family Physician Recruitment and Retention Task Force**”. Drawing on best practices from across Canada, this group intends to build upon community partnerships to create a sustainable family physician recruitment strategy in the Comox Valley.

On behalf of the Division, I would like to invite two individuals (one elected official and one staff member) from the Town of Comox to participate in this vital work.

Our first meeting will take place in the second half of January 2022 and continue to at least March 31, 2022. The Division staff will support the group's work, and meetings will be held every three weeks.

If you are interested, please reply to me to express your interest, including the name, title, and email of the representatives who will be joining the group.

Sincerely,

Dr. Jonathan Kerr

Councillor, Town of Comox

and

Lead Physician, Family Physician Recruitment and Retention Committee

Comox Valley Division of Family Practice

dr.jonathankerr@gmail.com

The Comox Valley Division of Family Practice brings family doctors together to identify opportunities for improving the delivery of local health care. We are committed to achieving meaningful change that benefits patients, doctors, and our community as a whole. Our work is aligned with the ongoing work of the Comox Valley Primary Care Network (PCN).

LOG: 21-535	REFER:	AGENDA: RCM Jan 19, 2022
FILE: 4010-01	ACTION: MR	

Town of Comox – Administration

From: Town of Comox – Administration
Sent: December 31, 2021 11:12 AM
To: Town of Comox – Administration
Subject: FW: Parking Tickets today? Really ?

RECEIVED

December 30, 2021

TOWN OF COMOX

From: Tasty MVP <tastymvp@gmail.com>
Sent: December 30, 2021 12:17 PM
To: council <council@comox.ca>
Subject: Parking Tickets today? Really ?

O - cfile
copies - Council
-JW/Bylaw/LP

A happy new years eve Mayor and Council,

I am writing on behalf of fellow citizen, whom I do not know yet just witnessed the Commissioner of Comox ticketing on church street 15 minutes ago.

If you have been on Church Street today, you will know that the roads are clear but the parking lanes are completely congested and the sidewalks barely manageable.

The truck did a great job of getting off the main road onto the snow side, right in front of the church. I suppose the ticket was for blocking the church parking lot. However, the parking lot is uncleared and there was no where else to park. I believe the guy was just in the bakery. Buying local.

Hmmm...

Understandably Town of Comox staff is now back at work and getting to all the snow that has accumulated over the holidays.

However, to have the commissioner out today giving tickets for cars who have no easy places to park, is a unkind and unnecessary gesture on the Town's part.

If you have been around town over the holidays, you will have found many of us in town have been shoveling our neighbours walk ways and driveways.

There has been a good sense of community assisting each other in this snowy time. Many of the elders are not even able to go out with the sidewalks the way they are in town right now.

Was just speaking with a guy who just shoveled in front of the Church Street pub. I thought he was an owner but it turns out his girlfriend works there and he was doing them a favour.

This is the spirit of this community. And it would be so nice, going into this new year of 2022, that taxpayers can count on Mayor, Council and staff to reflect these values, on the ground.

Seriously.

May 2022 ring in more consideration, kindness and generosity for all. Deleting today's parking tickets for whomever, be step in the right direction.

Thanks,

Vivian Dean
303 Church Street
Comox, B.C.
V9M 2C1

p.s I do not need an official reply back. Just having you all read this and reflect upon it, is wonderful enough.

LOG: 21-533	REFER:	AGENDA: RCM Jan 19, 2022
FILE: 5400-11	ACTION: MR	

Town of Comox – Administration

From: Town of Comox – Administration
Sent: December 31, 2021 10:53 AM
To: Town of Comox – Administration
Subject: FW: Blocked driveways

RECEIVED

Dec 31, 2021

TOWN OF COMOX

From: Chris McEwen <chris.mcewen@shaw.ca>
Sent: Friday, December 31, 2021 7:43 AM
To: council <council@comox.ca>
Subject: Blocked driveways

O - cfile
 Copies - Council
 -JW/SA/LP

I would rather drive around on uncleared side streets than have my driveway blocked by a very heavy windrow of snow pushed up by grading. I am 68 years old and have a stent in my heart. I suffer from chronic back pain. If you grade the side streets you must also clear peoples drive entrances. I am sure I am not the only senior or partially disabled person in Comox that feels this way.

Chris McEwen
 263 Alpine Street
 250 650-4157

Town of Comox – Administration

Subject: FW: Parking restrictions on Balmoral ave. in front of 1700 balmoral

LOG: 22-002	REFER: --	AGENDA: RCM 19Jan22
FILE: 5480-02	ACTION: MR	

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

From: John Scott <j.d.scott@telus.net>

Sent: December 31, 2021 4:35 PM

To: Russ Arnott <Rarnott@comox.ca>; council <council@comox.ca>

Subject: Parking restrictions on Balmoral ave. in front of 1700 balmoral

RECEIVED

Jan. 4, 2022

Hello Russ;

A big beef to you and your council for taking action without listening to “all sides” in an issue.

I am so sorry to see you intend to allow unrestricted parking on Balmoral in front of 1700 Balmoral. I live in this condo and I am telling you there are multiple selfish, inconsiderate people with two cars/trucks that currently park in the shopping centre lot, east of us on Balmoral, west of us behind John’s on Port Augusta etc.

The two hour parking restriction was welcomed by many residents here because a few condo owners abused the unlimited parking by parking there all day and all night. It will create a “no place to park area” for delivery people, short term visitors, service/repair people, etc. They also park close to the parkade exit ramp blocking the view of oncoming traffic going east on Balmoral.

Now you have provided them with their own personal second parking stall right in front of the building.

This is what we experienced prior to your parking restriction signs went up. The 2 hour restriction made for good traffic conditions.

Once again, a poorly thought out decision by Comox Council.

Please repeal this decision at your next council meeting.

John Scott

#107-1700 Balmoral Ave.,

250-890-4224

TOWN OF COMOX

Town of Comox – Administration

Subject: FW: Delivery Status Notification (Failure)

From: John Scott <j.d.scott@telus.net>

Sent: January 6, 2022 3:44 PM

To: Jonathan Kerr <jkerr@comox.ca>

Cc: council <council@comox.ca>

Subject: Fwd: Delivery Status Notification (Failure)

LOG: 22-005	REFER: --	AGENDA: RCM 19Jan22
FILE: 5480-20/Bc	ACTION: MR	

RECEIVED

Jan. 6, 2022

TOWN OF COMOX

Jonathan;

Thank you for replying to my email.

It's nice to have a breath of fresh air on council.

First a little history:

When we moved into 1700 Balmoral April 2021 the parking restriction was just 2 hr parking 9:00a.m. to 6:00p.m. This allowed residents with two vehicles (the limit is one parkade stall per strata owner) to park overnight on the street in front of the building. This quickly led to people abusing the privilege by leaving their cars there all night and all day despite the restriction. This was changed last summer(?) to 2 hr only parking permitted because too many residents here abused the parking and used this area as 24/7 parking stalls.

The 2 hr restriction 24 hrs/day worked beautifully. It allowed for delivery vehicles, service providers, short term visitors convenient parking on the street outside the building. Traffic flowed nicely and everyone shared the spaces. Also, should an emergency vehicle need to park here there was an open spot most of the time.

There are 45 households here that share about 1/4 a block of street parking spots. Why and how one or two? people from here petitioned? Comox Council to revert to open parking with no restrictions is incomprehensible. If this were a full neighbourhood block in any other part of Comox, you would have required petitioners to get a whole load of signatures for you to make a change like this. (Ask Russ Arnott about the Beckton parking debacle from a few years back, the petitioner had half of the addresses wrong that council ignored but still made requested changes for one guy who didn't like someone's camper parking in front of his house!)

Why fix something that is not broken?

A simple, logical, solution would have been to just allow 24 hr parking along the south side of Balmoral Ave behind John's Independent. That stretch of road is plenty wide enough to allow parking there anytime. To make a change like this without even asking our strata council (I am on the strata council) their position on a change like this is absolutely irresponsible.

By removing the 2 hr restrictions as I understand, you are just opening the door for a few selfish, inconsiderate people to use the few spaces available as their free second parking stall at the detriment of all other residents.

Please exercise a little common sense when issues like this come up. Talk to people who care.

I hope the rest of Comox council realizes the severe negative impact this change to parking crates for the vast majority of residents here.

Please rescind this decision as soon as you possibly can.

Very best regards,

John Scott

#107- 1700 balmoral Ave.,

Call or text: 250-792-2932

Phone; 250-890-4224

On Jan 6, 2022, at 2:47 PM, Jonathan Kerr <jkerr@comox.ca> wrote:

Hi John,

This is Jonathan Kerr. I have recently joined Comox Council and I wanted to thank you for your email with respect to the parking situation along Balmoral Avenue. I am looking forward to having a discussion with Council and Town staff to learn more about the history of this issue.

Assuming from your address that you on the ground floor, does the parking along Balmoral cause any additional issues for you?

Thanks again for your engagement on this topic.

May I also ask what other issues are important to you in creating a healthy community?

Wishing you all the best in 2022,

Jonathan

Dr. Jonathan Kerr
Councillor, Town of Comox
jkerr@comox.ca

I respectfully acknowledge that I live, work, and play on the Unceded Traditional Territory of the K'ómoks First Nation.

Town of Comox – Administration

Subject: FW: Parking on Balmoral in front of 1700 Balmoral

O - Cfile: 5480-02/Balmoral
Copies - Council
- JW/SA/LP

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

From: John Scott <j.d.scott@telus.net>

Sent: January 12, 2022 4:00 PM

To: Jonathan Kerr <jkerr@comox.ca>

Cc: council <council@comox.ca>

Subject: Parking on Balmoral in front of 1700 Balmoral

LOG: 22-008	REFER: --	AGENDA: RCM 19Jan22
FILE: 5480-20/Bæ	ACTION: MR	

RECEIVED

Jan. 12, 2022

TOWN OF COMOX

I don't know if you received my email last week regarding this subject.

I received no reply. So here's another try.

(Jonathan, living on the ground floor has no impact on this issue.) Drop by sometime and I'll give you a first hand tour.

Any other council members would also be welcome. I would encourage you to engage with your residents.

Today I met two City employees out front here putting up a "no parking" sign near the exit ramp of our condo. Good move. It was needed. We had a nice chat and they strongly agreed what you are doing is ridiculous, but easy to remedy any parking "problems".

Here's what they said.

It would make far more sense to allow unrestricted parking behind John's on the south side of Balmoral and replace the two hour restrictions immediately in front of 1700 Balmoral. (better yet go back to the 2 hr 9:00 a.m. to 6:00? p.m. signs) You could even remove all restrictions on the section between our property line and the Golf Course entrance. That would provide plenty of 24 hour parking close by.

I spoke with one of the ladies who petitioned you for the changes contemplated and she completely agreed that would be an acceptable compromise. She admitted the motivation for the parking changes were to allow her and a few others to park their second vehicles overnight on the road in front of our building.

When they bought here they knew one strata unit came with only one parking stall, but claim the realtor involved assured them there would be plenty of extra spaces due to elderly residents not owning cars. She actually said "It may be selfish but we were told we would be able to park in the parkade, but if we can't the street in front will do."

I can tell you from experience there are a few people here who will park in front of the building 24/7. There are 45 households here that depend on delivery trucks, plumbers, electricians, other service people, not to mention emergency vehicles if needed. The space is only able to fit 4 or 5 vehicles. Why inconvenience 40+ household for the benefit of a few? You've got a chance to make it right.

Maybe you could designate this area a "loading zone?"

It was working just fine before you decided to fix something that wasn't broken.

Please come to your senses and do what's right for all, not favouring just a few.

John Scott

call me anytime at 250-890-4224

or email me j.d.scott@telus.net

Town of Comox – Administration

Subject: FW: 1700 Balmoral Parking

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

From: John Scott <j.d.scott@telus.net>

Sent: January 13, 2022 1:33 PM

To: Jordan Wall <jwall@comox.ca>; council <council@comox.ca>

Subject: Re: 1700 Balmoral Parking

Hello Jordan;

Thank you for the notice.

Is it possible for me to attend this meeting (zoom?) in order to express the position of most of the residents at 1700 Balmoral?

I have lived in the Comox Valley for 17 years now and have watched in amazement how your parking policies have evolved, both for the better and for the worse.

This one is not for the better.

I find it hard to believe Comox Council would encourage more cars parking on our streets for longer periods of time. That is the direct antithesis of your broader objectives of making this a less car reliant and more resident friendly community.

I sold our second car because this location provides close and easy access to all the services, shops, health and dental care etc. most people could ever need.

I've found with a little planning, we don't need two cars. If someone really must have two cars they should make adjustments, even if that imposes some inconvenience.

Thank you again and hope to hear from you (or any other council members) soon.

John Scott

#107- 1700 balmoral Ave.

home: 250-890-2442

cel; 250-792-2931

email; j.d.scott@telus.net

> On Jan 13, 2022, at 1:10 PM, Jordan Wall <jwall@comox.ca> wrote:

>

> Hi John,

>

> Confirming we have received your correspondence and that this item is included on the January 19th Regular Council Meeting.

>

> Thank you,

>

> Jordan Wall

> Chief Administrative Officer

> <image001.jpg>

> Town of Comox

> 250-339-2202 ext. 6469

> www.comox.ca

>

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>

Town of Comox – Administration

Subject: FW: Guiding Lights Across BC - Feb 22 2022

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>

Sent: January 6, 2022 9:15 PM

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

Subject: Guiding Lights Across BC - Feb 22 2022

LOG: 22-006	REFER: --	AGENDA: RCM 19Jan22
FILE: 0630-20	ACTION: MR	

RECEIVED

Jan. 6, 2022

TOWN OF COMOX

Hi Mayor and Council,

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 building(s) with exterior lighting or interior window lights in the colour blue.** 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. Last year we had 85+ landmarks across the Province light up 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, 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 continuing effects of COVID-19, our usual large gatherings, campfire singalongs, community events, special camps, and other activities are impacted, and so this year will again look different than usual.

For Thinking Day 2022, 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. A map of previous participating locations can be found at www.girlguides.ca/guidinglightsacrossbc

We will be mobilizing our members to admire 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-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2022, activity.

Thank you for your support for Guiding in BC!

Isabella Lee (she/her) | BC Public Relations and Communications Adviser

BC Council, Girl Guides of Canada

bc-prcomm@girlguides.ca (cell) 778-677-6452

I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and WSÁNEĆ Nations.



Everything she wants to be.

Town of Comox – Administration

Subject: FW: Shakesides

O - Cfile: 2430-20/15-01/06
Copies -Council
- JW/SA/LP

From: Scoty <scofenn54@yahoo.ca>

Sent: January 13, 2022 10:09 AM

To: council <council@comox.ca>

Subject: Shakesides

LOG: 22-009	REFER: --	AGENDA: RCM 19Jan22
FILE: 2430-20/15	ACTION: MR	

RECEIVED

Jan. 13, 2022

TOWN OF COMOX

Dear Mayor and Council,

I would like to know what the driving force is behind the Town of Comox's mission to destroy Shakesides, a cabin built by Mack Laing's bare hands?

This is what i have gleaned from The Mack Laing Heritage Society web site:

The Mack Laing Heritage Society has 28 professional from architects, construction workers, plumbers, electricians, metal fabricators, loggers, etc. ready to volunteer materials and time. They have 17 potential funding sources. Professional Engineers have evaluated Shakesides and deemed it structurally sound. They have a proposed operating budget and have the forethought to respect Mack Laing's wishes. Mack Laing stated, in his will, that he wanted his home to be a Nature Centre, where everyone, especially children, can learn about Indigenous culture, nature and about how our forefathers settled this land.

Why is our town spending our tax money going to court to change Mack Laing's trust when there are solutions that they will not consider? Trusts are established **to provide legal protection for the trustor's assets**, to make sure those assets are distributed according to the wishes of the trustor. There was even an interested party who wanted to move the cabin but that was not considered either.

If the people living in Orchard Park are worried about traffic it could be walk in access only and open only at certain times. Many, many people make use of this park daily including school groups.

As our town rapidly increase in size historic buildings are being torn down at a rapid rate. The most egregious one was the Filberg-like home across from John's Independent. It was torn down before many knew it was there. Historic buildings are important because they are a reflection of our history and they help us understand and respect people who lived in different eras. They are also an economic draw as tourists love to visit old buildings.

Why is our town so opposed to something so worthwhile?

I find it sad that the Viewing Platform planned for Shakesides, if it comes to this, does not represent nature, (in any form), cultural history or the values of Mack Laing. Why do we need a viewing platform when we have a flat beach right there? There is an opportunity here to show respect for our Indigenous community by including then in the design and construction of something, not necessarily a platform, that would contribute to the education and cultural history of our area. It would most certainly be more beautiful and fit in better with the surroundings. This planned \$375,000. steel platform is lifeless and unattractive when we could have something unique that shows respect for the original inhabitants of this land and would come at a time when it is sorely needed.

Sincerely,

Trish Fennell
Comox BC
250 339 6295



COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, October 26, 2021

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on October 26, 2021 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
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	M. McCollum	City of Courtenay
	W. Morin	City of Courtenay
	M. Swift	Town of Comox
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	K. Douville	Acting Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

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 42: The United Nations, its bodies, including the Permanent Forum on Indigenous Issues, and specialized agencies, including at the country level, and States shall promote respect for and full application of the provisions of this Declaration and follow up the effectiveness of this Declaration.

IN-CAMERA MEETING:

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

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

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

ADOPTION OF MINUTES:

M. McCollum/A. Hamir: THAT the Comox Valley Regional District Board minutes dated September 28, 2021 be adopted.
208 Carried

A. Hamir/W. Morin: THAT the Comox Valley Regional District Board minutes dated October 5, 2021 be adopted.
208 Carried

REPORTS:

BLACK CREEK – OYSTER BAY SERVICES COMMITTEE

B. Leigh/D. Hillian: THAT the following items be received:

- Black Creek – Oyster Bay Services Committee minutes dated September 20, 2021.

- Black Creek – Oyster Bay Services Committee minutes dated October 18, 2021.
208 Carried

B. Leigh/E. Grieve: THAT no new or upsized connections be approved for any non-in-stream and non-entitled properties within the Black Creek-Oyster Bay Water Local Service Area, as defined in the October 15, 2021 staff report;

AND FURTHER THAT Bylaw No. 5 being “Black Creek/Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008” be amended to include additional language to provide additional authority and flexibility to decline new water connections as per the redline sections highlighted in blue and attached as Appendix A to the staff report dated October 15, 2021;

AND FINALLY THAT staff work with Strathcona Regional District staff to ensure that the connection suspension and bylaw conditions are implemented in a similar manner for all properties located within the Strathcona Regional District Electoral Area D portion of the Black Creek-Oyster Bay Water Local Service Area.
209 Carried

K. Grant/B. Leigh: THAT the 2021-2025 financial plan for the Black Creek-Oyster Bay Water Local Service Area, Function 313, be amended to include an additional \$100,000 to be funded from reserves for further groundwater exploratory work, preliminary design, a Class C cost estimate and implementation schedule to be brought back to the Black Creek-Oyster Bay Services Committee for review in early 2022.
209 Carried

K. Grant/E. Grieve: THAT Bylaw No. 5 being “Black Creek/Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008” be amended to include additional language surrounding use of wells for non-domestic purposes as per the redline sections highlighted in green and attached as Appendix A to the staff report dated October 15, 2021.
209 Carried

K. Grant/D. Hillian: THAT the agenda be varied to bring forward Item G.1 - Recommendations for Bylaw No. 682 being "Black Creek - Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008, Amendment No. 10"

208

Carried

E. Grieve/B. Leigh: THAT Bylaw No. 682 being "Black Creek - Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008, Amendment No. 10" be given first and second readings concurrently.

209

Carried

K. Grant/B. Leigh: THAT Bylaw No. 682 being "Black Creek - Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008, Amendment No. 10" be read a third time.

209

Carried

Director Leigh left the meeting at 4:11 pm.

2021 UBID FINANCIAL STATEMENTS AND AUDITOR'S REPORT

K. Grant/W. Morin: THAT the report dated October 21, 2021 regarding the 2021 Financial Statements of the Union Bay Improvement District along with MNP LLP's report to the Board of Directors relating to the final audit of the UBID for the six month period ended June 30, 2021 be received.

208

Carried

Graham Roberts, MNP, provided information regarding the Union Bay audit findings.

W. Cole-Hamilton/E. Grieve: THAT the financial statements of the Union Bay Improvement District for the six-month period ended June 30, 2021 be approved.

208

Carried

INDIGENOUS RELATIONS

K. Grant/A. Hamir: THAT the report dated October 21, 2021 regarding an update on the Comox Valley Regional Districts (CVRD) Indigenous relations be received.

208

Carried

Caroline Wroblel, Dillon Consulting, presented information regarding conducting an Indigenous Relations Assessment.

COMOX VALLEY NEIGHBOURHOOD EMERGENCY PREPAREDNESS PROGRAM UPDATE

K. Grant/E. Grieve: THAT the report dated October 22, 2021 providing an update on the Comox Valley Neighbourhood Emergency Preparedness Program (NEPP), be received.

209

Carried

G. Doerksen, Deputy Emergency Coordinator, presented an overview of the staff report regarding an update on the Comox Valley Neighbourhood Emergency Preparedness Program (NEPP).

ELECTORAL AREAS SERVICES COMMITTEE – OCTOBER 4, 2021

E. Grieve/A. Hamir: THAT the Electoral Areas Services Committee minutes dated October 4, 2021 be received.

208

Carried

K. Grant/W. Cole-Hamilton: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 2B 21 (Henderson/Gordon) to reduce the rear yard setback for a secondary dwelling from 7.5 metres to 3.0 metres for the foundation, and from 5.5 metres to 2.4 metres for the eaves, and to reduce the side yard setback for an existing exterior staircase attached to the principal dwelling from 1.15 metres to 0.8 metres for property described as Lot 12, District Lot 206, Comox District, Plan 30535, PID 001-251-333 (2113 Austin Road);

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

208 and 213

Carried

K. Grant/A. Hamir: THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix A of staff report dated October 1, 2021, and direct staff to start the external agency referral process for Lot 2, District Lot 205, Comox District, Plan VIP52063, PID 017-168-309 (1334 and 1338 Hudson Road) as part of a proposed amendment (RZ 1B 21; McQueen) of Bylaw No. 520 being the "Rural Comox Valley Zoning Bylaw, No. 520, 2019";

AND FINALLY THAT Comox Valley Regional District staff consult with First Nations in accordance with the referrals management program dated September 25, 2012.

208 and 213

Carried

Prior to consideration of the following item, R. Dyson, Chief Administrative Officer, recused himself from the meeting at 5:12 pm due to a potential perceived conflict of interest in relation to his spouse's position as chair of the Agricultural Land Commission.

K. Grant/M. McCollum: THAT the Agricultural Land Commission be advised that the Comox Valley Regional District supports Agricultural Land Reserve Non-Adhering Residential Use application ALR 2C 21 (Fox) concerning a residential use located on Lot 2, Sections 31 and 32, Township 6 and Block 29, Comox District, Plan 5183, PID 005-950-066 (7912 Island Highway North);

AND FINALLY THAT the application ALR 2C 21 (Fox) regarding a non-adhering residential use on a property within the Agricultural Land Reserve be forwarded to the Agricultural Land Commission for final consideration.

208 and 213

Carried

R. Dyson, Chief Administrative Officer, returned to the meeting at 5:13 pm.

W. Morin/K. Grant: THAT the 2021 approved budget for the Union Bay Water Service, function 308, be amended to include the addition of \$50,000 of grant funding from the BC Ministry of Municipal Affairs and a corresponding increase in Other Professional Fees, towards the completion of a Union Bay Water Master Plan.

207

Carried

E. Grieve/K. Grant: THAT subject to the adoption of the necessary bylaws associated with the Mount Washington Fire Protection Service fire hall project, a contribution of \$700,000 from Puntledge - Black Creek (Electoral Area C) and \$200,000 from Lazo North (Electoral Area B) Community Works Funds be committed towards the construction of the Mount Washington fire hall.

208

Carried

COMOX VALLEY SEWAGE COMMISSION – OCTOBER 5, 2021

D. Hillian/K. Grant: THAT the Sewage Commission minutes dated October 5, 2021 be received.

208

Carried

COMOX VALLEY RECREATION COMMISSION - OCTOBER 5, 2021

K. Grant/A. Hamir: THAT the Recreation Commission minutes dated October 5, 2021 be received.

208

Carried

COMMITTEE OF THE WHOLE ELECTED OFFICIALS' FORUM - OCTOBER 12, 2021

W. Cole-Hamilton/K. Grant: THAT the Committee of the Whole minutes dated October 12, 2021 be received.

208

Carried

SPECIAL SEWAGE COMMISSION - OCTOBER 19, 2021

D. Hillian/K. Grant: THAT the Special Sewage Commission minutes dated October 19, 2021 be received.

208

Carried

STRATEGIC PLANNING FINDINGS

E. Grieve/K. Grant: THAT the report dated October 22, 2021 regarding the September 2021 strategic planning findings be received.

208

Carried

J. Warren, Deputy Chief Administrative Officer, presented an overview of the staff report regarding the September 2021 strategic planning findings.

K. Grant/A. Hamir: THAT the strategic planning process, as described in the October 2021 Corporate Planning Report attached as Appendix A to the staff report dated October 22, 2021, be endorsed with reference to the highest priority initiatives as specifically outlined in the October 22, 2021 report being:

- Regional Growth Strategy review
- Airshed roundtable
- Sustainable services for the south
- Agricultural planning
- Watershed stewardship advocacy
- Emergency resilience
- Recreation services and

- Regional climate adaptation and mitigation

AND FURTHER THAT a news release be issued that describes the board's highest priority initiatives.
208 Carried

PROCEDURE BYLAW UPDATES FOR ELECTRONIC MEETINGS AND PARTICIPATION

K. Grant/E. Grieve: THAT the report dated October 21, 2021 regarding a proposed amendment to the Comox Valley Regional District Procedure Bylaw to include provisions for the conduct of electronic meetings and participation, the assignment of delegations to the Board or one of its committees and other administrative updates be received.
208 Carried

K. Grant/W. Cole-Hamilton: THAT staff prepare an amendment to Bylaw No. 1 being "Comox Valley Regional District Procedure Bylaw No. 1, 2008" for first, second, third readings at the November 23, 2021 meeting to include provisions regarding electronic meetings and participation;

AND FURTHER THAT the proposed bylaw amendment be referred to the Comox Strathcona Waste Management Board for feedback.
208 Carried

BYLAWS AND RESOLUTIONS:

A. Hamir/D. Hillian: THAT Bylaw No. 679 being "Comox Valley Regional District Bylaw Adjudication Ticketing Bylaw No. 679, 2021" be adopted.
209 Carried

E. Grieve/D. Hillian: THAT Bylaw No. 680 being "Greater Merville Fire Hall Temporary Borrowing Bylaw No. 680, 2021" be adopted.
210 Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:38 pm.

RISE AND REPORT:

The board rose from its restricted in-camera session at 6:02 pm and reported the following:

- Execution of employment agreement with Russell Dyson, for the position of Chief Administrative Officer, as attached to the staff report dated October 12, 2021 as Appendix A.

TERMINATION:

D. Arbour/A. Hamir: THAT the meeting terminate.
208 Carried

Time: 6:02 pm.

Confirmed this 23 day of November, 2021:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, December 7, 2021

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on December 7, 2021 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
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	M. McCollum	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
	K. Douville	Acting Chief Financial Officer
	D. DeMarzo	General Manager of Community Services
	J. Martens	General Manager of Corporate Services
	M. Rutten	General Manager of Engineering Services
	A. Mullaly	General Manager of Planning and Development
	L. Dennis	Manager of Legislative Services

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 43: The rights recognized herein constitute the minimum standards for the survival, dignity and well-being of the indigenous peoples of the world.

IN-CAMERA MEETING:

A. Hamir/E. Grieve: 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;

90(1)(c) Labour relations or other employee relations; and,

90(1)(g) Litigation or potential litigation affecting the regional district;

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

ADOPTION OF MINUTES:

W. Cole-Hamilton/E. Grieve: THAT the Comox Valley Regional District Board minutes dated November 23, 2021 be adopted.
208 Carried

PETITIONS AND DELEGATIONS:

D. Hillian/W. Cole-Hamilton: THAT the presentation from Dave Weaver, Beaufort Watershed Stewards, regarding key findings from the recently completed Beaufort Watershed Stewards 2021 Hydrological Health Report Card on Four Watersheds in the Fanny Bay area and report results, showing potential issues with watershed health-specific to the elevated risk of high peak flows in the associated creeks be received.
208 Carried

REPORTS:

COMMITTEE OF THE WHOLE - ELECTED OFFICIALS' FORUM- NOVEMBER 30, 2021

M. McCollum/K. Grant: THAT the Committee of the Whole - Elected Officials Forum minutes dated November 30, 2021 be received.
208 Carried

AUDIT SERVICE PLAN FOR THE YEAR ENDING DECEMBER 31, 2021

K. Grant/E. Grieve: THAT the report dated November 30, 2021 regarding the 2021 audit service plan as submitted by the audit firm of MNP LLP be received.
208 Carried

GRANT STATUS REPORT - NOVEMBER 30, 2021

K. Grant/M. McCollum: THAT the report dated November 30, 2021 regarding grant applications and the status of approved grants be received.
208 Carried

PARCEL TAX ROLL REVIEW PANEL 2022

K. Grant/W. Cole-Hamilton: THAT the report dated November 30, 2021 regarding the 2022 parcel tax roll review panel and appointment of the directors to the panel for authentication of the roll be received.
208 Carried

D. Hillian/A. Hamir: THAT a parcel tax roll review panel be held at 9:30 am on February 23, 2022 to authenticate the 2022 parcel and frontage tax roll and that the directors from Electoral Areas A, B, C and the extraterritorial Director for Electoral Area D, Strathcona Regional District with respect to the Black Creek/Oyster Bay water service area, be appointed to the panel.
208 Carried

CHAIR/VICE-CHAIR REMUNERATION

K. Grant/E. Grieve: THAT the report dated November 30, 2021 regarding renewing the arrangement for the division of the Board Chair's remuneration with the Vice-Chair be received.

208

Carried

W. Cole-Hamilton/W. Morin: THAT \$5,000 of the 2022 Chair remuneration be allocated to the vice-chair for the period December 1, 2021 to October 1, 2022 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

DENMAN AND HORNBY ISLANDS HIGH-SPEED INTERNET - ASSENT VOTING RESULTS

D. Hillian/K. Grant: THAT the report dated November 30, 2021 regarding the official assent voting results in respect of the Denman and Hornby Islands High-Speed Internet Project be received.

208

Carried

BYLAWS AND RESOLUTIONS:

E. Grieve/W. Cole-Hamilton: THAT Bylaw No. 672 being "Denman and Hornby Islands High-Speed Internet Contribution Service Establishment Bylaw No. 672, 2021" be adopted.

208

Carried

K. Grant/M. McCollum: THAT Bylaw No. 673 being "Denman and Hornby Islands High-Speed Internet Loan Authorization Bylaw No. 673, 2021" be adopted.

210

Carried

K. Grant/E. Grieve: THAT Bylaw No. 678 being "Denman and Hornby Islands High-Speed Internet Capital Contribution Agreement Authorization Bylaw No. 678" be adopted.

210

Carried

NEW BUSINESS:**MUNICIPAL FINANCE AUTHORITY OF BC APPOINTMENT OF MEMBER**

K. Grant/M. Swift: THAT the correspondence dated November 26, 2021 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 2022 and a notice of their Annual General Meeting be received.

208

Carried

D. Hillian/A. Hamir: THAT Director McCollum and Director Grieve be appointed to the Municipal Finance Authority (MFA) of BC, as member and alternate member respectively, for a one-year period expiring February 2023;

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

ADJOURN TO IN-CAMERA:

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

RISE AND REPORT:

The board rose from its restricted in-camera session at 5:12 pm and reported the following from the regular in-camera session:

"THAT Connie Halbert be appointed to the Board of Variance for a three-year term, effective January 1, 2022 and expiring December 31, 2024."

TERMINATION:

K. Grant/E. Grieve: THAT the meeting terminate.

208

Carried

Time: 5:35 pm

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, September 9, 2021

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on September 9, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 9:30 am.

MINUTES

Present:

Vice-Chair:

A. Hamir

Lazo North (Area B)

Directors:

J. Abram

Discovery Islands - Mainland Inlets (Area C)

A. Adams

City of Campbell River

N. Anderson

Cortes (Area B)

D. Arbour

Baynes Sound-Denman/Hornby Islands (Area A)

W. Cole-Hamilton

City of Courtenay

C. Cornfield

City of Campbell River

M. Davis

Village of Tahsis

C. Evans

City of Campbell River

E. Grieve

Puntledge/Black Creek (Area C)

D. Hillian

City of Courtenay

B. Leigh

Oyster Bay – Buttle Lake (Area D)

R. Kerr

City of Campbell River

W. Morin

City of Courtenay

M. McCollum

City of Courtenay

B. Unger

Village of Gold River

G. Whalley

Kyuquot – Nootka/Sayward (Area A)

C. Moglove

City of Campbell River

K. Grant

Town of Comox

Alt. Directors:

A. Bissinger

Town of Comox

S. Poulsen

Village of Sayward

S. Sullivan

Village of Cumberland

Staff:

J. Warren

Deputy Chief Administrative Officer

M. Foort

Chief Financial Officer

M. Rutten

General Manager of Engineering Services

J. Martens

General Manager of Corporate Services

A. Baldwin

Legislative Services Assistant

Absent:

Directors:

J. Colborne

Village of Zeballos

ATTENDANCE:

Director Unger, as Chair of the Strathcona Regional District Board, assumed the role of presiding member.

With the exception of Chair Unger and Directors Morin and Grant, all members attended by electronic means.

Directors Adams and Cornfield were not in attendance when the meeting was called to order.

CALL TO ORDER AND APPROVAL OF THE AGENDA:

B. Leigh/G. Whalley: THAT the agenda be approved.

208

Carried

ADOPTION OF MINUTES:

C. Evans/W. Cole-Hamilton: THAT the Comox Strathcona Waste Management Board minutes dated June 17, 2021 be adopted.

208

Carried

REPORTS:

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE

B. Leigh/W. Cole-Hamilton: THAT the minutes of the Comox Strathcona Waste Management Advisory Committee meeting held August 26, 2021 be received.

208

Carried

Director Adams joined the meeting at 9:36 am.

REGIONAL ORGANICS COMPOST PROJECT BUDGET AMENDMENT AND UPDATE

K. Grant/W. Morin: THAT the report dated September 1, 2021 regarding a budget amendment to the 2021-2025 financial plan for the Comox Strathcona Waste Management service, functions 391 – 393, for the construction of the Regional Organics Compost Facility and a status update on the Regional Organics Compost Project be received.

209

Carried

C. Makinson, Manager of CSWM Capital Projects, provided an overview of the report regarding a budget amendment to the 2021-2025 financial plan for the Comox Strathcona Waste Management service, functions 391 – 393, for the construction of the Regional Organics Compost Facility and a status update on the Regional Organics Compost Project.

W. Cole-Hamilton/M. McCollum: THAT the 2021-2025 financial plan and capital expenditure program for the Comox Strathcona Waste Management Service, functions 391 to 393, be amended by increasing solid waste infrastructure expenditures in 2022 for the organics facility by \$2,180,000 for a project budget of \$17,300,000, with additional funding from the capital works reserve;

AND THAT the 2021-2025 financial plan and capital expenditure program for the Comox Strathcona Waste Management Service, functions 391 to 393, be amended by shifting \$2,180,000 of funding in 2022 for the Comox Strathcona Waste Management Centre Cell 2 project from capital works reserve to debt.

209

Carried

*NAY: B. Leigh, G.
Whalley, J. Abram*

REASONABLE ACCESS TO RECYCLING FOR RESIDENTS

D. Hillian/W. Morin: THAT the report dated August 31, 2021 regarding providing input to the Stewardship Agencies of British Columbia (SABC) in response to their May 13, 2021 document "Guidance on Accessibility of Stewardship Programs" to advocate for reasonable and convenient access to Extended Producer Responsibility (EPR) programs for remote communities across British Columbia with tiered and funded solutions to lessen the financial burden on regional districts be received.

209

Carried

V. Schau, Senior Manager of CSWM Services, provided an overview of the report regarding reasonable access to recycling for residents.

Director Cornfield joined the meeting at 10:04 am.

A. Hamir/E. Grieve: THAT the letter as attached to the staff report dated August 31, 2021, which advocates for reasonable and convenient access to recycling for remote communities with tiered and funded solutions based on the remoteness index be developed in collaboration with local governments, be submitted to the Stewardship Agencies of British Columbia membership in response to their proposed Guidance on Accessibility of Stewardship Programs document.

209

Carried

QUADRA COMMUNITY ENGAGEMENT AND RECYCLING TRANSITION - UPDATE

D. Hillian/G. Whalley: THAT the report dated August 31, 2021 regarding a community engagement session and survey results related to the proposed transition of Quadra recycling from a Comox Strathcona Waste Management recycling depot to a full service Recycle BC depot be received.

209

Carried

S. Valdal, Services Coordinator - CSWM, provided an overview of the report regarding a community engagement session and survey results related to the proposed transition of Quadra recycling to a full service Recycle BC depot.

REQUEST TO WAIVE FEES FOR CITY OF COURTENAY RESIDENTS YARD WASTE DROP-OFF

B. Leigh/S. Sullivan: THAT the report dated September 2, 2021 regarding a request from the City of Courtenay to waive to the tip fees for yard waste drop-off at the Comox Valley Waste Management Center (CVWMC) for the residents of Courtenay in response to the recent curbside collection service disruptions experienced by the City's contractor Emterra Environmental be received.

209

Carried

V. Schau, Senior Manager of CSWM Services, provided an overview of the report regarding a request from the City of Courtenay to waive to the tip fees for yard waste drop-off for residents of Courtenay.

D. Hillian/M. McCollum: THAT the Comox Strathcona Waste Management service continue to support the

receipt and processing of yard waste pursuant to Bylaw No.170 being "Solid Waste Fees and Charges Bylaw No. 170, 2011" to fund the cost of the service.

209

Carried

CSWM MANAGEMENT REPORT

K. Grant/A. Hamir: THAT the CSWM Board management report dated September 2021 be received.

208

Carried

The CSWM Board recessed at 11:00 am and reconvened at 11:12 am.

Director Abram was not in attendance when the meeting reconvened.

ROUNDTABLE DISCUSSION - SESSION TWO: SOLID WASTE MANAGEMENT PLAN

V. Shaw, Senior Manager of CSWM Services presented an overview of the Solid Waste Management Plan, which was followed by general discussion through break-out groups.

TERMINATION:

A. Adams/B. Leigh: THAT the meeting terminate.

208

Carried

Time: 12:31 pm.

Confirmed this _____ day of _____ 20____:

Brad Unger
Presiding Member

Certified Correct:

Jake Martens
General Manager of Corporate Services

Recorded By:

Antoinette Baldwin
Legislative Services Assistant



COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, December 2, 2021

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on December 2, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 9:30 am.

MINUTES

Present:

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

Absent:

Directors:	J. Colborne	Village of Zeballos
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ATTENDANCE:

Director Unger, as Chair of the Strathcona Regional District Board, assumed the role of presiding member.

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

CALL TO ORDER AND APPROVAL OF THE AGENDA:

W. Cole-Hamilton/B. Leigh: THAT the agenda be approved with the following changes:

- Item 7 (Final Report - Rural and Remote Communities composting Pilot Program) to follow Item 4 (Traditional Welcome); and
- Item 8 (Final Report - Recycling on Quadra Island) to follow item 5 (CSWM 2022 Community Education Program Initiatives)

208

Carried

IN-CAMERA MEETING:

B. Leigh/N. Minions: THAT the committee adjourn to an in-camera session pursuant to the following sub-sections of section 90 of the Community Charter:

90(1)(k) Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the committee/board, could reasonably be expected to harm the interests of the regional district if they were held in public;

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

208

Carried

ADOPTION OF MINUTES:

B. Leigh/C. Cornfield: THAT the Comox Strathcona Waste Management Board minutes dated October 21, 2021 be adopted.

208

Carried

REPORTS:

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE

C. Evans/C. Cornfield: THAT the minutes of the Comox Strathcona Waste Management Advisory Committee meeting held November 18, 2021 be received.

208

Carried

COMOX STRATHCONA SOLID WASTE ADVANCED TECHNOLOGY SELECT COMMITTEE

G. Whalley/C. Cornfield: THAT the minutes of the Comox Strathcona Solid Waste Advanced Technology Select Committee held on October 21, 2021 be received.

208

Carried

PROCEDURE BYLAW UPDATES FOR ELECTRONIC MEETINGS AND PARTICIPATION

D. Arbour/C. Cornfield: THAT the report dated October 21, 2021 regarding an amendment to the Comox Valley Regional District Procedure Bylaw to include provisions for the conduct of electronic meetings and participation, the assignment of delegations to the Board or one of its committees and other administrative updates be received.

208

Carried

J. Martens, General Manager of Corporate Services, provided an overview of the report regarding an amendment to the Comox Valley Regional District Procedure Bylaw to include provisions for the conduct of electronic meetings and participation, the assignment of delegations to the board or one of its committees and other administrative updates.

TERRITORIAL WELCOME

A. Hamir/D. Arbour: THAT the report dated November 24, 2021 regarding the importance of a territorial acknowledgment and the planned approach for First Nations engagement in the Comox Strathcona Waste Management (CSWM) service area be received.

208

Carried

C. Wile, Manager of External Relations, and T. McLean, CSWM First Nations Coordinator, provided an overview of the report regarding the importance of a territorial acknowledgment and the planned approach for First Nations engagement in the Comox Strathcona Waste Management (CSWM) service area.

D. Hillian/E. Grieve: THAT the Comox Strathcona Waste Management Board endorses as a framework the Territorial Acknowledgements outlined in Appendix A of the report dated November 24, 2021 for each of the 10 First Nations that make up the Comox Strathcona Waste Management (CSWM) service area.

AND FURTHER THAT these Territorial Acknowledgements be used at meetings, in-person and virtual events throughout the CSWM service area, as per the usage guidelines outlined in Appendix B of the report.

AND FINALLY THAT the following written acknowledgement be utilized for all CSWM correspondence:

"The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuuchah-nulth territories".

208

Carried

FINAL REPORT – RURAL AND REMOTE COMMUNITIES COMPOSTING PILOT PROGRAM

E. Grieve/W. Cole-Hamilton: THAT the report dated November 25, 2021 regarding an outline of key findings from the remote organics compost pilot and a recommendation to address food waste and food loss within the CSWM service moving forward be received.

209

Carried

S. Valdal, CSWM Services Coordinator, presented an overview of the report regarding the outline of key findings from the remote organics compost pilot and recommendation to address food waste and food loss within the CSWM service.

C. Cornfield/B. Leigh: THAT the Comox Strathcona Waste Management community education program includes education for rural and remote residents regarding the importance of food loss and food waste, and provides composting options to manage organics successfully at home;

AND FURTHER THAT the Comox Strathcona Waste Management service continues to support the existing pilot compost programs where there is interest and community buy in and support;

AND FINALLY THAT the Comox Strathcona Waste Management service provide staff resources to work with individual remote communities that have an interest in developing and establishing an organics management program, based on the unique and specific needs of each community.

209

Carried

CSWM 2022 COMMUNITY EDUCATION PROGRAM INITIATIVES

C. Cornfield/B. Leigh: THAT the report dated November 25, 2021 regarding a summary of the proposed 2022 Comox Strathcona Waste Management (CSWM) Community Education Program be received.

209

Carried

C. Wile, Manager of External Relations, T. Willard Stepan, Curriculum Education Contractor, and L. Fraser, External Relations Advisor, presented an overview of the report regarding a summary of the proposed 2022 Comox Strathcona Waste Management (CSWM) Community Education Program.

Alternate Director Sullivan left the meeting at 11:00 am.

FINAL REPORT – RECYCLING ON QUADRA ISLAND

J. Abram/C. Cornfield: THAT the report dated November 25, 2021 regarding a recommended path forward for the Quadra Island recycling depot, based on the public engagement sessions and feedback from the community to date be received.

209

Carried

S. Valdal, CSWM Services Coordinator, provided an overview of the report regarding a recommended path forward for the Quadra Island recycling depot, based on the public engagement sessions and feedback from the community to date.

J. Abram/C. Cornfield: THAT the Comox Strathcona Waste Management Service relocate and transition the existing unstaffed recycling depot on Quadra Island to a Recycle BC depot on a new property, and undertake the necessary improvements to meet Recycle BC requirements for implementation no later than fall of 2022 and that it be subject to days and hours of operation being successfully negotiated.

209

Carried

J. Abram/C. Cornfield: THAT the Comox Strathcona Waste Management Board support an annual Extended Producer Responsibility clean up event starting in 2022 for materials not accepted as part of the Quadra Island Recycle BC depot program, which could include batteries, light bulbs, ballasts, small and large appliances, scrap metal, paint, household hazardous waste and electronics.

209

Carried

BYLAW DISPUTE ADJUDICATION SYSTEM

W. Cole-Hamilton/C. Cornfield: THAT the report dated November 25, 2021 regarding the Bylaw Dispute Adjudication System (adjudication system) as an alternative for the ticketing of bylaw contraventions, and the required draft ticketing bylaw be received.

209

Carried

M. Dinesen, Bylaw Compliance Officer, provided an overview of the report regarding Bylaw Dispute Adjudication System (adjudication system) as an alternative for the ticketing of bylaw contraventions, and the required draft ticketing bylaw.

B. Leigh/E. Grieve: THAT the board give first and second reading to Bylaw No. 687 being “Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021” attached as Appendix A to the staff report dated November 10, 2021;

AND THAT the bylaw be referred to member municipalities for comment prior to third reading.

209

Carried

2022-2026 PRELIMINARY FINANCIAL PLAN – CSWM SERVICE – FUNCTION 391 - 393

C. Cornfield/W. Cole-Hamilton: THAT the report dated November 25, 2021 regarding the preliminary 2022 – 2026 financial plan and work plan highlights for the Solid Waste Service, functions 391-393 be received.

209

Carried

V. Schau, Senior Manager of CSWM Services, presented information regarding the preliminary 2022 – 2026 financial plan and work plan highlights for the Solid Waste Service, functions 391-393.

A. Hamir/D. Hillian: THAT staff bring the business case that was developed for the new staffing positions allocated in the financial plan to the next CSWM Board meeting.

209

Carried

The board recessed at 12:25 pm and reconvened at 12:37 pm.

Director Anderson was not in attendance when the meeting reconvened.

MANAGEMENT REPORT OUTSTANDING ACTION ITEMS SUMMARY

B. Leigh/G. Whalley: THAT the report dated November 25, 2021 regarding an update or resolution to a number of outstanding action items from the management report be received.

208

Carried

V. Schau, Senior Manager of CSWM Services, provided an update via electronic means on a number of outstanding action items from the management report.

D. Arbour/A. Adams: THAT the management report be updated to reflect the November 25, 2021 Management Report Outstanding Action Items Summary staff report.

208

Carried

A. Hamir/D. Arbour: THAT the Comox Strathcona Waste Management Board endorse the following resolution to be submitted to the Association of Vancouver Island and Coastal Communities 2022 Convention for consideration:

AVICC Resolution for Construction and Demolition Waste Regulation;

WHEREAS the landfilling of construction and demolition materials comprises a considerable share of solid waste within the province leading to increased costs for solid waste management and lost opportunities for such materials to be resold, reused or recycled;

AND WHEREAS the Ministry of Environment and Climate Change Strategy's Extended Producer Responsibility Five-Year Action Plan (2021-2026) does not include construction and demolition materials as a priority for their Extended Producer Responsibility (EPR) program;

THEREFORE BE IT RESOLVED THAT UBCM request the Ministry of Environment and Climate Change Strategy to add construction and demolition materials to their EPR Five-Year Action Plan to establish a producer responsibility framework that significantly reduces such waste.

209

Carried

D. Arbour/W. Cole-Hamilton: THAT the November 14, 2019 motion for "the Comox Strathcona Waste Management Board direct award the purchase of \$160,000 of carbon credits, which is the equivalent dollar value to purchasing 48,000 tonnes of CO2 in the global marketplace, from Cowichan Energy Alternative Society's community carbon marketplace and to work toward a project within the Comox Strathcona Waste Management service area" be rescinded;

AND FURTHER THAT the \$160,000 budgeted for the carbon offset purchase be redirected back to capital reserves in anticipation for future expenditures, to be considered as part of the preliminary 2022 – 2026 CSWM Financial Plan review.

209

Carried

CSWM MANAGEMENT REPORT

B. Leigh/D. Hillian: THAT the Strathcona Waste Management Board management report dated December be received.

208

Carried

BYLAWS AND RESOLUTIONS:

B. Leigh/A. Adams: THAT Bylaw No. 687 being "Comox Strathcona Waste Management Bylaw Adjudication Ticketing Bylaw No. 687, 2021" be given first and second readings concurrently.

209

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 12:51 pm.

RISE AND REPORT

The board rose from its in-camera session at 1:09 pm.

TERMINATION:

D. Arbour/W. Cole-Hamilton: THAT the meeting terminate.

208

Carried

Time: 1:09 pm.

Confirmed this _____ day of _____ 20____:

Brad Unger
Presiding Member

Certified Correct:

Lisa Dennis
Manager of Legislative Services

Recorded By:

Antoinette Baldwin
Legislative Services Assistant



COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT BOARD

Thursday, October 14, 2021

Minutes of the meeting of the Comox Strathcona Regional Hospital District Board of Directors held on October 14, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 9:32 am.

MINUTES

Present:**Chair:** C. Cornfield**Vice-Chair:** D. Hillian

Directors: K. Jules
J. Abram
A. Adams
D. Arbour
J. Colborne
W. Cole-Hamilton
M. Davis
C. Evans
E. Grieve
A. Hamir
B. Leigh
R. Kerr
W. Morin
B. Wells
B. Unger
G. Whalley
K. Grant

Alt. Directors: N. Minions
S. Poulsen
S. Sullivan

Staff: R. Dyson
J. Warren
K. Douville
J. Martens
L. Dennis

City of Campbell River
City of Courtenay
Ka: 'yu : ' k't'h / Che : k'tles7et'h First Nations
Discovery Islands - Mainland Inlets (Area C)
City of Campbell River
Baynes Sound-Denman/Hornby Islands (Area A)
Village of Zeballos
City of Courtenay
Village of Tahsis
City of Campbell River
Puntledge/Black Creek (Area C)
Lazo North (Area B)
Oyster Bay – Buttle Lake (Area D)
City of Campbell River
City of Courtenay
City of Courtenay
Village of Gold River
Kyuquot – Nootka/Sayward (Area A)
Town of Comox
Town of Comox
Village of Sayward
Village of Cumberland
Chief Administrative Officer
Deputy Cheif Administrative Officer
Acting Manager of Financial Planning
General Manager of Corporate Services
Legislative Services Assistant

Absent:

Directors: N. Anderson
C. Moglove

Cortes (Area B)
City of Campbell River

ATTENDANCE:

With the exception of Chair Cornfield and Directors Grieve and Hillian all directors attended via electronic

means.

Also in attendance was Max Jajszczok, Island Health, via electronic means.

ADOPTION OF MINUTES:

B. Unger/B. Leigh: THAT the Comox Strathcona Regional Hospital District Board minutes dated May 13, 2021 be adopted.

HDA (9)

Carried

REPORTS:

COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT AND ISLAND HEALTH LIAISON MEETINGS UPDATE

B. Unger/B. Leigh: THAT the report dated October 5, 2021 regarding recent Comox Strathcona Regional Hospital District and Island Health liaison meetings be received.

HDA (9)

Carried

PROCEDURE BYLAW UPDATES FOR ELECTRONIC MEETINGS AND PARTICIPATION

D. Hillian/B. Unger: THAT the report dated October 8, 2021 to propose an amendment to Bylaw No. 248 being the "Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008" to include provisions for the conduct of electronic meetings and participation and to propose other minor administrative updates be received.

HDA (9)

Carried

E. Grieve/D. Hillian: THAT the Board consider Bylaw No. 297 being "Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2021, Amendment No. 2" for first, second, third readings and final adoption.

HDA (9)

Carried

MANAGEMENT REPORT

B. Leigh/G. Whalley: THAT the Comox Strathcona Regional Hospital District management report dated October 2021 be received.

HDA (9)

Carried

BYLAWS AND RESOLUTIONS:

B. Leigh/G. Whalley: THAT Bylaw No. 297 being "Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008, Amendment No. 2" be given first and second readings concurrently.

HDA (9)

Carried

B. Leigh/A. Adams: THAT Bylaw No. 297 being "Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008, Amendment No. 2" be given third reading.

HDA (9)

Carried

A. Adams/B. Leigh: THAT Bylaw No. 297 being "Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008, Amendment No. 2" be finally adopted.

HDA (9)

Carried

TERMINATION:

D. Hillian/W. Cole-Hamilton: THAT the meeting terminate.
HDA (9)

Carried

Time: 10:08 am.

Confirmed this 14th day of October 2021:

Charles J. Cornfield
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services

COMOX STRATHCONA
REGIONAL HOSPITAL DISTRICT

COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT BOARD

Thursday, November 18, 2021

Minutes of the meeting of the Comox Strathcona Regional Hospital District Board of Directors held on November 18, 2021 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 9:33 am.

MINUTES

Present:

Chair:	C. Cornfield	City of Campbell River
Vice-Chair:	D. Hillian	City of Courtenay
Directors:	J. Abram	Discovery Islands - Mainland Inlets (Area C)
	A. Adams	City of Campbell River
	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	J. Colborne	Village of Zeballos
	W. Cole-Hamilton	City of Courtenay
	M. Davis	Village of Tahsis
	C. Evans	City of Campbell River
	E. Grieve	Puntledge/Black Creek (Area C)
	A. Hamir	Lazo North (Area B)
	K. Jules	Ka:'yu : 'k't'h / Che : k'tles7et'h First Nations
	R. Kerr	City of Campbell River
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	W. Morin	City of Courtenay
	M. McCollum	City of Courtenay
	M. Swift	Town of Comox
	B. Unger	Village of Gold River
	G. Whalley	Kyuquot – Nootka/Sayward (Area A)
Alt. Directors:	S. McGowan	Town of Comox
	S. Poulsen	Village of Sayward
	S. Sullivan	Village of Cumberland
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	Deputy Chief Administrative Officer
	K. Douville	Manager of Financial Planning
	J. Martens	General Manager of Corporate Services
	L. Dennis	Legislative Services Assistant
	B. Kozlowski	Corporate Services Assistant

Absent:

Directors:	N. Anderson	Cortes (Area B)
	C. Moglove	City of Campbell River

ATTENDANCE:

With the exception of Chair Cornfield, Vice-Chair Hillian and Directors Grieve, and Arbour all directors

attended via electronic means.

Also in attendance were Max Jajszczok and Scott McCarten, Island Health, via electronic means.

VARY THE AGENDA

J. Abram/G. Whalley: THAT the agenda be varied to consider agenda item E1 (2022 Provisional Budget) following agenda item E2 (Strategic Planning - Implementation Considerations).

HDA (9)

Carried

ADOPTION OF MINUTES:

D. Arbour/B. Leigh: THAT the Comox Strathcona Regional Hospital District Board minutes dated October 14, 2021 be adopted.

HDA (9)

Carried

REPORTS:

STRATEGIC PLANNING - IMPLEMENTATION CONSIDERATIONS

B. Leigh/M. Swift: THAT the report dated November 10, 2021 regarding an update on the strategic planning process and key considerations for advancing community health care initiatives in partnership with Island Health be received.

HDA (9)

Carried

J. Warren, Deputy Chief Administrative Officer, presented an overview of the report regarding the strategic planning implementation considerations.

The meeting recessed at 11:06 am and resumed at 11:16 am.

D. Arbour/W. Morin: THAT the Comox Strathcona Regional Hospital District Board direct that further assessment and analysis be undertaken, in partnership with Island Health, to explore the required policies, agreements and financial plans and including consideration for public engagement for:

- a. supporting a service health hub (through lease consolidation and program colocation) in the Comox Valley;
 - b. evolving and expanding clinic grants in rural, remote and Indigenous communities; and
 - c. supporting a long term care facility in Campbell River;
- as described in the staff report dated November 10, 2021;

AND FURTHER THAT letters of support be provided by the Chair to Island Health for the service hub, and expanding clinic grants in rural and remote indigenous communities and long term care facilities;

AND FINALLY THAT reports be presented to subsequent Comox Strathcona Regional Hospital District Board meetings as required.

HDA (9)

Carried

D. Arbour/W. Morin: THAT the Comox Strathcona Regional Hospital District write the Minister of Health, including the Premier of BC, highlighting the importance of regional equity for health care services and requesting that a legislative review be undertaken to modernize provincial legislation that provides a framework for financing capital health care projects.

HDA (9)

Carried

2022 PROVISIONAL BUDGET

D. Hillian/E. Grieve: THAT the report dated November 10, 2021 regarding the 2022 provisional budget for the Comox Strathcona Regional Hospital District be received.

HDA (9)

Carried

D. Hillian/E. Grieve: THAT the 2022 provisional budget for the Comox Strathcona Regional Hospital District be adopted as presented.

LGA (196 and 197)

Carried

MANAGEMENT REPORT

D. Hillian/E. Grieve: THAT the Comox Strathcona Regional Hospital District management report dated November 2021, be received.

HDA (9)

Carried

TERMINATION:

D. Arbour/D. Hillian: THAT the meeting terminate.

HDA (9)

Carried

Time: 12:16 pm

Confirmed this _____ day of _____ 20____:

Charles J. Cornfield
Chair

Certified Correct:

Lisa Dennis
Manager of Legislative Services

Recorded By:

Bonnie Kozlowski
Recording Secretary

2022 STRATEGIC PRIORITIES SUMMARY CHART

January 19, 2022

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. DL 194 Parks Property Transfer
11. Economic Development Service
12. Heritage Registry Report

Policies

13. Council Conference Attendance Policy
14. Budget Timeline 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. Town Website Rebuild: Planning and Building Permitting
9. Participation in CVRD Regional Poverty Reduction Strategy
10. Downtown Parking Review
11. NE Comox Zoning Review
12. BC Approval Process Grant Application

Major Development Applications

13. 2309 McDonald
14. 468/490 Anderton
15. 695 Aspen- Affordable Housing Contract
16. North East Comox Stormwater Management Plan
17. Providence

Minor Development Applications

18. Parklet Adaptation and Winterization applications
19. 7-10 Minor RZ/DP/DVP Applications

FINANCE

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

CORPORATE

1. Policy Manual Creation
2. Fees and Charges Review
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. SPCA Agreement
10. Increased Affordable Childcare Spaces
11. Council Meeting Management Software
12. New Animal Control Bylaw
13. New Gas N Go Agreement

2022 STRATEGIC PRIORITIES SUMMARY CHART

January 19, 2022

Strategic Statement**OPERATIONAL STRATEGIES (CAO/Staff)****PARKS/BUILDING MAINTENANCE**

1. Off-Leash Dog Park Creation
2. 695 Aspen Daycare Construction Management and Affordable Housing Units
3. Town Website Rebuild
4. Parks Job-Description Review
5. Garbage Collection Efficiency Review
6. Roof Between Sail Buildings
7. Completion of Waterfront Walkway – Marina West to Ellis Street
8. Waterfront Walkway
9. Marina Condition Assessment
10. Mack Laing Park Bridge
11. Marina Upgrades
12. D'Esterre Elevator
13. Christmas Decorations

PUBLIC WORKS & ENGINEERING

1. Anderton Servicing Plan
2. Subdivision Bylaw Update
3. Foreshore Sanitary Replacement
4. North East Comox Stormwater Management Plan
5. Dryden Watermain and Multi Use Path
6. Sidewalks South Side of Comox Avenue
7. Torrence and Balmoral Road Upgrade
8. Manor Outfall Improvements
9. Sidewalk Bolt and Aspen
10. Town Website Rebuild
11. Downtown Parking Strategy
12. Traffic Calming Measures and Speed limits
13. Complete approved paving projects
14. Lazo Greenway Development
15. Lazo Widening
16. Water and Storm System Upgrades
17. CVRD Conveyance

Major Development Applications

18. 2309 McDonald
19. 2310 Guthrie
20. 1590 Galbraith
21. 695 Aspen
22. 468 Anderton
23. 2137 Comox Ave.
24. 1582 Balmoral

FIRE

1. Volunteer Retention/Recruitment
2. Sound of Life-Smoke Alarm Program
3. Fire Engine Design and Procurement Prep

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. Children Summer Camp
8. Recreation Guide
9. Volunteer Promotion
10. Youth Recreation Facility

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

January 19, 2022

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.	Community to Community Forum held March 5 Staff working on implementing new KFN archeological approval process Exempt staff to participate in Indigenous Awareness training
2.	Mack Laing Trust	Modification of the Mack Laing Trust in order to reach a resolution of on the Shakesides building future.	
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.	CAO's Office directed to provide a report on Comox Council remuneration, including an analysis of alternate director compensation for CVRD board members. Report to be tabled after budget process is complete
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	<i>Asset Management meeting took place with Council during May Strategic Planning meeting. Next meeting targetd for fall 2021</i>
6.	Marina Park Vendor Policy and Program	A policy to regulate in a fair and consistent manner access for street vendors at Marina Park as well as address ongoing garbage issues.	Rove Wandering Kitchen awarded space at Marina Park
7.	Marina Park Enhancement and Parking Improvements	Development of a plan to increase youth enjoyment at the park, alleviate parking issues, and expand Marina boat rentals.	<i>Cost Estimate in progress</i>
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	Ongoing

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	RFP to be released in July and awarded in September.
10.	DL 194 Parks Property Transfer	Agreement with Province and KFN to lease the park property for 99 years from KFN.	Agreement and Parks Management framework have been sent to KFN.
11.	Economic Development Service	With an ongoing Service Review at the CVRD and imminent shut down of CVEDS, the Town will need to plan a new economic development service.	Service Review ongoing. Next steps to be determined after results of the Service Review are known.
12.	Heritage Registry Report	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Meeting with CAMS scheduled for June 14th
POLICIES			
13.	Council Conference Attendance Policy	A staff report to be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	
14.	Budget Timeline Policy	A policy to set the timeline for budgetary reports to Council for approval.	

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 19, 2022

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.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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.	<i>Urban Systems has been retained to undertake this project. Initial consultant orientation meeting completed. Open House targeted for June 2022.</i>
3.	Decrease Processing Times	Overall effort to decrease the amount of time it takes to receive and respond to applications.	Status of backlog of applications- <ul style="list-style-type: none"> all major applications are now in process <i>all but 1 minor application is in process.</i> Planning Consultant has been engaged to assist with work load including NE Comox OCP Land Use (item 11 below).
4.	Draft Anderton Corridor Land Use Plan	To provide a land use plan for modeling of infrastructure servicing for future public consultation.	Project on hold until Northeast Comox issues resolved.
5.	Report for Affordable Housing and Short Term Rentals	That staff be instructed to prepare a report on: <ul style="list-style-type: none"> a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units. 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.	Investigating opportunities for collaboration with Courtenay and Cumberland on this issue. Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.
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	Completed – Bylaws Adopted Nov 17 / 21 RCM

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		chickens (not roosters), bees and urban farmstands on all residential property within the Town of Comox.	
7.	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.	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.	
9.	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 by CVRD. Public consultation completed. Draft Strategy presented to CVRD Board Oct 5/ 21. <i>CVRD staff have briefed project participants on the Regional Poverty Reduction Assessment and Strategy (Draft).</i> CVRD staff to Report back through the Regional Growth Strategy 2022-2026 financial planning process to identify potential implementation actions for the CVRD
10.	Downtown Parking Review	Review and make changes to the Down Town Parking systems including review of temporary parking allocations, drop off zones, and angle parking along Church	<i>Completed (Dec 1/21 RCM)</i>
11.	NE Comox OCP Land Use Designation Review	In anticipation of multiple development applications in the North East Comox area once adoption of the NE Comox SWMP implementation bylaws are complete the Town will review the current OCP Land Use Designation for single family development and look to make changes if necessary or desired	Complete subdivision, development permit and development variance permit applications for 1200 Military Row received and are being processed. <i>NE Comox Zoning Review Analysis presented to Dec 8/21 Strategic Planning Committee. Next Step – preparation of</i>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			<i>mixed high and low density options for Council consideration.</i>
12.	BC Approval Process Grant Application	Grant application to secure funding that will allow the acquisition and building of software programs that will increase the ease of tracking the permitting process, improve internal information sharing, and increase information relayed to applicants	Grant application was not approved.
MAJOR DEVELOPMENT APPLICATIONS			
13.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Completed - Bylaws Adopted February 17 2021 RCM
14.	468/490 Anderton	15 duplex / townhouse units.	<i>Subdivison and Rezoning approved DP issued</i>
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: Completion of construction, transfer of right to purchase 6 units to Makola and signature of lease with daycare society.
16.	North East Comox Storm Water Management Plan	Implementation of North East Comox Storm Water Management Plan.	Bylaws adopted at Oct 20, 2021 RCM.
17.	2137 Comox Ave (Providence)	Dementia Village development application	Road Exchange Bylaw adopted Aug. 11 RCM. Development Variance Permit given conditional approval at July 14 RCM. Subdivision and Geotechnical Development Permit applications in process.
MINOR DEVELOPMENT APPLICATIONS			
18.	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.
19.	7-10 Minor RZ/DP/DVP Applications	Includes: <ul style="list-style-type: none"> provincial referral of recreational cannabis store application 	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Completed.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		<ul style="list-style-type: none"> 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 	

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

January 19, 2022

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).
2.	Fees and Charges Review	The Town's Fees and Charges bylaw is out of date. With a total review of all cost charges across departments it is expected more revenue can be identified.	Consolidation of all Town fees into one document currently underway. Examination of potential additional fees to occur following this.
3.	Records Management System - Administration	Review/synchronize existing physical system with electronic system. Retention and destruction of physical records.	Review initiated. May require hiring of casual staff. May require Records Management Policy and IT support.
4.	Boundary Extension Request – Torrence Road	Boundary extension proposal in the Noel, Torrence and Lazo Roads area.	New owner of northern three parcels will be consulted. Confirmed with property owner initially requesting boundary extension that project will proceed in 2022.
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>RFP (website) and RFQ (visual identity) awarded to Upandup Studios Inc. Completion expected mid-2022.</i>

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
6.	Council Delegation Bylaw	There are many areas where staff are currently making decisions which they have not been properly delegated to do so. This includes items like noise bylaw variants and signing of leases.	
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, 2020 to move towards bi-weekly garbage collection. Implementation to coincide with opening of new organics processing facility. Grant application submitted for provision of curbside carts and expansion of program to eligible strata properties.
9.	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.
10.	Increased Affordable Childcare Spaces	Communications plan highlighting the need for increased affordable day care spaces	
11.	Council Meeting Management Software	Acquisition of a software program that will assist with Council meeting agenda and minutes creation, management, storage, and search functions	RFP being developed.
12.	New Animal Control Bylaw	The Town has no animal control bylaw other than the Dog Licensing and Pound Bylaw, which is outdated. With a desire to control the feeding of wildlife as well as explore the allowance of urban agriculture possibilities, an updated broader bylaw is required.	
13.	New Agreement for Gas N Go	New/updated agreement for Gas N Go (Marina sub-lease plus fuel storage lease)	<i>In progress.</i>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

January 19, 2022

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 its asset management capacity. The staff & Council are funding their road map & are continuing to improve their capacity. The Town has also completed an asset management plan & is currently identifying the annual revenue requirements to meet their risk & level of service performance targets. The challenge the Town now faces is determining how to increase current funding levels to meet the identified revenue requirements while considering affordability, impact on reserves, debt levels, etc.	<p>The Town of Comox is proposing to build a Long-Term Financial Plan for their General, Water & Sewer Funds to ensure they have the financial means to replace their assets when needed. This will ensure the Town can bridge its funding gap sustainably. Below are the proposed activities for this project:</p> <ol style="list-style-type: none"> 1. Compile existing financial data & information required to build the long-term financial plan (for November 2022). 2. Build Long-Term Financial Model & Plan (for March 2023). 3. Develop Long-Term Financial Plan Report (for June 2023).
2.	Dayforce - HCM system strategy	The emergence of the COVID pandemic in March 2020 demonstrated the importance of moving away from paper-dominated processes and more Cloud-based employee-centred systems. The Dayforce software allowed the Town of Comox to respond to this unforeseen situation with social distancing rules quickly. Employees could enter work hours, access earnings statements, and update personal information through their mobile device or home computer. Simultaneously, Managers were able to access those records and review and approve entries remotely and electronically. 2020 focused on implementing the Payroll module. Our attention has turned to capitalize on this investment in the Ceridian Dayforce web application by further automating HR and Payroll processes and allowing additional Employee Self-Management features. As the Town of Comox continues to grow, Dayforce will assist in managing a larger workforce well into the future.	<ol style="list-style-type: none"> 1. Implementation of base functionality for Dayforce HR and Payroll, Time and Attendance, Education and Employee Self Service is complete. 2. Payroll processing enhancements – Sep 2021: <ol style="list-style-type: none"> a. Non-conforming employee requirements b. Benefits module c. Payroll Reports 3. Automation of HR and Payroll processes additional project components – Dec 2021: <ol style="list-style-type: none"> a. Recruiting features include job postings, candidate assessments and hiring processes. b. Automating onboarding features c. Document Management module 4. Employee Self-Management features – Dec 2021

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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 – November 2021. Work Order final setup and review – November 2021. Conversion completes – December 2021.
4.	<i>IT and Computer Network Upgrades</i>	<i>Modernization of a number of hardware components in the Town's IT infrastructure, including switches, transceivers, modules, and backup power generator</i>	
5.	Phone System Replacement	The current phone system is outdated, and replacement phones are no longer built.	All Town facilities integrated into a new system. Modifications and adjustments are ongoing.
6.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, marina moorage, business licenses, and other Town receivables. Payment may be made online with a credit card, where the card merchant fee is charged to the payor.	Commence in fall 2020. Once the configuration completes, a link will be placed on the Town's website, ready for summer 2021.
7.	Accounting Software: Accounts Payable, Purchase Orders, and Inventory to move to a cloud-based software solution.	The Town's paper intensive accounts payable software, lack of a working purchase order solution, and outdated inventory software is time-intensive and lack 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.	Project deferred until 2022.
8.	Development Applications	The Town has an opportunity for 100% funding to manage and resolve disparate information between Engineering, GIS, Planning, and Building Inspection. Overall the program reduces application processing time, saves time in the Planning, Building, Engineering, and Finance Departments. The program will drastically improve the customer experience.	Grant application submitted May 7, 2021 Approval is expected by Aug. 2021 Professional services work commences commencing in the Fall of 2021—project Completion by the Fall of 2023.
9.	Town Website Rebuild	A new website allows clear paths to yearly financial documents and pages to answer questions on property taxes, Utility billing options, and other financial services.	This project has not started but has been approved. Next step is RFP.

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

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

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	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. Working on RFP and coordinating with CVRD for their portion. <i>Town's application unsuccessful. RFP awarded to ISL Engineering. Survey and Design underway</i>
2.	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. School Board approved dog park request. Staff working with SD71 on implementation. SD 71 currently have building application in for a portable at 2030 Wallace and will coordinate projects. 5 year agreement with SD 71 now in place. Dog Park in operation as of August 2021.
3.	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.	Under construction.
4.	Town Website Rebuild	Parks maps/locations/ park use permits/tree permits etc./ wayfinding/trails/water park/projects/community stewardship partners projects.	
5.	Parks Job-Description Review	Redefine parks Job Descriptions to include specialized positions (arborist/irrigation technician/etc.)	Will review with collective agreement negotiations.

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

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

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
6.	Roof Between Sail Buildings	Construction of a roof between the two sail buildings	Will be part of discussions of the new Marine Services Building. <i>Discussion started with Kinetic.</i>
7.	Waterfront Walkway	Exploration of options for completion of the walkway from the Marina west to Ellis Street	
8.	Construction of Marine Services Building	The Town has received a \$1,000,000 grant from the Province to construct a Marine Services building at Marina Park to aid in COVID economic recovery	Construction plans are currently under review. A presentation will be made to Council during their April 7 th Strategic Planning meeting. Presentation will be made to Council during May 19 RCM per April 7 SPM direction. Construction Management Contract awarded to Kinetic May 18, 2021. <i>Finalizing cost estimates.</i>
9.	Marina Condition Assessment	A risk assessment was completed in 2020 . 2021 a condition assessment will be done on the floats, piles, walkways, and ramps. This will inform the Town's replacement and repair plans for the Marina moving forward.	Creating RFP for assessment.
10.	Mack Laing Park Bridge	Replacement of the lower bridge at Mack Laing Park. Current bridge has begun to rot and is at increasing risk of failure.	All plans are in place for project to take place in August fisheries window in coordination with creek armouring and first nations midden protection. <i>Works in progress.</i>
11.	Marina Upgrades	2021: construction to extend the boat launch finger to allow for more loading and unloading at the boat launch. Complete plans to better align parking lot and boat launch. 2022: Road realignment for better access to launch boats.	Boat launch improvements are on hold until rip/rap wall integrity is understood as it will factor in to safety of dock extension. <i>Extension of the boat launch to be done in 2022. Pedestrian painted crosswalk to be installed September 2021 top of boat launch.</i>
12.	D'Esterre Elevator	Replacement of the D'Esterre Elevator	Project complete.
13.	Christmas Decorations	Acquisition and installation of new LED Christmas decorations as current ones are old, failing, and pose safety risks	Creating RFP.

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

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

January 19, 2022

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 repurposing of the St. Joseph's facility or eventual reconstruction within the site. Also in response to continued operational issues and age of main.	Delay is getting DFO approval will work with KFN and project watershed to discuss projects that could potentially assist with the restoration requirements. Working with Current Environmental on alternative options with respect to construction alignment and contruction methods to present to DFO. Approval and permitting 2021 with construction postponed to 2022.
4.	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. Town passed motion to prepare NE Comox SWMP implementation bylaws for Council consideration based on Option 3 as outlined in the staff report PR 21-1 dated January 20, 2021 strategic meeting. Bylaw amendments to council September 8, 2021.

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

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

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
5.	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.
6.	Sidewalks South side of Comox Avenue (Rodello to Ellis)	Design exercise to review the costs implications of the project.	Design 100% complete. Applied for Canada Infrastructure Program, COVID 19 Resilience Infrastructure Grant deadline January 27, 2021. 100% eligible funding (\$ 919,600). <i>Town awarded grant funding -works to be completed summer 2022.</i>
7.	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 <i>Town's application unsuccessful. Will continue to coordinate with CVRD conveyance project.</i>
8.	Manor Outfall Improvements	Design and construction of outfall to mitigate ongoing erosion over bank at 141 Manor Place.	Design complete, DFO approved. Working with property owners on construction impact and test holes completed to confirm soil conditions. Construction 2021. Working on DPA. Archaeological permit and Cultural Heritage Investigation Permit (CHIP) received. <i>Tentative construction September 7-September 30.</i>
9.	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. <i>Submitted grant application 2021 BC Active Transportation Infrastructure Grant - closed July 30, 2021.</i>
10.	Town Website Rebuild	Permits/studies/maps/projects/sectors transportation, water, storm, sewer, / reports.	

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

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

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	Working with BIA. Downtown parking questionnaire sent out - February 15 deadline. Will review later this summer or early fall.
12.	Traffic Calming Measures and Speed Limits	Review of current traffic calming measures and speed limits within Comox. Additional direction on Feb 17 RCM to review a holistic way to address speeding on Town streets. Staff will engage with residents of Buena Vista.	
13.	Complete approved paving projects	Roads include sections on Balmoral, Cooke, Rodello, Gull, and Noel	<i>Construction has begun. Full completion anticipated end of September. Balmoral section is grant dependent and coordinating with CVRD conveyance.</i>
14.	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. <i>Town's application unsuccessful. RFP closed and design awarded to ISL Engineering. Project will be shovel ready for next round of grants. Working collaboratively with CVRD.</i>
15.	Lazo Widening Simba to Kye Bay	Design of road widening of the Lazo road to help increase usage and safety for motorists and add bicycle options.	RFP issued closes June 2. <i>Proposals under review. Project awarded to Onsite Engineering Ltd. Survey and design underway.</i>
16.	Water and Storm System Upgrades	Extension of high pressure system on Noel, Carthew-Ellis main replacement, McKenzie sanitary pipe replacement, Torrence main replacement,	RFP for Noel Avenue issued closes June 2. Remainder to coordinate with road resurfacing. Report to council June 16, 2021 RCM for additional funding. <i>Awarded to Edgett Excavating. Finalizing schedule and securing material. Construction underway. Tenative completion end of September.</i>
17.	CVRD Conveyance	The sewer conveyance for the Comox Valley will travel through the community and requires planning and coordination of other Town projects including inground infrastructure, Providence project, and proposed roundabout	Staff continue to work closely with CVRD. Currently at preliminary drawings stage. <i>CVRD schedule TOC to have comments back to CVRD by end of September that will form a MOU with CVRD.</i>

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

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

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
DEVELOPMENT			
18.	2309 McDonald	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Civil drawings accepted for phase 1. Outstanding items - updated storm study, landscaping drawings and estimate. <i>Phase 1 approved. Phase 2 under review.</i>
19.	2310 Guthrie	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Civil drawings accepted. BP's awarded and under construction.
20.	1590 Galbraith	Finalize stormwater pond and infiltration gallery including LAS.	Testing of infiltration gallery complete. Pond continues to perform as an erosion and sediment pond. Working with McEhanney to convert to permanent pond.
21.	695 Aspen	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Under construction.
22.	468 Anderton	Work with planning on subdivision approval. Review and accept civil drawings, erosion and Sediment Plan. Ongoing after sub approval road permits, service disruptions, record drawings, water meters, connections, service cards, inspection, GIS data.	Civil drawings accepted.
23.	2137 Comox Avenue	The Village. Work with planning on application. Civil drawings, water front walkway, roundabout, etc.	Continue to work with planning and developers engineering consultant.
24.	1582 Balmoral	Construction of BC Housing subsidized non profit housing development comprising of 52 units in a three story building apartment.	Continue to work with building department. Civil drawings have been approved. Outstanding item - off site cost estimate.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

January 19, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Volunteer Retention/ Recruitment	Retention and recruitment of volunteer firefighters has been a significant issue in North America for at least the past twenty years. Our department has experienced about a twenty percent turnover every year for the past decade. While this would cripple most organization we have been able to managed our way through it.	So far in 2020 seventeen members have left the department and they have been replaced by seventeen more. We have been very successful in recruiting and training new members however retention is difficult. This is largely because of the lack of good paying jobs and affordable housing in our area. Because of our capable staff and training centre we believe we are well positioned to continue to manage this turnover effectively for several more years, while providing above average services. A new recruitment class (9) was start in September 2020.
2.	Sound of Life-Smoke Alarm Program	For almost thirty years now our fire department has been providing and installing free smoke alarms to citizens in single family homes in our community. We strongly believe that by doing so we can reduce injuries/deaths and damage caused by fires. To date we have given away over 2000 smoke alarms. Most of this program is funded by donations from our firefighters and other groups. This model is difficult to sustain.	Our smoke alarm program continues to be very successful. Late last year we had applied, through the Fire Chief Association of BC, for some free smoke alarms through a promotion from First Alert. I am very excited and pleased to report that in September we received 2000 FREE smoke carbon monoxide alarms (approx. \$50K+ value) from First Alert. This should provide us with inventory to keep this program going for the next two years.
3.	<i>Purchase of replacement aerial Truck</i>	<i>Scheduled replacement of our 2002 combination aerial /fire engine. This replacement is required for our community to maintain its fire insurance rating. The fire department has maintained a fleet of three full-sized fire apparatus since the 70s. This replacement does not increase fleet size but will increase capability.</i>	On-going

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

January 19, 2022

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.	<i>Waiting for contractor to proceed with final community engagement and response to draft report before presenting to Council.</i>
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	<i>Complete with purchases of 2 recumbent bikes, 2 ellipticals and 1 spin bike (the latter not yet received).</i>
3.	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	<i>Second stage of project complete with Council support to proceed with report recommendations to partner with regional, pilot program for expanding low income youth access to recreation.</i>
4.	Town Website Rebuild	<p>The new site will provide:</p> <ul style="list-style-type: none"> • Dependable, predictable and engaging platform through which customers access recreation guides, program information and online recreation registrations • Event and calendar information • Documents and forms (program waivers, summer camp information, facility booking information, etc.) • Town and Recreation branding <p>Reliable and consumable communication with the public and customer.</p>	
5.	COVID Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines. It also involves planning responses to various COVID second wave scenarios.	<i>Community Centre staff implemented controlled vaccine access for all <u>applicable customers</u> on September 13. Customer vaccine status voluntarily added to customer profiles November 1. Customer vaccine checks occurring at program areas and reception desk.</i>
6.	Hands on Farm Re-Start	Hands on Farm re-start with COVID-19 protocols for June 2021.	<i>Hands on Farm season finished August 20.</i>
7.	Children Summer Camp	Summer camps moved outside where possible for 2020, camp maximums reduced and other changes to ensure safety of participants.	<i>Summer programming complete with children's programs grossing over \$220,000 (combined TOC and contractor programs).</i>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

January 19, 2022

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
8.	Recreation Guide	Quarterly project to program, design, edit and manage Comox section of publication.	<i>Fall program registration ongoing. Work on winter recreation guide complete; winter registration on going. Work begun on spring recreation guide.</i>
9.	Volunteer Promotion Campaign		<i>Volunteer program complete with communication to schools and Comox businesses/organizations starting.</i>
10.	Youth Recreation Facility	Through youth outreach identify a new recreation or parks facility to meet teenage recreation needs.	<i>Community engagement complete. Contractors working on draft report. Anticipated presentation to Council late January or early February.</i>

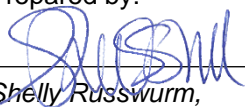

** New items and updates shown in *blue bold italics text*.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: January 19, 2021

TO: Mayor and Council	FILE: 0530-02
FROM: Shelly Russwurm, Director of Corporate Services	DATE: January 14, 2022
SUBJECT: Council Remuneration	

Prepared by:  Shelly Russwurm, Dir. Corporate Services	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Comox Council Remuneration Bylaw No. 1996, 2022 be given First Reading.
2. That Comox Council Remuneration Bylaw No. 1996, 2022 be given Second Reading.
3. That Comox Council Remuneration Bylaw No. 1996, 2022 be given Third Reading.

PURPOSE

To present a new Council Remuneration Bylaw. The changes will become effective in 2023 and apply to the new Council elected in October of this year.

STRATEGIC PLAN LINKAGE

The changes recommended in this report relate directly to Council's 2021 Strategic Priority to "Review Council Remuneration".

BACKGROUND

At its November 3, 2021 Regular Meeting, Council considered a report on Council remuneration and passed the following resolutions (to become effective in 2023 and apply to the new Council elected in October of this year):

THAT staff produce bylaw amendments for Council Remuneration Bylaw 1905 to reflect a Mayoral remuneration of \$58,275.

THAT staff produce bylaw amendments for Council Remuneration Bylaw 1905 to reflect a Council remuneration of \$26,371.

THAT yearly inflationary adjustments in Mayor and Council remuneration have a weighting of 90% from changes in the basket of communities contained within the bylaw and 10% from BC Consumer Price index changes.

That all change in Mayor and Council remuneration become effective in 2023 after the next set of municipal elections.

The attached Comox Council Remuneration Bylaw No. 1996, 2022 implements the updated amounts established by Council resolution. The bylaw also establishes a new formula for adjusting remuneration each year to be more responsive to market changes by being more heavily weighted to remuneration changes in similar communities and less weighted to changes in the Consumer Price Index.

The changes will become effective in 2023 and apply to the new Council elected in October of this year.

ATTACHED: COMOX COUNCIL REMUNERATION BYLAW No. 1996, 2022

TOWN OF COMOX

BYLAW NO. 1996

**A BYLAW TO PROVIDE FOR THE PAYMENT OF REMUNERATION
TO COUNCIL MEMBERS**

WHEREAS Council wishes to set, by Bylaw, the level of remuneration available to elected officials;

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

1. Title

This bylaw may be cited for all purposes as the "Comox Council Remuneration Bylaw No. 1996, 2022".

2. Council Remuneration

- (1) The Mayor shall be paid remuneration for discharge of the duties of office in the amount of fifty eight thousand two hundred and seventy five dollars (\$58,275.00) per year.
- (2) Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of twenty six thousand three hundred and seventy one dollars (\$26,371.00) per year.
- (3) Remuneration for Mayor and Councillor shall be adjusted on January 1st of each year by a rate equivalent to
 - (a) 10% of the percentage change in the Consumer Price Index over the immediately preceding year, for British Columbia, plus
 - (b) 90% of the average percentage change in annual remuneration for the offices of Mayor and Councillor at year-end, over the immediately preceding year and for the following municipalities in BC:
 - (i) The Corporation of the City of Courtenay,
 - (ii) The Town of Qualicum Beach,
 - (iii) The City of Parksville, and
 - (iv) The Town of Sidney.

- (4) Council remuneration shall be paid monthly.
- (5) In addition, the Town shall insure members of Council against accident while on official business for the Town.

3. Effective Date

The effective date of this Bylaw is January 1, 2023.

4. Repeal

Comox Council Remuneration and Expense Bylaw No. 1905, 2018 is hereby repealed.

5. Adoption

- (1) READ A FIRST time this _____ day of _____, 2022
- (2) READ A SECOND time this _____ day of _____, 2022
- (3) READ A THIRD time this _____ day of _____, 2022
- (4) ADOPTED this _____ day of _____, 2022

MAYOR

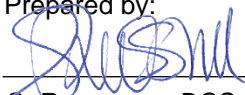
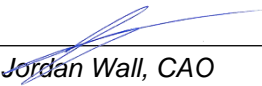
CORPORATE OFFICER



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: January 19, 2022

TO: Mayor and Council	FILE: 5480-01
FROM: Shelly Russwurm, Director of Corporate Services	DATE: January 14, 2022
SUBJECT: Street and Traffic Bylaw Amendment - Downtown Parking	

Prepared by:  S. Russwurm, DCS	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given First Reading.
2. That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given Second Reading.
3. That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given Third Reading.

ALTERNATIVES TO THE RECOMMENDATIONS:

THAT a letter to the Strata Council of 1700 Balmoral be sent requesting their input to the potential change to remove parking restrictions fronting 1700 Balmoral Avenue.

PURPOSE

To present a draft bylaw amendment for Council's consideration that addresses resolutions adopted by Council related to changes in downtown parking regulations.

STRATEGIC PLAN LINKAGE

The changes recommended in this report relate directly to Council's 2021 Strategic Priority to "Review and make changes to the Downtown Parking systems including review of temporary parking allocations, drop off zones, and angle parking along Church".

BACKGROUND

At its Regular Meeting of December 1, 2021, Council passed the following resolution:

THAT Council direct staff to amend Bylaw 1358, A bylaw to Regulate Traffic and the use of Streets within the Town of Comox, Schedule A, Parking Restrictions:

1. *to remove the 2 hour parking restrictions on the west side of Church Street fronting 215 and 221 Church Street and replace with 2 - 15 minute parking; AND,*

2. to remove the 2 hour parking restriction on the north side of 1700 Balmoral Avenue.

The resolution was in response to staff's recommendation, based on a recent review of parking that was solicited from businesses and other organizations in the downtown area. Overall, based on the surveys submitted by respondents, downtown parking is working quite well. The two suggested changes recommended by staff were as follows:

- the installation of two 15-minute parking spots fronting 215 and 221 Church Street would be very beneficial to the frontage businesses and to those patrons who simply require a short-term parking area, and
- the removal of the 2-hour parking restrictions fronting 1700 Balmoral Avenue, as requested by residents of the area, based on location and the likeliness that this change will not have any negative impact to downtown businesses and their patrons.

ANALYSIS

The recommended Comox Street and Traffic Bylaw amendment contains the changes to downtown parking (No. 1 below) plus three other changes:

1. Changes to the parking restrictions on Church Street and Balmoral Avenue, in accordance with Council's December 1, 2021 resolution. Historically, Council has regulated parking by bylaw, with a schedule listing all restricted parking areas. This has meant that many changes to parking regulations have been done by bylaw amendment, which was unnecessary. Section 5.2(c) authorizes the Public Works Superintendent to regulate the parking of vehicles through the placing of additional "Traffic Control Devices" (in this case, parking signage). The recommended changes include the removal of the list of parking restrictions (Schedule A) from the bylaw; however, the list will continue to be maintained by the Public Works Department. Signage can simply be changed on the ground moving forward, without the need for future bylaw amendments.

It should be noted that Council has received negative feedback regarding the potential change to parking on the north side of 1700 Balmoral. As such, an alternative recommendation has been provided to seek the Strata Council's opinion on the change prior to implementation.

2. Currently, the Street and Traffic Bylaw requires commercial and multi-family property owners in commercially zoned lands in the "Marine Plaza Area" to remove snow and ice from adjacent sidewalks. It is recommended that this requirement be broadened to require all commercial and multi-family property owners in all parts of the Town to remove snow, ice and rubbish from adjacent sidewalks by 10:00 a.m., and gives the Town the authority to have the work done on their behalf, with costs added to property taxes owing.
3. Stronger language is recommended around vehicles, chattels (personal property) and other obstructions on streets and public places, allowing the Town to tow vehicles and remove chattels/obstructions, as well as recover costs of removal from the owners. Note, updates to the Fees and Charges Bylaw will be made as part of an overall update to all fees and charges in the near future.
4. Removal of unnecessary sections of the Bylaw. Section 9.4 and Schedule C are no longer required since the updated Municipal Ticket Information (MTI) forms include a dispute form on the back side of the tickets. In addition, due to the implementation of the Bylaw Adjudication Program, it is unlikely that an MTI will be issued for Street and Traffic offences. Similarly, due to removal of the Schedules, Section 11.0 is no longer necessary.

GOVERNANCE CONSIDERATIONS

Question: Does the bylaw need to be adopted before the parking signage can be changed?

Answer: No, since the bylaw already authorizes the Public Works Superintendent to regulate parking, the signs have already been changed.

ATTACHED: PROPOSED COMOX STREET AND TRAFFIC BYLAW AMENDMENT No. 1358.04, 2022

TOWN OF COMOX

BYLAW NO. 1358.04

A BYLAW TO AMEND THE STREET AND TRAFFIC BYLAW

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

1. Title

This bylaw may be cited for all purposes as the “Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022”.

2. Amendment

The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

- (a) by inserting the following definition to section 3.2:

“**Traffic Control Device** means a sign, signal, line, meter, marking, space, barrier or device, placed or erected by authority of the minister responsible for the administration of the Transportation Act or the Council of the Town of Comox”;

- (b) by replacing section 4.4 with the following text:

“4.4 Snow, Ice and Rubbish Removal

- (a) The owner or occupier of any commercial and multi-family zoned parcel of real property shall, not later than 10:00 a.m. every day, remove snow, ice and rubbish from any sidewalk adjacent to such parcel for a distance that coincides with the parcel's property line and for the full width of the sidewalk.
- (b) If an owner or occupier of any commercial and multi-family zoned parcel of real property fails to remove snow, ice and rubbish, as required by section 4.4(a), the Public Works Superintendent may authorize the removal and the costs of such removal (including all expenses) shall be added to and form part of the taxes payable in respect of the land as taxes in arrears.”;
- (c) by removing the following text from the end of section 7.4: “as set out in Schedule ‘A’ to this bylaw”;
- (d) by replacing section 7.16 with the following text:
- “7.16 Removal of Vehicles, Chattels and Obstructions
- (a) Any vehicle which is stopped, standing or parked contrary to any provision of this bylaw, or which is otherwise unlawfully occupying a

portion of a highway or public place may be removed, detained, towed and/or impounded by a Traffic Officer or the Public Works Superintendent, or by a contractor acting in accordance with the directions of the Town.

- (b) Any vehicle removed, detained, towed and/or impounded under this bylaw may be recovered by the owner by paying the fees, costs and expenses set out in the Comox Fees and Charges Bylaw.
 - (c) Any chattel or obstructions unlawfully occupying any portion of a highway or public place that are considered a danger or hazard to persons using the highway as determined by the Public Works Superintendent, Peace Officer or Bylaw Enforcement Officer may be removed, detained and/or impounded immediately by a Traffic Officer or the Public Works Superintendent.
 - (d) Any chattel or obstructions removed, detained and/or impounded under this bylaw may be recovered by the owner by paying the fees, costs and expenses set out in the Comox Fees and Charges Bylaw.
 - (e) If a vehicle, chattel or obstruction is removed, detained, towed and/or impounded, and not claimed by its owner within thirty days from date of seizure, written notice shall be mailed to the registered owner, if known, advising of the seizure and the sum payable to release the vehicle, chattel or obstruction, and the date advertising for sale by public auction, if unclaimed.
 - (f) Any vehicle, chattel or obstruction not claimed by its owner within thirty days from the date of mailing of notice may be sold at a public auction, which auction shall be advertised at least once in a newspaper circulated in the Town.
 - (g) The proceeds of sale by public auction shall be applied first to the cost of the sale, second to the fees, costs and expenses of the Town or its contractor as set out above and the balance shall be held for the owner. If the balance remains unclaimed at the end of the calendar year, such balance shall be paid into the general revenue of the Town.
 - (h) Notwithstanding any other provision of this bylaw, where any garbage, rubbish or abandoned, unlicensed motor vehicle with an apparent value of less than \$300.00 is left on any highway, such articles may be removed to a landfill and disposed of therein.”;
- (e) by deleting section 9.4 Dispute Form;
 - (f) by deleting section 11.0 DIVISION VIII – Miscellaneous;
 - (g) by deleting Schedule A – Parking Restrictions;

- (i) by deleting Schedule C – MUNICIPAL TICKET INFORMATION DISPUTE FORM.

3. Adoption

- (4) ADOPTED this _____ day of _____, 2022

MAYOR

CORPORATE OFFICER



**TOWN OF COMOX
OFFICE OF THE MAYOR**

PROCLAMATION

RCMP Appreciation Day

February 1, 2022

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, 2022 as RCMP Appreciation Day
in the Town of Comox.

Mayor Russ Arnott

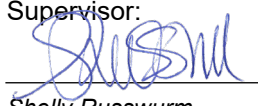
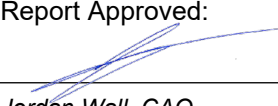


TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT

Meeting Date: January 19, 2022

TO: Mayor & Council	FILE: 8100-20 / NAUT
FROM: Lia Pesklevits, Executive Coordinator	DATE: January 11, 2022
SUBJECT: Festival Producer Service Agreement – 2022 Nautical Days' Festival	

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

1. That the draft Service Contract with Mr. Dave Stevenson for the production of the 2022 Nautical Days' Festival, as attached to the January 11, 2022 report to Mayor and Council from the Executive Coordinator, be approved; and that the Mayor and Corporate Officer be authorized to execute the contract.
2. That the retained \$25,000 grant provided to the Nautical Days' Society in 2020 in order to plan and implement the 2020 Nautical Days' Festival, be reallocated to the 2022 Nautical Days Festival.

Background

In 2019, the Nautical Days' Festival Society was incorporated in order to plan and implement the Comox Nautical Days Festival (the Festival). Historically, the Town has provided a grant to a society or organization for the planning of the Festival, as well as contracted with a festival producer for the production of the Festival.

After many years of exemplary service from the previous producer, Mr. David Stevenson took on the responsibilities of festival producer in 2019, working closely with the Nautical Days' Festival Society and providing the following services, which are detailed in the service contract:

- Prepare a budget and timelines for the Festival;
- Manage the design and production of promotional materials;
- Foster relationships with the business community and the Filberg Festival;
- Manage and coordinate all activities as well as food and craft vendors;
- Manage volunteer services;
- Prepare a final budget reconciliation; and,
- Maintain and update, as necessary, the Comox Nautical Days Production Manual

Due to the Provincial Health Officer's Order in response to the COVID-19 pandemic prohibiting gatherings in excess of 50 people, the 2020 Nautical Days Festival was cancelled. At the May 6, 2020 Regular Meeting, Council passed the following resolutions:

That, due to the Provincial Health Officer's Order in response to the COVID-19 pandemic prohibiting gatherings in excess of 50 people, the 2020 Nautical Days Festival be cancelled; and

That the Nautical Days Society be permitted to retain the \$25,000 grant provided in order to plan and implement the 2020 Nautical Days Festival, and that the funds be reallocated to the 2021 Nautical Days Festival.

It was unknown in 2020 that due to the COVID-19 pandemic, the 2021 Nautical Days Festival would also be cancelled.

Attached is a summary report of the last Nautical Days Festival held in 2019 from Mr. Stevenson. As can be seen from his letter from the last Festival, the 2019 Festival was a very successful event, with thousands of happy attendees, and many happy arts and craft booth vendors.

Also attached are the Comox Nautical Days Festival Society 2021 AGM Minutes, reporting on the Society's financials, and the draft Service Agreement with Mr. David Stevenson for 2022. With the exception of an increased public liability insurance requirement and updated dates and references, the contract is unchanged from the 2019 contract.

Financial Implications

In 2019, Council provided a \$25,000 grant to the Nautical Days' Society in order for it to undertake planning and implementation of the Festival, and entered into a service contract with Mr. David Stevenson for the production of the Nautical Days Festival. The \$25,000 grant to the Society was sufficient for the work that was conducted that year and it is recommended that the retained amount of \$25,000 from 2020 be reallocated to the 2022 Festival.

The contract amount paid in 2019 to Mr. Stevenson for the production of the Festival was \$20,000. In consultation with Mr. Stevenson, he is happy with this amount and it is recommended that the same amount be paid for the 2022 Festival.

*Attached: Comox Nautical Days Festival Post Letter dated November 13, 2019
Comox Nautical Days Festival Society 2021 AGM Minutes – from Mr. Stevenson
2022 Nautical Days Festival Producer Service Agreement*



COMOX NAUTICAL DAYS FESTIVAL Post Letter

Comox Nautical Days 2019 was another successful festival – it is the quintessential community festival.

Now in its 60th year the Comox Nautical Days Festival is the Comox Valley's longest running, community outdoor festival. Each year more than two dozen community groups, including service clubs, business groups, and not for profit organizations come together to create, what has become, a celebration of our community.

Comox Nautical Days is proud to support hundreds of local performers, showcasing their remarkable talents on the Festival's main stage. Throughout the Festival audiences are treated to a diversity of entertainment including dancers, musicians, comics, clowns, and much more. In addition, we had back from a six-year absence, Steve Elliot, the Elvis impersonator. He was the hit for the weekend. We certainly will have him back for 2020!

Thousands of residents and visitors take in the more than 35 scheduled festival events from pancake breakfasts to antique car shows to the kid's pet parade. The Festival also hosts more than 100 arts and crafts booths. At Comox Nautical Days – there really is something for everyone.

Comox Nautical Days has embraced its nautical traditions partnering with HMCS Quadra in the annual presentation of the Ceremony of the Flags. Thousands of people flock to Marina Park in celebration and respect for the profound contribution the Canadian Armed Forces continues to make to the well-being of our community.

This year Comox Nautical Days Parade went very smoothly. Hundreds of people from a variety of groups, including businesses, schools, service clubs, veterans, police, firemen, clowns, and other individuals join the procession. Thousands more line Comox Avenue – with cheers and applause they celebrate the community and the Festival that brings them all together for 3 wonderful days during the BC Day long weekend. We had lot of great comments about the success of the parade. One challenge that we had was the lack of professional flaggers, even with a contractual agreement of the agreed five flaggers, only three were sent. But between myself, a parking person, and the extra help from the RCMP, we managed to continue the parade without incident. We will address this issue next year with a plan of hiring more flaggers than needed.

Another issue that we would like to improve upon is parking for persons who are disabled. I have a had a discussion with the Comox Mall management, and we will have permission for people to be shuttled down to the Festival site from the Mall. This will alleviate some of the parking issues.

A cornerstone of the Comox Nautical Days Festival is the annual Quality Foods Festival of Light Fireworks display. 10,000 plus spectators line the shores of Comox Valley to be dazzled by this spectacular presentation.

I was told by the security and other members of the community that we had a very successful and enjoyable Nautical Days weekend.

Financially, the Festival had a successful year, the bank account has now balance of \$7,469.03

I am looking forward to continue to make Comox's Nautical Days a memorable weekend!

David Stevenson
Producer
Comox Nautical Days Festival
November 13, 2019

Comox Nautical Days Festival Society AGM 2021

October 13 10:00 am

In attendance: Anne Kirkwood, Paul Baal, and David Stevenson

- 2021 CNDF was officially cancelled due to COVID 19 health regulations
- Budget Annual Expenditures
 - Web site fees \$311.85
 - Microsoft 360 annual fee \$122.08
 - Post box \$181.65
 - Storage locker rental \$552
 - 2020 AGM report fee \$40
 - Waypoint insurance (liability insurance) \$563
 - Office supplies(Replaced hard drive and battery for laptop) \$292
 - Total. \$2062.38
 - Bank balance: \$35,055.29

Other concerns:

- Discussion on changing the Festival dates, we decided not to change as Filberg is dropping the Monday. This will alleviate parking problems.
- We will be increasing the craft booth from \$150 to \$175 and \$225 for a corner lot
- Discussion on using etransfers for banking
- Discussion on succession of Paul leaving the craft co-coordinator position

Next meeting: TBA

Nautical Days Festival Producer – Service Agreement

This agreement for the services described below, is made on this Effective Date, the ____ day of _____, 2022 between *David Stevenson, 2335 Fitzgerald Avenue, Courtenay, BC, V9N 6J4* (hereinafter referred to as *The Producer*) and the Town of Comox (hereinafter referred to as The Town).

SERVICES

The Producer will provide the following services for The Town of Comox Nautical Days Festival for the 2022 calendar year as follows:

- In consultation and with the agreement of designated representatives of The Town, *The Producer* will refine the design and concept of the festival as outlined in the Comox Nautical Days Production Manual, and execute the plan accordingly.
- Prepare the budget and timelines of the festival based on historical, existing, and continued funding norms.
- Liaise with sponsors, both monetary and “in-kind” to re-establish, refine and document deliverables with the goal of ensuring mutual satisfaction.
- Manage the design and production of promotional materials; create and distribute press releases.
- Manage and direct public relations and marketing activities.
- Foster relationships with suitable business associations and the Filberg Festival.
- Provide for the over-all planning and on-site management of the festival, including layout, tenting, staging, audio-visual, infrastructure support co-ordination, security plans and any other related operational requirements.
- Manage and co-ordinate all activities related to food and beverage and craft vendors, including registration and fees.
- Manage and co-ordinate selection and delivery of entertainment.
- Manage volunteer services as required.
- Prepare final budget reconciliation.
- Update Comox Nautical Days Production Manual, as necessary.

Nautical Days Festival Producer – Service Agreement

BUDGET CONSIDERATIONS

There are no cash reserves in place to ensure the solvency of the festival and no guarantees from any of the funding sources. Should there be a shortfall in funding for any reason – reduced vendor registration, sponsorship withdrawal, for instance – it could have an impact on the size, scope and production values of the festival.

While every reasonable effort will be made by *The Producer*, including consultation with The Town, the over-arching responsibility of ensuring adequate funding for the festival does not rest with *The Producer*. Given these funding conditions, *The Producer*, in consultation with the Town or its designates, is authorized to make changes to the festival scope and content as necessary based on reasonable ongoing funding forecasts throughout the term of this contract.

- *The Producer* is authorized to approach past and potential sponsors for the Town of Comox 2022 Nautical Days Festival. *The Producer* will exercise care in approaching potential sponsors who would, in the view of The Town, compromise the intent of the festival.
- Expenses will be billed in an itemized statement, and include original receipts.
- In addition to the preparation of the event budget and approval by the Town, *The Producer* will manage total expenditure commitments within the agreed upon budget, with the following exceptions:
 - Additional, exceptional or unforeseen expenditures for which advance approval from The Town will be sought.
 - Additional, exceptional or unforeseen expenditures that The Town may incur without the direct involvement of *The Producer*.

Nautical Days Festival Producer – Service Agreement

FEES AND PAYMENT STRUCTURE

Total Compensation Package

- **2022 - \$20,000.00 plus applicable taxes**

Payment Schedule – 2022:

- \$2,000.00 + 5% GST = \$2,100.00 January 31
- \$2,000.00 + 5% GST = \$2,100.00 February 28
- \$2,000.00 + 5% GST = \$2,100.00 March 31
- \$2,000.00 + 5% GST = \$2,100.00 April 30
- \$2,000.00 + 5% GST = \$2,100.00 May 31
- \$3,000.00 + 5% GST = \$3,150.00 June 30
- \$4,000.00 + 5% GST = \$4,200.00 July 31
- \$3,000.00 + 5% GST = \$3,150.00 August 31

The Producer will invoice The Town in accordance with this schedule.

FESTIVAL CANCELLATION AND COMPENSATION

In the event the festival is cancelled by The Town for any reason at any point in time following the signing of this agreement, compensation will be paid to *The Producer* on a pro-rated basis calculated from the date of signing of this agreement to the date of withdrawal.

ADDITIONAL CONTRACT STIPULATIONS

The Producer shall not be deemed to be in default in respect of the performance of any of the services in this agreement if any failure or delay in such performance is due to interruption in or delay of transportation services, emergencies, inclement weather, or any similar cause beyond the control of the festival producer and their designated support personnel.

The Producer, will indemnify the Town from and against any loss, claim, damage, costs, expense (including actual legal fees and disbursements), action, and any cause of action, that the Town may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement that arises out of errors, omissions, negligent acts or other actionable wrongs of *The Producer*, under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or negligent acts of the Town, its other employees and agents, and authorized representatives or of any other persons.

The *Producer* will maintain public liability insurance with coverage of not less than \$3,000,000.00 for each occurrence, with the Town to be named as an

Nautical Days Festival Producer – Service Agreement

additional insured on the insurance policy, and will provide to the Town a copy of the insurance policy.

The Town indemnifies *The Producer*, David Stevenson, from and against any loss, claim, damage, costs, expense (including actual legal fees and disbursements), action, and any cause of action, that they may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement, that arises out of errors, omissions, negligent acts or other actionable wrongs of the Town, or its servants, agents or employees under this agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or negligent acts of *The Producer*.

The indemnities above survive the completion of all services under this agreement and the expiration or termination of this agreement.

This agreement contains all the items and conditions agreed upon by the parties hereto, and no other agreements, oral, or otherwise implied regarding the subject matter will be considered part of this agreement, nor bind any of the parties unless agreed to in writing by both parties.

IN WITNESS WHEREOF the Town and the Producer have executed this agreement as of the Effective Date.

The Common Seal of the TOWN OF COMOX)
was affixed in the presence of:)

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WITNESS

MAYOR

CORPORATE OFFICER

The Signature of DAVID STEVENSON)
was affixed in the presence of:)

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WITNESS

DAVID STEVENSON

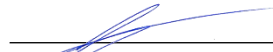


TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: January 19th 2022

TO: Mayor and Council	FILE: 2590-01
FROM: Jordan Wall, Chief Administrative Officer	DATE: Jan 19 th 2022
SUBJECT: Employees as Fire Fighters Policy	

Report Approved:


Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council adopts Employees as Fire Fighters Policy CCL - 071

ALTERNATIVES TO THE RECOMMENDATIONS

BACKGROUND

Comox Fire Rescue delivers many important emergency services 24/7/365, using a staff of six full-time and approximately fifty paid on call firefighters.


From time to time, Town of Comox employees will also serve as members in the Fire Department. In the past employees who served as Fire Fighters were able to attend fire calls during work time without loss of pay. A policy has been developed which would allow employees to attend to fire/rescue calls during working time so long as they receive clearance from their supervisor.

This policy would only allow employees to attend during work time in the even of a fire/rescue call but not for a medical call or Duty Officer calls. This is because fire/rescue calls require more people to manage and the department can usually manage medical and Duty calls with the staffing that is on hand. Further, the Town requests that employers provide the ability for volunteers to attend fire calls when needed and as such this policy would match the request the Town makes of other employers. Maintaining an effective paid on call system, supported by some full-time staff allows us to continue to deliver above average services at very modest costs.

During the course of a typical year the fire department responds to hundred of calls for service. (almost eight hundred calls in 2021). Monday-Friday, daytime responses to fire rescue calls would average one or two per week.

This calls are broken down as follows:

- 50% Medical calls, (First responder). Typically provided by three firefighters in one vehicle.
 - No additional assistance required related to this policy
- 30% Fires/rescue calls. Typically multiple firefighters and more than one vehicle.
 - Additional assistance related to this policy required here (if available).
- 20% Duty Officer and Public service calls. These are typically provided by one on Duty person and includes complaints, some alarm calls and other assorted requests.
 - No additional assistance required related to this policy

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
Section: COUNCIL	Number: CCL - 071	Office of Primary Responsibility: Fire Department	
EMPLOYEES AS FIREFIGHTERS POLICY			
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure		Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
		Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted:		Council Resolution No:	
		Date to be Reviewed:	
Manner Issued:			

1 PURPOSE

- 1.01 To allow Town of Comox union employees to assist the Fire Department, without loss of pay, when required by the department to manage emergent situations.

2 POLICY STATEMENT

- 2.01 The Town of Comox benefits from having some of its employees assist the fire department by responding to some emergencies during typical working hours. Having these employees respond during typical working hours provides the community with a more stable response from the fire department as many of our volunteer firefighters work out of town. Further, it demonstrates that the Town is willing to do what we ask of our businesses in allowing an employee to leave work to assist the community and fire department. Maintaining an effective paid on call system, supported by some full-time staff allows us to continue to deliver above average services at very modest costs.

3 DEFINITIONS

- Medical calls: Are request by BC Ambulance Services for first responders. This service is provided is typically provided by three scheduled firefighters using one vehicle.
- Fire/Rescue calls: Wide variety of calls that typically require more firefighters and more than one vehicle.
- Duty Officer/Public Service calls: Complaints and smaller requests for service, typically handled by one on duty person.

4 POLICY PRINCIPLES

- 4.01 Requests for emergency services are divided into three main areas: medical calls, Fire/Rescue calls and Duty Officer calls. The Fire Department's primary focus is to deliver Fire/Rescue services, medical responses are a secondary focus. Safely responding to Fire/Rescue typically requires a larger group of responders where three fire department responders can handle the average medical response.

5 SCOPE

- 5.01 All permanent Union employees within the Town of Comox

6 POLICY

- 6.01 Permanent Union employees within the Town of Comox may attend Fire/Rescue calls without loss of pay subject to the procedures in section 7 of this policy.

7 PROCEDURES

- 7.01 Employees must seek approval of their supervisor prior to attending a call.
- (a) Responding to medical calls will not be approved for response during working hours
 - (b) Supervisors have complete discretion to approve this request
 - (c) If a Supervisor cannot be found the Fire Chief, or his designate, may in extraordinary circumstances approve an employee attending a call
- 7.02 If permission is granted by their supervisor that staff must assess the work they are doing before responding to ensure it is left in a safe manner.
- 7.03 If Staff do respond, they will do so in a safe and orderly manner, obeying all traffic rules and regulations. Staff will be permitted to travel in a Town vehicle if the vehicle can be spared on site. This does not entitle the staff member to drive a separate or extra Town vehicle to a job site in order to be able to attend a call.
- 7.04 If Staff respond to a Fire/Rescue incident, they will return to their regular work as soon as possible after the incident. Remaining at the Fire Hall to perform extra maintenance on equipment will not be permitted, only required maintenance activities on personal equipment will be permitted.
- 7.05 Approval to respond to events will only be granted to employees who are in good standing with the Fire Department including regularly and consistently attending training and completing required education.
- 7.06 Town of Comox supervisors should schedule the appropriate staff for a monthly Friday morning fire practice based on the overall operational needs of the Town of Comox. Scheduling can be done at short notice and not all staff/firefighters need to attend the same practice
- 7.07 Overtime pay, or any pay beyond an employees regularly scheduled day, will not be provided for attendance at any emergency under this policy.

8 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: January 19, 2022

TO: Mayor and Council	FILE: 4540-01
FROM: Jordan Wall, Chief Administrative Officer	DATE: Jan 19 th 2022
SUBJECT: Marina Food Vendor Policy	

Report Approved:

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:
THAT Council adopts Marina Food Vendor Policy CCL-072

ALTERNATIVES TO THE RECOMMENDATIONS

BACKGROUND

The Town of Comox, in 2021, provided 4 mobile vending opportunities for semi-permanent food vendors at Marina Park. This program has grown over the last number of years and is now at the point where the Town receives more requests from vendors than spaces that it provides. The attached policy is proposing an open and public competitive process to allow for the selection of vendors to operate at the park for up to three years as well as sets the price for vendors to operate at the park.

The goal of the process is to provide a fair and open method for vendor selection along with providing residents with a varied selection of offerings at family friendly pricing.


In 2021 the yearly fee for vendors which includes power as well as water was \$2,875. Given the increased patronage of the park as well as acknowledging the significant capital and tax costs borne by brick and motor establishments Administration is proposing to increase this to \$3,200 in 2022 and \$3,500 in 2023 settling into CPI increases after that.

The selection criteria in the RFP will include scoring that attempt to find value for families as well a diverse range of food options by weighting criteria as such:

- 30% Family Friendly Pricing
- 30% Uniqueness of food offerings compared to other Marina Park and immediate area businesses
- 20% Experience operating a similar establishment
- 20% References and quality of business plan submission

Scoring of the responses will be done by a committee of three Town employees.

Attachment 1: Marina Park Vendor Policy CCL-072
Attachment 2: RFP
Attachment 3: Draft Marina Park Vendor Contract

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
Section: COUNCIL	Number: CCL-072	Office of Primary Responsibility: CORPORATE SERVICES	
Marina Park Vendor Policy			
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure		Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
		Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted:		Council Resolution No:	
		Date to be Reviewed:	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

- 1.01 To provide a standard procedure to set the location and method of selection for mobile vendors on Town property

2 POLICY STATEMENT

- 2.01 The Town will enter into two year agreements with mobile vendors with possibility for a one year extension for all approved mobile vendor locations. Vendors will be chosen through a competitive RFP process.

3 DEFINITIONS

- 3.01 "Mobile Food Vendor" means a food service truck, or cart which is not permanently fixed to the ground, has wheels, and can either move under its own power or be pulled behind a vehicle.

4 POLICY PRINCIPLES

- 4.01 The Town will provide a fair and transparent method for the granting of Marina Park food vendors
- 4.02 The Town will attempt through the scoring weighting in the RFP to provide varied and family friendly food pricing at Marina park.

5 SCOPE

- 5.01 All mobile food vendors who operate at Marina Park on a regular or semi-permanent basis. This policy will not apply to temporary events such as festivals, farmers markets, or other related events.

6 POLICY

- 6.01 The Town will provide 4 mobile vending locations at Marina Park
- 6.02 All selected vendors must meet Town's regulations and contract requirements which may change from time to time but may include:
- (a) Insurance
 - (b) Business Licences

- (c) Codes of conduct
- (d) Operational timelines
- (e) Indemnity clauses

7 PROCEDURES

- 7.01 The Town will release an RFP prior to January 31st of the year in which a vendor position under 6.01 is open
- 7.02 The Town will select the proponent through an RFP that weights final scoring as below:
- 30% Family Friendly Pricing
 - 30% Uniqueness of food offerings compared to other Marina Park and immediate area businesses
 - 20% Experience operating a similar establishment
 - 20% References and quality of business plan submission
- 7.03 The Town will charge the following rates per year for a mobile vending license at Marina Park:
- 2022: \$3,200
 - 2023: \$3,500
- 7.04 Rates in 2024 and on will either be set through amendments to this policy or be based on 2023 rate plus increases in the Consumer Price Index.

8 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Town of Comox Opportunity to Bid on Marina Park Food Vending

The Town of Comox is offering an opportunity to bid on a mobile food vendor location at Comox Marina Park. The location includes electrical and water outlets. Interested applicants should prepare a bid submission which includes the following information:

A short business plan that includes:

- Proposed process for your business to be open and be operational at Marina Park before (X Date)
 - Including a timeline for obtaining any permits required for operation including any health permits, fire permits, or business licenses
- Proposed operating hours
- How your business would keep Marina Park free of trash and litter from your operations
- A sample menu including any combination offers or kids menus which assist in providing an affordable experience for families
- A description of your business history and experience in providing mobile or other food vending services.
- 3 references

All bids will be scored by an evaluation team within the Town with the following weighting given to each section:

30%: Family Friendly pricing-

30%: Uniqueness of food offering compared to other Marina Park and immediate area businesses

20%: Experience operating a similar establishment

20%: References and quality of business plan submission

The successful applicant will be required to enter into a lease agreement with the Town according to the terms outlined in the attachment to this opportunity to bid. The Town will not engage in rate negotiations with the successful proponent.

The Town through its sole discretion reserves the right to rescind this opportunity to bid at any time and is under no obligation to contract with any party making a submission. The Town is not responsible for any costs incurred by proponents in preparation of their bid.

Any questions must be submitted in writing electronically to srusswurm@comox.ca with "Marina Park Vendor Opportunity to Bid" in the subject line. Question and answers will be published publicly when responded to at <https://www.comox.ca/modx/current-tenders-rfps-and-eois>

Three hard copies of the submission must be received by the Town no later than 3:00 pm (pst) April 30th at:

Town Hall

ATTN: Marina Park Vendor Competition

1809 Beaufort Ave,

Comox BC

V9M 1R9

Submissions received later than this time will not be accepted regardless of date stamp of mailing. No electronic submissions will be accepted.

Attached: Town of Comox Mobile Vending Guide



MOBILE VENDING AGREEMENT

TOWN OF COMOX

1809 Beaufort Avenue Ph: 250 339-2202

Comox BC V9M 1R9 Fx: 250 229-7110

THIS AGREEMENT dated for reference the 18th day of May, 2021_ is

BETWEEN:

TOWN OF COMOX,
1809 Beaufort Avenue
Comox BC V9M 1R9

(the "Town")

AND:

(the "Vendor")

WHEREAS:

- A. In accordance with section 8 of the *Community Charter*, the Comox Business Regulation Bylaw No. 1882, 2018 and the Comox Parks Use Bylaw No. 1881, 2018, all as amended from time to time, Council has, by bylaw, regulated, prohibited and imposed requirements in relation to public places;
- B. In accordance with section 35 of the *Community Charter*, as amended from time to time, the soil and freehold or the right of possession of every highway, including every street, road, lane and every other way open to public use, within the Town of Comox is vested in the Town;
- C. The Vendor wishes to use and occupy that portion of Town highway or park, shown outlined in heavy black on the sketch plan attached as Schedule "A" (the "Licence Area"), for the purpose of locating and operating a Mobile Vending Unit;
- D. The Town wishes to grant to the Vendor a non-exclusive permit ("Parks Use Permit") to use the Licence Area for the purpose of locating and operating the Mobile Vending Unit, as defined in attached Schedule "B", on the terms and conditions of this Agreement;

THIS AGREEMENT is evidence that, in consideration of the permit fee to be paid and the promises exchanged below, and other good and valuable consideration (the receipt and sufficiency of which the parties hereby acknowledge), the Town and the Vendor agree as follows:

- 1. **Parks Use Permit** – The Town hereby grants to the Vendor a non-exclusive right to enter upon and use the Licence Area on the terms and conditions set out in this Agreement.
- 2. **Purpose** – The Vendor must only use the Licence Area for the purpose of locating and operating

the Mobile Vending Unit in accordance with the terms and conditions of the Parks Use Permit and this Agreement.

3. **Term** – The term of this Agreement is for two years from X (the “Commencement Date”) to X (the “Expiration Date”).
 - (a) The parties may extend this agreement by one year with the mutual agreement of both parties
4. **Permit Fee** – The Vendor shall pay to the Town, on the Commencement Date, \$3,200, in 2022 and \$3,500 in 2023. If the contract is mutually extended by both parties for 2024 the permit fee will be equal to \$3,500 plus the change in the BC Consumer Price Index of the previous year. If the Vendor is obtaining an annual Permit, the Vendor may pay the Permit Fee with a series of four equal monthly payments.
5. **Taxes** – The Permit Fee does not include GST or PST (as may be applicable from time to time during the Term) and the Vendor shall pay to the Town all applicable GST and PST and/or other taxes that are legally imposed from time to time.
6. **Vendor’s Covenants and Obligations** – The Vendor shall:
 - (a) promptly pay the Permit Fee and all applicable taxes when due;
 - (b) only operate in the Licence Area, and use the Licence Area only for the purpose set out in section 2;
 - (c) if operating the Mobile Vending Unit in Marina Park, require all employees to park personal vehicles outside of the park;
 - (d) not operate in Marina Park during special events, unless permission is granted by the event organizers;
 - (e) remove the Mobile Vending Unit from the Licence Area if the Vendor does not plan to operate for a period of seven (7) consecutive days or longer;
 - (f) remove the Mobile Vending Unit from the Licence Area at any time requested by the Town;
 - (g) not operate between the hours of 11:00 p.m. and 6:00 a.m.;
 - (h) place the Mobile Vending Unit on the applicable concrete pad if one exists, and not place the Mobile Vending Unit so as to limit the passable width for pedestrians of any portion of a sidewalk, public path or highway to less than 1.5 metres;
 - (i) not face service windows towards a street, roadway or parking lot (if applicable);
 - (j) not place any furniture (i.e., tables, chairs, benches, counters, etc.);
 - (k) obtain a Sign Permit for any sign or notice erected or displayed on or in the Licence Area, and not erect or display more than one (1) sign or notice on or in the Licence Area;
 - (l) not serve any alcohol or tobacco products at the Mobile Vending Unit;
 - (m) not shout, play music or use voice amplification, and only solicit with a regular speaking voice;
 - (n) provide garbage and recycling receptacles adequate to ensure the cleanliness of the adjacent area, do a sweep of the park and/or beach area twice daily to remove garbage and recycling related to their business, clean up at the end of each day within a 20 metre radius of the Licence Area, and remove all collected garbage and recycling waste from the Licence Area;
 - (o) not store any supplies or waste products outside of the Mobile Vending Unit;
 - (p) not commit or allow any voluntary waste or destruction of the Licence Area;
 - (q) provide, if required, its own generator to supply power to the Mobile Vending Unit, the noise level from such generator not to be unreasonable, as determined by the Town in

- its sole discretion;
- (r) dispose of grey water at an approved sani-dump location;
 - (s) ensure that food and supply delivery vehicles are parked entirely within a single vehicle parking stall, excluding trailer parking, while delivering goods;
 - (t) not cause, maintain or permit anything that may be or become a nuisance or annoyance on or from the Licence Area,
 - to other users of the Licence Area,
 - to any adjacent owners or occupiers of lands,
 - to the public, including by the accumulation of rubbish or unused personal property of any kind,
 - by sound emitted from a power generator provided in accordance with subsection (q), or
 - by interfering with ingress or egress of emergency and sanitation vehicles, or of adjacent property owners;
 - (u) carry on its activities in, on and from the Licence Area in compliance with any and all statutes, enactments, bylaws, regulations and orders from time to time in force (including all environmental laws, all health and safety regulations, and all Town bylaws and regulations respecting fire, traffic safety and sanitation), and shall obtain the required licenses (including a business licence from the Town), permits and approvals thereunder and not do or omit to do anything upon or from the Licence Area in contravention thereof;
 - (v) pay all costs and expenses of any kind whatsoever associated with and payable in respect of the Vendor's use of the Licence Area, including without limitation all utility charges for utilities serving the Mobile Vending Unit;
 - (w) move the Mobile Vending Unit when requested to do so by Town staff;
 - (x) maintain the Mobile Vending Unit in good and working order, with an aesthetically pleasing appearance;
 - (y) if Vendor is paying a daily parks use fee, provide to the Town, on the last day of each month during the Term, a consolidated list of the dates and times the Vendor was operating in the Licence Area during the month; and
 - (z) due to COVID-19 orders and recommendations:
 - ensure employees carry out and pass health checks each day Vendors are operating;
 - provide access to hand sanitizers for customers;
 - provide signage limiting the number of customers lining up at the Mobile Vending Unit and advise that 2-metre social distancing rules are in effect;
 - provide visual guidelines ensuring that customers maintain 2-metre social distancing and follow a one-way movement (bollards, ropes, ground markings, etc.);
 - prevent gatherings of over 6 persons from accumulating near the mobile vending unit and sitting together at a table; and
 - require that all customers wear a mask while ordering and receiving food or merchandise.
7. **Performance at Vendor's Cost** – All obligations to be performed by the Vendor under this Agreement shall be performed at its own cost.
8. **Security Deposit** – Upon execution of this Agreement by the Vendor, the Vendor shall pay to the Town a deposit in the amount of \$500.00 as security for the performance of the Vendor's obligations under this Agreement (the "Deposit"). (as applicable)

9. **Vendor's Representations and Warranties** – The Vendor represents and warrants to the

Town that:

- (a) the Mobile Vending Unit is a single fully-contained unit;
- (b) the Mobile Vending Unit is capable of being moved on its own wheels without alteration or preparation;

10. Vendor's Acknowledgments and Agreements – The Vendor acknowledges and agrees that:

- (a) the Vendor will have access to power and water connections at the Licence Area if available and suitable for use;
- (b) the Vendor accepts the Licence Area on an “as is basis”, without any representations or assurances from the Town as to the state or condition of the Licence Area or the suitability of the Licence Area for the Vendor’s purposes; and this Agreement creates a non-exclusive contractual licence only and the Vendor acquires no interest in the Licence Area or any other land vested in or held by the Town but only the non-exclusive right to use the Licence Area in accordance with the terms and conditions of this Agreement.

11. Insurance – The Vendor shall obtain and maintain during the Term:

- (a) commercial general liability insurance providing coverage for death, bodily injury, property loss and damage, and all other losses arising out of or in connection with the Vendor’s operations at, and use of, the Licence Area in an amount of not less than \$5,000,000 per occurrence; and
- (b) automobile liability insurance providing coverage for death, bodily injury, property loss and damage arising out of or in connection with the Mobile Vending Unit in an amount of not less than \$5,000,000 per occurrence.

12. Insurance Policies – All insurance policies required to be taken out by the Vendor shall be with companies satisfactory to the Town and shall:

- (a) name the Town as an additional insured;
- (b) be written on a comprehensive basis with inclusive limits of not less than \$2,000,000;
- (c) be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
- (d) be primary and non-contributing with respect to any policies carried by the Town and include a clause that any coverage carried by the Town is excess coverage;
- (e) not be cancelled without the insurer providing the Town with 30 clear days written notice stating when such cancellation is to be effective; and
- (f) include a Cross Liability and a Separation of Insureds clause.

13. Release – The Vendor hereby releases the Town and its elected and appointed officials, officers, employees, contractors and agents from and against all demands and claims, which the Vendor may have, now or in the future, in relation to this Agreement and the Licence Area.

14. Indemnity – The Vendor hereby indemnifies and saves harmless the Town and its elected and appointed officials, officers, employees, contractors and agents from and against any and all liabilities, actions, causes of action, claims, debts, suits, losses, costs (including actual costs of professional advisors), demands and harm, whether known or unknown, whether in relation to death, bodily injury, property loss, property damage or other loss or damage of any kind whatsoever, arising from or in connection with:

- (a) the Vendor’s use or occupation of the Licence Area;

- (b) the Vendor's operation, use and removal of the Mobile Vending Unit;
- (c) fulfillment by the Vendor of any term or covenant in this Agreement;
- (d) any default or breach of the Vendor under this Agreement;
- (e) any contamination of the Licence Area or any contamination of the surrounding property resulting from the Vendor's use or occupation of the Licence Area; or
- (f) any act, omission, negligence or wrongful conduct of the Vendor or any of its agents, employees, contractors, volunteers, invitees and others for whom it is responsible.

No provision of this Agreement and no act or omission or finding of negligence, whether joint or several, as against the Town shall relieve the Vendor from liability to the Town, whether such liability arises under this Agreement or otherwise.

All indemnities shall survive the expiration or earlier termination of this Agreement.

- 15. **Inspections** – The Vendor acknowledges that the Town, by its authorized representatives, may carry out inspections of the Mobile Vending Unit and the Licence Area at any time for the purpose of determining whether the Vendor is complying with its obligations under this Agreement.
- 16. **Order to Correct Default** – If the Town considers the Vendor to be in breach of any of its obligations under this Agreement, the Town may give to the Vendor a written notice requiring correction of such default within the time specified in the notice.
- 17. **Action on Vendor's Default** – The Vendor must promptly correct its default according to any notice received from the Town under section 16 and, if the Vendor fails to do so, the Town may, but is not obligated to, cause such default to be corrected at the Vendor's cost, and may use the Deposit for such purpose.
- 18. **Termination** – The Town may terminate this Agreement by giving notice of immediate termination to the Vendor:
 - (a) in the event of bankruptcy or insolvency or the taking of any proceedings toward dissolution or winding up of the Vendor or if demand for payment is made upon the Vendor by its bank or a foreclosure action is commenced against the Vendor by its bank;
 - (b) if the Vendor fails to abide by any term or obligation of this Agreement and fails to rectify the default within the time specified in the written notice from the Town requiring rectification of the default; or
 - (c) for any reason on providing thirty (30) days notice to the Vendor.

Such termination shall not relieve the Vendor from liability for any default by the Vendor in its obligations under this Agreement prior to such termination taking effect.

- 19. **Surrender** – On the Expiry Date or earlier termination of this Agreement, the Vendor shall cease all use and occupation of the Licence Area and shall leave the Licence Area in a clean, tidy and safe condition and clear from any contamination arising since the Commencement Date, and the Town shall repay to the Vendor any portion of the Deposit not used by the Town in accordance with this Agreement.
- 20. **No Assignment** – The Vendor shall not assign this Agreement in whole or in part.
- 21. **No Joint Venture** – Nothing in this Agreement makes the Town and the Vendor joint

venturers, partners or agents of the other.

22. **Independent Contractor** – In all respects, the Vendor is an independent contractor entitled to use its own methods provided the result is the operation of the Mobile Vending Unit in accordance with this Agreement.
23. **Notices** – All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid express mail to the addresses set forth on the first page of this Agreement, or such other address as may from time to time be notified in writing by the parties. Any notice delivered or sent by hand or by facsimile shall be deemed to be given and received at the time of sending or posting. Any notice mailed shall be deemed to have been given and received 3 days after it is posted, provided that if there should be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by mail, then such notice shall only be effective once delivered.
24. **Time of the Essence** – Time is of the essence respecting this Agreement.
25. **Further Assurances** – The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.
26. **Entire Agreement** – This Agreement is the entire agreement between the parties and neither the Vendor nor the Town has given or made any representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement.
27. **Amendments** – No amendments to this Agreement shall be valid unless evidenced by written agreement executed by the Vendor and the Town.
28. **Interpretation** – In this Agreement:
 - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
 - (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
 - (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced; and
 - (f) reference to a "party" is a reference to a party to this Agreement and to its respective corporate successors, trustees, administrators and receivers.
29. **Severance** – If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
30. **Laws of British Columbia** – This Agreement shall be governed by and construed according to the laws of the Province of British Columbia.

31. **Waiver** – Waiver by the Town of any default by the Vendor shall not be deemed to be a waiver of any subsequent default by the Vendor. All waivers must be in writing.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the dates written below.

TOWN OF COMOX by its authorized
signatory(ies):

Name and Title:

X

Signature:
Date:

[REDACTED]
[REDACTED]

Name:

X

Signature:
Date:



LOG: 21-531	REFER: --	AGENDA: RCM Jan 19, 2021
FILE: 1850-30/20	ACTION: MR	

RECEIVED

December 29, 2021

TOWN OF COMOX

442 CLIFFE AVENUE
COURTENAY, BC V9N 2J2
T 250.338.2430
F 250.338.7720

o - cfile
Copies - council
-JW/CF/LP

To: Mayor and Council, Town of Comox

December 15, 2021

Regarding – Budget Update - Sid Williams Theatre Society - 2022-2026

Dear Mayor and Council, The SWTS Board of Directors has completed a first review of our 2022-2026 updated operating budget. A budget spreadsheet is attached, with the CVRD projected contribution indicated.

Given the ongoing uncertainty of COVID 19, and the heavy and lingering impact on the performing-arts sector and on public venue operators, this budget must be considered provisional. The SWTS Board will be starting a new round of Strategic Planning in early 2022. We will share our new Strategic Plan to our municipal and regional partners once complete.

The attached budget reflects changes from our 2021-2025 financial plan submitted a year ago. A proposed contribution level from the Town of Comox is Highlighted. These changes show a gradual return to normal theatre operations and level of facility usage, or possible a new normal. Key aspects are noted below:

Operational Highlights during COVID

- Core staffing retained due to CEWS and SWTS reserves,
- Safety equipment purchased/installed (eg. plexi barriers/signage),
- Continual updates of venue COVID Safety Plans (with public communication),
- Safety training for all staff via Actsafe BC.

System Improvements at the Theatre during COVID

- Livestreaming 4-camera system added to technical inventory,
- Construction of Video Control Booth,
- *Venue Ops* Booking Software to more efficiently manage changing event logistics,
- Communication system changes to enable rapid shifts to staff working remotely.

Short Term Needs for Reopening (Sept 2021-March 2022)

- Additional safety equipment for congested performer spaces (eg. HEPA filtration units),
- Improved systems for public communication (digital signage),
- Up-staffing to respond to increased patron/client volume (including increased security),
- Modify pay scale for theatre staff (which has fallen below market during COVID),
- Training for new staff and refresher training for continuing staff,
- Increased marketing (outreach and engagement) to rebuild patron confidence,
- Targeted fundraising,
- Rebuilding volunteer program (including training).

COME&SEE

WWW.SIDWILLIAMSTHEATRE.COM

Longer Term needs

- SWOT assessment (with consultant) for next 3 years of theatre operations,
- Address disparity of operational funding between valley municipalities,
- Ongoing targeted fundraising AND legacy donation campaign,
- Facility needs assessment (capital/structural),
- Service levels assessment (rates/access),
- Equity/Diversity/Inclusion assessment of operations, access, new services,
- Compensation reassessment all personnel due to regional labour market changes.

Theatre operations at this time are balanced between returning to our high standard of services to performers and patrons, competitive placement of the Sid in the regional market, and maintaining a high standard for safety for workers (including volunteers), for performers and the public.

The SWTS appreciates the steady support we have received from our funding partners during COVID 19. We are looking forward to our own reopening ^{and} recovery, as well as that of our community and our vibrant local cultural scene and cultural economy.

We are happy to respond to any questions you may have. Thank you for your ongoing support.



Deborah Renz, General Manager SWTS

cc. Dale Pateman, Treasurer, SWTS

cc. Director of Finance, Town of Comox

Sid Williams Theatre Soc. - Draft 5 yr Financial Plan			Covid Ops cont.	BC phase 3-4	Post Covid 1?			
updated per Consolidated STMT of Operations			Jun-21	Jun-22				
			TOTAL @ FYE	TOTAL @ FYE	JUL 2022-JUN 2023	JUL 2023-JUN 2024	JUL 2024-JUN 2025	JUL 2024-JUN 2026
REVENUE	July 2018- June 2019	July 2019- June 2020	July 2020-June 2021	July 2021-June 2022				
1 City of Courtenay Cultural Grant	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
2 Town of Comox Grant	\$ 15,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
3 C.V. Regional District Contribution	\$ 20,000	\$ 23,500	\$ 27,500	\$ 32,500	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000
4 Grants Other, BC, CANADA (incl Cap Proj)	\$ 66,369	\$ 49,475	\$ 92,172	\$ 100,000	\$ 100,000	\$ 75,000	\$ 50,000	\$ 50,000
5 City Courtenay Management Fee	\$ 187,034	\$ 188,360	\$ 196,535	\$ 200,465	\$ 250,000	\$ 255,000	\$ 260,100	\$ 265,302
6 BC Fed Covid19 Emerg / Alternate "Bridge" Funding	\$ -	\$ 131,184	\$ 349,057	\$ 200,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000
7 Endowment and other interest	\$ 26,883	\$ 26,527	\$ 15,223	\$ 16,000	\$ 20,000	\$ 22,500	\$ 25,000	\$ 27,500
9 Members, Sponsors, Fundraising, Donations	\$ 32,494	\$ 32,008	\$ 19,107	\$ 35,000	\$ 40,000	\$ 42,000	\$ 43,000	\$ 44,000
10 Theatre Rentals - Non-Profit	\$ 108,242	\$ 82,212	\$ 10,349	\$ 75,000	\$ 110,000	\$ 120,000	\$ 125,000	\$ 130,000
11 Theatre Rentals - Commercial	\$ 72,161	\$ 53,854	\$ 3,071	\$ 45,000	\$ 55,000	\$ 70,000	\$ 80,000	\$ 85,000
12 Event Proceeds (Sid Artistic Presents)	\$ 199,484	\$ 177,280	\$ 13,091	\$ 90,000	\$ 120,000	\$ 140,000	\$ 175,000	\$ 190,000
13 Concession and Bar	\$ 57,561	\$ 46,094	\$ 338	\$ 20,000	\$ 45,000	\$ 55,000	\$ 60,000	\$ 65,000
14 Technical Custodial services recovery	\$ 71,957	\$ 68,651	\$ 13,760	\$ 35,000	\$ 50,000	\$ 60,000	\$ 70,000	\$ 75,000
15 Event Services and other Recovery (surcharge net)	\$ 46,969	\$ 34,172	\$ 5,574	\$ 25,000	\$ 30,000	\$ 40,000	\$ 45,000	\$ 50,000
16 Ticket Handling (incl. bank chg recov)	\$ 152,950	\$ 115,378	\$ 3,301	\$ 75,000	\$ 105,000	\$ 130,000	\$ 150,000	\$ 175,000
17 City Courtenay contributn to capital equipt (from CDF)	\$ 39,123	\$ 77,845	\$ -	\$ 15,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 30,000
18 TOTAL REVENUE	\$ 1,201,227	\$ 1,231,540	\$ 874,078	\$ 1,093,965	\$ 1,265,000	\$ 1,309,500	\$ 1,388,100	\$ 1,471,802
EXPENSE								
20 Bursary awards and Outreach	\$ 3,500	\$ 4,000	\$ 500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
21 Artist Fees (Blue Circle Series ETC)	\$ 135,840	\$ 109,547	\$ 40,213	\$ 70,000	\$ 100,000	\$ 110,000	\$ 120,000	\$ 130,000
22 Promotion, Advertising, Social Media	\$ 36,636	\$ 35,740	\$ 12,760	\$ 25,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000
23 Talent Meals , Accom, Travel	\$ 11,246	\$ 8,057	\$ 1,353	\$ 8,500	\$ 10,000	\$ 12,500	\$ 13,000	\$ 14,000
24 SWT Production Costs incl. security, Livestr.	\$ 52,697	\$ 48,450	\$ 14,848	\$ 35,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 60,000
25 Lounge Food and Bev/Alc (suppl) for resale	\$ 30,906	\$ 34,114	\$ 3,351	\$ 15,000	\$ 25,000	\$ 30,000	\$ 35,000	\$ 40,000
26 Equipment: Leaae, Purchase and Maintenance	\$ 58,149	\$ 98,137	\$ 37,024	\$ 45,000	\$ 60,000	\$ 75,000	\$ 80,000	\$ 85,000
27 Wages & Salaries & Benefits (incl mercs)	\$ 657,730	\$ 690,229	\$ 683,347	\$ 740,350	\$ 755,000	\$ 764,350	\$ 787,281	\$ 810,899
28 Accounting, Legal, Insurance	\$ 16,502	\$ 19,312	\$ 16,313	\$ 18,000	\$ 20,000	\$ 21,000	\$ 22,000	\$ 23,000
29 Amortization (Capital Assets)	\$ -	\$ 4,368	\$ 14,109	\$ 14,000	\$ 14,000	\$ 14,500	\$ 14,500	\$ 15,000
30 Fees, Licenses & Dues	\$ 37,819	\$ 37,765	\$ 31,828	\$ 35,000	\$ 40,000	\$ 42,500	\$ 45,000	\$ 47,500
31 Courier, post, ofc supplies (copier maint contr)	\$ 17,998	\$ 17,915	\$ 5,855	\$ 15,000	\$ 16,000	\$ 16,500	\$ 17,000	\$ 17,500
32 Interest & Bank Charges	\$ 26,667	\$ 21,454	\$ 2,975	\$ 20,000	\$ 25,000	\$ 30,000	\$ 32,500	\$ 35,000
33 Rent - 6th street (Offsite Office, Storage)	\$ 12,600	\$ 11,354	\$ 7,987	\$ 12,000	\$ 12,000	\$ 13,200	\$ 13,200	\$ 13,200
34 I.T./Telephone/Comm (incl. repairs)	\$ 20,360	\$ 24,303	\$ 33,273	\$ 40,000	\$ 40,000	\$ 41,000	\$ 41,500	\$ 42,000
35 Board and Volunteers (Society Mtgs, AGM)	\$ 2,930	\$ 6,224	\$ 6,385	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 8,000
36 Training , Development, Contractors	\$ 10,137	\$ 17,565	\$ 11,949	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ 45,000
37 TOTAL EXPENSE	\$ 1,131,717	\$ 1,188,534	\$ 924,070	\$ 1,165,350	\$ 1,269,500	\$ 1,313,050	\$ 1,373,481	\$ 1,441,099
38 NET INCOME / LOSS	\$ 69,510	\$ 43,006	\$ (49,992)	\$ (71,385)	\$ (4,500)	\$ (3,550)	\$ 14,620	\$ 30,703
39 capital projects (construction, major equipt)				\$ (65,000)	\$ (50,000)	plus \$20,000 from CEBA	\$ (20,000)	
40 ACCUMULATED CASH RESERVES					(40,000 CEBA due)			
41 unrestricted (incl. above NET)	172,451	\$ 160,656	\$ 135,659	\$ 64,274	\$ 59,774	\$ 56,224	\$ 70,844	\$ 101,574
42 restricted capital reserve (equipt/bldg/emerg)	139,153	\$ 193,953	\$ 168,958	\$ 103,958	\$ 53,000	\$ 73,000	\$ 53,000	\$ 53,000