



## TOWN OF COMOX

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

### **REGULAR COUNCIL MEETING** **AGENDA FOR WEDNESDAY MARCH 16, 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 March 16, 2022 Regular Council Meeting agenda be Adopted.*

#### **3. DELEGATIONS:**

- (9) a. [Angela Fletcher \(Comox Valley Coalition to End Homelessness\): Funding contribution for an affordable housing project](#)
- (10) b. [Cleo Tetrault and Holly Brotherston \(Love Local Food\): Partnership request for weekly seasonal market in Downtown Comox.](#)

#### **4. ADOPTION OF MINUTES:**

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

*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday March 2, 2022, be Approved.*

#### **5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL**

#### **6. CONSENT AGENDA:**

- (17) a. [Consent Agenda](#)

*That the Consent Agenda items as follows be received for information:*

1. [February 21, 2022 email from Helmut Mach inquiring about shoreline walkways connecting Port August Park with Goose Spit.](#)
2. [March 1, 2022 email from Darrell Ball regarding concerns with traffic along Glacier View Drive.](#)



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

3. [March 1, 2022 letter from Doug Hillian, Chair of the Comox Valley Sewage Commission, advising of the final project scope approval for a large portion of the Comox Valley Sewer Conveyance Project.](#)
4. [March 2, 2022 Proclamation Request from Charlene Gray, Comox Valley Children's Day Care Society, proclaiming the month of May as Early Childhood Educator Appreciation Month.](#)
5. [March 6, 2022 email from Susan Holvenstot requesting that Council consider helping to fund the Goose Spit fire ring program.](#)
6. [March 8, 2022 email from Jan Grzeslo regarding planned development in Northeast Comox.](#)

(18) **UNFINISHED BUSINESS:**

(27) a. [Strategic Planning and Action Items Report - March 16, 2022](#)

*That the March 16, 2022 Strategic Planning and Action Items Report be received and filed for information.*

(49) b. [Youth Recreation Survey Report](#)

1. *THAT Council direct staff to undertake a public engagement process to determine the location, size, and style of a pump track and skate park;*  
  
*THAT a pump track be added to the 2023 capital and special projects budget after further consideration by Council as to location and style; and further,*  
  
*THAT the Town of Comox seek grants for the construction of a skate park.*
2. *THAT the Town of Comox forward the results of Youth Recreation Survey's lighted basketball courts to School District 71 for consideration.*
3. *THAT fun outdoor seating options be installed at Marina Park.*
4. *THAT the Town begin the regulatory approval process to determine if a swim float can be installed at the Comox Harbour.*
5. *THAT a concrete pingpong table be purchased and installed at Marina Park.*

(57) c. [Affordable Housing Contribution Update](#)

*That the Council Affordable Housing Contribution Policy CCL-069 targeting a unit contribution rate of 1.6% of total unit count for multifamily development and \$3,000 per lot for single-family development be adopted as contained in Attachment 1 of the Staff Report on PR 22-2 dated March 16, 2022.*

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS: NIL**



**10. NEW BUSINESS:**

- (67) a. [Bolt/Aspen Sidewalk Grant Application – Provincial and Federal Grant Program](#)

*THAT Council formally authorizes Staff to proceed with the Provincial BC Active Transportation Infrastructure Program and the Federal Active Transportation Fund Program for the construction of sidewalk fronting Bolt Avenue and Aspen Road from Olympic Drive to Murrelet Drive.*

- (70) b. [Joint Grant Application – BC Active Transportation Infrastructure Grant Program for Lazo Greenway](#)

*THAT Council formally authorizes Staff to proceed with a joint application with the CVRD for the BC Active Transportation and Infrastructure Grant Program for Lazo Greenway Multi-Use Path project; and further,*

*THAT the Town of Comox will fund from its approved capital budget (\$500,00.00), any costs for the Town's portion of the project which are ineligible for reimbursement.*

- (73) c. [Joint Grant Application – Federal Active Transportation Fund for Lazo Greenway](#)

*THAT Council formally authorizes Staff to proceed with a joint application with the CVRD for the Federal Active Transportation Fund for Lazo Greenway Multi-Use Path project; and further,*

*THAT the Town of Comox will fund from its approved capital budget (\$500,00.00), any costs for the Town's portion of the project which are ineligible for reimbursement.*

- (76) d. [ICBC Information Protection Policy and Information Sharing Agreement](#)

1. *That Policy No. CCL - 070 "ICBC Information Protection Policy", as included in the March 16, 2022 report from the Director of Corporate Services titled "ICBC Information Protection Policy and Information Sharing Agreement", be adopted.*
2. *That the Town enter into a three-year Information Sharing Agreement with the Insurance Corporation of BC, as included in the March 16, 2022 report from the Director of Corporate Services titled "ICBC Information Protection Policy and Information Sharing Agreement", for the receipt of personal information related to bylaw enforcement purposes and amounts owing to the Town; and further,*

*That the Mayor and Corporate Officer be authorized to execute the agreement.*

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE: NIL**

**13. LATE ITEMS:**

**14. REPORTS FROM MEMBERS OF COUNCIL:**

**15. MEDIA QUESTION PERIOD:**

**16. PUBLIC QUESTION PERIOD:**



17. RESOLUTION TO GO IN-CAMERA:

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT

A handwritten signature in blue ink, appearing to read "D. Smith", is written over a horizontal line.

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: 5040-20/01  
Copies - Council  
- JW/CF/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.

Name(s) of person(s) speaking:

Angela Fletcher

LOG: 22-067	REFER: --	AGENDA: RCM 16Mar22
FILE: 5040-20/01	ACTION: MR	

**RECEIVED**

Feb. 28, 2022

Organization you are representing:

Comox Valley Coalition to End Homelessness

Primary purpose of Organization:

To advocate for homelessness support services and affordable housing in the Comox Valley

Mailing address:

Contact name: Angela Fletcher

Email: comoxvalleyhousing@gmail.com

Phone: 250 218-3752

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

To request a funding contribution to an affordable housing project.  
As Comox does not participate in the Regional HSS, the Coalition presents annually recommending a contribution to a specific affordable housing project. This year, the Coalition requests a \$40 000 contribution to Habitat for Humanity for a 12 unit townhome for families.

Requested meeting and date: March 16, 2022

AV equipment required: No thank you

Date of application: February 25, 2022

Signature of applicant: Angela Fletcher  
(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.*



## 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

RECEIVED

March 10/22

TOWN OF COMOX

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

Name(s) of person(s) speaking:

Organization you are representing:

Primary purpose of Organization:

Mailing address:

Contact name:

Email:

Phone:

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

Requested meeting and date:

AV equipment required:

Date of application:

Signature of applicant:  
(or print name)

### Please Note:

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

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

LOG: 22-083	REFER:	AGENDA: RCM Mar 16/22
FILE: 0400-03	ACTION: MR	

0 - cfile  
Copies - Council  
-JW/MK/SA/LP

**RCM Agenda March 16, 2022**

**Page 10**

**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday March 2, 2022**

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

**Absent:** Nil

**Staff Present:** J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
M. Kamenz, Director of Development Services  
S. Ashfield, Director of Operations  
M. Bell, Communications and Legislative Coordinator

**Call to Order:**

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

There was 1 member 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:**

**a. Introduction of Late Items**

**Introduction of Late Items**

1. *That the Agenda be amended to include a letter dated February 28, 2022 requesting financial support for the K'omoks First Nation Guardian Watchman Program.*  
(2022.081) -- CARRIED UNANIMOUSLY
2. *That the Agenda be amended to reverse the order of items 10c. and 10d.*  
(2022.082) -- CARRIED UNANIMOUSLY

**2. ADOPTION OF AGENDA:**

**a. Adoption of the Agenda**

**Adoption of Agenda**

*That the March 2, 2022 Regular Council Meeting Agenda be Adopted as Amended.*  
(2022.083) -- CARRIED

**3. DELEGATIONS:**

**a. Frank Denton (Comox Bay Sailing Club): Proposed floathouse facility**

**Comox Bay Sailing  
Floathouse**

Mr. Denton advised that the Club has seen tremendous growth over the past five years, and there is now a need for an indoor training facility. He advised that they are looking for approval to locate a floathouse facility on either side of the RCM SAR building.

**b. Barbara Hanson, Edd Moyes, Lisa Moyes (Blackfin Pub): Rezoning Application RZ 21-6 - Pub Capacity**

**132 Port Augusta Street**

Ms. Hanson advised of their preference for the number of seats allocated to their request for a change in their liquor licence. She also advised of concerns related to parking and noise complaints.

**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 February 16, 2022, be Adopted as Amended.*

(2022.084) -- CARRIED

**5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL**

**6. CONSENT AGENDA:**

**a. Consent Agenda**

**Consent Agenda**

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

- 1. February 10, 2022 email from Kat Perez of the Parkinson Society BC requesting that the Town Circle be lit up on April 11, 2022 to support World Parkinson's Day.*
- 2. February 11, 2022 email from Simone Gendron regarding the dangerous crosswalk across Anderton Road at Comox Avenue.*
- 3. February 13, 2022 email from Anne Davis regarding fire pits & rings on local beaches.*
- 4. February 14, 2022 email from Mel McLachlan regarding a dog run on the Comox Recreation property.*
- 5. February 14, 2022 email from Michelle Hicker of the Vancouver Island Down Syndrome Society regarding a Proclamation for World Down Syndrome Day.*
- 6. February 15, 2022 email from Shari Dunnett of the Comox Valley Community Action Team regarding Bill C-216.*
- 7. February 18, 2022 email from Maizie Dybdal regarding a Pump Track.*
- 8. February 21, 2022 email from Linda-Claire Steager regarding lawns and native plants.*
- 9. Various correspondence regarding Northeast Area of Comox:*
  - a. February 16, 2022 email from Sharon and Gene Scheidl,*
  - b. February 23, 2022 email from Susan Holvenstot,*
  - c. February 24, 2022 email from Gwent Pickering,*
  - d. February 24, 2022 email from Jim Wright,*
  - e. February 24, 2022 email from Nicholas Solohub.*
- 10. a. Comox Valley Regional District Board meeting minutes held January 11 and 25, 2022.*
  - b. Comox Strathcona Regional Hospital District Board meeting minutes held January 27, 2022.*

(2022.085) -- CARRIED

- 2. That item 1 ( February 10, 2022 email from Kat Perez of the Parkinson Society BC requesting that the Town Circle be lit up on April 11, 2022 to support World Parkinson's Day) be removed from the Consent Agenda and the request granted.*

(2022.086) -- CARRIED

**a. Consent Agenda**

**Consent Agenda**

3. *That item 6 (February 15, 2022 email from Shari Dunnett of the Comox Valley Community Action Team regarding Bill C-216) be removed from the Consent Agenda, and Council support the Private Members Bill C-216, being "An Act to amend the Controlled Drugs and Substances Act and to enact the Expungement of Certain Drug-related Convictions Act and the National Strategy on Substance Use Act".*

(2022.087) -- CARRIED

4. *That item 5 (February 14, 2022 email from Michelle Hicker of the Vancouver Island Down Syndrome Society regarding a Proclamation for World Down Syndrome Day) be removed from the Consent Agenda and the proclamation request approved.*

(2022.088) -- CARRIED

5. *That item 7 (February 18, 2022 email from Maizie Dybdal regarding a Pump Track) be removed from the Consent Agenda for discussion.*

(2022.089) -- CARRIED

6. *That item 8 (February 21, 2022 email from Linda-Claire Steager regarding lawns and native plants) be removed from the Consent Agenda for discussion.*

(2022.090) -- CARRIED

**7. UNFINISHED BUSINESS:**

**a. Strategic Planning and Action Items Report - March 2, 2022**

**Strategic Planning and  
Action Items**

*That the Strategic Planning and Action Items Report for March 2, 2022 be received and filed for information.*

(2022.091) -- CARRIED

**b. Comox and Rodello Roundabout**

**Comox and Rodello  
Roundabout**

*THAT Council provides budgetary approval for the design and construction of a roundabout at Comox Avenue and Rodello Street as identified in the 2022-2025 Capital and Special Projects budget approved on January 19th, 2022.*

(2022.092) -- CARRIED

*[Opposed: Councillors ABissinger NMinions]*

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS: NIL**

**10. NEW BUSINESS:**

**a. Tidal Café Parklet Application 2022**

**Tidal Café Parklet**

Council had a general discussion regarding the parklet application for the Tidal Café.

**b. Rezoning Application RZ 21-6: Increase Pub Capacity (Blackfin Pub)**

**132 Port Augusta Street**

1. *That Proposed Comox Zoning Amendment Bylaw 2000 be amended to increase the maximum Pub seating capacity including outdoor seating to 275.*

*That the main motion be amended to change the seating capacity to 310.*

(2022.093) -- CARRIED

[Opposed: Councillors SMcGowan JKerr NMinions]

2. **MAIN MOTION AS AMENDED:**

*That Proposed Comox Zoning Amendment Bylaw 2000 be amended to increase the maximum Pub seating capacity including outdoor seating to 310.*

(2022.094) -- CARRIED

3. *That Proposed Comox Zoning Amendment Bylaw 2000 be given First and Second readings.*

(2022.095) -- CARRIED

4. *That a Public Hearing in respect of Comox Zoning Amendment Bylaw 2000 be scheduled for April 6, 2022, 6:00 pm, at D'Esterre House, 1801 Beaufort Avenue, and requisite notices be published as required by the Local Government Act.*

(2022.096) -- CARRIED

5. *That an amendment to the Comox Business Regulation Bylaw No. 1882, 2018 be brought forward for Council consideration limiting hours of liquor service to 9 AM to 11 PM Sunday to Thursday and 9 AM to Midnight for Friday and Saturday for a Pub at 132 Port Augusta Street.*

(2022.097) -- CARRIED

**c. 2022 Operational Budget**

**2022 Operational Budget**

1. *THAT Council approves the Operational Budget as attached in Appendix A to the March 2, 2022 Report from the CAO titled "2022 Operational Budget".*

(2022.098) -- CARRIED

2. *THAT Council approves the updated strategic plan as attached in Appendix B to the March 2, 2022 Report from the CAO titled "2022 Operational Budget".*

(2022.099) -- CARRIED

3. *THAT Council provides budgetary approval for the construction of the Marine Services Building as contained in the Capital and Special Projects budget approved on January 9th 2022.*

(2022.100) -- CARRIED

**d. 2022 Grant in Aid Requests**

**2022 Grant in Aid Requests**

1. *THAT Council approves the grant in aid request from the d'Esterre Seniors Center Association for a waiver of fund contributions of \$15,000 towards the d'Esterre Seniors Center elevator.*

(2022.101) -- CARRIED

**d. 2022 Grant in Aid Requests**

**2022 Grant in Aid Requests**

2. *THAT the grant in aid requests from LUSH Valley (for an amount of \$25,00 to \$35,000) and Compass Community Radio (for an amount of \$1,500 to \$5,000) be referred to the next budget meeting.*

(2022.102) -- DEFEATED

*[Opposed: Mayor Arnott, Councillors ABissinger KGrant SMcGowan JKerr NMinions MSwift]*

3. *THAT the grant in aid request from LUSH Valley (for an amount of \$25,00 to \$35,000) be referred to the next budget meeting.*

(2022.103) -- DEFEATED

*[Opposed: Mayor Arnott, Councillors ABissinger KGrant NMinions MSwift]*

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- a. **James Volkers (Comox Bay Sailing Club): Request for approval to locate a floathouse in the Municipal Marina plus affordable rent**

**Floathouse Request**

*That the February 8, 2022 letter from James Volkers of the Comox Bay Sailing Club, requesting approval to locate a floathouse in the Municipal Marina as well as affordable rent for the floathouse, be referred to staff for more information.*

(2022.104) -- CARRIED

- b. **LATE ITEM: Nicole Rempel (Hegus/Chief), K'omoks First Nation: Support for Guardian Watchman Program**

**KFN Guardian Watchman Program**

*That the February 28, 2022 letter from Hegus/Chief Rempel of the K'omoks First Nation, requesting support for the Guardian Watchman Program, be received and referred to the next budget meeting.*

(2022.105) -- CARRIED

**13. LATE ITEMS: NIL**

**14. REPORTS FROM MEMBERS OF COUNCIL:**

- a. **Councillor Bissinger**

Councillor Bissinger advised that she:

- met with the Nautical Days Coordinator, and
- attended the raising of the Ukrainian Flag event.

- b. **Councillor Grant**

Councillor Grant advised that he:

- attended the Regional District water committee meeting, and
- attended the raising of the Ukrainian Flag event.

- c. **Councillor Swift**

Councillor Swift advised that she attended:

- the Regional District water committee and sewer commission meetings,
- the raising of the Ukrainian Flag event,
- a Filberg Heritage Lodge and Park wind-up meeting, and
- a Food Resilience workshop.

**d. Councillor Kerr**

Councillor Kerr advised that he attended:

- an introductory library board meeting,
- the Wounded Warriors event,
- a physician recruitment meeting,
- a Nautical Days meeting with Councillor Bissinger, and
- the raising of the Ukrainian Flag event.

**e. Councillor McGowan**

Councillor McGowan advised that she attended:

- the Regional District sewer commission meeting,
- a Comox Archives and Museum Society meeting,
- a Comox Valley Social Planning Society meeting,
- a Food Policy Council meeting, and
- the raising of the Ukrainian Flag event.

**f. Councillor Minions**

Councillor Minions advised that:

- she attended a Restorative Justice Centre meeting,
- she attended the raising of the Ukrainian Flag event,
- the Coldest Night of the Year event raised \$184,000, and
- she had a couple of discussions regarding the Goose Spit fire issue.

**g. Mayor Arnott**

Mayor Arnott advised that he attended:

- a physician recruitment meeting,
- a d'Esterre Seniors Centre meeting,
- a meeting with ex-Mayor Ives,
- a public works retirement event,
- a BIA discussion,
- the Wounded Warrior event, and
- the raising of the Ukrainian Flag event.

**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 7:12 p.m.

*CARRIED*

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

---

MAYOR

---

CORPORATE OFFICER



LOG: 22-084	REFER:	AGENDA: RCM Mar 16/22
FILE: 5480-01	ACTION: MR	

**RECEIVED**

Feb 21, 2022

**Town of Comox – Administration**

**TOWN OF COMOX**

**From:** Helmut Mach <helmutmach@hotmail.com>  
**Sent:** February 21, 2022 1:41 PM  
**To:** Town of Comox – Administration  
**Subject:** Shoreline Walkways

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

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello, To whom it may concern,

My residence is in Comox. I go for frequent walks, all on the Courtenay/Royston side, because they have well developed, well maintained, well marked, enjoyable shoreline walkways with wonderful views. Obviously I am not alone in this opinion as the walkways are full of other people enjoying them as well. In addition, when I am in Courtenay doing walks, I tend to buy things there, go into the malls, shops, cafes, etc. I then wonder why Comox does not have anything of similar appeal.

Why does Comox not develop shoreline walkways, connecting Augusta Park with the Marina area, the Marina area with the Filberg Park area, the Filberg Park area with the Mac Laing area, and from there to Goose Spit? The existing shoreline developed walkways are short sections and do not lead anywhere. One can walk for 5 minutes and then turn around. The Laing area has some relatively recently added boardwalks, could boardwalks not be developed further along the shoreline, perhaps protected by rock?

I know some would say there is much private property along the shore, but private ownership does not extend all the way down to the shoreline itself, that is an area of public ownership. A board walk could be built on Crown ownership land, buttressed by rock to reduce possible high tide or storm damage. Courtenay seems to be able to cope with tides and storms related to its shoreline walkways.

I am sure many residents of Comox would welcome a shoreline walkway, as would Comox businesses that would likely see more spending kept in the Comox stores and mall rather than across the bay.

Comox has spent much, (millions?) on the new pavilions in the Marina park, pavilions which are never seen being used, generate (one assumes) a pittance in terms of income for the town, do not generate more healthy practices, and are of a dubious architectural contribution to the Marina area, with, now, some 6 different, contradictory, incoherent, architectural themes in the park and marina.

Could you please spend some money on something of more value, benefit, and appearance, and try to develop a shoreline walkway?

Thank You,

Helmut Mach

Sent from [Mail](#) for Windows

Mar 1/22

## Town of Comox – Administration

TOWN OF COMOX

**From:** Darrell Ball <dkball1968@gmail.com>  
**Sent:** March 1, 2022 7:17 AM  
**To:** Town of Comox – Administration  
**Subject:** Glacier View drive

<b>LOG:</b> 22-066	<b>REFER:</b> --	<b>AGENDA:</b> RCM Mar 16/22
<b>FILE:</b> 5400-16	<b>ACTION:</b> MR	

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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

To the mayor,

I have lived at 293 Glacier view drive for almost two and a half year's and was born and raised in the comox Valley. I have written to the town before about the barriers being a issue, speeding etc. only to be told they are calming measures and that they don't affect snow removal or bikers on the road. that any speeding issues need to be reported to the RCMP.

I am here to tell you that they are not a calming measure and something needs to be done to fix this. In the two years I have lived on this street there was a high speed accident in this zone that did damage to a house next door. the RCMP have stopped a few cars but have towed a couple of vehicles for high speeds in this zone. Last Saturday Jan 29th a vehicle took out both signs that direct traffic around this barrier and pieces where scattered in our driveway and yards, thankfully no kids where out there at the time.

I have seen some sales of houses that have brought more kids to the area along with the five kids we have and crossing this road is sometimes very unsafe due to the speeds. The deer are all over this road during times and even this doesn't seem to prevent people from speeding.

We have a trailer that we have to back in to our yard in the summer. We have had people swear and finger us because they might have to wait, we have people try to cut around us as we are parking it one almost driving in to the barrier because they took off with high speed. We have others that just sit and rev their engines as they might have to wait. Thankfully you have fixed the bottom of McDonald road so even more traffic can take this road making it a thorofair to even more traffic. Fix I use lightly as turning from comox side of back road on to McDonald road is unsafe as you made a very narrow lane even the snow plows took out the asphalt edging and usually any big trucks ( house hold trucks ) go in the other lane.

I also see you are putting bus stops along back / glacier view road to even add more to the mix .

There was a big section of the First Nations land cleared for more houses just off this road which is going to add even more traffic to an already busy

area , but wait we have calming measures in place we shouldn't worry about our kids or the Deer that are on these roads, let alone the lack of a bike lane as cars have to slow to allow them through this area which clearly doesn't happen bikes are safer on the sidewalk in this case.

As for the snow it gets piled up in that area causing anyone who lives in this area with the dividers to find a way to turn around just so we can get in our driveway and out in some cases.

I would hope that these dividers or calming measures get removed and replaced with something that would work. a controlled crosswalk at corker and glacier view drive for kids to cross would make perfect sense.

This is a big issue on this street and I am well aware I am not the only person writing a letter to the city

Thanks for your understanding and quick response.

Darrell Ball  
 250-897-3204

March 1, 2022

Sent via email only: russwurm@comox.ca

Mayor and Council  
Town of Comox  
1809 Beaufort Avenue  
Comox, BC V9M 1R9s

LOG: 22-068	REFER: --	AGENDA:  RCM 16Mar22
FILE: 5340-01	ACTION: MR	

**RECEIVED**

**Mar. 1, 2022**

**TOWN OF COMOX**

Mayor and Council:

**Re: Project Scope Approval, Comox Valley Sewer Conveyance Project**

On behalf of the Comox Valley Regional District's (CVRD) Sewage Commission, I am writing to inform you that the final project scope for a large portion of the Comox Valley Sewer Conveyance Project has been approved. This includes the section from the Courtenay Pump Station to the Town of Comox boundary in the west and from the Town of Comox boundary in the east, through Lazo Hill, to the Comox Valley Water Pollution Control Centre. The Town of Comox portion of the project will be awarded in a separate tendering process following further discussion with Town staff.

This project – which will begin construction in spring 2023 – will remove the environmental risk posed by the sewer forcemain located along Balmoral Beach (Willemar Bluffs). That pipe is at risk of damage, which would cause significant harm to Cape Lazo, Baynes Sound and Comox Estuary.

Following the successful summer 2021 Alternate Approval Process, the project team has completed additional review and design work which has led to some updates to the preliminary route plan presented last year. These decisions have been made to ensure the project meets our goals for long-term operational success while also protecting the environment, maintaining budget and reducing impacts of construction.

They include:

- **New Courtenay Pump Station and Location:** It's been determined that a new Courtenay pump station would be more cost effective than a renewal of the existing facility. It also allows us to move the station away from the Courtenay River – reducing environmental and operational risk.
- **Revised Route on Comox Road:** To avoid areas of archeological significance, the pipe route will be moved inland from Comox Road through the farm fields before reaching K'ómoks First Nation's (KFN) IR1. The CVRD and KFN have a community benefits agreement in place and the CVRD's project team will continue to work in partnership with the Nation throughout the project. This includes continued consultation with Chief and Council to ensure all Cultural Heritage Policy requirements are met and to minimize construction disruptions to IR1.
- **Off-Road Laydown Area for Lazo Tunnelling:** The final tunnelling route for Lazo Hill allows for the pipe laydown area to be largely along Moreland and Brent Roads and avoids the need for a pipe laydown area in downtown Comox. We will work with residents in the impacted area to reduce disruption where possible.
- **Reduced Tunnelling:** The pipe will now be installed using cut and cover (trenching) methods on Comox Hill. The CVRD still plans to tunnel through Lazo Hill, and has identified a route that is shorter and will impact fewer properties. The pipe route at Lazo Hill has been selected to allow for gravity flow in the pipe. This significantly reduces an already very low risk of a leak because there

will be no pressure on the pipe. It also allows the use of High-Density Poly-Ethylene (HDPE) pipe which is more resistant to corrosion than steel and has no seams.

- **Further protections for groundwater:** Another benefit of the gravity line route is that it avoids the aquifer. The selected route also offers a 20m offset from all deep-water wells in the area – the distance recommended to us by groundwater experts GW Solutions. A groundwater protection policy has also been adopted. This commits the CVRD to ongoing groundwater monitoring, construction of a well-engineered pipe that will not leak and can withstand seismic events, acoustic leak monitoring and quick response in the extremely unlikely event of a leak. The CVRD has also decided not to tunnel beneath Lazo Marsh in order to prevent impacts to groundwater sources.

To reduce traffic impacts through the downtown of Comox, the pipe route will detour from Comox Avenue to Beaufort Avenue between Rodello and Stewart streets. This route was selected based on input and discussions with the Town of Comox to alleviate where possible the effects of construction in the area.

The CVRD's project team will continue to work with the Town of Comox to synergize with its existing plans to upgrade roads and utilities in the downtown core. We will also work with staff toward a construction plan that will reduce the impact on traffic flow through the Town where possible. Further details will be confirmed with the public as the contract is awarded and construction planning is completed.

We understand there will be further questions about localized impacts during construction that will need to be addressed as we proceed to final planning stages. We will be reaching out to homes and businesses along the route as part of the pre-construction planning process this fall. This will help us to create a plan for construction that considers everyone impacted by the project.

Thank you for your ongoing support in this process. The contribution from the members of council who serve on the Sewage Commission has assisted greatly in moving this critical project forward. We look forward to continuing our work together,

Sincerely,

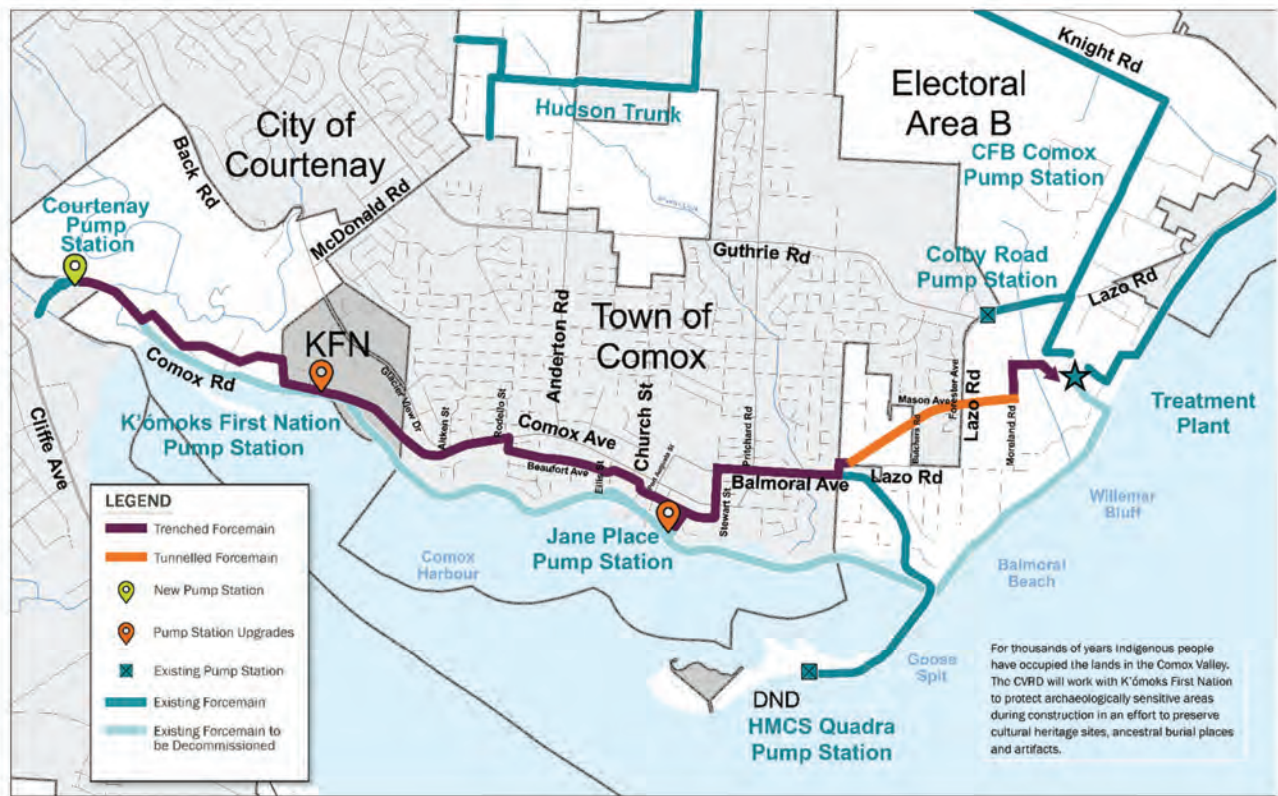
***D. Hillian***

Doug Hillian  
Chair  
Comox Valley Sewage Commission

cc: Jesse Ketler, Chair, Comox Valley Regional District  
James Warren, Deputy Chief Administrative Officer  
Jordan Wall, Chief Administrative Officer, Town of Comox  
Jenny Millar, Band Administrator, K'ómoks First Nation  
Todd Boychuk, Director of Intergovernmental Relations, K'ómoks First Nation

Attachment: Final route approved via project scope. February 2022.

# Final Route for the Comox Valley Sewer Conveyance Project



Comox Valley Regional District





TOWN OF COMOX

## PROCLAMATION REQUEST FORM

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

Ph: (250) 339-2202  
Fx: (250) 339-7110

0-ckk  
copies - Cornal  
- SW/LP

**RECEIVED**

MAR 02 2022

Please complete and submit the completed Proclamation Request Form to the Communications and Legislative Coordinator at [town@comox.ca](mailto:town@comox.ca), or via fax or mail per above.

**TOWN OF COMOX**

**Organization Name:** Comox Valley Children's Day Care Society  
**Contact Name:** Charlene Gray  
**Address:** 1800 Noel Ave  
**City/Town:** Comox  
**Province:** BC **Postal Code:** V9M 2L1  
**Home Telephone:** 250-218-3809 **Business Phone:** 250-339-3033  
**Fax Number:** 250-339-7072 **Email Address:** admin@cvcdds.com

**Proclamation Requested (name or title of proclamation):** May is Early Childhood Educator Appreciation Month

**Dates of Proclamation (Please check and insert dates):** Day(s): \_\_\_\_\_  
Week \_\_\_\_\_ Month: May

**Purpose of Proclamation (Please check all that apply):**

- ☐ Civic Promotions
- ☒ Public Awareness Campaign
- ☐ Charitable Fundraising Campaign
- ☐ Arts and Cultural Celebration
- ☐ Special Honour of Individual
- ☐ Other (specify): \_\_\_\_\_

21077	REFER:	AGENDA:
FILE: 0630-20	ACTION: MR	Rcd Mar 16

**Description of the Organization** (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this Request Form.) We are a non-profit charitable organization providing high quality child care and preschool programs for children 11 months to 5 years of age. We employ over 20 certified early childhood educators and have been in operation for 52 years. Now more than ever Early Childhood Educators play an important role not only in the lives of families, but in the economic stability of communities by providing safe, high quality child care. We want to recognize the critical role they play not just for children and families, but the entire community of Comox and beyond.

**Has the same/similar request been provided to the Town of Comox in the past five years?**

Yes (Provide date of previous request): no  
No (New request): ☐

**As part of this proclamation, will there be any special initiatives or events planned in the Town of Comox? If so, please describe:**

There will be a media (social and print) release detailing the important work done by early childhood educators and the critical service they provide to families with young children. It is our hope that once local proclamations have been made, the events will continue to grow year by year.

**Does your Proclamation Request include a request for a flag raising?**

Yes ☐ No ☒

Early Childhood Educators play a critical role in supporting the health and well-being of children and families in our community.. They have specific education and knowledge in all areas of childhood growth development and form trusting relationships with parents and guardians. The service they provide enables parents and guardians to participate in the workforce, attend post-secondary or attend to other matters.

Businesses in the Town of Connox and other communities are supported when the staff they hire have access to quality , reliable child care. An important indicator of healthy communities is the health of families. When families thrive, communities thrive. Every citizen relies on someone who relies on child care.

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. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to the Communications and Legislative Coordinator at (250) 339-2202.

Mar 6/22

## Town of Comox – Administration

TOWN OF COMOX

**From:** Town of Comox – Administration  
**Sent:** March 10, 2022 9:59 AM  
**To:** Town of Comox – Administration  
**Subject:** FW: Goose Spit fire ring program

LOG: 22-078	REFER: --	AGENDA: RCM Mar 16/22
FILE: 5280-02/02	ACTION: MR	

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

From: Susan Holvenstot <cvec17@hotmail.com>

Sent: March 6, 2022 3:08 PM

To: council <council@comox.ca>; council@courtenay.ca

Cc: Arzeena Hamir <arzeenahamir@shaw.ca>; Daniel Arbour <reachme@danielarbour.ca>; Edwin Grieve <edwingrieve@shaw.ca>

Subject: Goose Spit fire ring program

O - cfile

Copies - Council

-JW/LP

Dear Courtenay and Comox Mayors and Councillors,

As a long time outdoor enthusiast, (and a covert fire lover) I am asking you to consider helping fund the Goose Spit fire ring program. Areas A, B, and C have funded this popular program, supplying DRY wood and caretakers to ensure fires are extinguished, for a mere \$50,000 annually. Given that residents from Courtenay and Comox also use this amenity, I hope you will consider a contribution to its costs. Perhaps \$10,000 or \$15,000?

After two years of isolation, having the opportunity to gather outside is surely one of the best ways to rebuild our connections and mental health.

I have just sent you the thread of emails, and discussions with my Directors on the Regional District.

Given the seemingly insurmountable problems and conflicts raging in the world currently, I have chosen to tackle this issue as a small but meaningful way to bring people together safely.

I know there are concerns about the health impacts of open fires on residents close to Goose Spit, but I could say the same for gasoline fumes in the increasing traffic congestion in The Valley. We do not propose banning cars, right?

DRY fire wood and SMALL fires are the keys to sharing our common airspace.

Thank you for your consideration.

Susan Holvenstot, Area C

250-334-2375

From the Forest and the Spirit



## Town of Comox – Administration

---

**From:** Town of Comox – Administration  
**Sent:** March 10, 2022 10:16 AM  
**To:** Town of Comox – Administration  
**Subject:** FW: Goose Spit fire ring program

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

From: Edwin Grieve <edwingrieve@shaw.ca>  
Sent: March 7, 2022 1:20 PM  
To: Susan Holvenstot <cvec17@hotmail.com>  
Cc: council <council@comox.ca>; council@courtenay.ca; Arzeena Hamir <arzeenahamir@shaw.ca>; Daniel Arbour <reachme@danielarbour.ca>  
Subject: Re: Goose Spit fire ring program

Thanks Susan. There might be an opportunity to reconsider given involvement from other partners.

Edwin Grieve

Sent from my iPad

> On Mar 6, 2022, at 3:08 PM, Susan Holvenstot <cvec17@hotmail.com> wrote:  
>  
> Dear Courtenay and Comox Mayors and Councillors,  
>  
> As a long time outdoor enthusiast, (and a covert fire lover) I am asking you to consider helping fund the Goose Spit fire ring program. Areas A, B, and C have funded this popular program, supplying DRY wood and caretakers to ensure fires are extinguished, for a mere \$50,000 annually. Given that residents from Courtenay and Comox also use this amenity, I hope you will consider a contribution to its costs. Perhaps \$10,000 or \$15,000?  
>  
> After two years of isolation, having the opportunity to gather outside is surely one of the best ways to rebuild our connections and mental health.  
>  
> I have just sent you the thread of emails, and discussions with my Directors on the Regional District.  
> Given the seemingly insurmountable problems and conflicts raging in the world currently, I have chosen to tackle this issue as a small but meaningful way to bring people together safely.  
> I know there are concerns about the health impacts of open fires on residents close to Goose Spit, but I could say the same for gasoline fumes in the increasing traffic congestion in The Valley. We do not propose banning cars, right?  
> DRY fire wood and SMALL fires are the keys to sharing our common airspace.  
>  
> Thank you for your consideration.  
>  
> Susan Holvenstot, Area C  
> 250-334-2375  
> From the Forest and the Spirit

LOG: 22-080	REFER: --	AGENDA: RCM Mar 16/22
FILE: 6520-20/01	ACTION: MR	

**RECEIVED**

March 8, 2022

**Town of Comox – Administration**

**TOWN OF COMOX**

**From:** Town of Comox – Administration  
**Sent:** March 10, 2022 1:40 PM  
**To:** Town of Comox – Administration  
**Subject:** FW: Forest Development in Northeast Comox

From: Jan Grzeslo <jan.grzeslo@gmail.com>  
Sent: March 8, 2022 12:15 PM  
To: council <council@comox.ca>  
Subject: Forest Development in Northeast Comox

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

Dear Comox town council,

It came to my attention that some forestlands near my favourite local trails is planned to be developed. I am aware that this is on the town council's radar but I wanted to express my deep concern about the development of local wild areas. It is in fact these types of areas that are a major draw for people to live in the Comox Valley but they are also integral to our health and well-being, including the well-being of the surrounding natural areas that we love. I would be so grateful to have our town council members stand-up for the conservation of the limited local natural areas that exist for my children and for the generations to come because once they get developed there is no reversal. Please stand-up for these beautiful areas that have no voice of their own in the political arena. Thank you.

Sincerely,  
Jan Grzeslo  
644 Hutton Rd  
Comox, BC

## 2022 STRATEGIC PRIORITIES SUMMARY CHART

March 16, 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
5. Asset Management Funding Linkage
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
13. Council Conference Attendance Policy
14. Budget Timeline Policy
15. Future Development Forecasting
16. Review and update of Home Based Business Licencing Regulations
17. Industrial Lands Zoning Review
18. Review of Business Closures
19. Review of Development Processes

13. Council Conference Attendance Policy
14. Budget Timeline Policy

#### Completed

4. Review of Council Remuneration
6. Marina Park Vendor Policy and Program
12. Heritage Registry Report

#### 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
7. Downtown Vitalization Zone Expansion
8. Town Website Rebuild: Planning and Building Permitting
11. NE Comox Zoning Review

#### Major Development Applications

13. 2309 McDonald
17. Providence

#### Minor Development Applications

19. 7-10 Minor RZ/DP/DVP Applications

#### Completed

6. Urban Food Production
9. Participation in CVRD Regional Poverty Reduction Strategy
10. Downtown Parking Review
12. BC Approval Process Grant Application
14. 468/490 Anderton
15. 695 Aspen- Affordable Housing Contract
16. North East Comox Stormwater Management Plan
18. Parklet Adaptation and Winterization applications

#### FINANCE

1. Asset Management Replacement Funding Strategy
3. Conversion of municipal accounting codes and work orders
4. IT and Computer Upgrades
6. Online account balances and payment options
7. Accounting Software
9. Town Website Rebuild
10. Documenting and Digitizing Financial Processes
11. Training program for Finance Casual Staff
12. Communications for Taxation
13. Purchasing Policy

#### CORPORATE

1. Council Policy Updates
2. New Bylaws and Bylaw Updates
3. Corporate Agreements and Renewals
4. Access to Information (FOI) Requests
5. General Local Election
6. Fees and Charges Review
7. Boundary Extension Request- Torrence Road
8. Town Website Rebuild and Rebranding
9. Council Meeting Management Software
10. Marina Park Mobile Vendor Opportunity and Award
11. Electronic Newsletter
12. ReCollect – Solid Waste Collection App
13. Communications Strategy

## 2022 STRATEGIC PRIORITIES SUMMARY CHART

March 16, 2022

### Strategic Statement

### OPERATIONAL STRATEGIES (CAO/Staff)

- 2. Payroll Software adoption
- 5. Phone System Replacement
- 8. BC Approval Process Grant Application

#### COMPLETE:

- 1. Council Procedure Bylaw Update
- 2. Marina Lease Renewal
- 3. Solid Waste Collection – Statutory Holidays
- 4. Hire Communications Specialist
- 5. COVID Safety Plan
- 6. Economic Recovery in Comox
- 7. Increased Affordable Childcare Spaces
- 8. Flag and Proclamation Policy Development
- 9. New Council Remuneration Bylaw
- 10. Street and Traffic Bylaw Amendment – parking changes
- 11. Updates to Parks Use Bylaw and Mobile Vending Guide

#### **PARKS/BUILDING MAINTENANCE**

- 1. Lazo Greenway Development
- 4. Town Website Rebuild
- 6. Roof Between Sail Buildings
- 7. Waterfront Walkway – Marina West to Ellis Street
- 8. Marina Services Building
- 11. Marina Upgrades - gangway repairs / boat launch replacement and expansion
- 14. Point Holmes Pavilion Upgrades
- 15. Fleet Replacement
- 16. Filberg Rock Wall Reconstruction/Driveway Stability
- 17. Marina Park Upgrades
- 18. Splash Park Improvements

#### Complete

- 2. Off-Leash Dog Park Creation
- 3. 695 Aspen Daycare Construction Management and Affordable Housing Units
- 5. Parks Job-Description Review
- 9. Marina Condition Assessment
- 10. Mack Laing Park Bridge
- 12. D'Esterre Elevator
- 13. Christmas Decorations

#### **PUBLIC WORKS & ENGINEERING**

- 1. Anderton Servicing Plan
- 2. Subdivision Bylaw Update
- 3. Foreshore Sanitary Replacement
- 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
- 15. Lazo Road Widening
- 17. CVRD Conveyance
- 25. Beaufort Upgrade (Church to Nordin) Design
- 26. Balmoral Sidewalk (Pritchard to Stewart) Design
- 27. Glacier View Roundabout Design
- 28. Comox Rodello Roundabout Design
- 29. Sanitary Model Update
- 30. 2022 Road Resurfacing Projects
- 31. Pritchard Comox Crosswalk Improvements
- 32. Kye Bay Odour
- 33. Fleet Replacement

#### 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

#### Complete

- 4. North East Comox Stormwater Management Plan

2022 STRATEGIC PRIORITIES SUMMARY CHART March 16, 2022	
Strategic Statement	
OPERATIONAL STRATEGIES (CAO/Staff)	
	11. Downtown Parking Strategy 12. Traffic Calming Measures and Speed limits 13. Complete 2021 approved paving projects 16. Water and Storm System Upgrades
<b>FIRE</b> 1. Volunteer Retention/Recruitment 2. Sound of Life-Smoke Alarm Program 3. Fire Engine Design and Procurement Prep  <u>Complete</u> 1. Volunteer Retention/Recruitment 2. Sound of Life-Smoke Alarm Program 3. Fire Engine Design and Procurement Prep	<b>RECREATION</b> 1. Site Master Plan 2. Fitness Studio: Capital Equipment (reoccurring, annual item) 4. Town Website Rebuild 5. COVID Recreation Delivery Adaptation (on going) 6. Hands on Farm 2022 7. Children's Summer Camp 2022 8. Recreation Guide (reoccurring, quarterly task) 10. Youth Recreation Facility Report 11. Elevator Replacement: Capital Item  <u>Complete</u> 3. Low Income Regional Recreation All Access Pass Program 9. Volunteer Promotion

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

**March 16, 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 2021 Staff working on implementing new KFN archeological approval process Exempt staff completed 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.	Report submitted to Council in December 2021. Modification of trust proposal complete and submitted, awaiting setting of court date
3.	Garbage Collection and Organics Program	Provide weekly organic and bi-weekly garbage and recycling pick up to residents with curbside service.	RFP with the City of Courtenay and Village of Cumberland is nearing completion. Expected release in early spring 2022.
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.	Complete
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	Internal review of asset management practices expected to be completed in mid-February 2022; next steps will be informed by the review
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.	Complete. Tendering is currently open
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.	Replacement and extension of the boat launch in late spring
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	Ongoing
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	Contractor chosen and work has begun. A report on branding option will be brought to Council during February 2022 Strategic Planning Meeting.

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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 closure of CVEDS, the Town will need to plan a new economic development service.	Report to be presented at March 2 <sup>nd</sup> 2022 Regular Council Meeting
12.	Heritage Registry Report	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Report to Council on February 19 <sup>th</sup> 2022
	Future Development Forecasting	Short and long term forecast of the additional residential unit construction anticipated for the Town.	
	Home Based Business Regulation Review	Review of home based business regulations to ensure Comox's regulations meet Council expectations and decrease the number of variance requests	
	Industrial Lands Zoning Review	Review of zoning regulations to ensure desirable development takes place in the proper locations	
<b>POLICIES</b>			
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.	TBD
14.	Budget Timeline Policy	A policy to set the timeline for budgetary reports to Council for approval.	Complete

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**March 16, 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	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision application processing procedures, and introduction of driveway access permitting procedures.	of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs be undertaken by Director of Works and Director of Development Services.
2.	Open House - Climate Crisis Climate Change Adaptation Strategy	That an open house be held on the topic of Current Town of Comox Strategic Priorities and Climate Crisis and Adaptation at a future date to be determined by staff.	Urban Systems has been retained to undertake this project. Initial consultant orientation meeting completed. Open House targeted for June 2022.
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"> <li>• all major applications are now in process</li> <li>• all but 1 minor application is in process.</li> </ul> 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"> <li>a. Options for local government provision of affordable housing;</li> <li>b. Options for the use of rental zoning; and</li> <li>c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.</li> </ul> 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.	Feb 16/22 RCM resolution - THAT an Affordable Housing Contribution policy with a Long Term Acquisition method policy be submitted to Council for review. <p>At Council direction regional cooperation was sought on Short Term Rentals but Cumberland is moving ahead on their own and Courtenay is not prepared to pick up this file at this time. This project is not moving forward at this time.</p> <p>Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.</p>
6.	Urban Food Production	That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider	Completed – Bylaws Adopted Nov 17 / 21 RCM



**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and develop options in a report to Council to allow small-scale commercial urban food production, including but not limited to chickens (not roosters), bees and urban farmstands on all residential property within the Town of Comox.	
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.	This project is not moving ahead at this time
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).	Completed - Consultant hired by CVRD. Public consultation completed. Draft Strategy presented to CVRD Board Oct 5/21. CVRD staff have briefed project participants on the Regional Poverty Reduction Assessment and Strategy (Draft). 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	Completed (Dec 1/21 RCM)
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	Complete subdivision, development permit and development variance permit applications for 1200 Military Row received and are being processed.

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		current OCP Land Use Designation for single family development and look to make changes if necessary or desired	Feb 16 /22 resolution THAT Council directs Administration to proceed with implementation of development in Northeast Comox in accordance with Scenario 3, as presented in the February 16, 2022 report to Mayor and Council titled "NE Comox - Residential Scenarios".
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.
<b>MAJOR DEVELOPMENT APPLICATIONS</b>			
13.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Phase 2 subdivision - awaiting applicant submission of infrastructure design drawings  Completed - Bylaws Adopted February 17 2021 RCM. Phase 1 subdivision approved.
14.	468/490 Anderton	15 duplex / townhouse units.	Completed - Subdivision and Rezoning approved DP issued
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.	Completed - transfer of right to purchase 6 units to Makola and signature of lease with daycare in process.
16.	North East Comox Storm Water Management Plan	Implementation of North East Comox Storm Water Management Plan.	Completed - 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.
<b>MINOR DEVELOPMENT APPLICATIONS</b>			

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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.	Completed - 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"> <li>provincial referral of recreational cannabis store application</li> <li>rezoning, DVP applications for infill single family</li> <li>hazardous area and environmental DP applications for single family</li> <li>industrial and residential rezoning applications as a result of bylaw enforcement</li> </ul>	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Completed. Hazardous area and environmental DP applications for single family – Completed.

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Council Policy Bylaw Updates	Update of Council policy manual that currently includes 72 policies. Policy updates to include: Bylaw Enforcement Policy, ICBC Information Protection Policy, Community Events Recognition Policy, Corporate Human Resource Policy	<i>ICBC Information Protection Policy on Mar 16 Regular Meeting agenda.</i>
2.	New Bylaws and Bylaw Updates	New Bylaws and Bylaw Updates. New Bylaws and Bylaw updates to include: New Council Delegation Bylaw, Election and Assent Voting Bylaw Amendment, New Animal Control Bylaw, Single Use Plastics Bylaw	
3.	Corporate Agreements and Renewals	A number of Corporate Agreements have expired or will be expiring this year. Corporate agreements and renewals to include: Gas n Go Agreement, ICBC Information Sharing Agreement, Account Collections Contract, Emterra Contract Extension, Comox Archives Agreement, Emergency Program	<i>ICBC Information Sharing Agreement on Mar 16 Regular Meeting agenda.</i>

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE**  
**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		Service and Mutual Aid agreements, d’Esterre, Point Holmes Boat Launch, Comox Fire Protection Improvement District, Breakwater/Promenade – Harbour Authority, Compass Adventure Agreement Extension, Janitorial Contract Agreement, SPCA Agreement, Recycle BC Agreement	
4.	Access to Information (FOI) Requests	Access to information Requests have legislated timelines to complete	Currently there is one outstanding request that is in progress.
5.	General Local Election	General Local Election to be held on October 15, 2022	Report to Council expected in May with recommended appointment of officers and draft update to Election and Assent Voting Bylaw.
6.	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.
7.	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.
8.	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>Website redesign in progress, on track for late May/early June launch. Visual identity tool kit in progress, on track for end of April release.</i>
9.	Council Meeting Management Software	Acquisition of a software program that will assist with Council meeting agenda and minutes creation, management, storage, and search functions	TBD
10.	Marina Park Mobile Vendor Opportunity and Award	Updated Mobile Vendor Program for Marina Park plus tender for 2-year contracts with mobile vendors for 2022-2023 seasons.	<i>Program developed and approved by Council. Opportunity to Bid currently closed February 28, 2022.</i>

**TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE**  
**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	Electronic Newsletter	Establishment of an electronic newsletter to be issued regularly on Town projects and accomplishments.	<i>Ongoing – looking to launch in April.</i>
12.	ReCollect – Solid Waste Collection App	Application to identify solid waste collection days for each address as well as “What goes Where” information.	<i>Onboarding/technical bug fixing in progress – launch will likely coincide with new website launch.</i>
13.	Communications Strategy	Strategic plan to ensure consistent messaging, branding, social media, and public engagement	<i>Ongoing – consulting with nearby municipalities to understand best practices</i>

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE**  
**March 16, 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 &amp; Sewer Funds to ensure they have the financial means to replace their assets when needed. This will ensure the Town can bridge its funding gap sustainably. Below are the proposed activities for this project:</p> <ol style="list-style-type: none"> <li>1. Compile existing financial data &amp; information required to build the long-term financial plan (for November 2022).</li> <li>2. Build Long-Term Financial Model &amp; Plan (for March 2023).</li> <li>3. Develop Long-Term Financial Plan Report (for June 2023).</li> </ol>
2.	Dayforce - HCM system strategy	Implement key human resource modules in the Payroll Program (Dayforce), including:	Payroll has been completed and is not taking place within the Dayforce system

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		<p>a. <u>On-boarding</u> Eliminate paperwork and manual processes for new hires &amp; Improve communications between departments and payroll.</p> <p>b. <u>Documents Manager</u></p> <ul style="list-style-type: none"> <li>- Efficiently managing and accessing all HR files through a central repository of documents</li> <li>- enables employees to upload and update personal information</li> </ul> <p>c. Stabilizing the Dayforce application/set up</p> <p>d. Configuration review (efficiency audit)</p>	December 2022 for items a, b, c, and June 2023 for item d.
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 – February 2022. Work Order final setup and review – March 2022. Conversion completes – April 2022.
4.	IT and Computer Network Upgrades	Network security and software compliance updates on the corporate computer network.	December 2022
5.	Phone System Replacement	Changed to IP Phones corporate wide. Free long-distance North America, Use to receives faxes, Call transfers to any Town of Comox local.	Completed
6.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, and business licenses. Payment may be made online with a credit card, where the card merchant fee is charged to the payor.	Taxes and utility billings - Completed Business Licenses - December 2022.
7.	Account's Software: <i>(1) Asset Management Software</i>	<i>Asset management software is the next step after Item #1 above (Asset Management Replacement Funding Strategy). The software will integrate and enhance the Town's GIS (ESRI) mapping software and TCA Continuity Schedules. It will also ensure the maintenance/updating of the Town's Asset Retirement Obligations (audit requirement) starting in 2023.</i>	<i>September 2023</i>

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
	<p>(2) AP, PO, and Inventory to move to A-MAIS' cloud-based solution.</p> <p>(3) Budget Upgrade with Acct.Mgr.</p>	<p>The Town's paper intensive accounts payable, lack of a working purchase order system, and outdated inventory software is time-intensive and lacks internal controls needed in the future.</p> <p>The new work orders are required for providing sub-asset categories to the new asset management system (see Item 3).</p>	<p>Project deferred until 2024.</p> <p>Additional time is needed for A-MAIS (Town's Financial Software Developer) to complete development/upgrade to cloud-based software.</p> <p>April 2022</p>
8.	Development Payments	The Town is considering implementing a building permit application/approval cloud-based software. Integration is required with the financial payment processing system.	December 2022
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.	Under construction - 2022
10.	Documentation & digitizing financial processes	<p>Complete process documentation and digital access to financial records:</p> <ul style="list-style-type: none"> <li>- Revenue Centre</li> <li>- Accounts Payable</li> <li>- Payroll</li> </ul>	December 2022
11.	<i>Training program</i>	<i>Establish training program for finance casual staff.</i>	<i>December 2022</i>
12.	<i>Communications</i>	<i>Establish increased frequency of letters for taxation and utilities</i>	<i>May 2022</i>
13.	<i>Purchasing Policy</i>	<i>Develop a purchasing policy for the Town including items on social procurement</i>	<i>Fall 2022</i>

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

**March 16, 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. Town's application unsuccessful. Design RFP coordinated with CVRD. RFP awarded to ISL Engineering in 2021. Survey and Design underway at 50%. CVRD to submit BC ATI Grant for 2022/23 project intake with Town as partner.
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.	Completed. 5 year agreement with SD 71 now in place. Dog Park in operation as of August 2021. Planning to install boarder trees in spring 2022. Investigate possible covered gazebo area in 2022.
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.	Construction monitoring complete. Daycare construction contract awarded to Lacasse. Construction started February and scheduled to be completed by end of May 2022 for daycare opening in June 2022.
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.)	Arborist JD completed and waiting on Union endorsement. Trades I & II JD completed. Waiting on Union endorsement.
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.
7.	Waterfront Walkway	Exploration of options for completion of the walkway from the Marina west to Ellis Street	Ongoing. Requires foreshore land in front of 160 Ellis Street to connect to existing walkway at 1841 Beaufort Ave.
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	Awaiting result of Federal Grant application. Results of this are overdue



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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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.	Complete. Final report due at end of February 2022.
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.	Completed summer 2021.
11.	Marina Upgrades	Structural failure of East gangway support due to tide/erosion. Restabilizing required.  Replace existing boat launch dock and extend dock to allow for more loading and unloading at the boat launch. Complete plans to better align parking lot and boat launch for improved traffic flow to launch and park.	East gangway project completed February 2022.  Replacement of existing failing dock planned for spring 2022. Tendering in progress. Extension of the boat launch planned for spring 2022 but dependent on Provincial/Federal government requirements for impact assessment/permitting for extension into foreshore license area.
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	Complete
14.	Point Holmes	Pavilion Safety Upgrades	To replace pedestrian safety fencing around pavilion. To be coordinated with Lazo road upgrades. 2022
15.	Fleet Replacement	Replacement of 2004 Toro Mower Replacement of 2003 Ford mini dump truck	Toro mower ordered. Delivery expected spring 2022. RFP out spring 2022. Delivery for late 2022
16.	Filberg	Rock Wall Reconstruction/Driveway Stability	Ongoing. Rock wall being reconstructed by section priority. Section 1 complete summer 2021. Section 2 to be completed 2022. Main driveway stability assessment 2022.
17.	Marina Park Upgrades	Food Truck concrete pads, pedestrian painted crosswalk above boat launch.	Food Truck concrete pad install to be coordinated with Marine Services Building.

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			Pedestrian crosswalk above boat launch painting. Completed fall 2022.
18.	Splash Park	Splash pad and playground has multiple failure points, failed CSA standards for rebound. Requires resurfacing.	Project contracted for installation April 2022.

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

**March 16, 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 re-purposing of the St. Joseph's facility or eventual reconstruction within the site. Also in response to continued operational issues and age of main.	Delay is getting DFO approval will work with KFN and project watershed to discuss projects that could potentially assist with the restoration requirements. Working with Current Environmental on alternative options with respect to construction alignment and construction methods to present to DFO. Approval and permitting 2021 with construction postponed to 2022.

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			<a href="#">Project on hold to re-evaluate capacity requirements.</a>
4.	North East Comox Stormwater Management Plan	Stormwater system and associated bylaws required to allow development in the Northeast Comox area	Completed
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. <a href="#">Deferred to 2023.</a>
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). Town awarded grant funding -works to be completed summer 2022. <a href="#">Tender February 2022. Tentative construction schedule May - July 2022.</a>
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 Town's application unsuccessful. Will continue to coordinate with CVRD conveyance project.
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. <a href="#">Construction to resume May 2022.</a>
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.

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			<i>Submitted grant application 2021 BC Active <a href="#">Grant application unsuccessful</a></i>
10.	Town Website Rebuild	Permits/studies/maps/projects/sectors transportation, water, storm, sewer, / reports.	
11.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	Complete
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.	Complete
13.	Complete approved paving projects	Roads include sections on Balmoral, Cooke, Rodello, Gull, and Noel	Complete
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.</i> Project awarded to Onsite Engineering Ltd. Survey and design underway. <a href="#">Awaiting archaeological permit and finalizing design.</a> Tentative construction summer 2022.
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.</i> Construction underway. Tentative completion end of September. <a href="#">Completed</a>
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. CVRD schedule TOC to have comments back to CVRD by end of September that will form a MOU with CVRD. <a href="#">Continue working with CVRD on Town alignment and MOU</a>

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
DEVELOPMENT			
18.	2309 McDonald	Servicing agreement approved.	Phase 1 under construction
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	Providence Site. Work with planning on application and servicing agreement. Civil drawings underway.	<a href="#">Tentative construction March 2022</a>
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. <a href="#">Construction underway</a>
25.	<a href="#">Beaufort</a>	<a href="#">Beaufort Upgrade Design</a>	
	<a href="#">26. Balmoral</a>	<a href="#">Sidewalk south side (Pritchard to Balmoral)</a>	
	<a href="#">27. Roundabout</a>	<a href="#">Glacier/Comox Design</a>	
	<a href="#">28. Roundabout</a>	<a href="#">Comox/Rodello</a>	

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

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
	29. Sanitary Model	Update 2013 study	
	30. Resurfacing	Road resurfacing projects 2022	
	31. Crosswalk	Prichard Comox Crosswalk Improvements	
	32. Sanitary System	Kye Bay Odour Upgrades	
	33. Fleet	Fleet replacement of unit #12/#9/#15/#4	

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE**

**March 16, 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.

**TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE**

**March 16, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
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>	<i>Order has been placed for replacement. Expected delivery will be Fall of 2023. Project on budget. Fire department is very pleased with this project so far. This aerial replacement should meet our needs until 2043.</i>

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

**March 16, 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.	Storymap community consultation period closed. Waiting on final, draft report from contractor.
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	Complete for 2021. Determining 2022 replacement plan.
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.	Second stage of project complete. Staff are processing and completing 2022 LEAP applications for regional, youth, recreation subsidy passes.
4.	Town Website Rebuild	The new site will provide: <ul style="list-style-type: none"> <li>• Dependable, predictable, and engaging platform through which customers access recreation guides, program information and online recreation registrations</li> <li>• Event and calendar information</li> <li>• Documents and forms (program waivers, summer camp information, facility booking information, etc.)</li> <li>• Town and Recreation branding</li> </ul>	

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

**March 16, 2022**

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
		Reliable and consumable communication with the public and customer.	
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.	Community Centre staff implemented latest PHO changes to fitness program capacity limits, etc. Proof of vaccine continues for applicable programs.
6.	Hands on Farm	Hands on Farm will open under current PHO protocols in June 2022.	Planning started for 2022 season.
7.	Children's Summer Camp	Summer camps designed according to latest PHO protocols.	Planning started for 2022 season.
8.	Recreation Guide	Ongoing, quarterly project to program, design, edit and manage Comox section of publication.	Staff working on final touches to Spring 2022 RG as of February 9 (RG published March 3)
9.	Volunteer Promotion Campaign		Volunteer program complete with communication to schools and Comox businesses/organizations starting.
10.	Youth Recreation Facility Report	Through youth outreach identify a new recreation or parks facility to meet teenage recreation needs.	Community engagement complete. Report presented to Strategic Planning Committee meeting
11	<a href="#">Elevator Replacement: Capital Item</a>	<a href="#">Replace CC elevator which is approaching end of life.</a>	





<b>TO:</b> Mayor and Council	<b>FILE:</b>
<b>FROM:</b>	<b>DATE:</b> March 16, 2022
<b>SUBJECT:</b> Youth Recreation Survey Report	

Prepared by:  <i>Andrew Burger</i>	Prepared by:  <i>Andrew Clements</i>	Prepared by:  <i>Ted Hagmeier</i>	Prepared by:  <i>Jordan Wall</i>
--	--	---	--

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

1) THAT Council direct staff to undertake a public engagement process to determine the location, size, and style of a pump track and skate park and;

THAT a pump track be added to the 2023 capital and special projects budget after further consideration by Council as to location and style and;

THAT the Town of Comox seek grants for the construction of a skate park.

2) THAT the Town of Comox forward the results of Youth Recreation Survey's lighted basketball courts to School District 71 for consideration

3) THAT fun outdoor seating options be installed at Marina Park.

4) THAT the Town begin the regulatory approval process to determine if a swim float can be installed at the Comox Harbour

5) THAT a concrete pingpong table be purchased and installed at Marina Park

**ALTERNATIVES TO THE RECOMMENDATIONS**

1. THAT Council adds the construction of Pump Track to the capital and Special projects budget for 2022

2. THAT the existing 3 on 3 courts and the Community Center be upgraded with lighting nets and fencing

3. THAT a beach volleyball court be installed at Kye Bay

4. THAT a big game chess board be installed at Marina Park

**BACKGROUND**

During the February 9, 2022 Strategic Planning Meeting Council received and considered the results of the Youth Recreation Survey that took place through the winter of 2021/2022 with the intention of providing Council guidance on providing unstructured youth recreation activities for the age ranges of 12 – 18 years . The report brought back a number of results from the engagement process. Council considered the results and requested that the following motions be included on an upcoming agenda:

1. THAT Council adds construction of a Skate Park to its long-term capital plan for the purposes of securing grants for construction
2. THAT Council adds the construction of Pump Track to the capital and Special projects budget for 2022
3. THAT the existing 3 on 3 courts and the Community Center be upgraded with lighting nets and fencing
4. THAT a beach volleyball court be installed at Kye Bay
5. THAT fun outdoor seating options be installed at Marina Park and along the Promenade
6. THAT 'big games' be installed at Marina Park
7. THAT a swim float be installed at the Comox Harbour

## **EXECUTIVE SUMMARY**

In evaluating which projects to advance and fund Council should consider the goals it set out to achieve at the start of this process. Council was interested in providing youth recreation opportunities to those in the age range of 12 – 18 years old that were unstructured and accessible. It is important when considering feedback from community based surveys that the information can often be given without these constraints in mind and using this criteria. Further, surveys can often provide and amplify the feedback of a small number of individuals which may not represent the desires of the community as a whole.

This is not to say that surveys are not a useful tool. The youth recreation survey attached to this report has highlighted a strong desire in the community for the type of unstructured recreation infrastructure Council thought needed in the community however, Council should balance this information with recreation best practices and by asking the following three questions for each recommendation in the report:

1. Will the recommendation provide accessible recreation activities for the target group?
2. Will the recommendation provide unstructured recreation activities for the target group?
3. 3) Will the recommendation provide desirable recreation activities for the target group?

Below Council will find Administration's analysis that touches on costs, timelines, as well as suitability for the recommendations. With some of the constraints noted below as well as our

analysis of the three questions above, administration is not recommending that Council pursue all the options identified in the strategic planning meeting.

## **ANALYSIS/ISSUES/IMPLICATIONS**

**Skate Park** – Approximately \$850,000 to \$1,000,000 depending on size and design



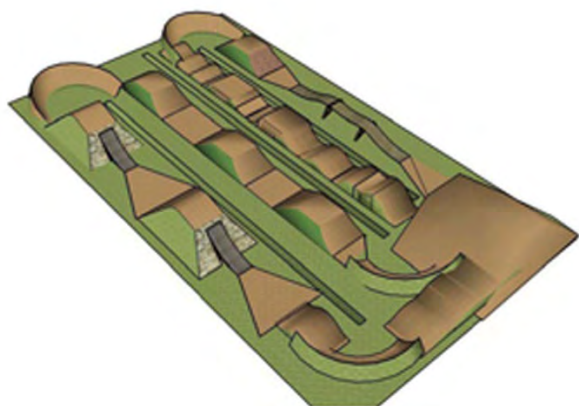
(Sidney BC – Tulista Park Skatepark: ~10,000 sqft)

The youth study showed strong support for a skatepark that provides easy access for the local target age group and is highly desirable as a future amenity. A planning study was also conducted in 2021 for a new skatepark in Comox that helped to outline potential costs, benefits, and facility requirements. Key considerations for the success of a skatepark are location, skill level options, inclusivity/accessibility, and mitigating potential conflicts that can arise from a new park facility. Skatepark location should be central to allow easy access for youth, be on public transit routes, and reduce the need for vehicle trips. However, there should be adequate parking available for other users, including families, to avoid impacts to immediate neighbours of a future location.

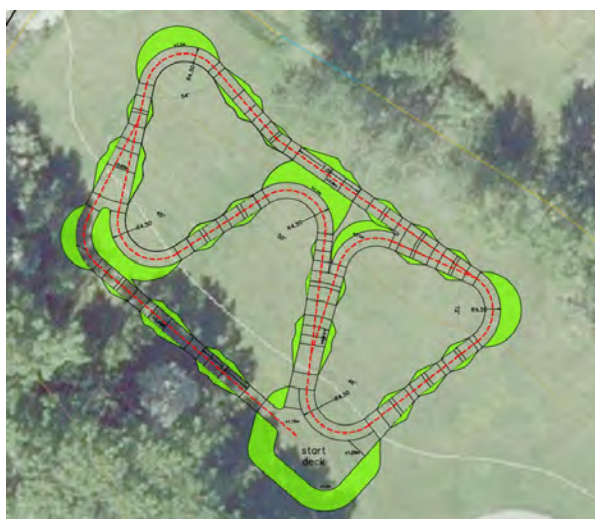
Environmental impacts should also be considered in selecting a location. Skateparks require significant areas of clear and level land for concrete structures. Ideally, the site will not require sizeable areas of intact forest to be removed and can incorporate existing assets (washrooms) and landscape features into the new facility. There is very limited spaces where this asset could be placed and each location will have negative impacts with it: Tot Lot Park (removal of some trees, parking issues, and in place recreation infrastructure), across from Public Works (less central, no accessible washrooms, and more significant tree removal), Aspen Park (removal of recreation infrastructure and less central).

The skatepark needs to be designed to facilitate use by a wide range of user ability and skill level. Multiple features, such as a bowl area and street park terrain, provide universal access to benefit a broader range of youth on skateboards, scooters, and bikes. The Comox report identified a target facility size of 12,000 sqft. This type of skatepark is estimated to cost approximately \$850,000.00 but can vary widely depending on the size and features with a projected annual asset maintenance cost of \$33,000. Similar projects on the island have a typical timeline of 6 months to 1 year to complete the project. In discussion with other municipalities, key factors for a successful project includes stakeholder involvement and comprehensive community consultation in the design of the facility to capture the specific needs of Comox residents. For the reasons identified above, we are recommending moving forward with further consultation and planning for a potential site and skatepark facility for future grant readiness.

**Pump Track** - Approximately \$75,000 to \$350,000 depending on surfacing, size, and design



(District of Saanich – McMinn Park dirt skills/pump track design and build 2020 ~ \$75,000)



(View Royal – View Royal Park asphalt pump track design and build 2019 ~ \$150,000)

The youth study showed strong support for a bike skills pump track that provides riding enjoyment for all ages and skill level. It is desired by the target age group to help compliment local area mountain biking (Northeast Woods) and to be interconnected with a skatepark facility. Pump tracks are becoming staple amenities in many municipalities and often include bike skills and jump components. Many of the key considerations for the success of a pump track are like those of a skatepark. This includes site location, skill level options, inclusivity/accessibility, and mitigating potential user/site conflicts. Ideally, a pump track would be situated adjacent or close to a potential skatepark, centrally located for youth access, utilize public transit routes, and reduce the need for vehicle trips. However, like a skatepark, there should be adequate parking available for a wider range of use to avoid impacts to immediate neighbours.

Environmental impacts should be limited to reduce impacts to healthy forested areas and all measures taken to incorporate the pump track within the existing landscape. Design considerations, such as hard surfacing vs soil surfacing, will help determine the potential location and environmental footprint. The pump track design needs to incorporate features for a wide range of user ability and skill level. A hard surface track would provide more universal access to benefit a range of youth on skateboards, scooters, and bikes and would be ideal to be located with a skatepark. While a dirt pump track could provide more diverse bike riding opportunities for all skill levels and would be ideal to be located with a bike skills park.



Maintenance challenges must also be considered in design options. Hard surface tracks are more easily maintained, and relatively static compared to a dirt track that is more prone to surface changes, reshaping, and repairs that require a high degree of expertise to properly maintain. Similar projects in other municipalities benefit from well established local bike clubs that are community partners and offer a high level of skilled volunteer work to help maintain the facility. Specifically the growth of the pump track/bike skills park in Cumberland was done over a few years of grass roots building, advocacy, and planning with user groups. Comox would not be able to replicate this level of involvement with construction of a pump track in 2022.

In discussion with other municipalities, key factors for a successful project includes stakeholder involvement and comprehensive community consultation in the design of the facility to capture the specific needs of Comox residents. Ongoing community partnerships, such as UROC in Cumberland, are essential for long term support of the facility. Comox does not have an established bike club/society at this point and it would be a important element for a successful dirt track.

Based on information from recent projects in other municipalities, costs are dependent on surface type, size, and complexity that can range from \$75,000 to \$350,000 with a wide range of maintenance costs (\$5,000 to \$20,000) depending on facility type, location and community partners. Project timelines can range from 2 months to 1 year for design and construction. For the reasons identified above, we are recommending moving forward with further consultation and planning for a potential site and pump track facility. Depending on track style, this could also include engaging with local bike shops/enthusiasts for the creation of a bike club or partnership with the Town to conduct routine maintenance.

#### **Lighting of 3 on 3 Courts at Community Centre**

The Community Center currently does not have any basketball courts in which lighting can be provided. It is likely what is referenced in the survey is the basketball courts at École Au-cœur-de-l'île. Administration has reached out to the School District to see if this is something they will consider. The Community Centre's draft master plan has options in it that would include a half court basketball area and lighting of that court, if/when constructed, can be considered. It should also be noted that the basketball courts at the École Au-cœur-de-l'île only see light to moderate usage throughout the year, mostly in the warmer weather when evening light is not a major issue. For the reasons identified above we are not recommending to move forward with lighting the basketball courts and instead only starting a conversation with the School District.

#### **Beach Volleyball at Kye Bay**

Beach Volleyball is a sport that would target users at the higher end of the age range identified in this project. Volleyball is a technically difficult sport that in areas where it is popular, is mostly enjoyed by young adults rather than the 12-18 year age group. Further logistical constraints would make it difficult for this age group to organize enough players and rides to go out to Kye Bay to play. Beach Volleyball courts, with a similar level of accessibility to Kye Bay (by car) already exist in Courtenay and have considerable excess capacity to handle more play time.

The Town does not own the Kye Bay foreshore and would need to partner with the Province to have this installed, though this is not an insurmountable hurdle. However, because in Administration's analysis this project does not provide accessible, unstructured, or desirable recreation opportunities for the targeted age range we are not recommending to move forward with this project.

#### **Outdoor Seating Options at Marina Park**

The participants in the Youth Outdoor Recreation Needs Assessment highlighted that they wanted more places to "hang out socially with friends." Generally, they identified lighting, seating, access to

food trucks and affordable snacks, washroom facilities, and more events such as music festivals that were appealing to youth rather than adults. They identified Marina Park and Pier as their favorite outdoor recreation site to visit.

Lounge Chairs if provided, should be considered as a town amenity for all residents to use as they will not be reservable strictly for youth.

The following provides information on possible outdoor seating options:

- JEM Lounge Chair \$830



- Okanagan Lounge Chair \$950



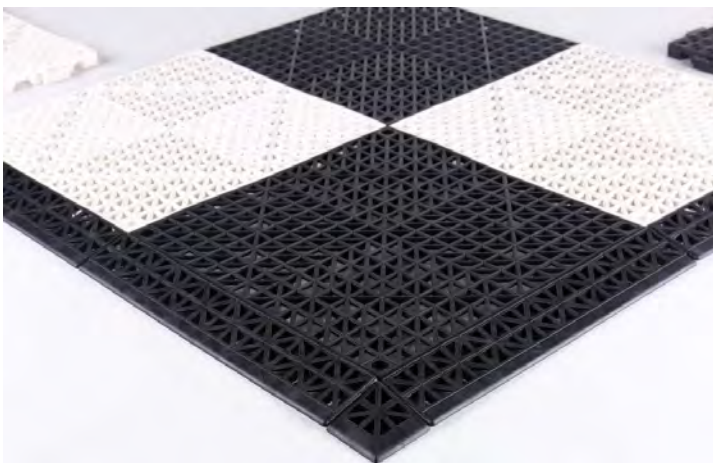
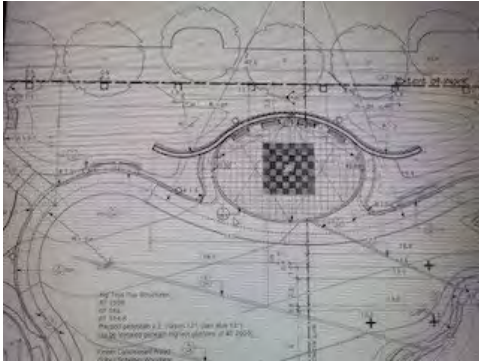
### **Big Games at Marina Park**

Big Games refer to traditional indoor activities that can be played outside on more permanent structures. Chess and table tennis can be played outside on concrete boards and tables respectively. Big game chess, played with 25-inch-tall pieces weighing approximately 2.5lbs, can be played on a 9ft X 9ft concrete chess board. As a permanent structure the board itself would be a custom build and involve 64 separate concrete squares to be constructed and delivered for installation. Conversely, there is an option to have a portable big game chess board with pieces stored at the Community Centre, available for youth to sign out on a first come first serve basis. Permanent concrete table tennis tables are popular in many communities. Participants would have to bring their own racquets and balls if constructed at Marina Park.

Operational and logistic issues with Marina Park should be considered for a chess style big game. Pieces would need to be stored somewhere and opened and locked each day. Further, many places with this style of amenity suffer from routine vandalism and theft. Marina Park is also heavily used

and the space taken by the board may or may not be well received by the community. It would be more simple to add items like a concrete pingpong table and traditional size chess table.

#### Chess



#### Table Tennis

- Concrete Table Tennis Table - \$6699.00
- Net with Town of Comox Logo - \$286.00



### **Swim Float at Comox Harbour**

The Comox Valley Harbour Authority is a non-profit organization created to provide essential services to harbour users and to keep essential harbour facilities in good repair. Their mandate supports industrial and recreational boat traffic at the harbour. The Federal Government acts as their landlord.

The CV Harbour Authority is concerned that a swim float will create safety issues between swimmers and the industrial and commercial boat traffic and pier users. Harbour Authority staff, when contacted by Administration, were reluctant to offer support for a swim float. The float does not contribute to the Authority's mandate and, with the addition of recreational swimmers and attendant issues, may impair or restrict it.

The Town's steps to approval and installation of a swim float are:

1. Receive a letter of support from the Harbour Authority.
2. Receive a letter of support from the Federal Government.
3. Verify swim float and access locations comply with the boundaries of the Navigable Waters Act routes.
4. Complete a pier integrity to determine what kind of swim float and/or access point(s) it can support.
5. Determine the optimum arrangement of swim and access point(s).
6. Determine access hours and season's range
7. Purchase and install swim float and access point(s). Install accompanying signs, etc.








**TOWN OF COMOX**  
**Regular Council Meeting**

STAFF REPORT  
Meeting Date: March 16, 2022

<b>TO:</b> Mayor and Council	<b>FILE:</b> PR 22-2
<b>FROM:</b> Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner I	<b>DATE:</b> March 16, 2022
<b>SUBJECT:</b> Affordable Housing Contribution Update	

Prepared by:  Elliot Turnbull Planner I	Supervisor:  Marvin Kamenz, Dir. Development Services	Financial Approved:  Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
---	--	--	---

**RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. That the Council Affordable Housing Contribution policy CCL-069 targeting a unit contribution rate of 1.6% of total unit count for multifamily development and \$3,000 per lot for single-family development be adopted as contained in Attachment 1 of the Staff Report on PR 22-2 dated March 16, 2022.

**ALTERNATIVE TO THE RECOMMENDATIONS**

**Alternative 1** – CAO recommendation modified to allow Council adjustment of multi-family unit contribution rate and single-family amount.

- 1) That the Council Affordable Housing Amenity Contribution policy CCL-069 as contained in Attachment 1 of the Staff Report on PR 22-2 dated March 16, 2022, be amended to target a unit contribution rate of X% of total unit count for multifamily development and \$X per lot for single-family development.
- 2) That Council Affordable Housing Amenity Contribution policy CCL-069 be adopted.

**Alternative 2** – This alternative proposes reducing the unit contribution rate to 1.2% for multifamily and seeking a 15% affordable housing contribution based on a component of land lift for all development.

- 1) That the Council Affordable Housing Amenity Contribution policy CCL-069 as contained in Attachment 1 of the Staff Report on PR 22-2 dated March 16, 2022, be amended to target a unit contribution rate of 1.2% of total unit count for multifamily development and a 15% affordable housing contribution based on a component of land lift for all development.
- 2) That Council Affordable Housing Amenity Contribution policy CCL-069 be adopted.

## PURPOSE

The purpose of this report is to submit an Affordable Housing Amenity Contribution policy with a Long-Term Acquisition method to Council for consideration.

## STRATEGIC PLAN LINKAGE

This report addresses the following task identified in the 2022 Strategic Priorities Summary Chart for Planning Services: Report for Affordable Housing.

## EXECUTIVE SUMMARY

A February 9<sup>th</sup> Staff Report recommended that the Town seek a contribution of:

- 15% of the value of land lift for both multi- and single-family development; and,
- a target of 1.2% of the total unit count as affordable housing units (or cash in lieu) for multifamily developments.

The calculations to determine the amount of land or cash in lieu for the 15% of land lift are complicated.

For simplicity, policy CCL-069 as proposed in Attachment 1 does not include a separate contribution based on 15% of land lift. The 15% contribution has been **incorporated** into a contribution target of 1.6% of the total unit count as affordable housing or cash in lieu for multifamily development (0.4% is estimated to be equivalent to 15% contribution) and **converted** into a \$3,000 per lot contribution for single-family development. (The 15% applies to both multi-family and single-family whereas the 1.6% contribution rate only applies to multifamily, hence the \$3,000 per lot contribution.)

## BACKGROUND

During the Strategic Planning Committee (SPC) meeting on February 9<sup>th</sup>, Council considered a Staff Report<sup>1</sup> recommending creation of an Affordable Housing Amenity Contribution policy that the Town seek:

- 15% of the value of land lift for multi- and single-family developments; and,
- based on a long-term acquisition method, a target 1.2% of the total unit count as affordable housing units (or cash in lieu) for multifamily developments.

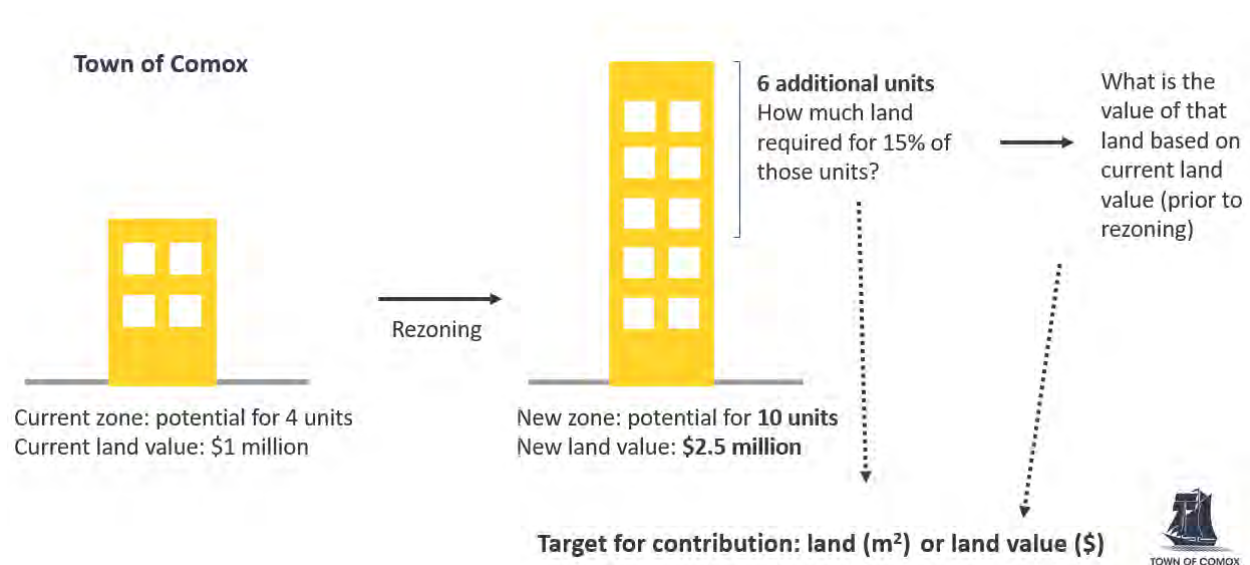
The 1.2% target rate represents a moderate increase over the existing approach for the provision of affordable housing units at time of rezoning.

During the Regular Council meeting on February 16<sup>th</sup>, Council discussed increasing the contribution rate for units to 1.5% or higher and passed the following motion:

*THAT an Affordable Housing Contribution policy with a Long-Term Acquisition method policy be submitted to Council for review.*

The 15% of the value of land lift is based on modeling the area of land that would be required to accommodate 15% of the proposed units as affordable housing. The contribution is 15% of the land area or the cash value of the land area based on the value **prior to rezoning**. See figure below.

<sup>1</sup> PR 22-2 dated February 9, 2002



## ANALYSIS

The calculations to determine the amount of land or cash in lieu for the 15% of land lift are complicated and it is no longer a common municipal practise having been replaced by contributions based on rates in relation to unit number, type or size which avoids the need for complex calculations.<sup>2</sup>

For simplicity, policy CCL-069 as proposed in Attachment 1, does not include a separate contribution based on 15% of land lift. The 15% has been incorporated into a contribution target of 1.6% of the total unit count as affordable housing (or cash in lieu) for multifamily development and converted into a \$3,000 per lot contribution for single-family development.

### Contribution for Multifamily Development

The proposed policy CCL-069 in Attachment 1 is comprised of the following:

- 1) For multifamily development: a target contribution rate of 1.6% of the total proposed unit count as units given to the Town at no cost, while allowing for adjustment of the rate based on the following factors:
  - The impact of the proposed development on the community;
  - Size of the proposed units (i.e. larger units could require a higher percentage while smaller units could require a lower percentage to discourage developers from increasing unit size to contribute less); and
  - Whether or not the contribution results in a fractional number and it makes sense to round up or down.

<sup>2</sup> Vancouver which has been at the forefront of this issue currently bases its contribution in relation to lift in land value. The feasibility of adapting the Vancouver approach for use in Comox would require extensive research and specialized knowledge of land development economics.

The Town would also have the option of seeking to purchase additional units for affordable housing.

- 2) For single-family development: a target contribution rate of \$3,000 per lot.

For the unit contribution rate, once a unit contribution is proposed by a developer, the Town would select an affordable housing operator to lease the units to, depending on the desired target market. The intent would be to secure units of a standardized layout with a minimum 58 m<sup>2</sup> for one-bedroom units and 75 m<sup>2</sup> for two-bedroom units. Should the development not be suitable for contribution of actual units (e.g. too small) cash in lieu of units would be considered (at market value).

A target of 1.6% represents a slight increase above the dollar value of the **developer cost** of the affordable housing unit contribution at 695 Aspen. Incremental changes to developer costs can help mitigate the impact they have on developers, especially those who have already purchased land at a price that assumed a specific level of costs. That said, the rapid rise in land and housing values may mean that developers are able to absorb larger costs compared to the past.

The table below applies a range of contribution rates to 695 Aspen and compares the dollar value of developer cost to that of 695 Aspen **using the value at the time of that development**. The Town received an affordable housing contribution from 695 Aspen of \$823,272. The proposed changes would have resulted in a contribution amount of \$1,109,888, a difference of \$286,616.

Dollar Value Developer Cost		
695 Aspen (Actual)	232 units proposed Town purchase of <b>6 units</b> at below market value Market Value: \$299,000 per unit Price paid by Town: \$185,610 per unit Difference: \$113,390 per unit	\$113,390 x 6 = \$680,340 + 15% = \$142,932 <b>TOTAL = \$823,272</b>
3.0% of total units	232 units x 3.0% = <b>6.96 units</b>	\$299,000 x 6.96 = <b>\$2,081,040</b>
2.5% of total units	232 units x 2.5% = <b>5.80 units</b>	\$299,000 x 5.80 = <b>\$1,734,200</b>
2.0% of total units	232 units x 2.0% = <b>4.64 units</b>	\$299,000 x 4.64 = <b>\$1,387,360</b>
1.75% of total units	232 units x 1.75% = <b>4.06 units</b>	\$299,000 x 4.06 = <b>\$1,213,940</b>
→ 1.6% of total units	232 units x 1.6% = <b>3.71 units</b>	<b>\$299,000 x 3.71 = \$1,109,888</b>
1.5% of total units	232 units x 1.5% = <b>3.48 units</b>	\$299,000 x 3.48 = <b>\$1,040,520</b>
1.2% of total units	232 units x 1.2% = <b>2.78 units</b>	\$299,000 x 2.78 = <b>\$831,220</b>
1.1% of total units	232 units x 1.1% = <b>2.55 units</b>	\$299,000 x 2.55 = <b>\$762,450</b>
1.0% of total units	232 units x 1.0% = <b>2.32 units</b>	\$299,000 x 2.55 = <b>\$693,680</b>

### Contribution for Single-family Development

For single-family development, the proposed policy in Attachment 1 converts the 15% contribution rate into a flat \$3,000 per unit charge to be contributed to the Town's Affordable Housing Fund. This is intended to simplify the process for staff and developers.

The existing 15% contribution rate is on the lower end. For example, the 2017 rezoning of 1170 Lazo Road (now Weaver Place) for a 16 lot subdivision made a cash contribution of \$9,537 or \$596 per lot. The 2016 rezoning of 1182 Lazo Road (now the southern portion of Forester Ave)

for a 19 lot subdivision made a cash contribution of \$20,132 or \$1,000 per lot<sup>3</sup>. Courtenay currently charges \$1,000-\$1,500 per lot which is expected to increase under the new OCP and Nanaimo charges \$3,000 per lot, increasing to \$4,200 in 2023, \$6,000 in 2024 and \$8,000 in 2025. Given this range, a contribution rate of \$3,000 per lot is proposed for single-family development in Comox.

### **Instream applications**

Policy CCL-069 would apply to rezoning applications for 4 or more additional dwelling units excluding secondary suites and coach houses. Upon adoption of policy CCL-069, all instream proposals for which a complete application has not been submitted would be subject to the policy.

At this time, all affected rezoning proposals are in the pre-application stage. They have yet to submit a complete application and therefore would be subject to the new policy. The proponents of these applications were advised in initial discussions with staff that an increased affordable housing amenity contribution target was anticipated.

Under the policy, any future policy amendment to increase contribution targets would only apply to complete applications submitted after the policy amendment unless directed otherwise by Council.

### **Comparison to other municipalities**

For detailed information on each approach, including target contribution rates, used by the different municipalities, see **Attachment 2**.

<sup>3</sup> Actual contributions for both developments made before the rate increase from 10% to 15%. The numbers in this report have been adjusted from actual to reflect a 15% contribution.

## **ATTACHMENT 1**

### **Draft Affordable Housing Amenity Contribution Policy CCL-069**

#### **1. PURPOSE:**

- 1.1. The purpose of this policy is to seek developer contribution for affordable housing as an amenity at time of zoning amendment.

#### **2. POLICY STATEMENT**

- 2.1. Affordable housing remains a challenge for many residents within the Town of Comox.
- 2.2. The number of households in core housing need is increasing within the Town.
- 2.3. The construction of non-market units helps meet the need for affordable housing.
- 2.4. The Town may work through non-profit housing providers to facilitate the management of affordable housing.
- 2.5. The Town may seek an affordable housing amenity for rezoning applications for four or more principal residential dwellings.

#### **3. DEFINITIONS**

- 3.1. "Affordable housing" means housing where the cost of accommodation does not exceed 30% of a household's gross income.
- 3.2. "Affordable housing operator" means a non-profit housing development corporation whose primary function is the provision and/or management of affordable housing units.
- 3.3. "Multifamily" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3.4. "Single-family" means development consisting of one dwelling units on fee simple or bare land strata lots with or without a secondary suite or coach house.
- 3.5. "Unit contribution rate" means a contribution rate comprised of actual units given to the Town at no cost.

#### **4. SCOPE**

- 4.1. This policy applies to all applications for rezoning where rezoning yields 4 or more additional dwelling units excluding secondary suites and coach houses.
- 4.2. As of the date this policy is adopted by Council, this policy only applies to applications which have not submitted a complete application.
- 4.3. Any amendments to this policy will apply to applications which have not submitted a complete application as of the amendment adoption date, unless otherwise directed by Council.

#### **5. POLICY**

- 5.1. As part of an amenity negotiation for rezoning for multifamily development, the Town will seek a unit contribution rate of 1.6% of the total unit count as actual units contributed to the Town at no cost.
- 5.2. For rezonings for single-family development, the Town will seek a cash contribution rate of \$3,000 per lot.
- 5.3. The unit contribution rate may be adjusted in consideration of the following factors:
  - 5.3.1. The impact of the proposed development on the community;
  - 5.3.2. The size of the proposed units; and
  - 5.3.3. Whether or not the contribution results in a fractional number and rounding to the nearest whole number would make sense.

5.4. The Town may seek to purchase units in addition to those contributed.

5.5. The unit contribution rate may be taken as cash-in-lieu if any of the following apply:

5.5.1. The location, type, or tenure of units are not suitable to the provision of affordable housing; or

5.5.2. The unit contribution rate results in a contribution of less than one whole unit.

5.6. Cash in-lieu of units shall be at market value of the proposed units as determined by an appraisal or alternative acceptable to the Town.

6. PROCEDURES

6.1. The Town will seek units which meet the following criteria:

6.1.1. One bedroom units shall have a floor area of 58 square metres or alternative as accepted by the Town;

6.1.2. Two bedroom units shall have a floor area of 75 square metres or alternative as accepted by the Town;

6.1.3. All units shall meet the Town's Adaptable Housing Standards in section 5.20 of the Comox Zoning Bylaw 1850.

6.2. Units received under section 5.1 or 5.4 will be owned by the Town and offered for lease to an affordable housing operator selected at Council's discretion.

et

## ATTACHMENT 2 SAMPLE OF VANCOUVER ISLAND MUNICIPAL AFFORDABLE HOUSING AMENITY CONTRIBUTION PROGRAMS

### 1. Town of Comox existing:

- Contribution of 15% of the land value of the lift resulting from rezoning. Can be contributed as cash or land; and,
- Offer to the Town to purchase 2.3% of the total unit count at below market value for use as affordable housing and lease to an affordable housing operator.

### 2. Town of Comox modified:

- Remove the 15% contribution rate
- For multifamily development, target of 1.6% of proposed units provided to the Town at no cost for use as affordable housing and lease to an affordable housing operator.
- For single-family development, require a contribution rate of \$3,000 per lot to the Town affordable housing fund.

### 3. City of Courtenay:

- Cash contribution to affordable housing fund:

*Residential Development Contributions per lot*

Lot Size	Contribution
Up to 650m <sup>2</sup>	\$1,000
651 – 850 m <sup>2</sup>	\$1,500
851 – 1250 m <sup>2</sup>	\$2,000
1251 – 2500 m <sup>2</sup>	\$2,500
2501 – 4000 m <sup>2</sup>	\$3,000
4001 – 1 ha	\$3,500
Greater than 1 ha	\$5,000

*Multi – Residential Development Contributions per m<sup>2</sup>  
(more than one residential dwelling unit in a building or a development)*

Floor Area	Fee
Up to 100m <sup>2</sup>	\$500
101 – 150m <sup>2</sup>	\$750
151 – 200m <sup>2</sup>	\$1,500
Greater than 200m <sup>2</sup>	\$2,500

- These amounts may increase with adoption of the new OCP in Summer 2022.
- The City is also currently negotiating for housing agreements to hold rental rates at affordable levels.
- Recent example of negotiated housing agreement at 801 Ryan Road:
  - Housing agreement to hold 10% of proposed apartment units (25 units) to affordable rental rates for 10 years
  - Affordable rent is calculated as based on 30% of the gross household income level published in BC Housing's annual Housing Income Limits (HILs) publication
  - Under this formula, rental rates for a 1 bedroom would be capped at \$987.50 and \$1,225 for a 2 bedroom based on 2021 HILs rates.



#### 4. City of Campbell River

- a. Zoning bylaw contains a density bonus provision which grants additional density above the existing multifamily zone if the development provides affordable units.
- b. Example of density bonus: one additional unit for every five affordable housing units provided to a maximum of 5 additional units per hectare to an overall maximum of 30 units per hectare.
- c. Affordable housing units is defined in the bylaw as 10% below the market rate.
- d. Density bonus only applies to developments constructed under an existing zone.
- e. The City is also currently negotiating for housing agreements for rezonings using the same framework as the City of Courtenay.

#### 5. City of Parksville

- a. Negotiating housing agreements to hold rental rates to affordable levels for specified periods of time.
- b. Recent example of a negotiated housing agreement at 232 Dunbar Way:
  - i. Housing agreement to hold 28 apartment units (of 114) to affordable rental rates for 15 years.
  - ii. Tenancy restricted to applicants who have a “moderate income” of equal to or less than 80% of the median household income of residents of Parksville.
  - iii. Rental rates are restricted to 30% of the moderate income defined above. Rate for 2019: \$1,197.91/mo.

#### 6. City of Nanaimo

- a. Cash contribution for all developments as a Community Amenity Contribution (CAC) which can be used for a variety of community benefits including affordable housing.
- b. Cash contribution is based on total number of units/total floor area and the rates are as follows:

	CAC Rate starting January 1, 2022	CAC Rate starting January 1, 2023	CAC Rate starting January 1, 2024	CAC Rate starting January 1, 2025
<b>Single Residential Dwelling</b>	\$3,000 per unit	\$4,200 per unit	\$6,000 per unit	\$8,000 per unit
<b>Townhouse Residential Dwelling</b> <i>A dwelling that shares one or more walls with another unit, with no unit above, and has a ground level entrance.</i>	\$2,500 per unit	\$3,800 per unit	\$5,600 per unit	\$7,500 per unit
<b>Multiple Family Dwelling</b> <i>(other than Townhouse)</i>	\$30 per m <sup>2</sup> of Gross Floor Area*	\$41 per m <sup>2</sup> of Gross Floor Area*	\$55 per m <sup>2</sup> of Gross Floor Area*	\$60 per m <sup>2</sup> of Gross Floor Area*
<b>Commercial and Industrial</b>	\$34 per m <sup>2</sup> of Gross Floor Area*	\$34 per m <sup>2</sup> of Gross Floor Area*	\$34 per m <sup>2</sup> of Gross Floor Area*	\$34 per m <sup>2</sup> of Gross Floor Area*
<b>Cannabis and Liquor Retail Store</b>	\$10,000 per store	\$10,000 per store	\$10,000 per store	\$10,000 per store
<b>Student Housing</b>	\$1,000 per bed	\$1,000 per bed	\$1,000 per bed	\$1,000 per bed

- c. Of the total CAC amount, a minimum of 40% of the total shall be directed to the City's affordable housing fund.

#### 7. City of Victoria

- a. Community Amenity Contribution policy set out targets for negotiation for cash-in-lieu or actual units depending on the type of project and location in the city:

APPROACH 1: FOR TYPICAL REZONING APPLICATIONS				
This table describes the City's affordable housing and amenity contribution targets that are appropriate for typical rezoning scenarios:				
Levels of Bonus Density (One or both may apply)	Areas	Project Size	Affordable Housing & Amenity Contribution Targets	
<b>Level 'A' Bonus:</b> Existing Zoning to OCP Base Density	Urban Core*, Town Centre, Large and Small Urban Villages, Urban Residential	N/A	Cash-in-lieu contribution	\$5/ ft <sup>2</sup> of bonus floor space
<b>Level 'B' Bonus:</b> OCP Base Density (or zoning whichever is higher) to Proposed Density	Urban Core* Town Centres Large Urban Villages	Large Projects (≥ 60 units)	Inclusionary Housing Units (Rental)	20%** of the project's total FSR or total units
			Inclusionary Housing Units (Ownership)	Determined by economic analysis
		Small and Moderate (≤ 59 units)		\$35/ft <sup>2</sup> of bonus floor space
	Urban Residential	N/A	Cash-in-lieu contribution	\$20/ ft <sup>2</sup> of bonus floor space
	Small Urban Villages	N/A		\$5/ ft <sup>2</sup> of bonus floor space

\*Urban Core includes the following OCP urban place designations: Core Business, Core Historic, Core Employment, Core Songhees, Core Residential, and Core Inner Harbour/Legislative

\*\* 10 to 20% may be considered if:

- applicant demonstrates that provision of 20% of units or FSR as inclusionary housing units would make the project not financially viable;
  - the project is primarily comprised of family size (2 or 3 bedrooms) units; or
  - the project is built and operated to energy efficiency above the step code requirements.
- b. If cash-in-lieu is provided, 70% of the cash is directed to the affordable housing fund and the remainder is used for community amenities at Council's discretion.
- c. These are targets and are generally negotiated on a project-by-project basis.



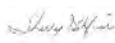
# TOWN OF COMOX

## REGULAR COUNCIL

STAFF REPORT

Meeting Date: March 16, 2022

<b>TO:</b> Mayor and Council	<b>FILE:</b> XXXX
<b>FROM:</b> Shelley Ashfield, Director of Operations	<b>DATE:</b> March 10, 2022
<b>SUBJECT:</b> Bolt/Aspen Sidewalk Grant Application – Provincial and Federal Grant Program	

Prepared by:  Shelley Ashfield, Director of Operations	Supervisor: _____ _____ _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved: _____ Jordan Wall, CAO
--	--	---	---

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

THAT Council formally authorizes Staff to proceed with the Provincial BC Active Transportation Infrastructure Program and the Federal Active Transportation Fund Program for the construction of sidewalk fronting Bolt Avenue and Aspen Road from Olympic Drive to Murrelet Drive.

### PURPOSE

To obtain authority from Council to submit a federal and provincial grant application for the construction of approximately 800m of sidewalk fronting Bolt Avenue and Aspen Road from Olympic Drive to Murrelet Drive, per Map 1 attached.

This project will include road work and restoration, utility adjustments, fully accessible curb letdowns, full barrier curb and gutter, boulevard and driveway restoration, line painting, crosswalk installation, some road resurfacing, tree removal and replanting and minimal drainage improvements.

### STRATEGIC PLAN LINKAGE

2022 Strategic Priorities includes the construction of the “Sidewalk Bolt & Aspen”.

### BACKGROUND

This project was identified in the Town's 2020 Transportation Master Plan Update as well as the Town's 2010 Transportation Study to provide the community with transportation networks that are safe, accessible and convenient for all ages and abilities.

The proposed sidewalk fronts a local elementary school, parks, ball diamond, multi family residence and links to a major shopping area. Currently pedestrians including small elementary children walk along the shoulder of the road making it very unsafe.

Active Transportation takes on many forms with biking and walking being the most popular. Although the Town has applied for this grant in the past, Administration is hopeful that the current intake program will value the works as an eligible project by providing alternative modes of transportation to the residents, local schools, business, and the community at large.

### **Provincial - Active Transportation Grant Program**

The B.C. Active Transportation Infrastructure Grant Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development of active transportation infrastructure for all ages and abilities. Active transportation relates to human-powered forms of commuting to work, school, recreation, socializing or running errands. It can take many forms and is continually evolving as new technologies emerge.

Active transportation infrastructure improves:

- Safety
- Community connectivity
- Continuity between existing or planned transportation corridors
- Linkages to public transit, ferries, airports
- Local economic opportunities
- Tourism
- Partnerships between neighboring jurisdictions
- Physical health
- Mental health

The province cost-shares to a maximum of \$500,000 per project.

Provincial cost-share portions are determined by the type and size of community applying for a grant. Eligible and ineligible costs are detailed in the Program Guidelines.

- Indigenous community or local government(s) working in partnership with an Indigenous community - **80%**
- Population less than 15,000 - **70%**
- Population between 15,000 to 25,000 - **60%**
- Population over 25,000 - **50%**

### **Federal - Active Transportation Fund Program**

The Active Transportation Fund will provide \$400 million over five years to support the expansion and enhancement of active transportation infrastructure and a modal shift away from cars and toward active transportation. The Fund will also support the goals of Canada's Strengthened Climate Plan.

The Active Transportation Fund will invest in projects that build new and expanded networks of pathways, bike lanes, trails and pedestrian bridges, in addition to supporting active transportation planning and stakeholder engagement activities.

Active Transportation Fund Component	Maximum Program Contribution (up to)	Maximum Federal Contributions from all sources (up to)	Total Canadian (i.e. federal, provincial, territorial, and municipal) Government stacking (up to)
--------------------------------------	--------------------------------------	--	---



Active Transportation Fund Component	Maximum Program Contribution (up to)	Maximum Federal Contributions from all sources (up to)	Total Canadian (i.e. federal, provincial, territorial, and municipal) Government stacking (up to)
Municipal activities located in Provinces	60%	60%	100%

**Map 1 - Project Location**





# TOWN OF COMOX

## REGULAR COUNCIL MEETING

STAFF REPORT

Meeting Date: March 16, 2022

<b>TO:</b> Mayor & Council	<b>FILE:</b> XXXX
<b>FROM:</b> Shelley Ashfield, Director of Operations Andrew Burger, Parks Superintendent	<b>DATE:</b> March 10, 2022
<b>SUBJECT:</b> Joint Grant Application – <b>BC Active Transportation Infrastructure Grant Program</b> for Lazo Greenway	

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
<i>Andrew Burger, Parks Superintendent</i>	<i>Shelley Ashfield, Director of Operations</i>	<i>Clive Freundlich, Fin. Director</i>	<i>Jordan Wall, CAO</i>

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

THAT Council formally authorizes Staff to proceed with a joint application with the CVRD for the BC Active Transportation and Infrastructure Grant Program for Lazo Greenway Multi-Use Path project.

And further, that the Town of Comox will fund from its approved capital budget (\$500,00.00), any costs for the Town's portion of the project which are ineligible for reimbursement.

### PURPOSE

To obtain authority from Council to submit a joint grant application with the CVRD for the construction of approximately 2.9 km of a shared multi-use path and greenway from Butchers Road to Sand Pines Road, per Map 1 attached. This will include the installation of the pathway, community connections, directional signage, and public amenities along the greenway to create a safe pedestrian link between Town and Regional Parks to the Point Holmes area and beyond.

### STRATEGIC PLAN LINKAGE

This project "Development of Lazo Greenway" is identified in the 2022 Strategic Priorities Chart.

### EXECUTIVE SUMMARY

Lazo Greenway is a priority project for the Town to provide a safe pedestrian route from the growing neighborhoods around Forester Avenue to the Point Holmes recreation area. The Town's current financial plan has the project scheduled for 2022 with a budget of \$1,040,000 subject to grant approval. Town's portion of approved budget is \$500,00.

The funding under this grant program is 60% funded of eligible costs up to a maximum of \$500,000 per project. This project is being done in partnership with the CVRD and see this joint grant submission as a great opportunity for a successful application.

### BACKGROUND

The Town's foresight in securing a 12m separated strip of parkland along Lazo Road allows for a linear park system to facilitate multi-use pathways and associated amenities. Town staff have been actively

working with CVRD staff to provide a contiguous pathway to link multiple community areas to a broad range of recreation opportunities. Detailed design is currently underway and will be ready for construction pending successful grant applications.

The B.C. Active Transportation Infrastructure Grant Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development of active transportation infrastructure for all ages and abilities. Active transportation relates to human-powered forms of commuting to work, school, recreation, socializing or running errands. It can take many forms and is continually evolving as new technologies emerge.

For example, infrastructure grants fund:

- Multi-use protected travel lanes
- Pedestrian and cycling safety improvements
- End-of-trip facilities and other amenities
- Lighting and way-finding

### Benefits

The B.C. Active Transportation Infrastructure Grant Program aligns with the provincial government's Active Transportation Strategy, Move. Commute. Connect. This is B.C.'s strategy for cleaner, more active transportation, part of the Province's CleanBC plan to reduce carbon pollution and build a better future for all British Columbians.

Active transportation infrastructure improves:

- Safety
- Community connectivity
- Continuity between existing or planned transportation corridors
- Linkages to public transit, ferries, airports
- Local economic opportunities
- Tourism
- Partnerships between neighboring jurisdictions
- Physical health
- Mental health

### Active Transportation Infrastructure Grant Funding Amount

The province cost-shares to a maximum of \$500,000 per project.

Provincial cost-share portions are determined by the type and size of community applying for a grant. Eligible and ineligible costs are detailed in the Program Guidelines.

### Eligible Infrastructure Funding by Community Type

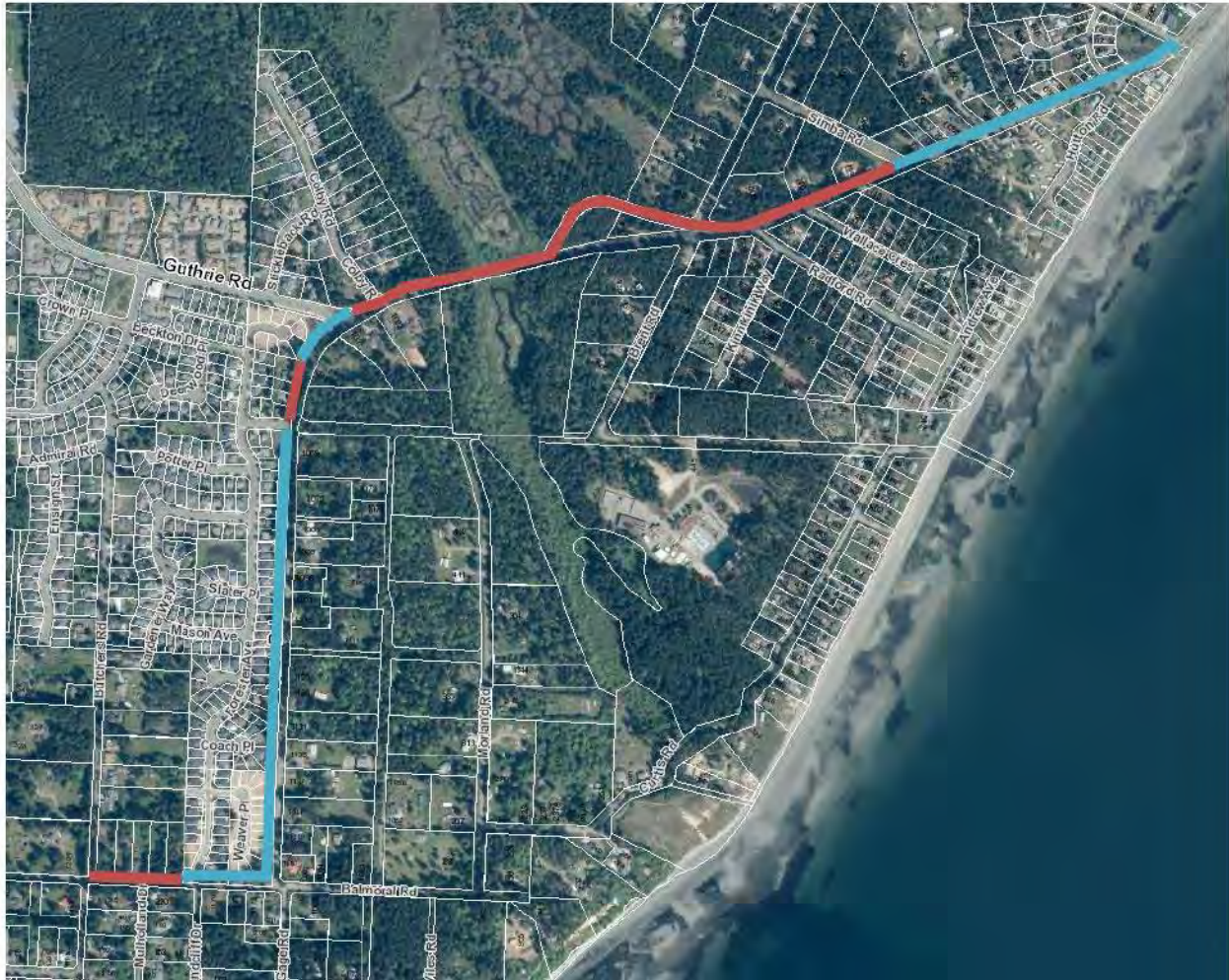
- Indigenous community or local government(s) working in partnership with an Indigenous community - 80%
- Population less than 15,000 - 70%
- Population 15,000 to 49,999 - 60%
- Population 50,000 to 99,999 - 50%
- Population 100,000 or more - 40%



- Population over 25,000 - 50%

### Map1 - Project Location

Lazo Greenway Extent: (Red sections=CVRD and Blue sections=Town's)







# TOWN OF COMOX

## REGULAR COUNCIL MEETING

STAFF REPORT

Meeting Date: March 16, 2022

<b>TO:</b> Mayor & Council	<b>FILE:</b> XXXX
<b>FROM:</b> Shelley Ashfield, Director of Operations Andrew Burger, Parks Superintendent	<b>DATE:</b> March 10, 2022
<b>SUBJECT:</b> Joint Grant Application – <b>Federal Active Transportation Fund</b> for Lazo Greenway	

Prepared by:  <i>Andrew Burger, Parks Superintendent</i>	Supervisor:  <i>Shelley Ashfield, Director of Operations</i>	Financial Approved:  <i>Clive Freundlich, Fin. Director</i>	Report Approved:  <i>Jordan Wall, CAO</i>
--	--	---	---

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

THAT Council formally authorizes Staff to proceed with a joint application with the CVRD for the Federal Active Transportation Fund for Lazo Greenway Multi-Use Path project.

And further, that the Town of Comox will fund from its approved capital budget (\$500,00.00), any costs for the Town's portion of the project which are ineligible for reimbursement.

### PURPOSE

To obtain authority from Council to submit a joint grant application with the CVRD for the construction of approximately 2.9 km of a shared multi-use path and greenway from Butchers Road to Sand Pines Road. This will include the installation of the pathway, community connections, directional signage, and public amenities along the greenway to create a safe pedestrian link between Town and Regional Parks to the Point Holmes area and beyond.

### STRATEGIC PLAN LINKAGE

This project "Development of Lazo Greenway" is identified in the 2022 Strategic Priorities Chart.

### EXECUTIVE SUMMARY

Lazo Greenway is a priority project for the Town to provide a safe pedestrian route from the growing neighborhoods around Forester Avenue to the Point Holmes recreation area. The Town's current financial plan has the project scheduled for 2022 with a budget of \$1,040,000 subject to grant approval. Town's portion of approved budget is \$500,00.

The funding under this grant program is 60% funded of eligible costs. This project is being done in partnership with the CVRD and see this joint grant submission as a great opportunity for a successful application.

### BACKGROUND

The Town's foresight in securing a 12m separated strip of parkland along Lazo Road allows for a linear park system to facilitate a multi-use pathway and associated amenities. Town staff have been actively working with the CVRD and provide a continuous pathway to link multiple community areas.

broad range of recreation opportunities. Detailed design is currently underway and will be ready for construction pending successful grant applications.

#### Active Transportation Fund at a Glance

Active transportation provides tangible benefits to communities, shortening commute times for families, creating good middle-class jobs, growing the economy, promoting healthier lifestyles, cutting air and noise pollution, and reducing greenhouse gas emissions. Active transportation will support the economic recovery from the COVID-19 pandemic and contribute to long-term, sustainable, inclusive economic growth, while setting the foundation for achieving a more inclusive Canada and net-zero climate emissions by 2050.

The Active Transportation Fund will provide \$400 million over five years to support the expansion and enhancement of active transportation infrastructure and a modal shift away from cars and toward active transportation. The Fund will also support the goals of Canada's Strengthened Climate Plan.

Active transportation refers to the movement of people or goods powered by human activity. Active transportation includes walking, cycling and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, rollerblades, snowshoes and cross-country skis, and more.

The Active Transportation Fund will invest in projects that build new and expanded networks of pathways, bike lanes, trails and pedestrian bridges, in addition to supporting active transportation planning and stakeholder engagement activities.

#### Maximum Program Contributions

The Fund includes a minimum funding-floor set-aside of 10% of total funds for Indigenous recipients. Considerations will be given to ensuring a distinctions-based distribution through the project assessment process. Moreover, 3% of the Fund has been notionally allocated for planning projects.

#### Capital Projects

Active Transportation Fund Component	Maximum Program Contribution (up to)	Maximum Federal Contributions from all sources (up to)	Total Canadian (i.e. federal, provincial, territorial, and municipal) Government stacking (up to)
Municipal activities located in Provinces	60%	60%	100%

#### Eligible Expenditures

Eligible expenditures are those considered to be direct and necessary for the successful implementation of an eligible project.

Eligible capital expenditures can include construction of cycling or walking paths; the development of a plan or design for an active transportation capital project; and engagement or outreach activities that support the goals of the National Active Transportation Strategy.

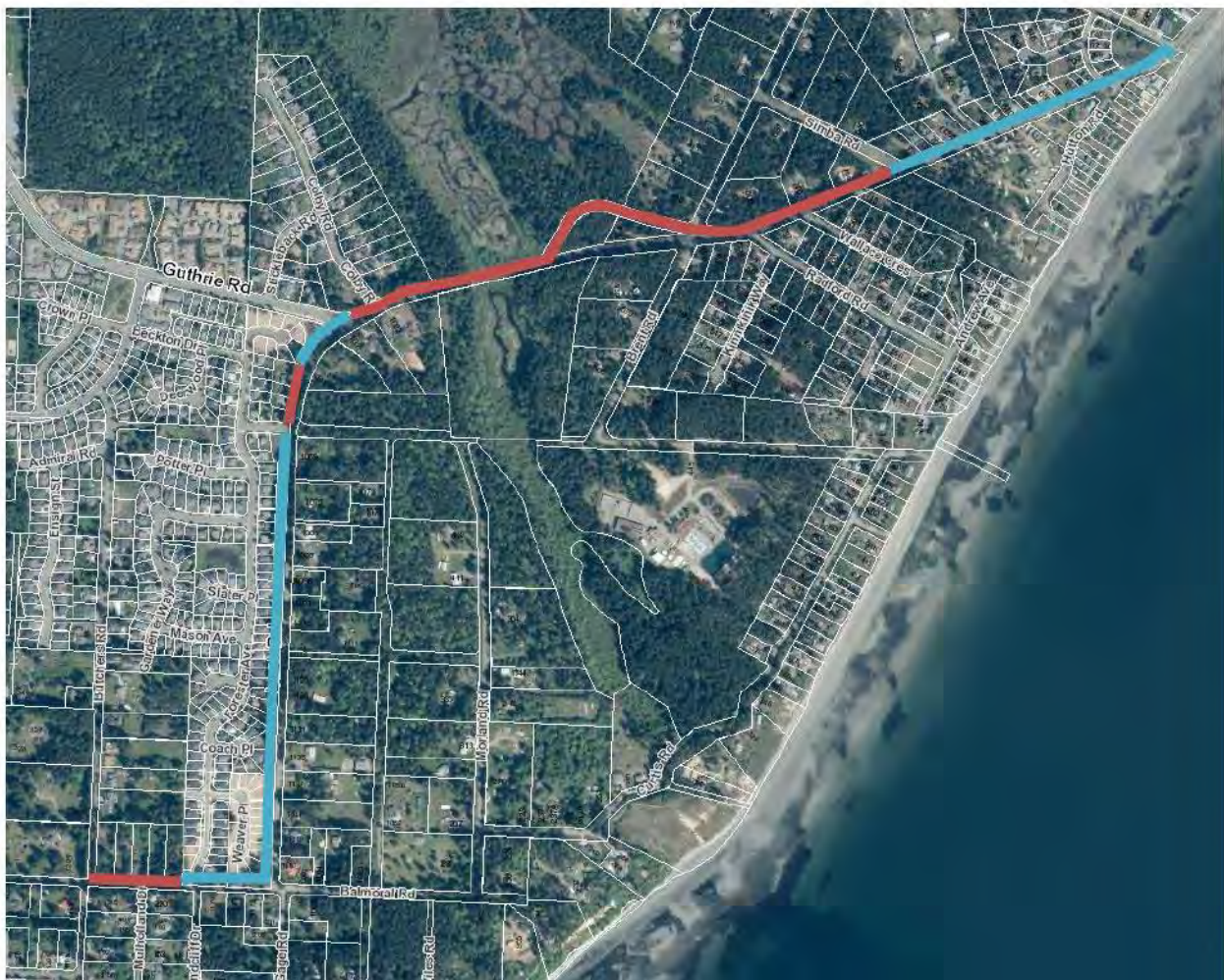
### Reporting and Audit Requirements

Infrastructure Canada will utilize a risk-based approach to reporting, with detailed reporting requirements outlined in grant or contribution agreements, as applicable.

Recipients of funding for capital projects will be required to provide progress reports to Infrastructure Canada in accordance with the contribution agreement. Recipients of planning grants would be required to submit a narrative report on their activities at upon the completion of their planning strategy.

### **Map1 - Project Location**

Lazo Greenway Extent: (Red sections=CVRD and Blue sections=Town's)

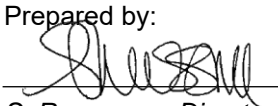





**TOWN OF COMOX**  
**REGULAR COUNCIL MEETING**

STAFF REPORT  
Meeting Date: March 16, 2022

<b>TO:</b> Mayor and Council	<b>FILE:</b> 0340-50 / 0580-01
<b>FROM:</b> Shelly Russwurm, Director of Corporate Services	<b>DATE:</b> March 11, 2022
<b>SUBJECT:</b> ICBC Information Protection Policy and Information Sharing Agreement	

Prepared by:  S. Russwurm, Director of Corporate Services	Supervisor: _____ _____	Financial Approved: _____ Clive Freundlich, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
---	-------------------------------	--	---

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

1. That Policy No. CCL - 070 "ICBC Information Protection Policy" be adopted.
2. That the Town enter into a three-year Information Sharing Agreement with the Insurance Corporation of BC for the receipt of personal information related to bylaw enforcement purposes and amounts owing to the Town; and further,

That the Mayor and Corporate Officer be authorized to execute the agreement.

**PURPOSE**

- To establish policy that protects the privacy of information obtained from the Insurance Corporation of BC (ICBC) with respect to enforcing bylaw violation notices.
- To obtain authorization to enter into an information sharing agreement with ICBC in order to receive owner information of certain vehicles in order to investigate and enforce municipal bylaw violations and collect fines and other amounts owing as a result of those bylaw violations.

**STRATEGIC PLAN LINKAGE**

The development of policies and procedures to govern staff activities, as well as the execution of information sharing and services agreements relate to Council's Core Service of *Strong Governance and Administration*.

**BACKGROUND**

ICBC, as a public body governed by the Freedom of Information and Protection of Privacy Act (FOIPPA), may only disclose personal information in accordance with FOIPPA. The Town of Comox has had an Information Sharing Agreement with ICBC for the past three years, which allows for the sharing of vehicle ownership information for the purpose of enforcing bylaw violation notices. The existing Information Sharing Agreement has now expired.

The Town has been advised that it must adopt an Information Protection Policy in order to enter into a renewed Agreement. The recommended *ICBC Information Protection Policy*, attached as Appendix A, ensures that the personal information obtained from ICBC is only used for the purpose with which it was obtained, that it is retained in a secure manner, and that it is retained and


disposed in accordance with FOIPPA and the Comox Records Management System Bylaw No. 1932, 2019.

### **Financial Implications**

Fees for parking tickets totalled \$36,000 in 2021. Approximately half of the fees were paid without any additional action being taken by the Town. With the Information Sharing Agreement with ICBC, the Town has been able to recover an additional 10% of fees through the issuance of reminder letters.

*ENCLOSED:      APPENDIX A – ICBC INFORMATION PROTECTION POLICY  
                     APPENDIX B – ICBC INFORMATION SHARING AGREEMENT*



 <b>TOWN OF COMOX</b>		<b>POLICY AND PROCEDURE MANUAL</b>
<b>Section:</b> COUNCIL	<b>Number:</b> CCL-070	<b>Office of Primary Responsibility:</b> CORPORATE SERVICES
<b>ICBC INFORMATION PROTECTION POLICY</b>		
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
<b>Date Adopted:</b>	<b>Council Resolution No:</b>	<b>Date to be Reviewed:</b>
<b>Manner Issued:</b> Website, Internal Memo, Upon request		

## 1 PURPOSE

- 1.01 To ensure Personal Information collected from the Insurance Corporation of British Columbia (ICBC) by the Town of Comox is only obtained:
- (a) in accordance with the Information Sharing Agreement between the Town and ICBC (the "ISA Agreement"),
  - (b) as necessary for completing assigned tasks,
  - (c) with appropriate care and discretion, and
  - (d) is destroyed in accordance with the Comox Records Management System Bylaw No. 1932, 2019.
- 1.02 This policy has been developed in accordance with British Columbia's *Freedom of Information and Protection of Privacy Act* ("FOIPPA"), which sets out rules for how public bodies can collect, use and disclose Personal Information.

## 2 DEFINITIONS

- 2.01 "Personal Information" means recorded information about an identifiable individual other than contact information, and includes licensing information and/or registration numbers for vehicles.

## 3 TYPES OF PERSONAL INFORMATION COLLECTED

- 3.01 Staff may collect the following Personal Information from ICBC using vehicle license plates:
- (a) Licensing information (plate, registration number, relevant dates),
  - (b) Current vehicle description (VIN, year, make, model, colour, body style), and
  - (c) Registered owner information (name and address).
- 3.02 The Town may only use the Personal Information disclosed to it by ICBC pursuant to the ISA Agreement for the purposes set out below:
- (a) Collecting a debt or fine owing to the Town,
  - (b) Assisting in a specific investigation of a municipal bylaw violation, undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result, or
  - (c) Enforcing parking violations once a violation ticket has been issued.

#### **4 USE OF PERSONAL INFORMATION**

- 4.01 In practice, license plate information is collected if a vehicle is found to be in contravention of a Town bylaw. Plate information is used to obtain the vehicle owner's contact information from ICBC in accordance with the ISA Agreement so they may be contacted by the Town.
- 4.02 Staff may only collect and use Personal Information as necessary to fulfill their duties as outlined under "Types of Personal Information Collected" above. This information will not be collected or used for any other reason unless consent has been obtained from the impacted individual in accordance with FOIPPA.
- 4.03 The Town will not use the Personal Information to develop or maintain a database of vehicle records for future reference.

#### **5 DISCLOSURE OF PERSONAL INFORMATION**

- 5.01 Personal Information collected shall only be disclosed to those whose duties require such access for the purposes of issuing/following up on tickets and collecting outstanding fines. Personal Information collected pursuant to the ISA Agreement will not be disclosed to individuals, the public, or agencies external to the Town unless:
- (a) The impacted individual consents to this disclosure in accordance with FOIPPA,
  - (b) The disclosure is authorized by FOIPPA, or
  - (c) As authorized or required by law.

#### **6 SECURITY OF PERSONAL INFORMATION**

- 6.01 In accordance with FOIPPA, the Town will make reasonable security arrangements to protect Personal Information under its custody and control against risks such as unauthorized access, collection, use, disclosure or disposal. Examples of current security arrangements employed by the Town include:
- (a) All physical documentation containing Personal Information for active files is retained in a secure (locked) filing cabinet,
  - (b) Personal Information in electronic format consists only of the license plate number and is retained within a program that only authorized employees and the Bylaw Enforcement Officer(s) can access;
  - (c) Information collected for billing or payment purposes will be retained within finance filing and within a program that only authorized employees and the Bylaw Enforcement Officer(s) can access. Personal Information within each system will be destroyed in accordance with the Comox Records Management System Bylaw No. 1932, 2019;
  - (d) Personal Information collected pursuant to the ISA Agreement will not be stored, disclosed or accessible outside Canada; and
  - (e) An employee, officer or Director of the Town, who knows there has been an unauthorized disclosure of Personal Information that is in the custody or under the control of Town, must immediately notify the designated head of the Town.

#### **7 RETENTION AND DISPOSAL**

- 7.01 In accordance with the Comox Records Management System Bylaw No. 1932, 2019, receipts and related information are retained for seven years. Upon completion of the retention period, the documentation and information will be destroyed. Personal Information collected in relation to a bylaw file is permanently retained.

- 7.02 In accordance with the ISA Agreement, Personal Information collected pursuant to the ISA Agreement will be retained for at least three years following the release of the Personal Information to which the record relates.

## **8 CORRECTION OF PERSONAL INFORMATION**

- 8.01 Information collected by the Town may be corrected either upon written request of the individual or through updated ICBC records. Should the individual request an update directly, the Town will verify the information with ICBC before making any changes.

## **9 PRIVACY COMPLAINTS**

- 9.01 Should an individual lodge a complaint regarding a breach of their privacy with respect to Town's collection of Personal Information pursuant to the ISA Agreement, staff will work with the complainant to try to resolve the issue. Staff will respond to complaints in a timely fashion and if a complaint cannot be resolved, the Town will refer the complainant to ICBC or the Office of the Information and Privacy Commissioner of British Columbia (OIPC).

## **10 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

*INFORMATION SHARING AGREEMENT BETWEEN THE TOWN AND THE INSURANCE CORPORATION OF BC*

*FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

*COMOX RECORDS MANAGEMENT SYSTEM BYLAW NO. 1932, 2019*

<b>Amendment Date</b>	<b>Section Amended or Description of Amendment</b>	<b>Resolution Number</b>





building trust. driving confidence.

### INFORMATION SHARING AGREEMENT

THIS AGREEMENT is made effective as of February 8, 2022 ("Effective Date"), between the Insurance Corporation of British Columbia ("ICBC") and Town Of Comox ("Recipient").

Name of Recipient <b>TOWN OF COMOX</b>	
Address (incl. postal code) <b>1809 Beaufort Avenue, Comox, BC, V9M 1R9</b>	
Type of Business <b>LOCAL GOVERNMENT</b>	BC Online Number <b>452322</b>
Primary Contact for this Agreement <b>Shelly Russwurm</b>	Telephone Number <b>250-339-2202</b>
Email Address <b>russwurm@comox.ca</b>	
Compliance Representative (Name and title) <b>Shelly Russwurm - Director of Corporate Services</b>	Telephone Number <b>250-339-2202</b>
Email address <b>russwurm@comox.ca</b>	
Term of Agreement <b>3 years (unless terminated earlier)</b>	
Data Type <b>Registered Owner Information</b>	

#### WHEREAS:

- A. ICBC collects information, including Personal Information, on individuals and vehicles under the authority of the *Commercial Transport Act*, RSBC 1996, c 58, *Motor Vehicle Act*, RSBC 1996, c 318, *Insurance (Vehicle) Act*, RSBC 1996, c 231 and the *Insurance Corporation Act*, RSBC 1996, c 228.
- B. ICBC and Recipient are public bodies governed by the *BC Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 ("FIPPA") and must collect, use and disclose Personal Information only as authorized by FIPPA.
- C. Recipient requires certain Personal Information held by ICBC in order to investigate and enforce municipal bylaw violations, and collect fines and other amounts owing to Recipient as a result of such violations.
- D. ICBC and Recipient wish to set out the terms and conditions of the collection, use, disclosure and retention of Personal Information by the parties, in compliance with the requirements of FIPPA.

ICBC and Recipient hereby agree as follows:

#### 1. DEFINITIONS

- 1.1 In this Agreement:

- (a) **"Agreement"** means this Information Sharing Agreement between ICBC and Recipient.
- (b) **"Authorized Employees"** are Recipient's employees who require the Personal Information for the Authorized Purposes.
- (c) **"Breach Incident"** means any suspected or confirmed access to, use, or disclosure of Personal Information that is not authorized by FIPPA or this Agreement.
- (d) **"Authorized Purposes"** has the meaning set out in section 5.1 of this Agreement.
- (e) **"Compliance Representative"** has the meaning set out in section 7.3 of this Agreement.
- (f) **"law enforcement"** has the meaning set out in FIPPA;
- (g) **"OIPC"** means the Office of the Information and Privacy Commissioner of British Columbia;
- (h) **"Personal Information"** has the meaning set out in FIPPA, and refers only to the Personal Information disclosed, or to be disclosed, by ICBC to Recipient pursuant to this Agreement, as described in section 4.1; and
- (i) **"VIN"** means Vehicle Identification Number.

## 2. **PURPOSE**

- 2.1 The purpose of this Agreement is to set out the terms and conditions governing Recipient's access to, use, storage, disclosure and disposal of the Personal Information.

## 3. **AUTHORITY FOR DISCLOSURE**

- 3.1 ICBC's disclosure of Personal Information to the Recipient is authorized by the following section(s) of FIPPA:

*33(2)(a) – disclosure for the purpose of collecting amounts owing to a public body by an individual or a corporation*

*33(3)(d) – to a public body or law enforcement agency in Canada to assist in a specific investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result*

## 4. **PERSONAL INFORMATION DISCLOSED BY ICBC**

- 4.1 ICBC will disclose only the following Personal Information to Recipient:

- (a) Vehicle Licence Information (licence plate number, registration number, effective and expiry date of policy, and termination date of policy);
- (b) Current Vehicle Description (VIN, model year, make, model, colour, body style, fuel, net weight (KG), gross weight (KG), and displacement); and
- (c) Registered Owner Information (current name and address of registered owner as shown in ICBC's vehicle registration database).

## 5. **AUTHORIZED USE**

- 5.1 Recipient may use the Personal Information disclosed by ICBC only for the purposes set out below (the **"Authorized Purposes"**):
- (a) to collect a debt or fine owing to the Recipient;

- (b) to assist in a specific investigation of a municipal by-law violation, undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result; or
  - (c) to enforce parking violations once a violation ticket has been issued.
- 5.2 Without limiting the generality of the foregoing, Recipient shall not use the Personal Information to develop or maintain a database of vehicle owners or vehicle records for purposes unrelated to the Authorized Purposes.

## 6. METHOD OF DISCLOSURE

- 6.1 Recipient may submit a request for Personal Information to ICBC via the following methods:
  - (a) by sending the relevant BC licence plate number to ICBC (and any other documents required by ICBC) via phone, fax or mail, and ICBC will provide the search results containing the Personal Information to Recipient by phone, fax or mail, as requested; or
  - (b) if approved by ICBC in advance, Recipient may submit a formatted list of British Columbia licence plate numbers or VINs to ICBC electronically via Secure File Transfer Protocol, and ICBC's systems will read Recipient's file and return the search results containing the Personal Information set out in section 4.1 above to a secure location where they can be retrieved by Recipient.

## 7. AUTHORIZED EMPLOYEES AND COMPLIANCE REPRESENTATIVE

- 7.1 Recipient shall:
  - (a) ensure that only Authorized Employees have access to the Personal Information (unless the Personal Information is disclosed as permitted under section 8 of this Agreement);
  - (b) maintain a current list of Authorized Employees; and
  - (c) provide ICBC with the list of Authorized Employees upon execution of this Agreement, and thereafter promptly provide such list to ICBC at least annually, or upon request by ICBC.
- 7.2 Recipient shall ensure that all Authorized Employees:
  - (a) have completed privacy and all other relevant training prior to obtaining access to any Personal Information; and
  - (b) have read and understood the terms of this Agreement prior to obtaining access to any Personal Information.
- 7.3 Recipient shall at all times have in place a knowledgeable senior person within its organization to be responsible for, and to have the authority to ensure, privacy compliance generally and compliance with this Agreement specifically (the "Compliance Representative"). Recipient shall promptly advise ICBC of any change to the Compliance Representative set out on page 1 of this Agreement.

## 8. DISCLOSURE OF PERSONAL INFORMATION BY RECIPIENT

- 8.1 Except with the prior written consent of ICBC which may be withheld for any reason whatsoever in ICBC's sole discretion, Recipient may disclose Personal Information only to the following persons and to no one else:

- (a) to Recipient's employees and Compliance Representative on a "need to know" basis and in accordance with this Agreement;
  - (b) to the individual the information is about upon satisfactory proof of identity;
  - (c) as may be required or authorized pursuant to FIPPA or other applicable laws of British Columbia or Canada;
  - (d) to ICBC, its external auditors and the OIPC for the purpose of audits, investigations or reviews;
  - (e) if applicable, to the Ministry of Attorney General, Justice Services Branch, Tribunal Transformation and Supports Office for the purpose of adjudicating bylaw disputes for the Recipient; or
  - (f) to the following third parties, if any, approved by ICBC: N/A
- 8.2 If ICBC provides written consent to Recipient to disclose Personal Information to a third party pursuant to section 8.1(f), then Recipient shall enter into an agreement with the third party ("Third Party Agreement") that, at a minimum, includes the information sharing provisions set out in Appendix B of this Agreement. Recipient shall provide ICBC with a copy of the signed Third Party Agreement upon request.

9. **RECORDS TO ESTABLISH ENTITLEMENT**

- 9.1 Recipient shall create and retain records ("Validation Records") for each request for Personal Information that reasonably establish Recipient's need for the Personal Information to carry out the Authorized Purposes, including the following (as applicable) and without limitation:
- (a) proof of debt or fine owing;
  - (b) copy of relevant bylaw;
  - (c) violation document (parking ticket);
  - (d) ticket number; and
  - (e) file number.
- 9.2 Without limiting the generality of the foregoing, Recipient must be able to provide file numbers for investigations of by-law violations where violation tickets have not been issued.
- 9.3 ICBC may request copies of the Validation Records either before or after releasing the Personal Information to Recipient.
- 9.4 Recipient shall maintain each Validation Record for at least 2 years following the release of the Personal Information to which the Validation Record relates, in a form that will readily allow ICBC to trace the original request for information to the relevant Validation Record.

10. **NO WARRANTY OR LIABILITY**

- 10.1 Recipient acknowledges and agrees that all Personal Information provided by ICBC is provided on an "as is" basis and ICBC makes no representations or warranties (express or implied) of any kind with respect to the Personal Information, including without limitation any warranties or representations that the Personal Information (or any part of it) is accurate, complete or up-to-date, or free from errors or omissions, in whole or in part, or that the Personal Information will be fit for any purpose.
- 10.1 ICBC will not, in any circumstances, be liable or responsible to Recipient for any damages (including without limitation, direct, indirect, special, incidental, consequential, lost profits or

revenue) Recipient may suffer as a result of the condition of the Personal Information (including but not limited to inaccurate, incomplete or out-of-date information), Recipient's inability to access or use the Personal Information, failure or delay by ICBC in providing the Personal Information, or in connection with the subject matter of this Agreement, even if ICBC has been informed in advance of such damages.

## **11. SECURITY**

11.1 Recipient shall have appropriate physical, organizational and technological security measures in place to ensure that Personal Information is collected, accessed, used, disclosed and destroyed by Authorized Employees only (unless disclosed under section 8 of the Agreement) and in accordance with the terms of this Agreement, including without limitation:

- (a) restricted access to records containing paper copies of Personal Information;
- (b) restricted access to Personal Information stored on computer systems and electronic storage devices and media, by using unique user IDs, passwords and permissions that are linked to identifiable Authorized Employees;
- (c) up-to-date anti-virus software installed on all computer systems;
- (d) up-to-date security patching on all computer systems; and
- (e) up-to-date and supported operating systems and internet browsers

11.2 If applicable, Recipient shall ensure that its systems containing Personal Information will be capable of providing an audit trail and user access logs, which logs will be retained by Recipient during the term of this Agreement and for at least 24 months following its expiry or termination.

## **12. STORAGE OF PERSONAL INFORMATION OUTSIDE CANADA**

12.1 Recipient will comply with FIPPA restrictions on storage of Personal Information outside Canada.

## **13. PRIVACY POLICY AND COMPLAINTS**

13.1 Recipient shall have an information handling and privacy policy in place ("Privacy Policy") that is applicable to all Authorized Employees. The Privacy Policy must clearly describe Recipient's obligation to keep Personal Information secure and comply with all applicable legislation. The Privacy Policy will, at a minimum, include the provisions set out in Appendix A of this Agreement. Recipient shall provide its Privacy Policy to ICBC on request.

13.2 Recipient shall have a written complaints procedure to deal with complaints about its information practices, and will provide a copy of the complaints procedure to ICBC upon request. Recipient shall follow its written complaints procedure at all times, respond in a timely manner to complaints, document each complaint and its resolution, and provide such records to ICBC upon request. Where a complaint is not resolved to the complainant's satisfaction, Recipient shall refer the complainant to ICBC or the OIPC.

## **14. BREACH INCIDENTS, INSPECTION AND NON-COMPLIANCE**

14.1 Recipient shall have established procedures to deal with Breach Incidents, and shall provide a copy of such procedures to ICBC upon request.

- 14.2 Despite any provision in its Privacy Policy or Breach Incident procedures, Recipient will, upon occurrence of a Breach Incident:
- (a) promptly, or in any case within 72 hours, notify ICBC and provide details of any Breach Incident;
  - (b) promptly take all reasonable steps necessary to remedy the Breach Incident as soon as reasonably possible or within the time period specified by ICBC;
  - (c) conduct a reasonable investigation of the Breach Incident and provide timely updates to ICBC during the course of such investigation;
  - (d) take all reasonable steps to prevent a recurrence of the Breach Incident;
  - (e) cooperate with ICBC in any litigation or investigation against third parties deemed necessary by ICBC to protect the Personal Information affected by the Breach Incident, to the extent such litigation or investigation is related to the subject matter of this Agreement; and
  - (f) if required by ICBC in its sole discretion, notify the OIPC or any person of the Breach Incident.
- 14.3 Recipient will immediately notify ICBC in writing and provide details of any non-compliance or anticipated non-compliance with this Agreement, and will promptly take reasonable steps to address and prevent recurrence of such non-compliance or anticipated non-compliance.
- 14.4 During the term of this Agreement and for 24 months thereafter:
- (a) Recipient shall respond to any written inquiries from ICBC and promptly forward to ICBC any records that ICBC may request in order to review whether Recipient is complying with this Agreement; and
  - (b) ICBC or its authorized representative may, upon reasonable notice and with the consent of Recipient, during regular business hours, enter Recipient's premises to inspect any Personal Information in the custody of Recipient and any of Recipient's information management policies or practices relevant to Recipient's compliance with this Agreement.
- 14.5 If ICBC reasonably believes that any of Recipient's officers, directors, employees or agents have failed to comply with this Agreement (by way of notification under section 14.3 or otherwise), or upon the occurrence of a Breach Incident, then ICBC may do one or more of the following:
- (a) require the non-compliance or Breach Incident to be remedied within a reasonable time period specified by ICBC, and if not remedied to the reasonable satisfaction of ICBC within that time period, terminate this Agreement immediately with ICBC having no liability to Recipient;
  - (b) require Recipient to take reasonable steps to prevent the recurrence of the non-compliance or Breach Incident;
  - (c) suspend Recipient's access to the Personal Information pending conclusion and satisfactory resolution of ICBC's investigation into the non-compliance and/or Breach Incident;
  - (d) require Recipient to comply with any direction of ICBC regarding access, use, disclosure and destruction of the Personal Information, including suspension or termination of an Authorized Employee's access to the Personal Information; or
  - (e) notify any other person of the non-compliance or Breach Incident, as applicable and determined by ICBC in its sole discretion.

- 14.6 ICBC may request that Recipient provide an annual written certificate confirming Recipient's compliance with all obligations under this Agreement, and if so requested, Recipient shall within 10 business days either:
- (a) provide such certificate; or
  - (b) provide a notice of non-compliance in accordance with section 14.3 of this Agreement.
- 14.7 In the event of a Breach Incident and if requested by ICBC, Recipient shall appoint an independent, external auditor at Recipient's expense to review Recipient's information practices under this Agreement. Recipient shall provide copies of the results of any such audit to ICBC within 7 days of receiving the auditor's report.
- 14.8 Recipient shall promptly and fully comply with any investigation, review, order or ruling of the OIPC in connection with the Personal Information.

**15. RECORDS RETENTION AND DESTRUCTION**

- 15.1 Subject to any statutory obligations to which Recipient may be subject, Recipient shall not retain any Personal Information in any form whatsoever (including without limitation hard copy or electronic formats), longer than is necessary to perform:
- (a) the Authorized Purposes; and
  - (b) Recipient's obligations under this Agreement.
- 15.2 Once Personal Information is no longer required for the purposes set out in section 15.1(a) and 15.1(b) of this Agreement, and any statutory retention periods have been reached, and in accordance with its document retention and destruction policies, Recipient shall permanently and securely destroy the Personal Information and all records thereof in a manner appropriate to the form in which it is held so that the Personal Information cannot be subsequently retrieved, accessed or used by Recipient or any other person.

**16. ACCURACY**

- 16.1 If an individual notifies Recipient that Recipient's record of the individual's Personal Information is incorrect, Recipient shall:
- (a) verify the accuracy of the Personal Information with ICBC; and
  - (b) where appropriate, advise the individual to consider making a formal request for correction to ICBC.

**17. INDEMNITY**

- 17.1 Recipient shall indemnify and save harmless ICBC, its directors, officers, employees and agents from any claims, actions, damages, losses and costs (including reasonable legal fees and settlement costs), that may arise as a result of a Breach Incident or Recipient's breach of any term of this Agreement (including without limitation the use, access, disclosure, storage or destruction by Recipient of Personal Information in breach of this Agreement).

18. **COSTS**

- 18.1 Recipient shall pay all costs and fees related to carrying out this Agreement, including without limitation any search fees prescribed by the *Motor Vehicle Act Regulations*, BC Reg 26/58 or any other applicable legislation. ICBC will determine the method of payment in its sole discretion.

19. **TERM AND TERMINATION**

- 19.1 The term of this Agreement is **3 years**, commencing on the Effective Date set out above. Recipient is solely responsible for applying to renew this Agreement. If Recipient continues to have access to the Personal Information following expiry of this Agreement, then all terms and conditions of this Agreement will continue to apply.
- 19.2 ICBC may terminate this Agreement and all associated access to Personal Information at any time with or without cause.

20. **NOTICES**

- 20.1 All notices and communications required or permitted under this Agreement must be in writing and must be delivered to the other party at the address or electronic mail address set forth above for the Recipient and set out in section 20.2 for ICBC or at such other addresses and facsimile numbers as may from time to time be notified in writing by that Party pursuant to this section 20.1. Delivery of notices and communications shall be deemed to have occurred for the various delivery methods as follows:

- (a) by mail - 72 hours after being deposited in the mail in Canada with first class postage prepaid;
- (b) by personal delivery - when delivered;
- (c) by courier - on the next business day following the date of such delivery; and
- (d) by electronic transmission - on the next business day following the date of successful transmittal.

- 20.2 ICBC contact information for notice:

**Insurance Corporation of British Columbia**

Contact Person: Privacy and FOI Advisor

Address: Room 217, 151 West Esplanade, North Vancouver BC V7M 3H9

Email: [privacy@icbc.com](mailto:privacy@icbc.com)

21. **INDEPENDENT LEGAL ADVICE**

- 21.1 Each party to this Agreement represents and warrants to the other party that it has read and fully understands the terms and provisions of this Agreement, has had the opportunity to review this Agreement with independent legal counsel, and has executed this Agreement based upon such party's own judgement and advice of independent legal counsel (if sought).

22. **GENERAL**

- 22.1 The sections of this Agreement that impose obligations on Recipient concerning the use and management of Personal Information survive and apply after the expiry or earlier termination of this Agreement.




- 22.2 Any amendments to this Agreement must be in writing and signed by both parties.
- 22.3 This Agreement will be governed by and construed in accordance with the laws of British Columbia. The parties hereby attorn to the exclusive jurisdiction of the courts of British Columbia.
- 22.4 This Agreement may be executed with electronic signatures, in counterparts, and may be delivered by electronic transmission in accordance with section 20.1, and each counterpart when so executed, delivered and received shall be deemed an original, and all such counterparts shall together constitute one and the same document.

The parties, intending to be legally bound, have executed this Agreement by their respective duly authorized representatives as of the dates below.

INSURANCE CORPORATION OF  
BRITISH COLUMBIA

by:

  
\_\_\_\_\_  
Authorized Signatory

ASHLEY HOBSON  
\_\_\_\_\_  
Print name

PPSS MANAGER  
\_\_\_\_\_  
Title

FEB 8, 2022  
\_\_\_\_\_  
Date

TOWN OF COMOX

by:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## APPENDIX A

### Privacy Policy Requirements

Recipient shall have a Privacy Policy that at a minimum, includes provisions addressing the following:

1. **Collection of Personal Information:** Description of when and why your organization collects Personal Information and its legal authority for doing so.
2. **Use of and Access to Personal Information:** Description of the purpose(s) for which your organization uses the Personal Information collected. Description of the persons at your organization who may access and use the Personal Information collected.
3. **Disclosure of Personal Information:** Description of the circumstances under which your organization will disclose Personal Information to another party, who it will disclose Personal Information to, and the legal authority for disclosure.
4. **Storage and Security:** Description of the security safeguards your organization employs to ensure that Personal Information is collected, accessed, used, stored, disclosed and destroyed appropriately in compliance with applicable privacy and other legislation. Description of any applicable restrictions on storing Personal Information outside Canada.
5. **Retention and disposal:** Description of how long the Personal Information will be retained and when/how it will be destroyed.
6. **Correction of Personal Information:** Description of how individuals can correct their Personal Information held by your organization.
7. **Privacy Complaints/Breach Incidents:** Description of your organization's complaints and privacy breach procedures and what someone can expect when making a privacy complaint.

## Appendix B

### Requirements for Third Party Agreement (Section 8 of Agreement)

If Recipient will be disclosing Personal Information to a third party under section 8.1(f) of the Agreement, Recipient must obtain written consent from ICBC and enter into an agreement with each third party ("Third Party Agreement") that, at a minimum, includes information sharing provisions regarding the following matters and the requirements/restrictions set out below:

1. **ICBC Information Disclosed to Third Party:** A clause describing the specific Personal Information that Recipient will be disclosing to the third party.
2. **Authorized Purposes:** A clause describing the authorized purposes for which the third party may use the disclosed Personal Information. The third party must not use the Personal Information for any other purpose.
3. **Authorized Employees:** Only the third party's employees who need Personal Information to perform their job functions are allowed to access the Personal Information.
4. **Security:** A clause describing the security measures the third party will have to ensure the Personal Information is collected, accessed, used, disclosed and destroyed appropriately.
5. **Disclosure:** A clause describing who the third party may disclose the Personal Information to. The third party must not disclose the Personal Information to any other party unless ICBC's consent is obtained.
6. **Storage of Personal Information Outside Canada:** If applicable, a clause requiring the third party to comply with FIPPA restrictions, if any, on storing any Personal Information outside Canada.
7. **Destruction:** A clause requiring the third party to permanently and securely destroy the Personal Information after its obligations under the Third Party Agreement have been fulfilled.
8. **Non-Compliance or Privacy Breach:** A clause requiring the third party to report any privacy breach or non-compliance related to the Third Party Agreement to Recipient (which Recipient must report to ICBC).