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TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY JULY 15, 2020

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

NOTICE is hereby given that, pursuant to sections 7(1) and 7(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. 3 M192, the July 15, 2020 Regular Council Meeting will be conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. 3 M192, the public will not be permitted to be in attendance. Members of the public may attend to view the live-streamed proceedings of Council at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, beginning at 5:30 p.m. The meeting will also be live-streamed on the Town's Facebook page.

Public Question Period takes place at the end of each Council Meeting. Because residents are unable to attend meetings in person at this time, questions about agenda items can be emailed to agenda@comox.ca up to 5:00 p.m. each Council meeting day. Questions will be read out at the meeting and responses provided. Please include both your name and address for identification purposes.

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS:

- (11) a. [Alana Mullaly: Comox Housing Needs Assessment](#)
That the Town of Comox May 2020 Housing Needs Report and Summary Form, as included in the July 15, 2020 Regular Council Meeting Agenda, be received.
- (70) b. [Julie Micksch - Development During the Song Bird Breeding Season](#)
- (123) c. [Hal Martyn - Development Variance Permit Application DVP 20-5 \(2260 Robb Avenue\)](#)

2. MINUTES OF MEETINGS:

- (73) a. [Regular Council Meeting Minutes](#)
That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday June 17, 2020, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (78) a. [Management Report - July 15, 2020](#)
That the July 15, 2020 Management Report be received and filed for information.

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5. SPECIAL REPORTS:

- (87) a. [Comox Valley Regional District Meeting Minutes](#)
That the following Comox Valley Regional District meeting minutes be received for information:
- Comox Valley Regional District Board held on May 26, June 16 & June 23, 2020.
- Comox Strathcona Waste Management Board held on March 12 & June 25, 2020.

6. BYLAWS:

- (110) a. [Planning Report PR 20-7: Requirement to Underground Overhead Services in Residential Infill Projects](#)
1. *THAT the following sub sections be added to the Subdivision and Servicing Bylaw 1261 Appendix G section 1.2.1 "With respect to subdivision, all wiring shall be underground, except where*

'1.2.1.2 the development is within a residential zone where one existing parcel will be split into two and overhead services to an already constructed dwelling unit on the parcel exist, the overhead service to the constructed dwelling unit may remain'

And

'1.2.1.3 the development is within a residential zone where one existing parcel will be split into two and will require an additional non-existing hydro pole to be installed to facilitate underground servicing of a proposed parcel, that parcel will not require underground services'
 2. *THAT the Town of Comox Subdivision and Development Servicing Bylaw, 1261, Amendment No. 13, 2020 be given First Reading.*
 3. *THAT the Town of Comox Subdivision and Development Servicing Bylaw, 1261, Amendment No. 13, 2020 be given Second Reading.*
 4. *THAT the Town of Comox Subdivision and Development Servicing Bylaw, 1261, Amendment No. 13, 2020 be given Third Reading.*

7. NEW BUSINESS AND NOTICES OF MOTION:

- (115) a. [Ministerial Order No. M192 and Attendance of the Public at Council Meetings](#)
1. *That, in accordance with Ministerial Order No. M192 and despite the best efforts of Council, the attendance of members of the public cannot be accommodated at Council and Council Committee meetings that would otherwise be held in accordance with the applicable requirements or recommendations under the Public Health Act, due to the room size and maximum person capacity of Council Chambers.*

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- (115) a. [Ministerial Order No. M192 and Attendance of the Public at Council Meetings](#)
2. *That, in accordance with Ministerial Order No. M192, the Town of Comox is ensuring openness, transparency, accessibility and accountability for Council and Council Committee meetings by:*
 - a. *allowing the public to hear and see meetings in-person through attendance at livestreamed events at d'Esterre Seniors' Centre, 1801 Beaufort Avenue;*
 - b. *allowing the public to hear and see meetings electronically through livestreamed videos published on the Town's Facebook page;*
 - c. *allowing the public to ask questions on agenda items via email or drop-off of questions;*
 - d. *publishing the entire agenda and all background materials on the Town's website;*
 - e. *archiving the meeting video for future viewing by members of the public; and*
 - f. *continuing to explore options to facilitate public participation.*
 3. *That, in accordance with Ministerial Order No. M192, Council will continue to conduct all or part of Council and Council Committee meetings by means of electronic or other communication facilities for the duration of the period that the declaration of a state of Provincial emergency made March 18, 2020 under section 9 (l) of the Emergency Program Act and any extension of the duration of that declaration is in effect.*
- (119) b. [Planning Report: Prioritization of 1582 Balmoral Ave Development Variance Permit Application DVP 20-6 / Development Permit Application DP 20-6](#)
- That the Town of Comox process Development Variance Permit and Development Permit applications DVP/DP 20-6 (1582 Balmoral Avenue) as a high priority immediately following Rezoning Application RZ 19-7 (695 Aspen), Rezoning Application RZ 18-6 (2310 Guthrie), and Rezoning and Official Community Plan Amendment Applications RZ/OCP 19-1 (2309 McDonald).*
- (123) c. [Development Variance Permit Application DVP 20-5 \(2260 Robb Avenue\)](#)
- That Development Variance Permit DVP 20-5 be approved.*
- (126) d. [UBCM Community Excellence Award - Application](#)
- That Council formally support Administration in submitting an application for UBCM's 2020 Community Excellence Awards.*
- (128) e. [Rezoning Application RZ 18-6 / Development Permit Application DP 18-4 / Development Variance Permit Application DVP 19-7 \(2310 Guthrie Road\)](#)
- NOTE THERE WILL BE A STAFF PRESENTATION ON THIS ITEM.*
1. *That Comox Zoning Amendment Bylaw 1897 be given First Reading.*
 2. *That Comox Zoning Amendment Bylaw 1897 be given Second Reading.*
 3. *That Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road be given First Reading.*
 4. *That Comox Phased Development Agreement Authorization Bylaw 1898: 2310 Guthrie Road be given Second Reading.*
 5. *That a Public Hearing in respect of Bylaws 1897 and 1898 be scheduled by the Town at a suitable time and location having regard to COVID-19 restrictions, and the Town publish the requisite notices as required by the Local Government Act.*

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- (289) f. [Garbage Collection Frequency](#)
THAT upon a thorough communications plan and notification to the public the Town of Comox moves to a garbage collection system of:
- *Bi-weekly Garbage Collection*
 - *Bi-weekly Recycling Collection*
 - *Weekly yardwaste and Organic Collection*
- (292) g. [Planning Report RZ 20-2 Zoning Map and Housekeeping Update](#)
1. *That Comox Zoning Amendment Bylaw 1957 be given First Reading.*
 2. *That Comox Zoning Amendment Bylaw 1957 be given Second Reading.*
 3. *That in accordance with section 464(2) of the Local Government Act, the requirement to hold a Public Hearing in respect of Comox Zoning Amendment Bylaw 1957 be waived and staff be instructed to publish the requisite notices as required by the Local Government Act.*

8. CORRESPONDENCE:

- (307) a. [Pam Moughton \(Comox Archives and Museum Society\) Comox Museum Update](#)
- (321) b. [Bruce Gibbons \(Merville Water Guardians\) UBCM 2019 B154 Groundwater Resolution - No Action Taken](#)
- (323) c. [Brenda Butterworth-Carr; Tr'injã shär njit dintlät \(Ministry of Public Safety & Solicitor General\) RCMP Auxiliary Program \(Tier 3\)](#)
- (325) d. [Earlene Cameron: Drive Thru noise](#)
- (327) e. [Systemic Racism - Ma](#)
- (329) f. [Richard Kerton \(Pride Society of the Comox Valley\) Pride Flag Raising](#)
- (330) g. [David Grove \(The Victoria Electric Vehicle Association\) Right to Charge](#)
- (339) h. [Andrea Cupelli \(Comox Valley Coalition to End Homelessness\) Comox Valley 2020 Homeless Count - Preliminary Data](#)
- (343) i. [Ron Webber, Director \(Comox Valley Affordable Housing Society\): 1582 Balmoral Letter of Support](#)

9. LATE ITEMS: NIL**10. DELEGATIONS: NIL****11. REPORTS FROM MEMBERS OF COUNCIL:****12. MEDIA QUESTION PERIOD:****13. PUBLIC QUESTION PERIOD:**

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14. EXCLUDE THE PUBLIC:

a. Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday July 15, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:

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

(1)(g) litigation or potential litigation affecting the municipality; and

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

ADJOURNMENT



CORPORATE OFFICER

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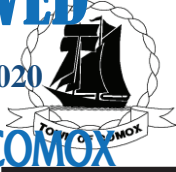
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RECEIVED

Jul 7, 2020



REQUEST TO APPEAR AS A DELEGATE

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

LOG: 20-269	A1	A2	A3	A4	A5
FILE: 0400-03	ACTION: File		RCM 15JUL20		

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

Name(s) of person(s) speaking:

Alana Mullaly

Organization you are representing: Comox Valley Regional District

Primary purpose of Organization: Local Gov't Number of members: _____

Mailing address: 770 Harmston Avenue

City: Courtenay Postal Code: V9N 0G8

Contact name: Alana Mullaly Email: amullaly@comoxvalleyrd.ca

Phone: 250-334-6051 Fax: _____

Subject matter:

Present the Town of Comox's final housing needs assessment report

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

To receive the report in order to satisfy grant funding requirement (UBCM)

Requested meeting and date: July 15, 2020 AV equipment required: ppt

Date of application: July 7, 2020 Signature of applicant: _____
(or print name) Alana Mullaly

Please Note:

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 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 Committee of the Whole, 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 Committee of the Whole Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.



TOWN OF COMOX
Housing Needs Report
Data Results

May 2020

Contents

- WHAT TO EXPECT..... 4
- TABLE SUMMARY OF FINDINGS..... 5
- DEMOGRAPHY 6
 - 1. Historical Population..... 6
 - 2. Age 6
 - 3. Dependency Ratio..... 7
 - 4. Anticipated Population 8
 - 5. Tenure 10
 - 6. Indigenous Identity 10
 - 7. Visible Minority 12
 - 8. Immigrant Population 12
 - 9. Mobility 13
 - 10. Household Size..... 15
 - 11. Household Type 16
 - 12. Household Maintainers 17
- ECONOMY 19
 - 13. Income 19
 - 14. Income by Household Type 21
 - 15. Low-Income Measure (LIM) – After Tax 22
 - 16. Employment..... 23
 - 17. Industry 25
 - 18. Commuting 27
- HOUSING 27
 - 19. Dwelling Types 27
 - 20. Dwelling Age 29
 - 22. Rental Inventory 30
 - 23. Recent Development Trends 32
 - 24. Rental Market – Rent & Vacancy..... 33
 - 25. Ownership Market – Prices & Sales..... 35
 - 26. Short-term Rentals (AirBnB) 38
 - 27. Non-Market Housing 40
 - 28. Subsidized Housing 41

29. Homelessness42

HOUSING NEED42

30. Anticipated Household Demand.....42

31. Housing Condition (Adequacy)44

32. Overcrowding (Suitability)45

33. Affordability46

34. Core Housing Need48

35. Extreme Core Housing Need.....49

36. Affordability Gap.....51

WHAT TO EXPECT

The following report is result of the collection, consolidation, and analysis of multiple datasets prescribed by British Columbia's Housing Needs Report Regulation, approved April 16, 2019 as part of the *Local Government Statutes (Housing Needs Reports) Amendment Act, 2018*, S.B.C, c.20. Each report section is meant, where possible, to provide a summary of local trends, as well as discussions on notable findings. Comparison's to the Comox Valley Regional District (also referred to as Comox Valley or CVRD) and the Province of British Columbia (BC) are made to provide context for how the community relates to larger geographies.

Although the report aims to maintain consistency in the data it shares and analyzes, there are some notable considerations to keep in mind:

- (1) In order to provide tenure specific information (i.e. owner and renter persons and/or residents), the report had to use the custom Statistics Canada dataset generated on behalf of the Province. When compared to the aggregate data on the Statistics Canada website, the reader may notice discrepancies; particularly, for total populations. Accordingly, the report puts added emphasis on percentages when discussing trends or making cross-geographical comparisons.
- (2) Notwithstanding consideration (1), those sections that refer solely to the total population or total households (e.g. historical and anticipated), without reference to owners or tenures, use data acquired directly from Statistics Canada and not the custom dataset.
- (3) Between the 2006, 2011, and 2016 censuses, the Town of Comox's boundaries have changed, causing issues when comparing across time. Although historical comparisons can be made using percentages/proportions, the discrepancies can have considerable impact on population projection dependability. Accordingly, the projection model required estimations. Calculating these estimates involved the addition or subtraction of Dissemination Area (DA) data from the community total, adjusted by the proportion of land within that DA that was actually added or subtracted. The result is a 2016 community boundary applied to both 2006 and 2011, where necessary.
- (4) Both traditional Statistics Canada data and the custom dataset may have small discrepancies between its data categories for populations or households. The differences are due to statistical rounding within each individual category, which may result in those categorical sums differing from others.
- (5) Rental rate statistics reflect the average rent that is paid among all units in the market. In locations where rents are increasing, it is typical that asking rents for currently available (vacant) units are higher than average market rents. Occupied units may trail these asking rents for a variety of reasons: market changes since the lease contracts were executed, legislative controls on rental increases for existing tenants, the introduction of newly completed (more expensive) dwellings into the pool of available units, landlords applying less aggressive rent increases to current tenants to reduce unit turnover, etc. Therefore, rental statistics in this report likely understate the rents that households currently looking for rental accommodation would have to pay. CMHC does track the difference in rents between vacant and occupied units, but only for larger markets. The closest location for which data is available is the Victoria Census Metropolitan Area. The difference in rents between vacant and occupied units can vary significantly by unit type and location, in Victoria's submarkets this difference can vary from a 2 to 45 percent. Over the entire market, rents in Victoria are 20% higher in vacant units, compared to occupied.

Report discussions attempt to bridge data from separate sections where appropriate and/or possible. As such, it is important to consider the document as a whole and not solely as its individual parts. To understand how the Town of Comox compares to its neighbouring municipalities and electoral areas, please refer to Regional Housing Needs Profile for the Comox Valley Regional District, found at the beginning of this report.

TABLE SUMMARY OF FINDINGS

British Columbia's Housing Needs Report Regulation requires that a summary form be completed and submitted to the Ministry of Municipal Affairs & Housing. The collection of charts below reflects those requested data points, which can be found and discussed in greater detail within the report. For a glossary of definitions related to terms used throughout the text, please see page 104 of the Regional Report.

Data Collection Summary Form

Population			%Δ since 2016			Income			Overall	Owners	Renters
2016 census	14,020		-			Comox	\$69,254	\$76,595	\$46,762		
2020 estimated	14,855		6.0%			Comox Valley	\$64,379	\$73,367	\$38,394		
2025 anticipated	15,955		13.8%			British Columbia	\$69,995	\$84,333	\$45,848		
Seniors (65+)			2016	2025		Economy			Overall	Owners	Renters
Comox	29.1%		35.1%			Participation rate	53.7%	51.1%	64.5%		
Comox Valley	25.2%		32.7%			Unemployment rate	7.1%	7.6%	6.0%		
British Columbia	17.4%		23.7%			Employment rate	49.8%	47.2%	60.9%		
Median Age			2016	2025		Core Housing Need (%)			2006	2011	2016
Comox	51.0		54.8			Overall	4.9%	10.0%	7.5%		
Comox Valley	49.9		51.6			Owners	2.2%	4.5%	3.1%		
British Columbia	42.5		44.3			Renters	13.7%	30.4%	23.2%		
Households			%Δ since 2016			Core Housing Need (#)			2006	2011	2016
2016 census	6,210		-			Overall	250	585	460		
2020 estimated	6,770		9.0%			Owners	85	205	145		
2025 anticipated	7,495		20.7%			Renters	160	385	315		
Household Units (est.)			2016	2020	2025	Extreme Housing Need (%)			2006	2011	2016
0 bedrooms	25	25	30			Overall	2.2%	4.4%	3.9%		
1 bedroom	400	440	485			Owners	0.8%	2.5%	1.8%		
2 bedroom	1,500	1,640	1,805			Renters	6.9%	11.1%	11.1%		
3+ bedrooms	4,285	4,665	5,175								
Total	6,210	6,770	7,495			Extreme Housing Need (#)			2006	2011	2016
Household Size	2.2	2.1	2.1			Overall	110	255	235		
						Owners	30	115	85		
						Renters	80	140	150		

DEMOGRAPHY

1. Historical Population

Comox's population grew to 14,020 people in 2016, up 14.0 percent over 10 years – 1.3 percent annually. Its growth surpasses that of the Comox Valley Regional District (CVRD) and the Province; notably, due to the generally greater increases associated with being an urban community. Comox is the second largest community within the CVRD after its neighbour, the City of Courtenay.

Table Com 1.1: Historical Population, 2006 to 2016 (Statistics Canada)

COMMUNITY	2006	2011	2016	%Δ06-16
Comox	12,300	13,625	14,020	14.0%
Comox Valley	56,645	61,575	64,355	13.6%
British Columbia	4,054,605	4,324,455	4,560,240	12.5%

As is common across Canada and BC, Comox's population is ageing. Specifically, its senior population – defined as those persons at or above 65 years of age – grew 43.0% between 2006 and 2016 to 3,245 persons. This 3.6 percent annual increase is the fastest growth among age cohorts, greatly surpassing working age persons (herein defined as those aged 20 to 64 – 10.1 percent) and youth (0 to 19 – 0.5 percent). Accordingly, the proportion of seniors relative to total population is rising and is anticipated to continue as such – between 2006 and 2016, seniors grew 5.9 percent to 29.1 percent.

Table Com 1.2: Proportion of Senior (65+) Population (Statistics Canada)

COMMUNITY	2006	2011	2016	%Δ06-16
Comox	23.2%	25.8%	29.1%	43.0%
Comox Valley	18.1%	21.1%	25.2%	58.2%
British Columbia	14.0%	14.9%	17.4%	40.5%

Compared to the CVRD and BC, Comox has historically had higher rates of senior populations; however, its decade long growth is slower than the Region overall (58.2 percent in 10 years), and is about at par with the Province (40.5 percent).

2. Age

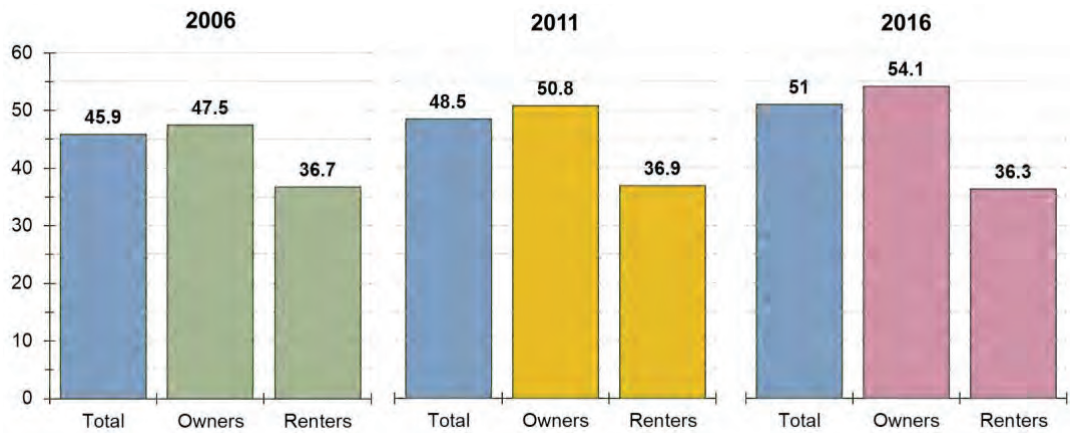
In 2016, residents between 65 and 84 grew 36.7 percent over 10 years, of which about all was attributed to owner growth. For renter residents, 52.1 percent (up 2.3 percent since 2006) were 25 to 64 years old, higher than owners at 48.0 percent. Relatedly, renters also demonstrated a greater share of people between 0 to 14 (21.3 percent), also up 2.3 points.

Table Com 2.1: Proportion by Age Group & Tenure (Statistics Canada)

	Total			'16 % of Total	Owners			'16 % of Total	Renters			'16 % of Total
	2006	2011	2016		2006	2011	2016		2006	2011	2016	
Total	11,915	13,285	13,705	100.0%	9,590	10,805	10,910	100.0%	2,320	2,480	2,795	100.0%
< 14 years	1,960	1,990	1,970	14.4%	1,520	1,545	1,370	12.6%	440	445	595	21.3%
15 to 19 years	780	795	785	5.7%	640	625	625	5.7%	130	170	155	5.5%
20 to 24 years	450	535	480	3.5%	270	395	340	3.1%	180	145	140	5.0%
25 to 64 years	6,060	6,740	6,685	48.8%	4,895	5,375	5,240	48.0%	1,155	1,350	1,455	52.1%
65 to 84 years	2,425	2,810	3,315	24.2%	2,065	2,530	2,955	27.1%	350	275	355	12.7%
85+ years	245	185	60	0.4%	425	325	105	1.0%	470	360	105	3.8%
Median Age	45.9	48.5	51.0		47.5	50.8	54.1		36.7	36.9	36.3	
Average Age	43.7	45.7	47.1		44.9	47.2	49.4		38.9	39.3	38.2	

As the population ages over time, unmatched by young migrants or births, the median age increases. Between 2006 and 2016, Comox’s median age grew 5.1 years – or 1.1 percent annually – to 51.0 years of age. Residents belonging to the “owner” tenure category have historically been older (based on the median) than their renting counterparts. Nevertheless, this is unsurprising due to the generally tendencies for home ownership to be more popular and/or accessible for older cohorts who trend towards higher incomes and investments that facilitate purchasing a home.

Figure Com 2.1: Historical Median Age by Tenure (Statistics Canada)



In 2016, the median age for owners was 54.1; whereas, renters were 36.3. Both tenure categories surpassed that of the CVRD overall and BC. However, Comox Valley’s overall median age grew about 1.0 percentage point faster than Comox (12.0 percent over 10 years); BC’s age growth was below half of Comox (4.9 percent).

Table Com 2.2: Median Age, 2016 – Comparison (Statistics Canada)

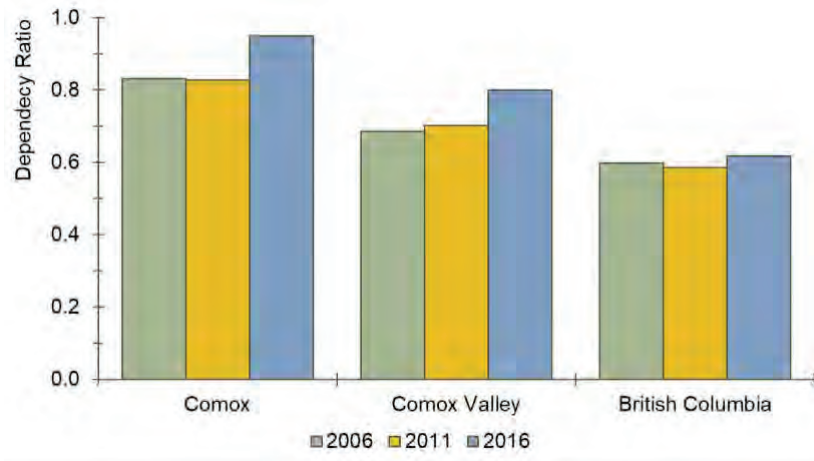
COMMUNITY	Overall	Owner	Renter
Comox	51.0	54.1	36.3
Comox Valley	49.9	53.5	34.5
British Columbia	42.5	46.5	33.8

3. Dependency Ratio

The trajectory of life generally dictates that you flow through varying levels of independence as you mature – children are highly dependent on their family to take care of them until they themselves can effectively contribute to society; while seniors, having contributed economically for the majority of their lives, begin to lose their independence as they age, mostly due to declining health. Often times these seniors depend on their children or community services to maintain a high quality of life.

Based on the assumption that youth and senior populations are “dependent”, while those of working age are “independent”, a dependency ratio can be calculated. Simply, the ratio illustrates the relationship between persons drawing from community resources to those contributing.

Figure Com 3.1: Dependency Ratio, 2016 – Comparison (Statistics Canada)



Since at least 2006, Comox’s dependency ratio has been below 1.0, demonstrating that there are more persons contributing resources than otherwise. For clarity, a ratio of 1.0 means that there are equal amounts of people assumed to be working for each dependent. A lower ratio would indicate more working age people versus dependents, while a higher ratio would be the opposite. **Figure Com 3.1** illustrates the change in ratios over time for each compared geography.

Table Com 3.1: Dependency Ratio, 2016 – Comparison (Statistics Canada)

COMMUNITY	2006	2011	2016	%Δ06-16
Comox	0.83	0.83	0.91	9.8%
Comox Valley	0.68	0.70	0.80	16.8%
British Columbia	0.60	0.59	0.62	3.4%

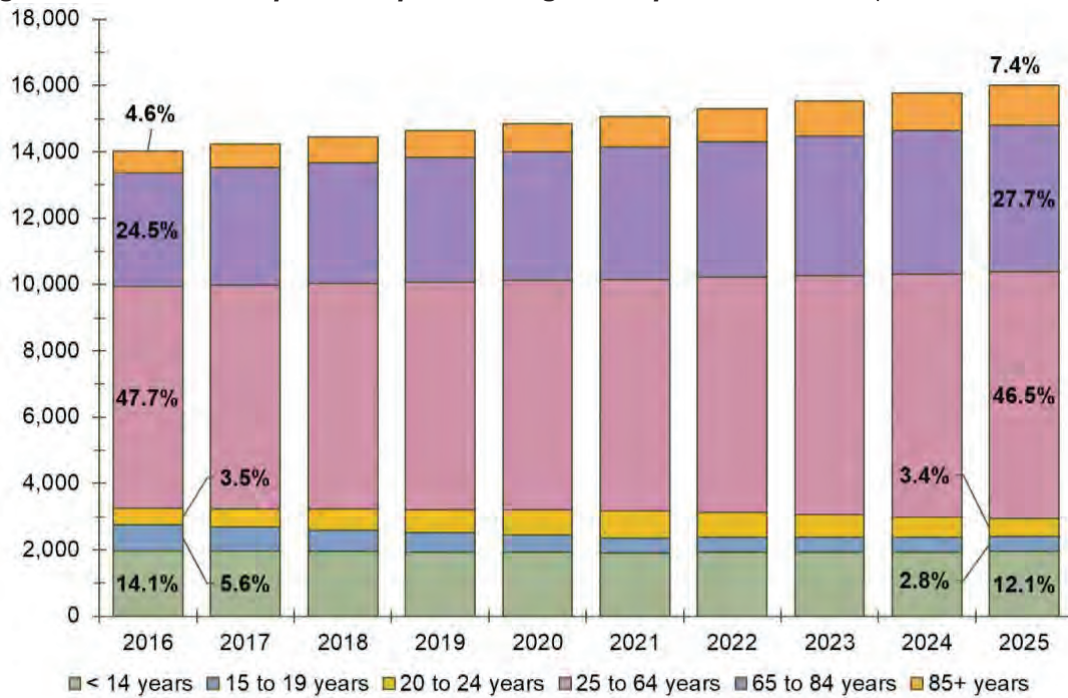
Similar to trends in median age, Comox has a higher ratio than CVRD and BC. In 2016, its ratio hit 0.95, 14.3 percent higher than 10 years prior. Although it has about four times greater growth than the Province, it grew slightly slower than the regional rate. This demonstrates a population whose relative ageing impacts are less than its neighbouring communities.

4. Anticipated Population

Population projections use the Cohort Survival Method (CSM) to anticipate growth every five years until a chosen cut-off period using historical birth, mortality, and migration rates. Similar to any projection exercise, results become less accurate over longer periods – this particular method treats the community as being in a constant state economically, socially, and environmentally when, in reality, these factors constantly change due to local, regional, and wider influences.

Because the CSM generates results every five years, straight line change between projection periods is used to estimate the population on an annual basis. The results are as displayed in **Figure Com 4.1** and **Table Com 4.1**.

Figure Com 4.1 Anticipated Population Age Group, 2016 to 2025 (Statistics Canada)



The 2020 estimated population is 14,855 residents (up 6 percent since 2016). In 5 years, this total will possibly rise to about 15,955, marking a 14.1 percent increase since 2016. During this time, all age groups will likely experience growth except for young persons – the 15 to 19 age cohort will drop 42.0 percent and the less than 14-year cohort will decline slightly by 1.5 percent. Declines are mostly attributed to overall shifts of the population to older cohorts as they age and out-migration of older students to other communities, unmatched and/or unsurpassed by births or in-migration.

In continuation of historical trends, senior populations are anticipated to rise for the foreseeable future. By 2025, total people 65 or older will reach 5,620. This represents 37.6 percent growth over nine years, or 3.6 percent annually.

Table Com 4.1: Anticipated Population, 2016 to 2025 (Statistics Canada)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	%Δ '16-'25
Total	14,020	14,230	14,435	14,645	14,855	15,065	15,300	15,530	15,760	15,995	14.1%
< 14 years	1,970	1,960	1,945	1,935	1,925	1,910	1,920	1,925	1,935	1,940	-1.5%
15 to 19 years	785	715	650	580	510	445	445	450	450	455	-42.0%
20 to 24 years	490	560	625	695	765	830	760	685	610	540	10.2%
25 to 64 years	6,690	6,745	6,800	6,860	6,915	6,970	7,090	7,205	7,325	7,440	11.2%
65 to 84 years	3,435	3,545	3,655	3,765	3,875	3,990	4,100	4,210	4,320	4,430	29.0%
85+ years	650	705	760	810	865	920	985	1,055	1,120	1,190	83.1%
Dependency Ratio	0.95	0.95	0.94	0.94	0.93	0.93	0.95	0.97	0.99	1.00	5.4%
Median Age	51.0	50.9	50.8	50.7	50.6	50.6	51.6	52.7	53.7	54.8	7.5%
Average Age	47.5	47.9	48.3	48.8	49.2	49.6	49.9	50.2	50.4	50.7	6.8%

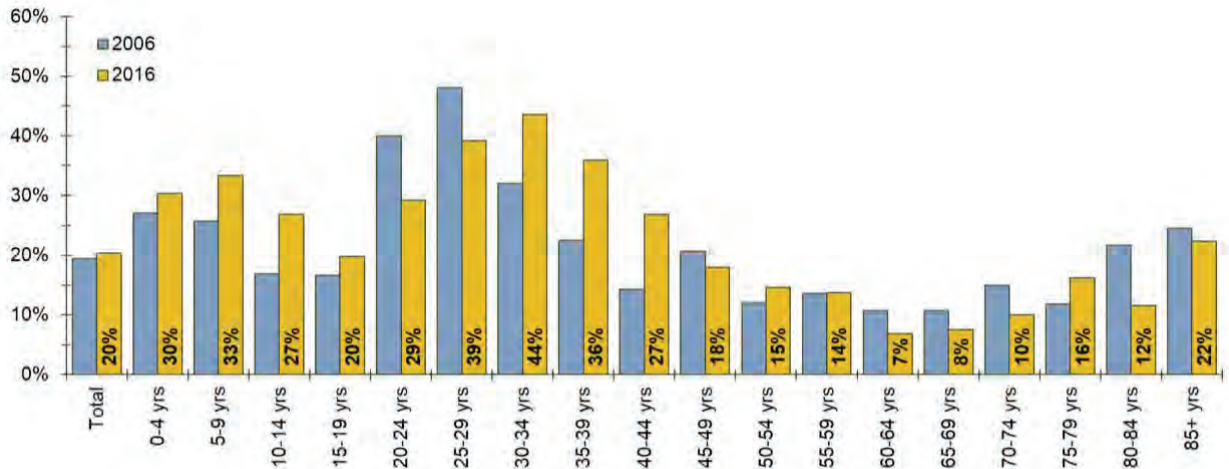
Median age will continue to increase as a function of the greater number of people in older cohorts, hitting 54.8 in 2025. Average age will remain lower, likely held down by relatively constant totals of persons less than 14-years-old. The dependency ratio will climb to 1.0 in 2025, illustrating the turning point when the dependent population will begin to surpass those that are independent.

This trend signifies an eventual shift in how the community will use, consume, and allocate assets among different age groups. Accordingly, Comox will have to review its provision of services to ensure there is capacity to take on an added burden.

5. Tenure

Overall, Comox has a renter to owner ratio of 20:80, meaning for every 20 renters there are 80 owners. Accordingly, approximately 2,795 residents rent their accommodation or belong to a household that rents – the report discusses maintainer tenure patterns later on.

Figure Com 5.1: Renters by Age, 2016 (Statistics Canada)

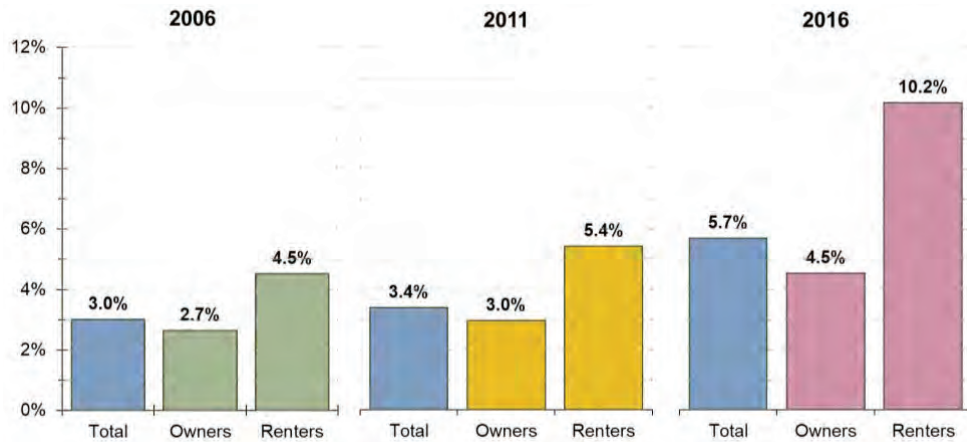


Renting gains momentum after the 15 to 19 age cohort as young adults choose to move away from home and become maintainers of their own households. It then peaks for persons between 30 to 34, reaching 44 percent – a 12 percentage point increase since 2006. Generally, renting rates increased across most cohorts until about 60 years old. Nevertheless, two outliers exist: both 20 to 24 and 25 to 29 age cohorts have noticeably higher rates in 2006. Unfortunately, there is insufficient data available to confirm what the underlying cause is. Speculations could include: (1) rental market entry costs increased enough within the previous 10 year period to disincentivize young adults from moving out of their family homes; (2) more individuals reported their permanent address as their family home even if they are living elsewhere, likely related to more young adults enrolling in higher education who may live away from home but not permanently; or (3) there is discrepancy within the dataset related to changes in how the data was collected or defined.

6. Indigenous Identity

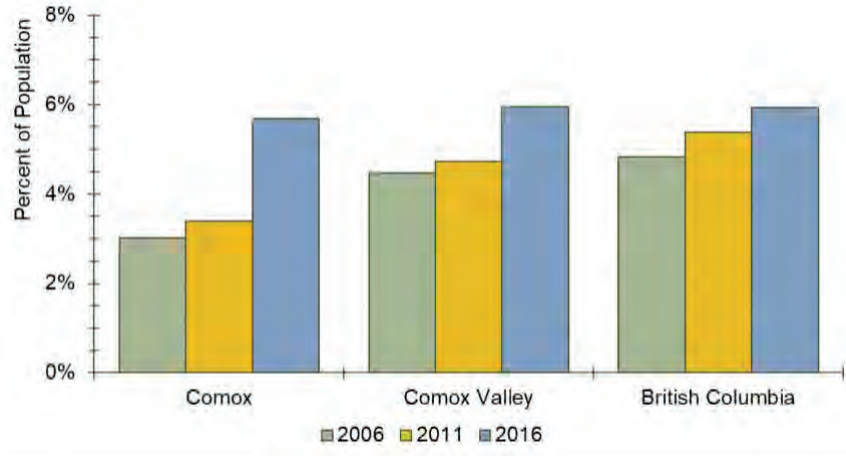
Since 2006, Comox’s indigenous population more than doubled from 360 to 780. This surpasses the decrease experienced by on reserve K’ómoks First Nation populations (70) in the same period. Overall, 5.7 percent of the population identifies as having an indigenous identity.

Figure Com 6.1: Historical Indigenous Identity by Tenure (Statistics Canada)



Renter households demonstrate more than two times higher rates of indigenous identity than owner households (10.2 percent and 4.5 percent, respectively). Nevertheless, both household types grew by similar totals – 175 indigenous persons for owner households and 150 for renters.

Figure Com 6.2: Historical Indigenous Identity – Comparison (Statistics Canada)



Relative to CVRD and BC, Comox had significantly higher indigenous population growth between 2006 and 2016 – about 67 percent higher than the Region. However, Comox’s indigenous population is considerably smaller than larger geographies; thus, any changes in population will result in amplified percentage change calculations. Notwithstanding, Comox’s specific increase is likely associated (at least in part) by proximity to lands belonging to the K’ómoks First Nation.

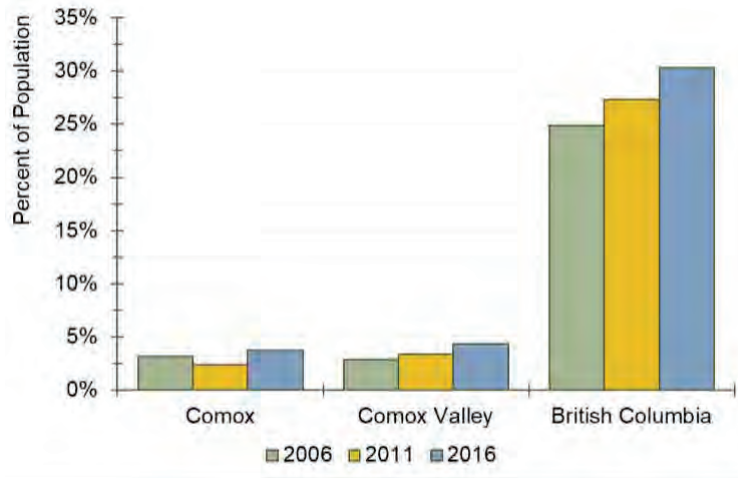
Table Com 6.1: Historical Indigenous Identity – Comparison (Statistics Canada)

COMMUNITY	2006	2011	2016	%Δ06-16
Comox	3.0%	3.4%	5.7%	116.7%
Comox Valley	4.4%	4.7%	5.9%	49.1%
British Columbia	4.8%	5.4%	5.9%	38.5%

7. Visible Minority

Comox mirrored the provincial change in persons identity as a visible minority between 2006 and 2016, achieving 35.5 percent growth. Relatedly, the Town’s proportion of minority population increased from 3.2 percent to 3.8 percent during the same period, reaching 515 persons.

Figure Com 7.1: Historical Visible Minority Population – Comparison (Statistics Canada)



The Regional District’s 2016 proportion was 4.4 percent, representing 70.0 percent growth in actual visible minority populations from 2006, higher than the Town and Province. The main contributor to this growth is the City of Courtenay which welcomed 735 new minority persons (73.5 percent growth) as of the last census.

Table Com 7.1: Historical Visible Minority Population – Comparison (Statistics Canada)

COMMUNITY	2006	2011	2016	%Δ06-16
Comox	3.2%	2.4%	3.8%	35.5%
Comox Valley	2.9%	3.4%	4.4%	70.0%
British Columbia	24.9%	27.3%	30.3%	36.9%

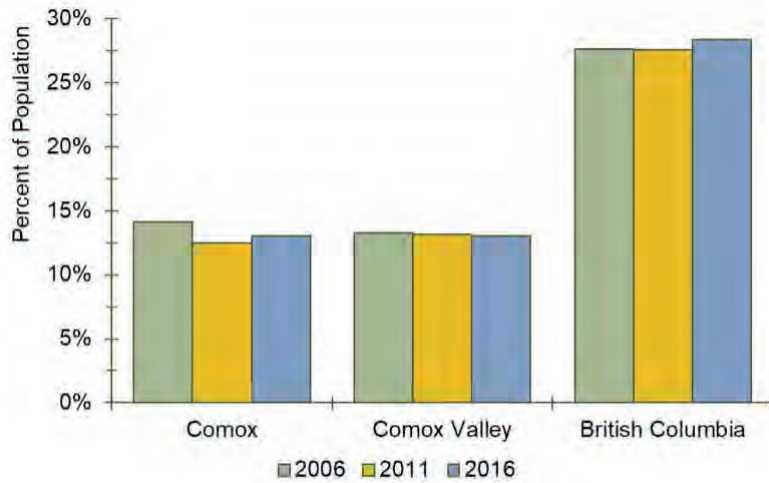
8. Immigrant Population

Comox’s proportion of immigrant population declined from 14.1 percent to 13.0 percent between 2006 and 2016. Notwithstanding, the total number of immigrants increased 5.9 percent – 1,685 to 1,785 persons. This demonstrates that population growth is more dependent on increased levels of incoming nationals (whether by birth or in-migration).

Table Com 8.1: Historical Immigrant Population – Comparison (Statistics Canada)

COMMUNITY	2006	2011	2016	%Δ06-16
Comox	14.1%	12.5%	13.0%	5.9%
Comox Valley	12.8%	12.7%	12.6%	10.8%
British Columbia	27.6%	27.6%	28.3%	15.5%

Figure Com 8.1: Historical Immigrant Population – Comparison (Statistics Canada)



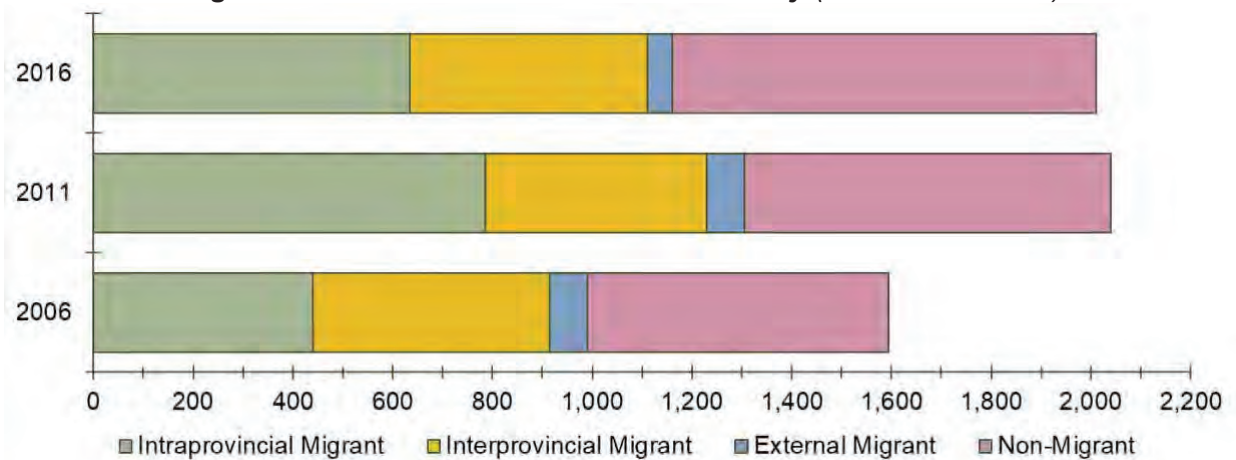
The Regional District’s proportion of immigrant population is lower in both compared censuses, which conveys a typical trend of an urban community versus a district that includes rural areas. CVRD’s actual immigrant persons growth almost doubled that of Comox, mostly due to trends within the City of Courtenay and Electoral Area A.

British Columbia about doubles Comox proportions and triples the growth in the actual number of immigrant people. However, this is largely attributed to the Vancouver Census Metropolitan Area which boasts a 40.8 percent rate of people identifying as immigrants (989,540 people in 2016 – more than entire population of Vancouver Island, whose immigrant proportions closely follow that of Comox).

9. Mobility

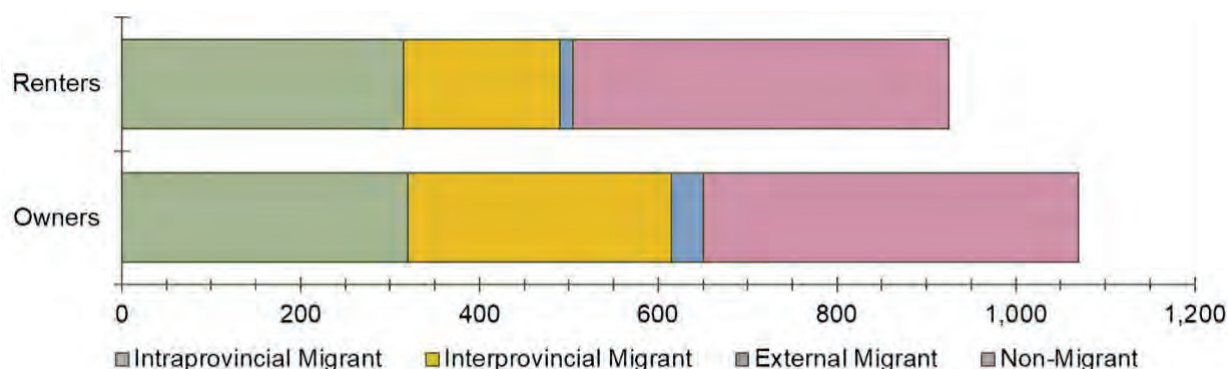
Changes in overall population are, at its simplest, defined by three primary variables: births, deaths, and migration. Although the two formers do change over time, their volatility is limited due to the social, economic, and political security offered by Canada, a country of high living standard that is simultaneously experiencing minimal conflict relative to other nations. However, migration can change quickly due to a combination of intra- and international forces.

Figure Com 9.1: Historical One-Year Mobility (Statistics Canada)



One-year mobility refers to the status of a person with regard to the place of residence on the reference day in relation to the place of residence on the same date one year earlier. According to the 2016 census, Comox experienced greater migrant totals than its 2006 counterpart – welcoming 1,155 new residents compared to 995. The major contributor to growth was persons moving to Comox from within the Province (inclusive of people moving from nearby communities). Total interprovincial migrants did not change, while external (international) migrants fell by 25.

Figure Com 9.2: One-Year Mobility by Tenure, 2016 (Statistics Canada)



The majority of migrants belonged to owner households; however, this is realistically more related to the trend that owner household sizes are, on average, larger than renters. In other words, when owners move to the region they generally do so with family while renters may be alone. That aside, the same total renters and owners moved to Comox from within British Columbia, while owners nearly doubled renters for migrants with interprovincial (national) or international origins.

Economic trends (discussed later on) demonstrate noticeable growth in high income households – a consistent change across the majority of CVRD. This trend, coupled with higher levels of in-migration could suggest that a strong proportion of those individuals and households moving to Comox are within higher income brackets. Their move may be stimulated by several factors, including: (1) local job creation (i.e. Comox Valley’s new North Island Hospital) or (2) maximizing returns on housing appreciation in another market to purchase a home of similar quality and size but for less money in Comox.

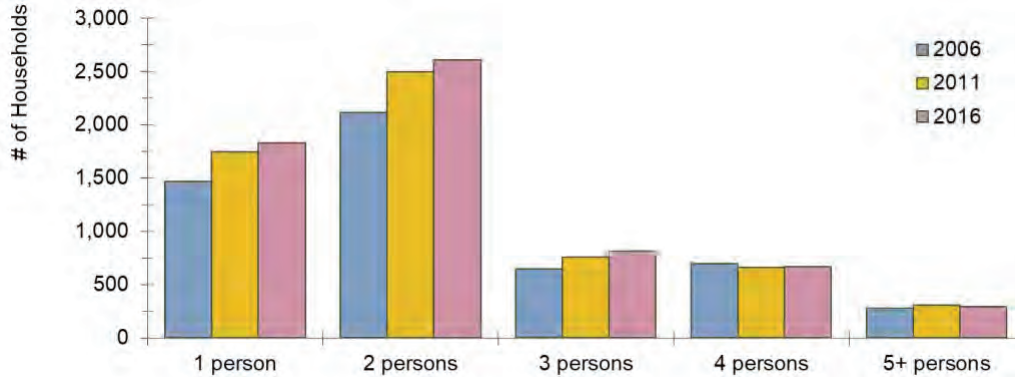
Table Com 9.1: Historical One-Year Mobility by Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Population	11,810	13,170	13,610	9,510	10,705	10,840	2,300	2,465	2,770
Non-Mover	10,210	11,130	11,610	8,515	9,525	9,770	1,695	1,605	1,845
Mover	1,595	2,045	2,005	995	1,180	1,075	605	865	930
Non-Migrant	605	735	850	290	450	420	315	290	420
Migrants	995	1,310	1,155	700	730	650	290	575	505
Internal Migrants	920	1,230	1,110	655	705	615	265	525	495
Intraprovincial Migrant	440	785	635	285	435	320	155	345	315
Interprovincial Migrant	475	445	475	365	270	295	110	180	175
External Migrant	75	75	50	45	25	35	30	50	15

10. Household Size

All household sizes experienced some growth between 2006 and 2016. The greatest increases occurred for 1- and 2-person households (365 and 495, respectively), most of which came from owner households. Two or fewer person households now hold a greater proportion of the total; consequently, average household size sits at 2.2 – 0.1 lower than 2006.

Figure Com 10.1: Historical Household Sizes (Statistics Canada)

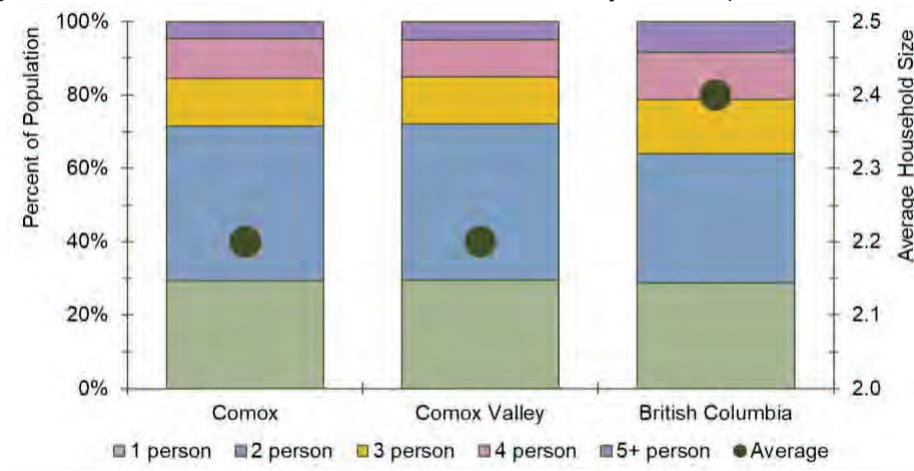


Interestingly, average household size increased for renter households. This may suggest more families relative to all renter households are renting rather than owning a home, as depicted by the greater relative change for households of 3 or more-persons. To illustrate, 23.8 percent of 2016 households were 3 or more people; whereas, it was 22.4 percent in 2006. Although a small difference, it is enough to increase average size by 0.1 to 2.0.

Table Com 10.1: Historical Household Sizes by Tenure (Statistics Canada)

	Total				Owners			Renters		
	2006	2011	2016	'16 % of Total	2006	2011	2016	2006	2011	2016
Total Private Households	5,205	5,970	6,205	100%	4,000	4,655	4,800	1,205	1,320	1,410
1 person	1,465	1,745	1,830	29.5%	880	1,085	1,195	580	660	635
2 persons	2,115	2,495	2,610	42.1%	1,765	2,165	2,170	345	330	440
3 persons	645	760	815	13.1%	505	550	665	140	210	145
4 persons	700	665	670	10.8%	615	580	545	80	90	130
5+ persons	280	310	290	4.7%	225	275	225	50	35	60
Average Household Size	2.3	2.2	2.2		2.4	2.3	2.3	1.9	1.9	2.0

Figure Com 10.2: Household Size, 2016 – Comparison (Statistics Canada)

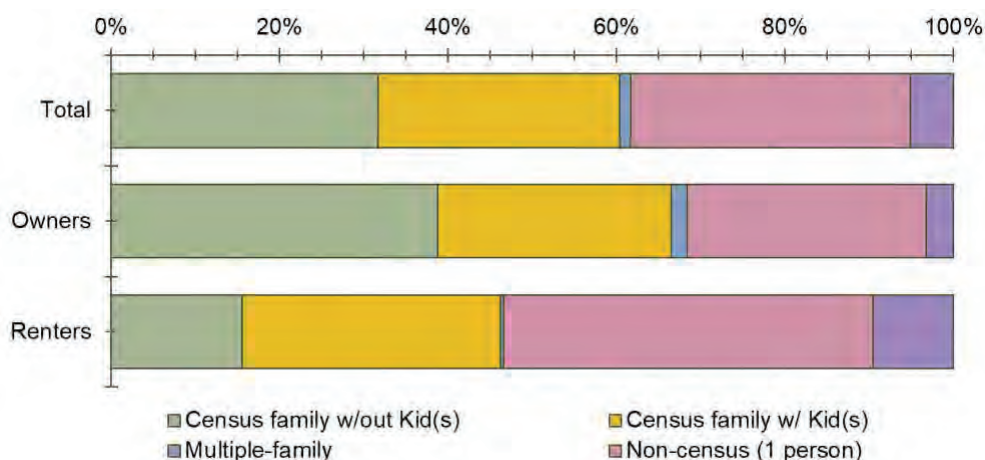


Comox’s 2016 distribution of household sizes replicates that of the CVRD, resulting in equivalent averages of 2.2. This is perceptibly lower than BC overall, which has an average household size of 2.4. The difference is due to the greater share of 3 or more person households – 35.9 percent versus Comox Valley’s 28.0 percent.

11. Household Type

Generally, owner and renter households require that their accommodations meet different needs regarding size, quality, and price. For instance, a single person may not need many bedrooms or may not have as high an income as a dual income household, so a rental may be most appropriate; whereas, a family with children would require more space that is traditionally offered by owner dominated dwelling types like single-family homes. The aforementioned are discussed in terms of their “census-family” type. A census-family is defined as a married couple and the children, if any, of either and/or both spouses; a couple living common law and the children, if any, of either and/or both partners; or a lone parent of any marital status with at least one child living in the same dwelling and that child or those children.

Figure Com 11.1: Distribution of Census Family Types by Tenure, 2016 (Statistics Canada)



Non-census families are the dominant renter household type at 50.7 percent (mostly due to 1 person households); whereas, census-families (i.e. couples with or without children) command 72.5 percent of owner homes. Overall, census families grew 620 (17.5 percent), while non-census families grew 420 (26.4 percent), meaning that non-census families have an increasing share of the household pie – up from 30.5 percent to 32.4 percent over 10 years.

Table Com 11.1: Historical Census Family Types by Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total - Private Households	5,205	5,975	6,205	4,000	4,655	4,795	1,205	1,320	1,410
One-census Family	3,545	4,025	4,165	2,975	3,425	3,475	570	600	695
Census family w/out Kid(s)	1,780	2,130	2,240	1,560	1,930	2,005	220	205	235
Census family w/ Kid(s)	1,625	1,890	1,925	1,290	1,495	1,470	335	395	455
Multiple-family	70	35	30	70	35	35	0	0	0
Non-census Family	1,590	1,920	2,010	960	1,195	1,295	630	720	715
Non-census (1 person)	1,465	1,745	1,830	885	1,085	1,195	585	655	630
Non-census (2+ person)	125	175	180	75	115	100	50	60	85

Relatedly, renter households experienced greatest unit and percentage family type growth in census families with children (120 and 35.8 percent, respectively). Conversely, non-census 1-person households had greatest owner growth (35.0 percent). The results are gradually changing family distributions in both household tenure types.

What is causing the change is unclear. One could suggest that there are more lone parent households (which count as census families with kids) who are looking for alternative housing; thus, leading parents to seek out more affordable rental options. Such a suggestion is a possibility, especially considering that the proportion of lone-parents among couples with children has grown slightly from 2006 to 2016 – 35.4 to 37.2 percent, respectively. Alternatively, couples with young children may not yet be able to afford a home in the rapidly appreciating Comox, CVRD, and BC markets, forcing them to find rental accommodation instead.

Figure Com 11.2: Couples with Kid(s) & Lone Parents as % of All Couples, 2016 (Statistics Canada)

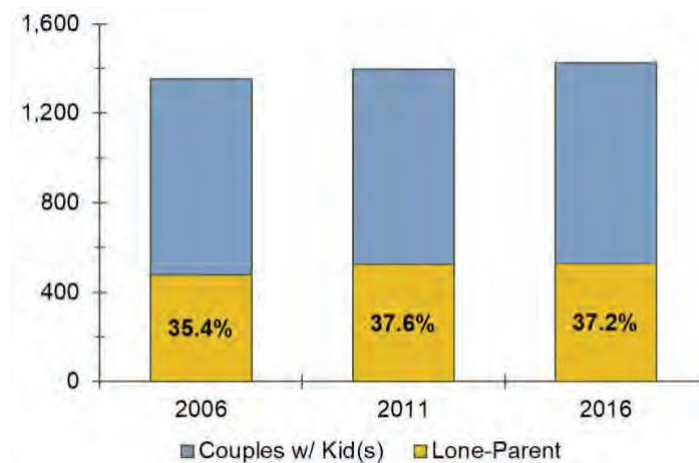


Table Com 11.2: Historical Couple Households (Statistics Canada)

	2006	2011	2016
Total Couples	3,210	3,585	3,720
Couples w/out Kid(s)	1,855	2,200	2,295
Couples w/ Kid(s)	1,355	1,395	1,425
Lone-Parent	480	525	530

12. Household Maintainers

A household maintainer refers to whether or not a person residing in the household is responsible for paying shelter costs (e.g. rent, mortgage, taxes, or utilities). Knowing the makeup of a community’s maintainers provides greater understanding of the households mostly taking part in the market and hints at what economic or demographic circumstances may be impacting those households.

Comox’s 2016 distribution of primary owner household maintainers follows a parabolic trend, illustrated in **Figure Com 12.1** by a uniform increase in ownership rates and maintainer totals until about 65 to 74 years old, which is followed by a drop in both variables. Generally, this indicates that as households age, their ability and willingness to take on home ownership

increases. This is until circumstances (e.g. health) force some to part with their homes and seek alternative housing (i.e. smaller rentals or retirement homes).

Figure Com 12.1: Tenure Distribution of Maintainers by Age, 2016 (Statistics Canada)

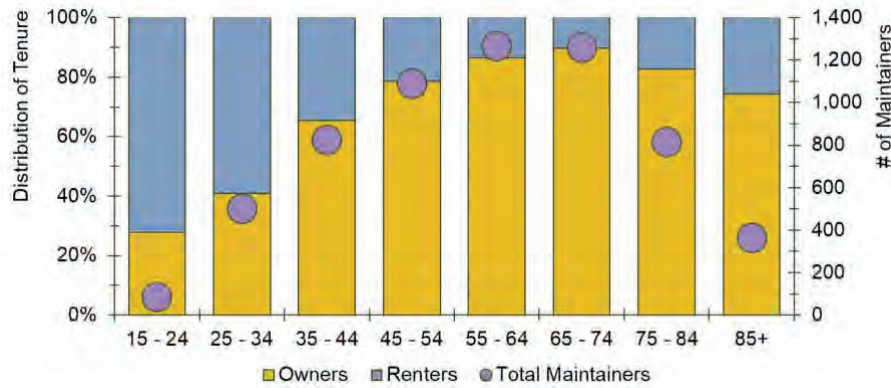
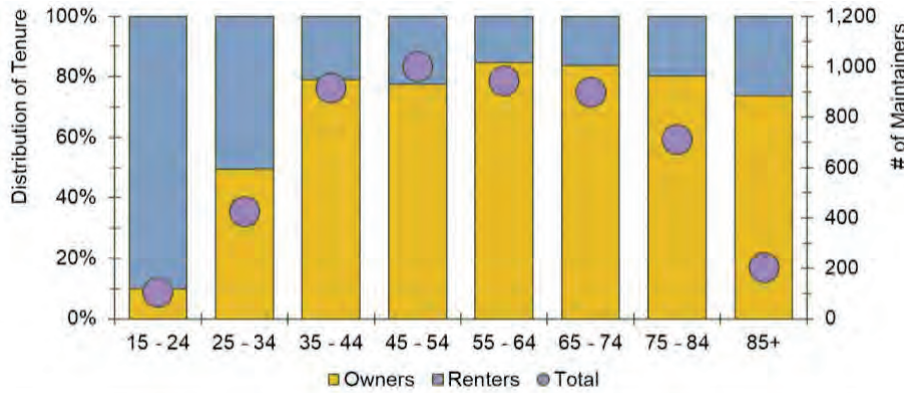


Figure Com 12.2: Tenure Distribution of Maintainers by Age, 2006 (Statistics Canada)



Comox’s transition between renting and owning has not always been as gradual. As recently as 2006, almost half of maintainers between 25 to 34 owned a dwelling compared to 41 percent in the latest census. Similarly, the proportion of owner maintainers between 35 to 44 dropped 13.8 percent to 65.5 percent. Nevertheless, 2016 still demonstrated a higher overall ownership rate (77.4 percent), driven by growth in maintainer totals between 45 to 74.

Table Com 12.1: Historical Number of Maintainers by Age & Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Household	5,205	5,975	6,205	4,000	4,655	4,800	1,205	1,320	1,410
15 - 24 yrs	105	120	85	10	30	25	90	90	65
25 - 34 yrs	425	525	500	210	280	205	215	240	295
35 - 44 yrs	915	785	825	725	550	540	190	235	285
45 - 54 yrs	1,000	1,215	1,090	775	1,005	860	225	210	235
55 - 64 yrs	945	1,135	1,265	805	955	1,095	145	185	170
65 - 74 yrs	900	1,065	1,260	755	935	1,135	145	130	130
75 - 84 yrs	710	790	815	570	660	675	140	130	140
85+ yrs	205	340	365	155	245	275	55	95	95

The 2016 census shows a 19.9 percentage point increase in 15 to 24-year-old ownership rates since 2006. However, this is mostly due to a slight increase in owners coupled with a larger

decrease in renters. The culprit is the decreased total maintainers in this cohort, many of whom have likely decided to wait longer before permanently leaving their family home.

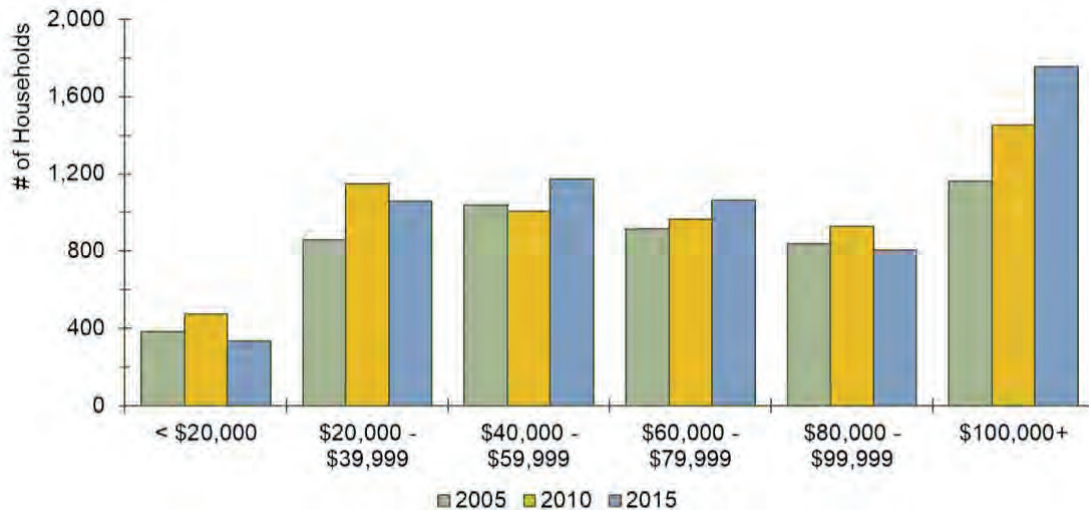
ECONOMY

13. Income

Since 2006, Comox has seen an increase in its overall households by about 1,000, which has generally resulted in increases within all income distributions, as shown in **Figure Com 13.1** below. Of the six distributions (measured in increments of \$20,000), only two experienced a decrease in the number of households: (1) those making less than \$20,000 (dropping from 385 to 335 – 13.0 percent) and (2) those making between \$80,000 and \$99,999 (dropping from 840 to 805 – 4.2 percent). Of those that increased, the greatest growth occurred for households making more than \$100,000, rising from 1,160 to 1,755 – 51.3 percent.

Please note that all reported incomes within this report have been adjusted to 2015 dollars (adjusted for inflation) for better comparison. Readers may also notice that 2005 and 2015 comparison years differ from the normal 2006 and 2016. The reason is that census incomes come from the previously reported tax year.

Figure Com 13.1: Historical Before-Tax Income Distribution, 2015 dollars (Statistics Canada)



Among all reported Statistics Canada before-tax income brackets, the mode household income was between \$50,000 to \$59,999. Since the \$100,000 or more bracket encompasses all possible greater incomes, it cannot be properly compared to those below it. Nevertheless, 28.3 percent of households made more than \$100,000 in 2015, of which 3.4 percent of total households was for incomes above \$200,000. Unsurprisingly, the average income sits above the median, demonstrating that significant outliers exist within the highest income brackets.

Table Com 13.1: Historical Before-Tax Income Distribution by Tenure, 2015 dollars
(Statistics Canada)

	2005		2010		Total 2015		% of Total	Owners		Renters		% of Total	
	2005	2010	2005	2010	2005	2010		2005	2010	2015			
Total Household	5205	5970	6205		100.0%	4000	4655	4800	100.0%	1205	1315	1410	100.0%
< \$5,000	55	55	35		0.6%	35	35	25	0.5%	25	15	10	0.7%
\$5,000 - \$9,999	70	55	35		0.6%	45	20	10	0.2%	20	30	30	2.1%
\$10,000 - \$14,999	90	95	85		1.4%	35	30	10	0.2%	55	65	75	5.3%
\$15,000 - \$19,999	170	270	180		2.9%	85	160	90	1.9%	85	115	95	6.7%
\$20,000 - \$24,999	205	275	205		3.3%	80	120	105	2.2%	125	155	105	7.4%
\$25,000 - \$29,999	215	190	270		4.4%	80	100	195	4.1%	130	95	75	5.3%
\$30,000 - \$34,999	170	340	285		4.6%	110	245	155	3.2%	60	95	130	9.2%
\$35,000 - \$39,999	270	345	300		4.8%	215	250	215	4.5%	55	95	85	6.0%
\$40,000 - \$44,999	230	200	230		3.7%	190	160	175	3.6%	40	40	55	3.9%
\$45,000 - \$49,999	285	280	315		5.1%	220	225	240	5.0%	65	60	75	5.3%
\$50,000 - \$59,999	525	525	630		10.2%	355	425	495	10.3%	170	100	140	9.9%
\$60,000 - \$69,999	435	530	560		9.0%	345	425	415	8.6%	90	105	145	10.3%
\$70,000 - \$79,999	480	435	505		8.1%	380	335	375	7.8%	100	100	125	8.9%
\$80,000 - \$89,999	405	505	460		7.4%	390	445	360	7.5%	15	60	100	7.1%
\$90,000 - \$99,999	435	425	345		5.6%	375	330	315	6.6%	55	95	40	2.8%
\$100,000+	1160	1450	1755		28.3%	1045	1350	1625	33.9%	115	90	125	8.9%
\$100,000 - \$124,999	460	590	740		11.9%	395	510	660	13.8%	60	80	80	5.7%
\$125,000 - \$149,999	360	340	470		7.6%	345	325	435	9.1%	10	0	35	2.5%
\$150,000 - \$199,999	220	300	335		5.4%	210	300	330	6.9%	20	0	10	0.7%
\$200,000+	120	220	210		3.4%	95	215	200	4.2%	20	0	0	0.0%
Median Income	\$66,583	\$66,284	\$69,254			\$73,372	\$74,179	\$76,595		\$45,299	\$39,639	\$46,762	
Average Income	\$77,946	\$79,482	\$82,032			\$81,988	\$88,008	\$90,306		\$64,507	\$49,375	\$53,873	

The distribution of incomes across tenure types is distinct, showcasing that 43 percent of renter households make less than \$39,999, as of 2015, while 17 percent of owners fell within the same category. On the other end, 34 percent of owner households make more than \$100,000, compared to 9 percent for renters. Although visually jarring, the results are not necessarily surprising as tenure type is highly determined by available income relative to housing prices. Even with that consideration, the number of renter households making above \$60,000 increased 42.7 percent between 2005 and 2015, while owner households increased by 21.9 percent. This perhaps suggests that the relative increase in renter households that are overall better off financially may be tied to the housing market.

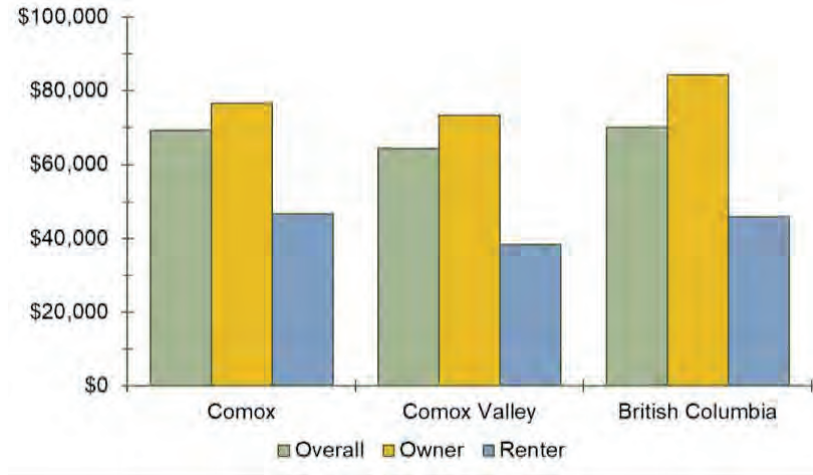
Figure Com 13.2: Before-Tax Income Distribution by Tenure, 2015 (Statistics Canada)



Across Comox, CVRD, and BC, renter households generate less income than their owner counterparts, largely due to the difference in household makeup between both tenure types. For

instance, owners tend to be older, have been in the workforce longer, and are more likely to have dual incomes; whereas, renters are generally younger and are just starting careers, and may live alone or with roommates in similar situations.

Figure Com 13.3: Before-Tax Median Income by Tenure, 2015 (Statistics Canada)



At \$69,254, Comox’s 2015 before-tax median household income surpasses that of the Region (\$64,379), and is slightly below that of the Province (\$69,995). However, Comox’s percent growth in 2015 constant dollars fell behind at 4.0 percent – or 0.4 percent annually. CVRD and BC experienced 1.0 and 1.2 percent annual growth over the same period, adjusted for inflation.

Table Com 13.2: Before-Tax Median Income by Tenure, 2015 – Comparison (Statistics Canada)

COMMUNITY	Overall	%Δ05-15	Owner	%Δ05-15	Renter	%Δ05-15
Comox	\$69,254	4.0%	\$76,595	4.4%	\$46,762	3.2%
Comox Valley	\$64,379	11.2%	\$73,367	11.1%	\$38,394	17.6%
British Columbia	\$69,995	12.2%	\$84,333	12.1%	\$45,848	15.9%

14. Income by Household Type

Statistics Canada defines an Economic Family as a group of two or more persons of the same or opposite sex who live in the same dwelling and are related to each other by blood, marriage, common-law union, adoption or a foster relationship. Economic families can be “couples without children or relatives in the home,” “couples with children,” or “lone parents.” All other cases are considered to be a non-economic family, such as a person living alone or with roommates.

More than half of couples with children make more than \$111,275 (median before-tax household income), the highest of Statistics Canada’s defined family types. Next are couples without children or relatives at home at \$78,763. The discrepancy between the two is mostly due to couples with children having a greater likelihood of being in the workforce based on age; whereas, without children could include retired individuals whose income are pensions or investments that produce minimum required returns/incomes to fulfill a particular quality of life. Median income for lone parents is about half of couples with children.

Figure Com 14.1: Median Income by Economic Family Type, 2015 (Statistics Canada)

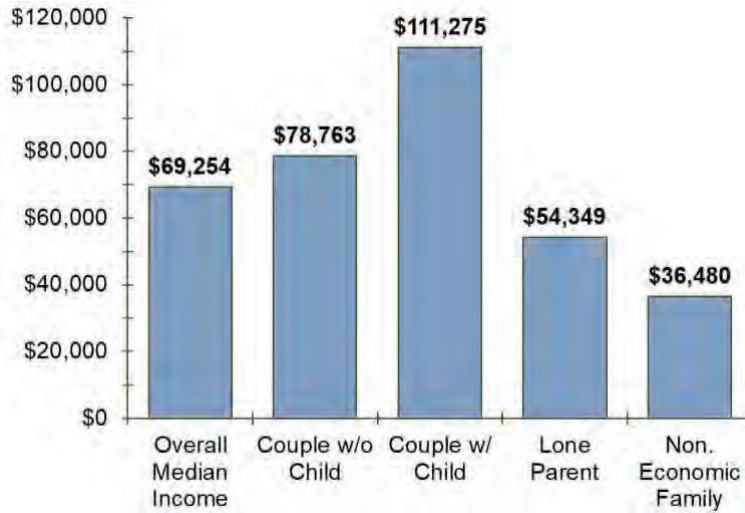


Table Com 14.1: Economic Family Type Before-Tax Median Incomes, 2015 – Comparison (Statistics Canada)

COMMUNITY	Couple w/o		Couple w/	Lone	Non Econ.
	Overall	Kid(s)	Kid(s)	Parent	Family
Comox	\$69,254	\$78,763	\$111,275	\$54,349	\$36,480
Comox Valley	\$64,379	\$74,775	\$103,797	\$44,587	\$30,084
British Columbia	\$69,995	\$80,788	\$111,736	\$51,056	\$31,255

Comox lone parents and non-economic families generate more median income than the CVRD and BC, while the differences in couple incomes varies across geographies. Notably, Comox Valley’s before-tax median income for both couple types is lower than Comox; whereas, BC’s are slightly higher. Comox incomes may be elevated by the presence of Canada Forces Base (CFB) Comox, which would offer relatively higher wages and is a significant employer of young adults.

15. Low-Income Measure (LIM) – After Tax

Low-Income Measures (LIMs) are a set of thresholds estimated by Statistics Canada that identify Canadians who belong to a household whose overall incomes are below 50 percent of median adjusted household income. “Adjusted” refers to the idea that household needs increase as the number of household members increase. Statistics Canada emphasizes that the LIM is not a measure of poverty, but identifies those who are substantially worse off than the average.

Overall, 10.4 percent of Comox residents fall below the after-tax LIM. Generally, younger cohorts experience greatest difficulty to meet their needs (or for their families to meet their needs) – 15.8 percent of children between 0 to 5 years belong to a household below the measure, compared to 14.8 percent of children between 0 to 17. This suggests that younger households (associated with younger children) have less available income, particularly as they navigate the through the transition to first time parenthood. Similarly, as cohorts age, their incomes and number of dependents decrease, thereby reducing the prevalence of low-income individuals. The prevalence of persons below the LIM in 2016 drops to 9.9 percent for persons 18 to 64, and to 8.9 percent for those 65 or older.

Figure Com 15.1: LIM After-Tax Status, 2016 – Comparison (Statistics Canada)



Table Com 15.1: LIM After-Tax Status by Age, 2016 (%) – Comparison (Statistics Canada)

COMMUNITY	Total	0 - 17	0 - 5	18 - 64	65+
Comox	10.4%	14.8%	15.8%	9.9%	8.9%
Comox Valley	15.2%	21.3%	23.4%	14.8%	11.8%
British Columbia	15.5%	18.5%	18.0%	14.8%	14.9%

Comox’s decreasing low income prevalence is not necessarily mirrored by all communities. The Regional District displays similar trends, though its rates are overall higher – total prevalence is 15.2 percent. On the other hand, the Province demonstrates a smaller rate for children between 0 to 5 than 0 to 17 (18.0 and 18.5 percent, respectively) while more persons 65 or older are deemed worse off than those 18 to 64.

Compared to both higher geographical levels, Comox’s residents and/or households are generally better suited to meet their needs.

16. Employment

Comox’s participation rate (the proportion of people in the labour force relative to the size of the total working-age population) hit 53.7 percent in 2016, down from 55.0 in 2006. The primary cause is the larger relative increase in people not participating (21.4 percent since 2006) compared to those participating (15.2 percent). Based on national trends, the trajectory of non-labour force individuals is largely due to ageing populations who are still considered of working-age (defined as 15 years or older) but are retiring at higher rates than increases in employment. Consequently, the employment rate also dropped, from 51.6 to 49.8 percent, even as the actual number of employed persons increased by about 715.

Figure Com 16.1: Historical Local Labour Metrics by Tenure, 2016 (Statistics Canada)

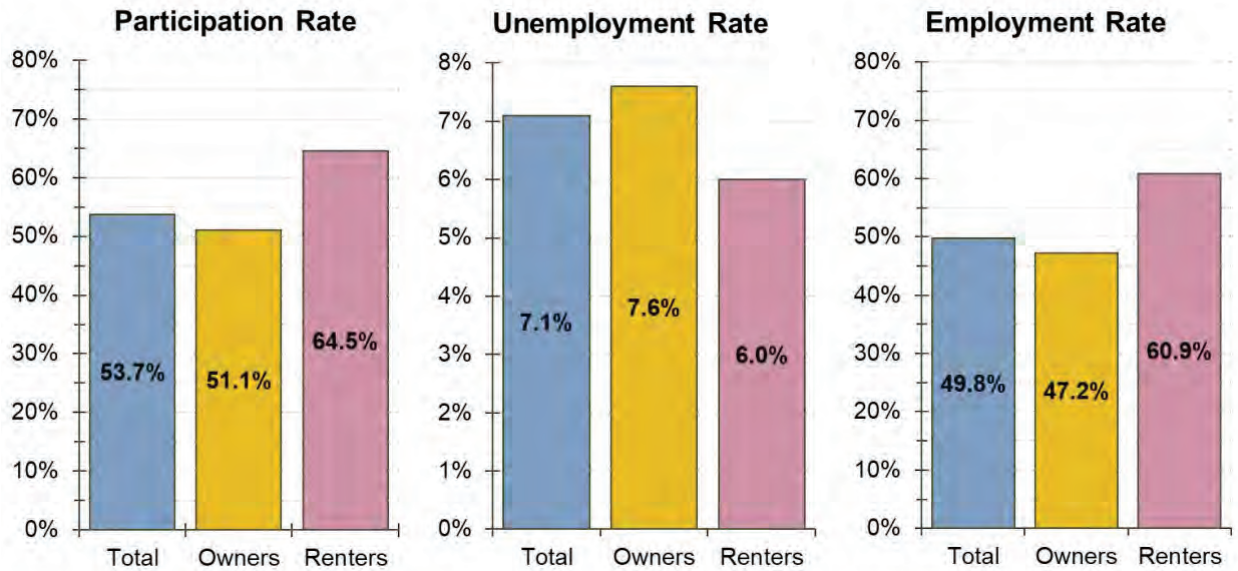


Table Com 16.1: Historical Local Labour Metrics by Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Population (15+ yrs)	9,955	11,295	11,740	8,070	9,255	9,535	1,885	2,040	2,200
In Labour Force	5,470	6,575	6,300	4,325	5,260	4,875	1,145	1,315	1,425
Employed	5,130	6,095	5,845	4,070	4,890	4,505	1,060	1,205	1,340
Unemployed	340	485	455	255	375	370	85	110	85
Not In Labour Force	4,480	4,720	5,440	3,740	3,995	4,660	740	725	780
Participation Rate	55.0	58.3	53.7	53.6	56.8	51.1	60.7	64.5	64.5
Employment Rate	51.6	54.0	49.8	50.5	52.8	47.2	56.2	59.1	60.9
Unemployment Rate	6.2	7.4	7.1	6.0	7.0	7.6	7.4	8.8	6.0

As the share of non-labour force individuals to total working-age persons increases, the share of people in the labour force decreases, impacting the unemployment rate (those unemployed and seeking employment divided by the total labour force). Accordingly, unemployment grew to 7.1 percent in 2016, up from 6.2 percent. However, this is not entirely due to an ageing population. In 2016, more people were unemployed relative to all working-age persons (3.9 percent) than in 2006 (3.4 percent), indicating that a rise in unemployment is also the consequence of other market forces not necessarily tied to demography.

Based on historical trends across tenures, it appears that the negative trends discussed above are mostly due to those experienced by owners (or those belonging to an owned household), who represent 81.2 percent of all people. Generally, all owner labour metrics worsened between 2006 and 2016; whereas, all renter metrics improved. These inconsistencies suggest changes can be associated with lifestyles common within the tenures – renters tend to be younger and seeking employment, while owners are comparatively older and nearing retirement. Previously discussed population tenure trends support this idea. Specifically, that about 88.1 percent of people older than the median age of 51 are in an owner household.

Figure Com 16.2: Labour Metrics, 2016 – Comparison (Statistics Canada)

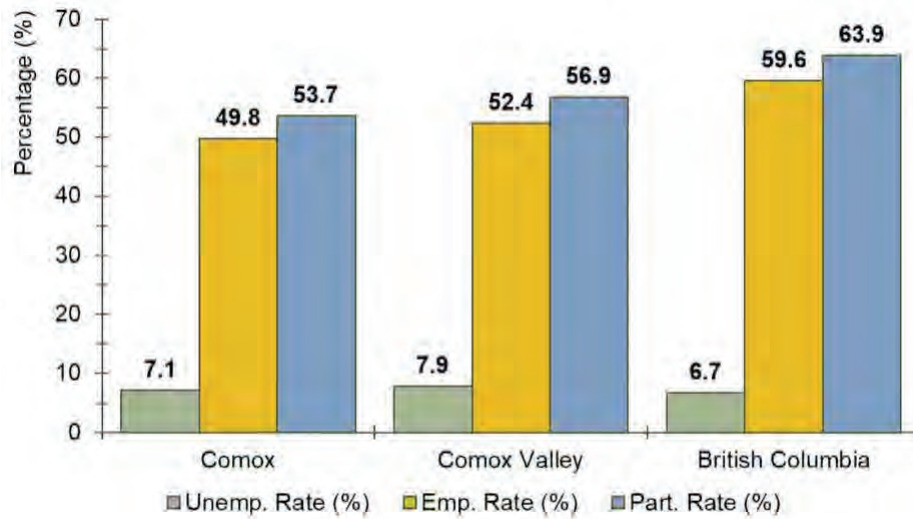


Table Com 16.2: Labour Metrics, 2016 – Comparison (Statistics Canada)

COMMUNITY	In Labour Force			Not Labour Force	Part. Rate (%)	Emp. Rate (%)	Unemp. Rate (%)
	Force	Employed	Unemployed				
Comox	6,300	5,845	455	5,440	53.7	49.8	7.1
Comox Valley	30,815	28,380	2,435	23,385	56.9	52.4	7.9
British Columbia	2,471,665	2,305,690	165,975	1,398,710	63.9	59.6	6.7

Comox demonstrates a better 2016 unemployment rate than the CVRD (7.9 percent), but higher than the Province. Interestingly, only Comox experienced overall improving employment conditions for renters – Comox Valley and BC had higher rates of unemployment since 2006. The former also had worsening employment and participation; whereas, the latter improved slightly in both metrics. All jurisdictions experienced worsening conditions for owner households.

A possible contributor to renter improvements is the presence of CFB Comox, whose personnel are typically renters themselves (either on or off base) since it is easier to change job locations quickly without being tied to real estate.

17. Industry

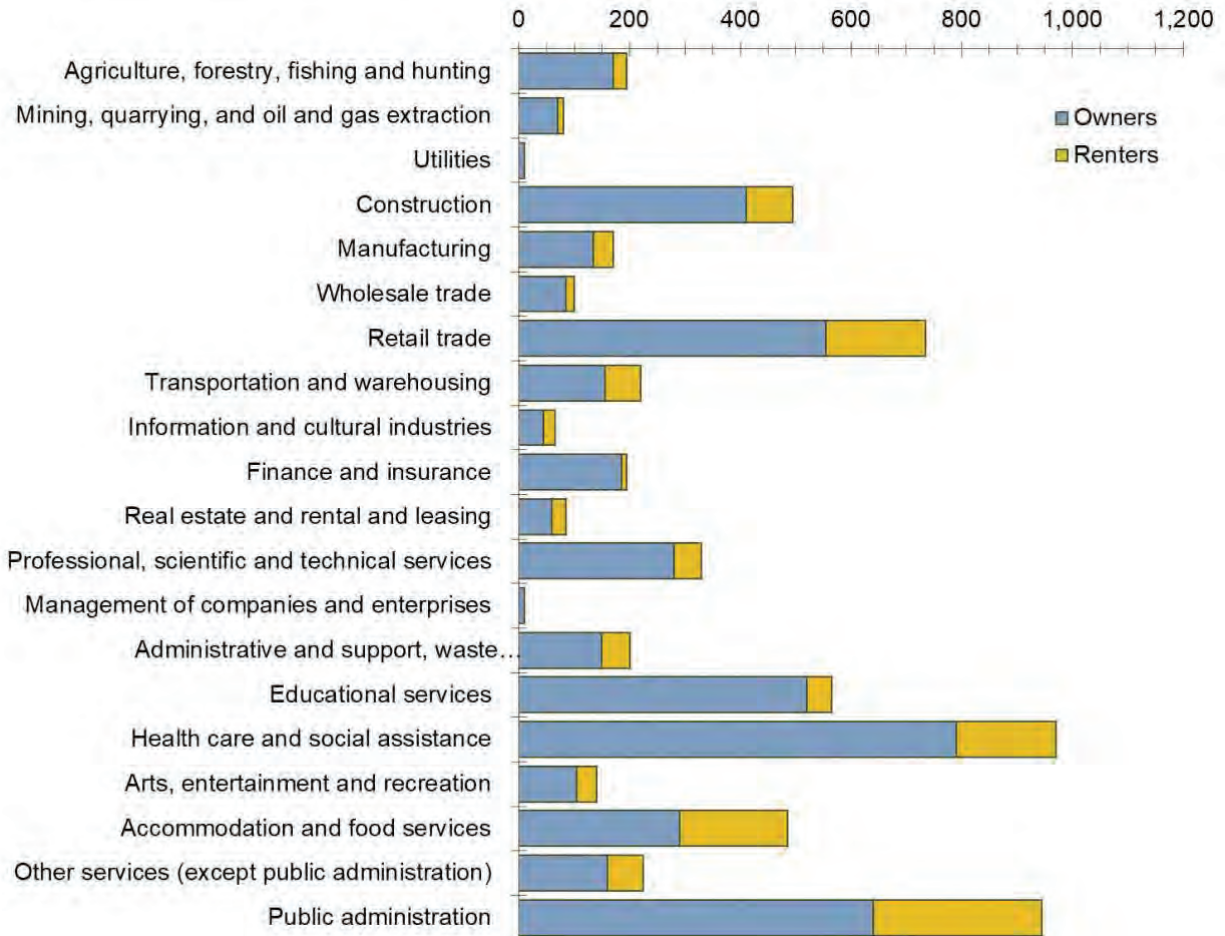
As of 2016, the industries that employed the most Comox residents were: (1) Health Care & Social Assistance – 965 people, (2) Public Administration – 950, and (3) Retail Trade – 740. Because changes between 2006 and 2016 include small totals, any increase or decrease will result in a significant percent change. Consequently, it is difficult to properly assess the condition of each individual industry. Nevertheless, there are some noteworthy trends.

Educational Services had a 43.0 percent increase since 2006, which occurred almost entirely thanks to owner households. Health Care’s rise by 31.3 percent is mostly associated with the new North Island Hospital situated in Courtenay, an effect experienced across the Region. Retail Trade grew by 23.3 percent, which was equal parts thanks to owner and renter households (about 70 persons added from each). Lastly, Construction grew 26.9 percent, likely attributed to increased residential construction activity within the last decade across the CVRD.

Table Com 17.1: NAICS Industry Employment Totals by Tenure, 2006 to 2016 (Statistics Canada)

	Total			'16 % of Total	Owners			Renters		
	2006	2011	2016		2006	2011	2016	2006	2011	2016
Labour Force	5,375	6,470	6,235	100.0%	4,270	5,170	4,830	1,110	1,295	1,405
Agriculture, forestry, fishing and hunting	255	270	195	3.1%	200	195	170	50	80	25
Mining, quarrying, and oil and gas extraction	30	50	80	1.3%	25	50	70	0	0	10
Utilities	10	45	0	0.0%	10	45	10	0	0	0
Construction	390	450	495	7.9%	325	380	410	70	65	85
Manufacturing	195	105	165	2.6%	150	80	135	40	25	35
Wholesale trade	60	85	100	1.6%	50	75	85	15	0	15
Retail trade	600	690	740	11.9%	485	580	555	115	105	180
Transportation and warehousing	165	260	225	3.6%	140	220	155	30	40	65
Information and cultural industries	105	80	70	1.1%	90	50	45	10	25	20
Finance and insurance	175	170	195	3.1%	140	150	185	35	20	10
Real estate and rental and leasing	85	150	85	1.4%	65	135	60	20	15	25
Professional, scientific and technical services	290	385	335	5.4%	270	335	280	20	55	50
Management of companies and enterprises	0	0	0	0.0%	0	0	10	0	0	0
Administrative and support, waste management	215	305	205	3.3%	180	210	150	35	95	50
Educational services	395	675	565	9.1%	360	640	520	35	30	45
Health care and social assistance	735	920	965	15.5%	635	720	790	100	200	180
Arts, entertainment and recreation	80	140	145	2.3%	60	105	105	15	40	35
Accommodation and food services	390	375	485	7.8%	260	285	290	135	95	195
Other services (except public administration)	220	255	225	3.6%	150	200	160	65	60	65
Public administration	980	1,045	950	15.2%	670	710	640	310	340	305

Figure Com 17.1: NAICS Industry Employment Totals by Tenure, 2016 (Statistics Canada)



18. Commuting

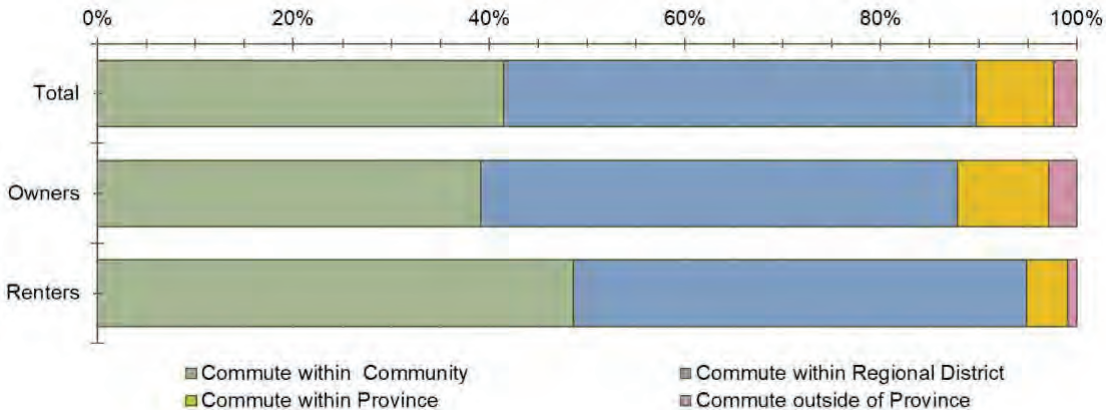
Commute data describes those patterns exhibited by “usual workers”, or those workers that report themselves of generally having the same workplace location at the beginning of each work day. For instance, an office job would typically be classified as a same or usual workplace, whereas contractors (e.g. landscaping or construction), truck drivers, or travelling salespeople would not.

Comox reported 4,565 usual workers in 2016, about 73.2 percent of the total employed labour force. Of those workers, 41.5 percent commuted within Comox, 48.2 percent commuted within CVRD, and 12.3 percent travelled even farther.

Table Com 18.1: Historical Commuting Patterns for Usual Workers (Statistics Canada)

			Total 2016	'16 % of Total	Owners			Renters		
	2006	2011			2006	2011	2016	2006	2011	2016
Total Usual Workers	3,970	4,455	4,565	100%	3,090	3,615	3,500	880	845	1,065
Commute within Community	1,720	1,960	1,895	41.5%	1,205	1,460	1,370	525	505	520
Commute within CVRD	2,050	2,125	2,200	48.2%	1,695	1,850	1,705	345	280	495
Commute within Province	145	300	365	8.0%	140	240	325	10	60	45
Commute outside of Province	50	65	105	2.3%	45	70	100	10	0	10

Table Com 18.1: Commuting Patterns for Usual Workers by Tenure, 2016 (Statistics Canada)



Among tenure types, renters were more likely to commute within the same community (48.8 percent versus 39.1 percent for owners) and less likely to travel external of the CVRD. However, renter commutes within the CVRD have jumped 43.5 percent since 2006, while owners remained constant. Interestingly, usual worker owners travelling outside of the CVRD grew 130 percent (185 to 425) over 10 years.

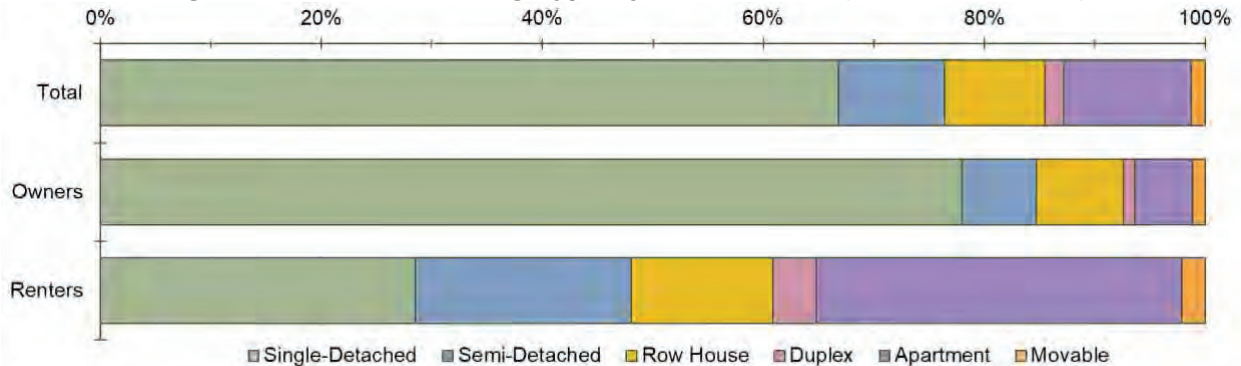
HOUSING

19. Dwelling Types

Comox’s most popular dwelling type is the single-detached home, holding a 66.8 percent share of occupied dwellings in 2016, totalling 4,150. Second is apartments with less than five storeys (there are none documented as equal to or above five storeys), reaching 715 (7.8 percent). Greatest percentage growth across dwelling types occurred in duplexes and movable dwellings,

increasing by 200 percent (to 105) and 167 percent (to 80), respectively. However, single-family homes achieved the greatest actual unit increase – 705 between 2006 and 2016.

Figure Com 19.1: Dwelling Type by Tenure, 2016 (Statistics Canada)



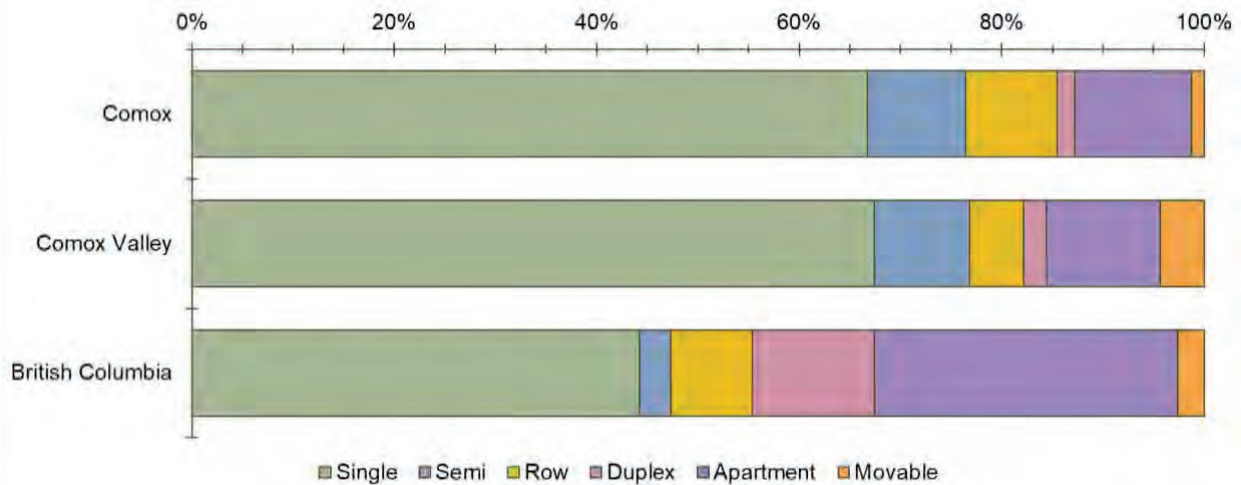
Accommodation tendencies follow the overall expectations of what owners and renters will occupy. Single-detached dwellings were most popular for owners, followed by row houses and semi-detached dwellings; whereas, renters mostly occupied apartments (33.0 percent), followed by semi-detached homes, and rowhouses. Comparatively, renters were about twice as likely (proportionally) to live in a movable dwelling.

Table Com 19.1: Historical Dwelling Type by Tenure (Statistics Canada)

	Total				Owners			Renters		
	2006	2011	2016	'16 % of Total	2006	2011	2016	2006	2011	2016
Total Occupied Dwellings	5,205	5,970	6,210	100%	4,000	4,655	4,795	1,205	1,320	1,410
Single-Detached	3,445	4,045	4,150	66.8%	3,125	3,680	3,745	320	360	400
Apartment (5+ storeys)	0	0	0	0.0%	0	0	0	0	0	0
Other	1,730	1,875	1,980	31.9%	850	925	1,000	880	950	975
Semi-Detached	425	530	600	9.7%	195	290	325	230	240	275
Row House	530	545	565	9.1%	350	340	380	185	205	180
Duplex	35	75	105	1.7%	30	35	50	0	35	55
Apartment (<5 storeys)	740	725	715	11.5%	285	250	250	460	475	465
Other single-attached	0	0	0	0.0%	0	0	0	0	0	0
Movable	30	55	80	1.3%	25	50	55	0	0	30

Overall, Comox closely follows the distribution of Comox Valley’s occupied dwelling types with the exception of row house dwellings, which are atypical as a rural unit offering and are less abundant (proportionally) in the City of Courtenay. Conversely, Comox Valley demonstrates noticeably higher rates of movable dwellings, driven by available land in its rural areas that can accommodate the private water and septic requirements that generally serve this dwelling type.

Figure Com 19.2: Dwelling Type, 2016 – Comparison (Statistics Canada)

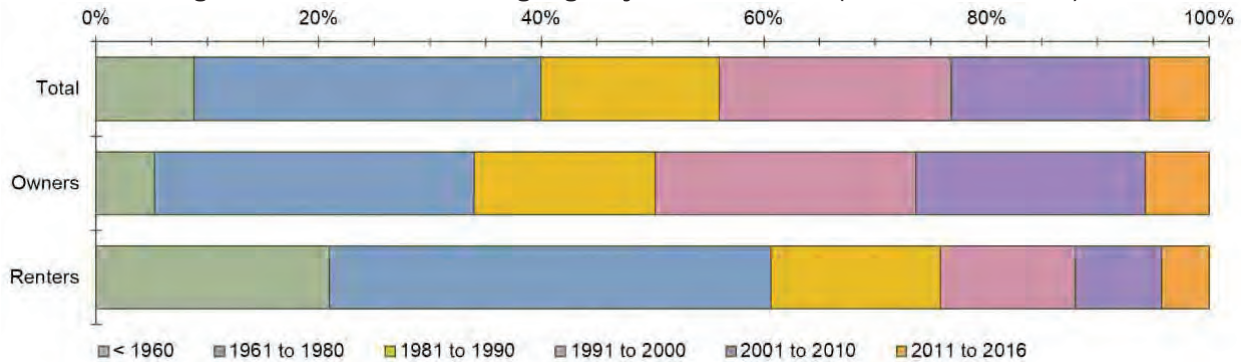


20. Dwelling Age

As of 2016, the most common Comox dwelling age belongs to units built between 1961 and 1980 (31.3 percent). However, a combination of both 1981 to 1990 and 1991 to 2000 measurements periods demonstrates that 36.9 percent of Comox households live in relatively new dwellings. Similarly, since 2001, 1,440 units were built (23.2 percent of total households).

Readers may notice in **Table Com 20.1** that household totals per reported year do vary between census periods. Decreases are partially due to demolished housing stock; however, discrepancies, for both decreases and increases, can be partially associated to changes in the quality of data collection between census periods.

Figure Com 20.1: Dwelling Age by Tenure, 2016 (Statistics Canada)



According to tenure data, 49.8 percent of owner households live in a dwelling built after 1991; whereas, 60.6 percent of renters live in housing pre-dating 1980. The difference reflects general market trends: greater affordability for renters is often found in buildings that have aged and require updating, while owners with sufficient disposable income seek out newer options that require less maintenance or repairs. Furthermore, Comox has historically built units predominantly intended for owners (e.g. 79.1 percent of units built between 2006 and 2016 were owner occupied), which results in relatively less rental housing stock. Accordingly, renter household options trend towards older buildings.

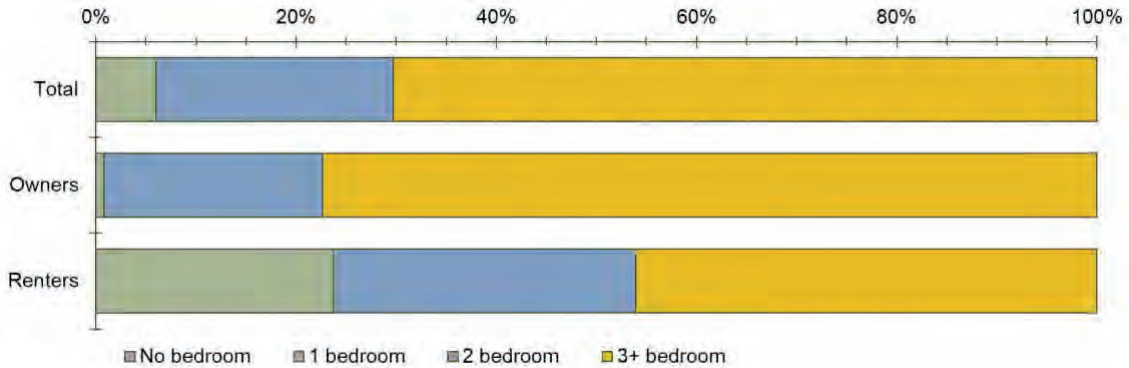
Table Com 20.1: Historical Dwelling Age by Tenure (Statistics Canada)

	Total				Owners				Renters			
	2006	2011	2016	'16 % of Total	2006	2011	2016	'16 % of Total	2006	2011	2016	'16 % of Total
Total Dwellings	5,205	5,975	6,205	100%	4,000	4,655	4,800	100%	1,205	1,315	1,410	100%
< 1960	575	650	545	8.8%	205	320	250	5.2%	370	330	295	20.9%
1961 to 1980	1,845	1,865	1,940	31.3%	1,415	1,320	1,380	28.8%	425	545	560	39.7%
1981 to 1990	905	935	995	16.0%	740	775	780	16.3%	165	155	215	15.2%
1991 to 2000	1,410	1,330	1,295	20.9%	1,250	1,160	1,125	23.4%	160	170	170	12.1%
2001 to 2010	465	1,195	1,105	17.8%	390	1,075	990	20.6%	80	115	110	7.8%
2011 to 2016	0	0	335	5.4%	0	0	275	5.7%	0	0	60	4.3%

21. Bedroom Number

As of 2016, housing units within Comox were typically 3 or more-bedrooms large, occupying 70.3 percent of housing supply. Three or more-bedroom units grew by 24 percent, the greatest change among types – a likely result of the overall increase in single-detached dwellings that can accommodate this number of bedrooms. Two-bedrooms grew by 14.8 percent and 1-bedroom units grew by 5.6 percent. Comox lost all 45 of its no-bedroom units since 2006, either by conversion or demolition.

Figure Com 21.1: Bedroom Number by Tenure, 2016 (Statistics Canada)



Owner housing stocks are predominantly dominated by 3 or more-bedroom units at 77.4 percent, attributed to dwelling type patterns tied to ownership. Owners more often live in singles, semis, or townhouses which can fit more bedrooms. Renter households still favoured 3 or more-bedrooms (46.1 percent), but had greater 1- and 2-bedroom unit options (23.8 and 30.1 percent, respectively). For both tenures, there were more 3 or more-bedroom units added since 2006 than the aggregate of all other sizes.

Table Com 21.1: Historical Bedroom Number by Tenure (Statistics Canada)

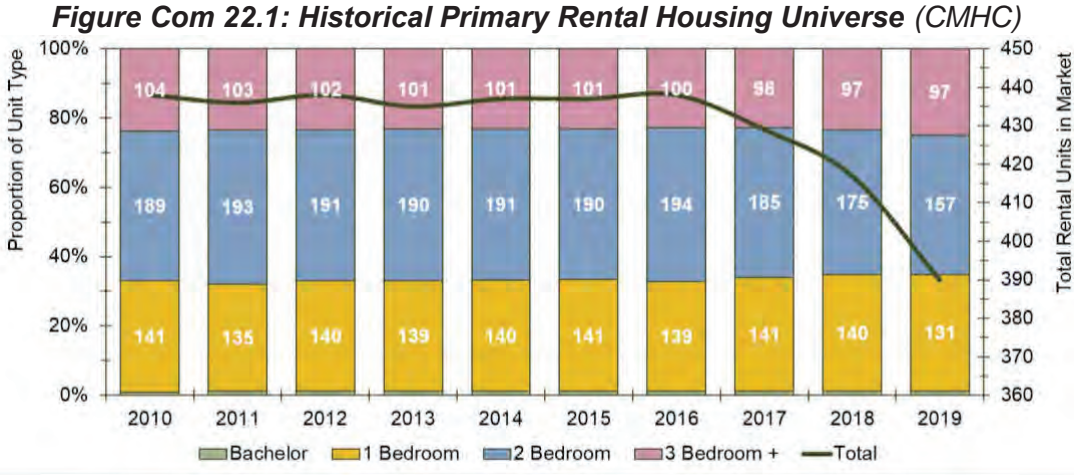
	Total				Owners			Renters		
	2006	2011	2016	'16 % of Total	2006	2011	2016	2006	2011	2016
Total Dwellings	5,205	5,975	6,210	100%	4,005	4,655	4,800	1,200	1,320	1,410
No bedroom	45	0	0	0.0%	0	0	0	45	0	0
1 bedroom	355	335	375	6.0%	70	50	40	285	280	335
2 bedroom	1,280	1,600	1,470	23.7%	875	1,150	1,045	405	450	425
3+ bedroom	3,520	4,035	4,365	70.3%	3,050	3,450	3,715	470	585	650

22. Rental Inventory

The primary rental universe (inventory of rental stock predominantly made up of purpose-built rental buildings) was static in size for most of the last decade. In recent years, this inventory of primary rental housing has decreased, likely due to conversions or demolitions, and this may be related to new development. Data for 2019 shows a total inventory of 390 units, down roughly

10% from the typical levels. However, this data would not yet reflect the addition of 86 new rental units completed in 2019. Adding these into the stock, Comox can be expected to have a total primary rental inventory of 476 units, which would be almost 10% higher than typical levels for the last decade. In other words, though data as of the date of this report shows a shrinking rental housing market, in reality the supply of purpose-built rental units is likely at an all-time high for the last 20 years.

Comparing this data to census Figure Coms on rental households, it can be concluded that most of the rental housing stock operates in the secondary universe; 1410 households reported as being housed in rental dwellings in the 2016 census, however the primary market that year was only 438 units in size, representing 31% of the rental market. Secondary rental market includes housing types such as single or semi-detached units which can easily flip between owner and renter occupied tenures, condominium apartments which are rented out by their owner, larger houses which have been internally converted to rental units, or other smaller multi-unit buildings, like duplexes, which are not captured by the CMHC survey.



The proportional breakdown of the primary rental market by bedroom count has been fairly steady over the past ten years. However, the recent reduction in stock reflected in the current data shows that most of the lost inventory consisted of 2-bedroom units. Data is not yet available to determine the unit types of those recently completed. There are virtually no bachelor/studio style apartment units. The primary rental market is generally focussed more on smaller dwelling units, with 32 percent attributed to 1-bedrooms in 2016 and 44 percent to 2-bedrooms. Secondary rental market units do provide contribute to the 1-bedroom and 2-bedroom unit styles; however, the majority of their stock consists of 3-bedroom or larger dwellings, at about 57 percent in 2016.

Overall, the secondary market contributed 68.9 percent of 2016 rentals, providing the majority of stock across all bedroom numbers: 58.5 percent of 1-bedroom, 54.4 percent of 2-bedroom, and 84.6 percent of 3 or more-bedroom units. The aforementioned numbers are summarized in **Table Com 22.1**, which is derived using 2016 Statistics Canada and CMHC data; anticipated supply is discussed as part of the Regional Context report.

Table Com 22.1: Primary & Secondary Rental Market Units, 2016 (Statistics Canada & CMHC data)

	Total	Rental	Primary		Secondary	
			Market	% of Total	Market	% of Total
Total	6,210	1,410	438	100%	972	100%
No Bedroom	0	0	0	0%	0	0%
1 Bedroom	375	335	139	32%	196	20%
2 Bedroom	1,470	425	194	44%	231	24%
3+ Bedroom	4,365	650	100	23%	550	57%

23. Recent Development Trends

Housing construction in Comox has been somewhat variable, with periods of low and high unit completions. Lower periods of construction typically average around 50 units/year while higher periods are usually in the 100-150 units/year range. Historically, these higher years are associated with both an increase in development of homeowner (freehold) units, as well as the addition of condominium (strata) units. Most of the last 10 years have been a period of low, predominantly single-detached, housing development.

Figure Com 23.1: Historical Unit Completions by Intended Tenure (CMHC)

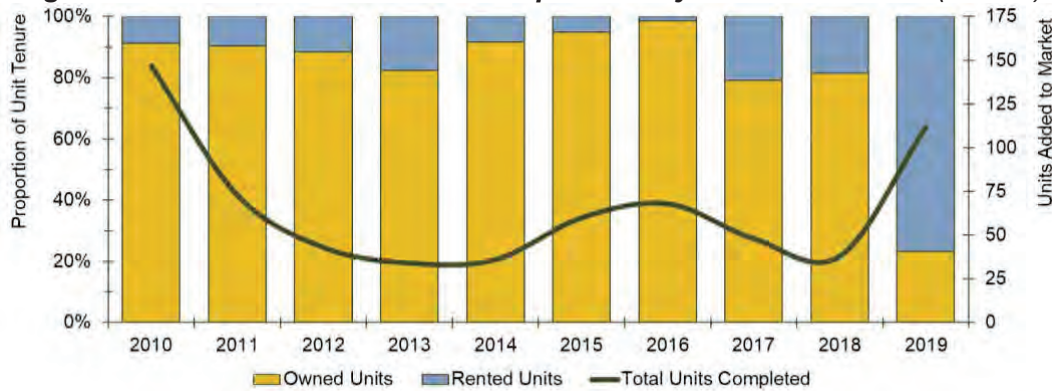


Table Com 23.1: Historical Unit Completions by Intended Tenure (CMHC)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total Units	147	73	43	34	36	60	68	48	38	112
Owned	134	66	38	28	33	57	67	38	31	26
Rented	13	7	5	6	3	3	1	10	7	86

Comox has historically built housing with an overwhelming focus on owner-occupied tenures. There was a notable shift in 2019, which saw the vast majority of completed units being intended for the rental market. This is likely the result of the completion of a small number of purpose-built rental projects, and data on housing starts in 2019 suggests completions in 2020 will not repeat this pattern.

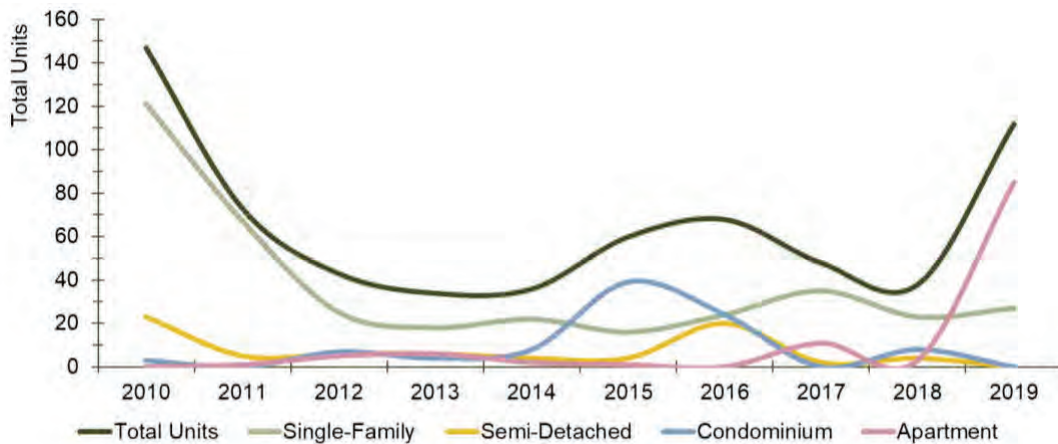
Table Com 23.2: Historical Unit Completions by Dwelling Type (CMHC)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total Units	147	73	43	34	36	60	68	48	38	112
Single-Family	121	67	25	18	22	16	24	35	23	27
Semi-detached	23	5	6	6	4	4	20	2	4	0
Condominium	3	0	7	4	8	39	24	0	8	0
Apartment	0	1	5	6	2	1	0	11	3	85

Single-family homes, typically owner-occupied, were the most frequently built dwelling type from 2010 to 2019. Apartment construction remained, as previously mentioned, relatively dormant over the last decade until 2019 where they made up 75.9 percent of the completed stock. Semi-detached homes were also quiet, with light surges in 2010 and 2016. Lastly, condominium apartment completions peaked in 2015, with similar activity in 2016. Some of the condominium increases may be thanks to converted rental apartments, whose numbers show a decline (discussed in the next section).

Please note that New Homes Registry data was collected from BC’s Data Catalogue; however, it offered only information for 2016 to 2018. Consequently, the above discussions use CMHC data, as compared to historical building permits, since historical data is available.

Figure Com 23.2: Historical Completions by Dwelling Type (CMHC)



24. Rental Market – Rent & Vacancy

Given the small size of the primary rental market in Comox, data on rents and vacancy, in particular, can be volatile. Similar data for secondary rental market is not directly available, however it is reasonable to assume that overall trends are similar to those observed in the primary market.

Typically, a primary rental market is considered healthy and balanced when vacancy rates are in the 3 to 5 percent range. Comox has had a persistently low vacancy rate, only rarely exceeding 2% over the last decade. Vacancy has generally been lowest in 3-bedroom units, or larger.

Figure Com 24.1: Historical Rental Housing Vacancy by Unit Type (CMHC)

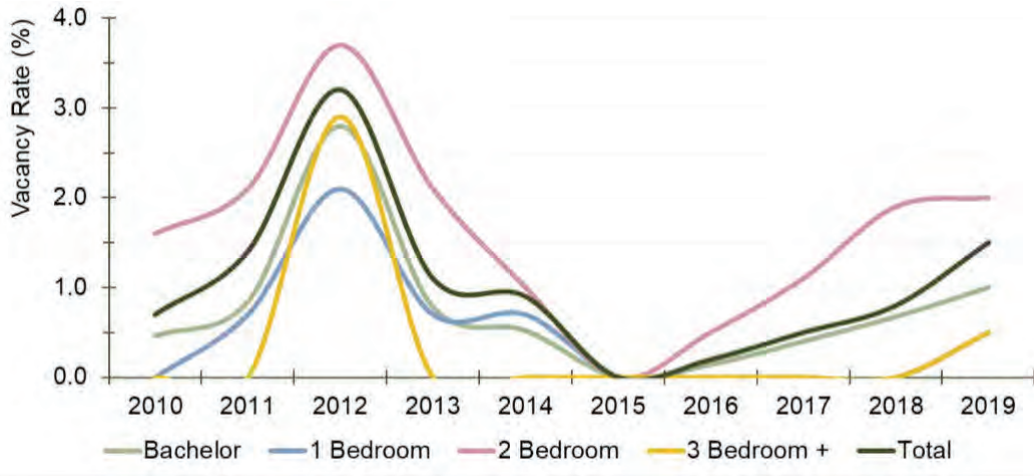


Table Com 24.1: Historical Rental Housing Vacancy by Unit Type (CMHC)

Unit Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	0.7	1.4	3.2	1.1	0.9	0.0	0.2	0.5	0.8	1.5
Bachelor*	0.5	0.8	2.8	0.8	0.5	0.1	0.1	0.3	0.5	1.4
1 Bedroom	0.0	0.7	2.1	0.7	0.7	0.5	0.0	0.0	0.0	2.5
2 Bedroom	1.6	2.1	3.7	2.1	1.0	0.0	0.5	1.1	1.9	2.0
3+ Bedroom	0.0	0.0	2.9	0.0	0.0	0.0	0.0	0.0	0.0	0.5

* Due to the small number of units in total, bachelor style apartment vacancy data is generally suppressed by CMHC. Figure Coms above are estimates based on data available for other unit styles, and should be used cautiously.

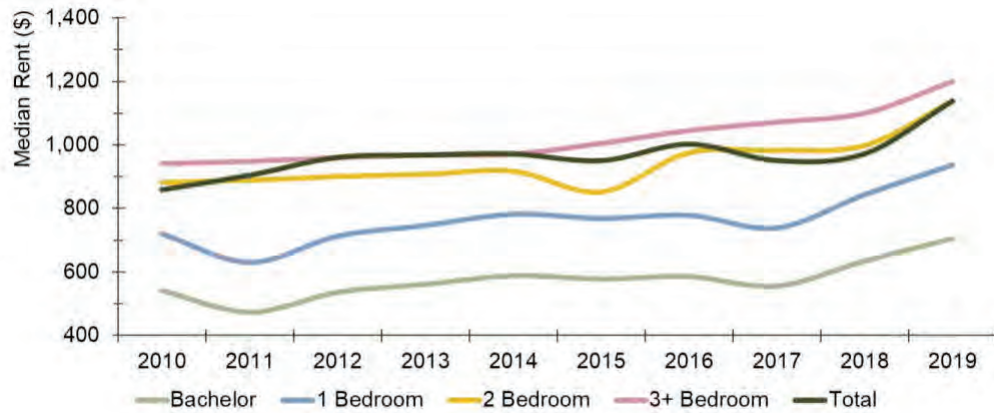
Vacancy rates are a measure of market demand, with low and declining vacancy signalling high, and increasing demand. Accordingly, declining vacancy is a leading indicator of market rents, as prices increase to balance the changing demand with available supply. That said, vacancy can decrease without major price changes, but once unit availability hits a critical threshold of very low vacancy, rents tend to react disproportionately. Within this context, price increases generally lag a year or more as the impact of low vacancy ripples through the market.

Despite consistently low vacancy rates, rents in Comox tended to increase gradually year to year. Market conditions did not get extremely tight until around 2015-2017. Accordingly, market rents have increased more rapidly in recent years: while the overall change in rents for the past decade is an increase of nearly 47 percent, more than half of the increase (26 percent) has occurred only since 2017.

Table Com 24.2: Historical Median Market Rents by Unit Type, 2019 dollars (CMHC)

Unit Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	\$775	\$825	\$875	\$875	\$885	\$865	\$925	\$900	\$950	\$1,138
Bachelor	\$489	\$433	\$489	\$508	\$537	\$527	\$541	\$527	\$621	\$706
1 Bedroom	\$650	\$575	\$650	\$675	\$713	\$700	\$719	\$700	\$825	\$938
2 Bedroom	\$795	\$810	\$820	\$820	\$835	\$775	\$900	\$930	\$975	\$1,138
3+ Bedroom	\$850	\$865	\$875	\$875	\$885	\$915	\$965	\$1,015	\$1,075	\$1,200

Figure Com 24.2: Historical Median Market Rents by Unit Type, 2019 dollars (CMHC)



25. Ownership Market – Prices & Sales

The previously discussed trends in Comox’s rental market are likely a product of trends in its owner-occupied market. Conditions were fairly stable for most of the last decade; however, 2017 to 2019 saw a general strengthening trend in market conditions. As demand and prices increased across the board in the owner-occupied market, citizens at the lower end increasingly turned to the rental market for housing, resulting in the vacancy and price trends noted previously.

Days on market shows the length of time a property listing takes to find a buyer. It is therefore a measure of market demand; the ownership equivalent to vacancy rates. The early 2010s were largely stable, if declining slightly. In the latter part of the past decade, demand showed a significant increase, with days on market in 2017 to 2019 dropping by 50 to 80 percent depending on unit type. Single-family houses typically showed the strongest demand; however, between 2018 to 2019, this housing type had the longest days on market Figure Coms (though still very low).

Figure Com 25.1: Historical Average Annual Days on Market by Dwelling Type (Vancouver Island Real Estate Board - VIREB)

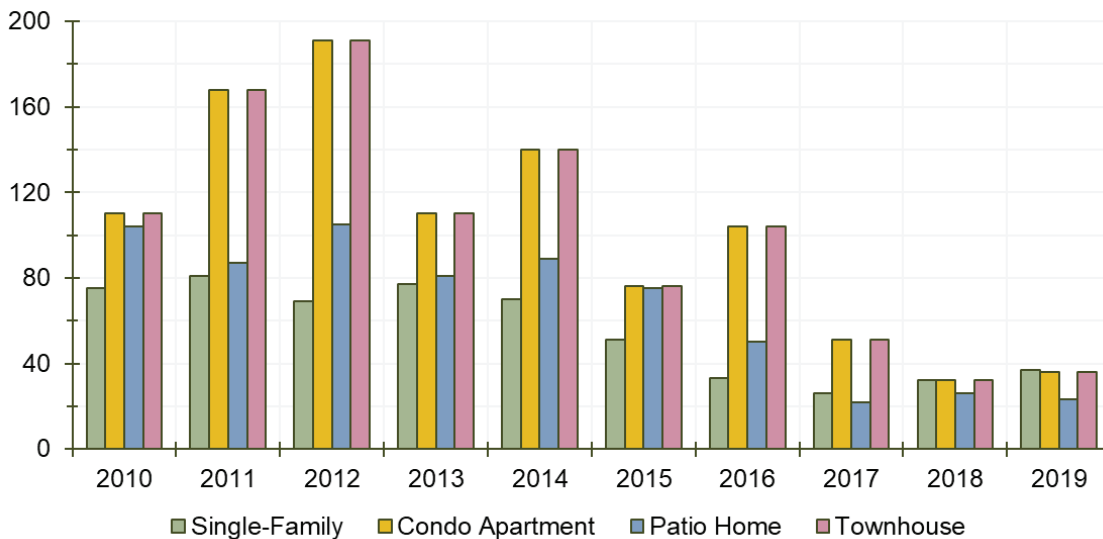


Table Com 25.1: Historical Average Annual Days on Market by Dwelling Type (VIREB)

Dwelling Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	83	96	88	83	83	59	56	33	31	35
Single-Family	75	81	69	77	70	51	33	26	32	37
Condo Apartment	110	168	191	110	140	76	104	51	32	36
Patio Home	104	87	105	81	89	75	50	22	26	23
Townhouse	110	168	191	110	140	76	104	51	32	36

This period of increasing market demand also matches with notable patterns of market activity in terms of total number of sales. Coincident with days on market, total sales volumes were fairly stable for most of the last ten years in Comox. A notable decrease in total sales was observed for single-family dwellings, which was largely offset by an increase in the sales of all other dwelling types. Typically, this pattern is indicative of market prices for detached housing increasing beyond the reach of citizens who then choose to purchase other, less expensive housing types in its place. Notably, townhouse and condo apartments showed significant increases in sales volumes over this period. Additionally, this pattern could also indicate speculative behaviour on the part of current home owners who, observing strong price appreciation, choose to hold on to property in the hopes of achieving higher future sales prices.

Figure Com 25.2: Historical Annual Sales Volume by Dwelling Type (VIREB)

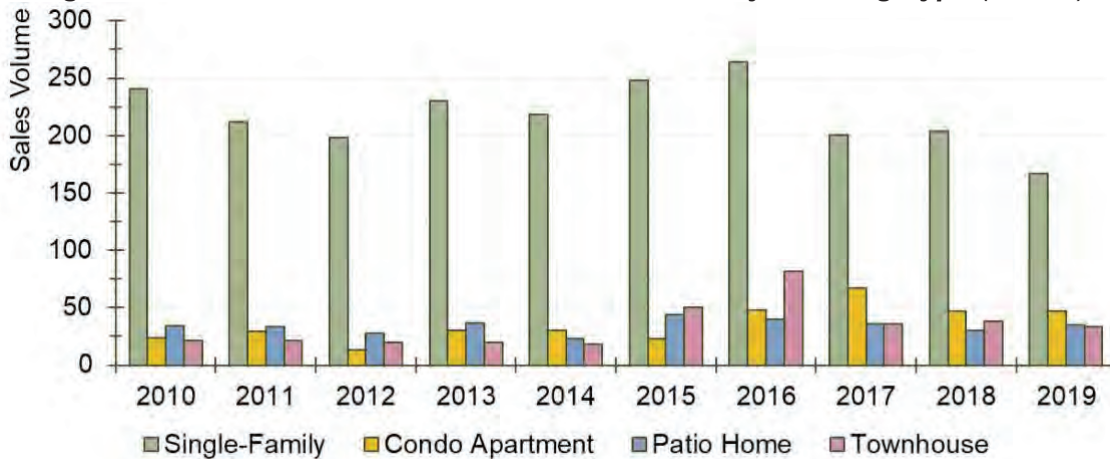


Table Com 25.2: Historical Annual Sales Volume by Dwelling Type (VIREB)

Dwelling Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	320	295	259	317	289	365	434	340	319	282
Single-Family	241	212	198	230	218	248	264	201	204	167
Condo Apartment	24	29	13	30	30	23	48	67	47	47
Patio Home	34	33	28	37	23	44	40	36	30	35
Townhouse	21	21	20	20	18	50	82	36	38	33

Price action in Comox’s housing market matches with the demand patterns already discussed. Annual price changes were mixed for the early 2010s, but showed an increase across all dwelling types starting in 2016, peaking in 2017 at a dramatic 20 to 30 percent year over year increase, and generally continuing at a lower pace to the present. The most recent year in particular indicated that the market price for most dwelling types remaining steady after the recent escalation. Condo apartments showed the strongest price appreciation and unlike all other types, continued to increase strongly in 2019. This is likely due to their comparatively lower starting point

for price, their relative affordability compared to other housing types, and possibly demographic factors driving demand to smaller housing forms.

Figure Com 25.3: Historical Year/Year Housing Price Change by Dwelling Type (VIREB)

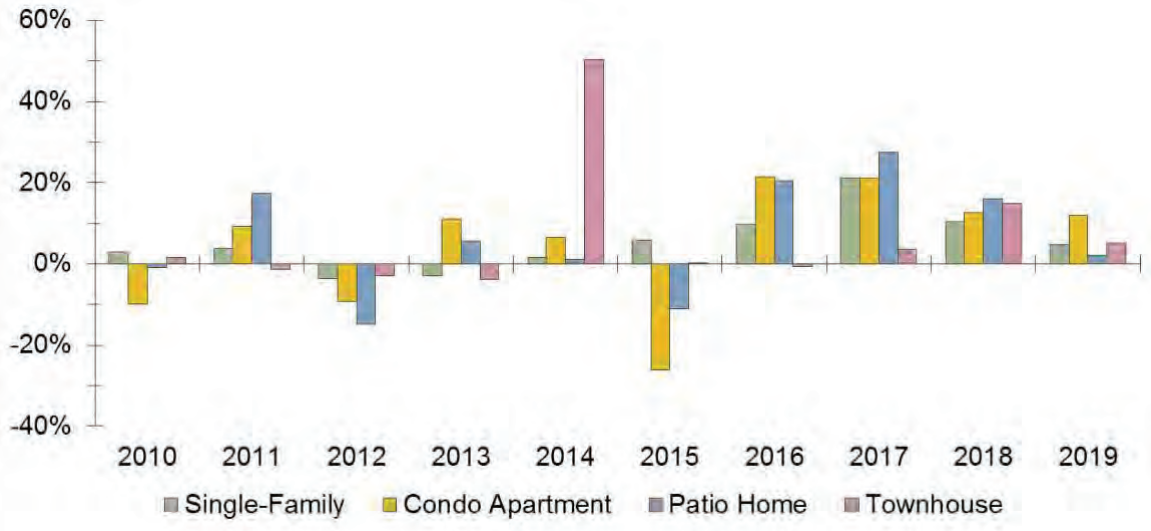


Table Com 25.3: Historical Year/Year Housing Price Change by Dwelling Type (VIREB)

Dwelling Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	1%	4%	-4%	-2%	4%	0%	7%	19%	13%	4%
Single-Family	3%	4%	-4%	-3%	1%	6%	10%	21%	10%	5%
Condo Apartment	-10%	9%	-9%	11%	7%	-26%	21%	21%	13%	12%
Patio Home	-1%	17%	-15%	6%	1%	-11%	20%	28%	16%	2%
Townhouse	1%	-1%	-3%	-4%	50%	0%	-1%	4%	15%	5%

Accordingly, median sale price across all dwelling types in Comox was generally stable for most of the past 10 years, with a significant increase observed in 2017-2018, which slightly decreased in 2019. The overall price in 2019 was 32 percent higher than the 2010 to 2016 average.

Figure Com 25.4: Historical Median Sale Price by Dwelling Type, 2019 Dollars (VIREB)

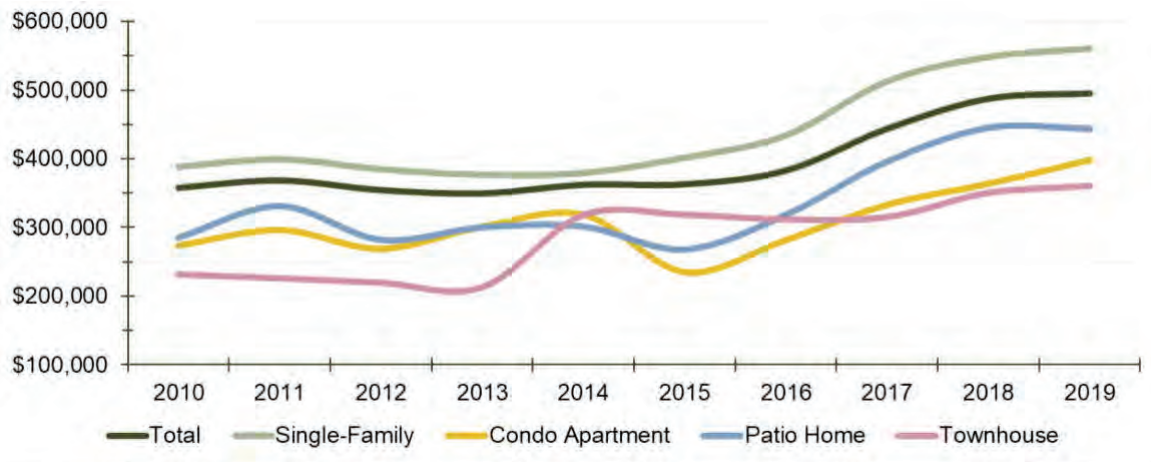


Table Com 25.4: Historical Median Sale Price by Dwelling Type, 2019 Dollars (VIREB)

Dwelling Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	\$358,259	\$368,868	\$354,780	\$350,039	\$362,608	\$363,293	\$383,108	\$443,763	\$487,355	\$495,115
Single-Family	\$387,953	\$398,801	\$384,326	\$376,311	\$378,835	\$401,148	\$433,535	\$512,376	\$547,665	\$560,000
Condo Apartment	\$273,862	\$296,220	\$269,028	\$301,049	\$318,441	\$235,194	\$281,798	\$332,780	\$363,404	\$397,500
Patio Home	\$285,504	\$331,328	\$282,205	\$300,495	\$301,421	\$268,165	\$318,648	\$396,167	\$445,298	\$444,000
Townhouse	\$231,729	\$226,005	\$219,615	\$213,058	\$317,866	\$318,171	\$311,507	\$314,821	\$350,096	\$360,000

26. Short-term Rentals (AirBnB)

Over the last decade, short-term rentals (STRs) have grown significantly as a new form of residential property tenure. An STR is a more fluid and flexible use of residential dwelling space for temporary accommodations that blurs the line between rental housing and commercial hospitality use. At the epicentre of the STR boom is the technology company AirBnB, an internationally used STR marketplace that connects STR “landlords” and users. Since 2016 AirBnB, and the STR market with it, have experienced exponential growth worldwide.

Alongside this market growth is concern about the impact of STR units on traditional residential market sectors. There has been notable concern by local residents and governments in the Comox Valley region about STR impacts on the availability of long-term rental housing; specifically, whether STRs are removing traditional rentals from the market, thereby reducing supply and causing greater difficulty for households to find a suitable place to live. This concern is exacerbated by the general lack of authoritative data on the extent of local STR markets as AirBnB, and other platforms like it, are private companies that do not publish data on their users.

The following discussion aims to identify the actual number of units that are potentially being removed from the market, and whether the developing trends warrant immediate concern. To do so requires the use of third-party data provided by the company AirDNA, which provides monthly (as of January 2016) data on STR markets, scraped from the public-facing websites of several STR platforms, including AirBnB. This report analysed available data and applied the following definitions to the exercise:

Total market: all short-term rental units that were active (meaning, offering lodging) within a given time period.

Commercial market: all short-term rental units that were active within a given time period but are available more than 50 percent of the days that they have been active. For instance, if a property was active in 2017 and provided availability for 200 days (about 55 percent of the year), it would be considered as “commercial” as the primary use of the unit is for STR accommodations, rather than being a minority use of a residential dwelling. In other words, the 50 percent cut off is meant to separate residents using the service to create supplemental income from their dwellings, from non-resident STR operators using the unit principally for income/investment purposes.

Additional Notes

The data includes listings from several STR platforms. In examining the data, it was noted that AirBnB accounted for the vast majority of listings (>90%), with other platforms mostly serving as another avenue to advertise properties which were also available on AirBnB. To minimise double-counting units, only data for listings on AirBnB are used.

In this report, market types are divided into “entire unit” and “other.” The former means an STR listing that is the entirety of an apartment or dwelling, while the latter can be a room in

a dwelling, a hotel room, or other type. For the purpose of this analysis, only “entire unit” listings are considered to represent units that may be impacting traditional housing market sectors.

According to **Table Com 26.1**, the overall Comox STR market has grown to about 88 individual units in 2019, up 8 units since 2018 and 28 since 2017. Overall, 75 percent of the Comox STR market was “entire units.”

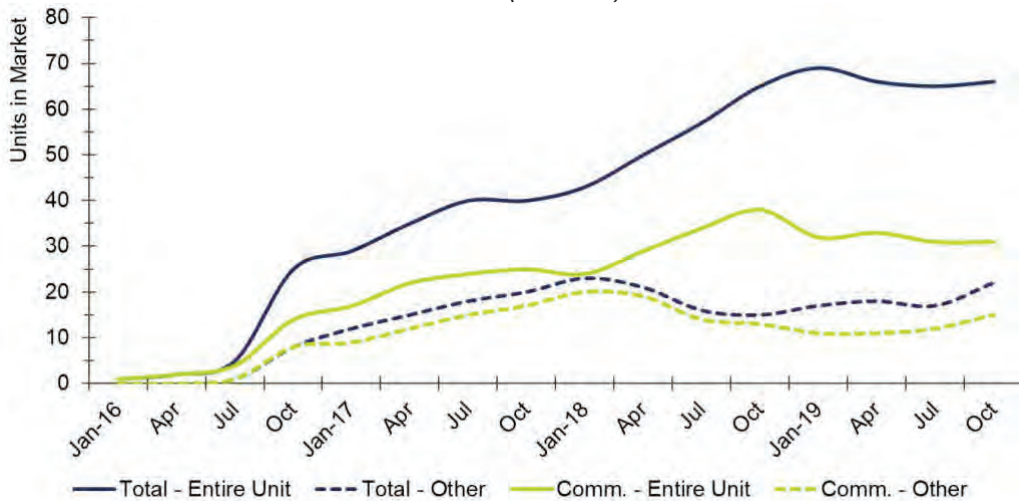
Table Com 26.1: Historical STR Market – Total versus Commercial Market (AirDNA)

	2016				2017				2018				2019			
	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct
Total Market	1	2	6	33	41	50	58	60	66	71	73	80	86	84	82	88
Entire Unit	1	2	5	25	29	35	40	40	43	50	57	65	69	66	65	66
Other	0	0	1	8	12	15	18	20	23	21	16	15	17	18	17	22
Commercial Market	1	2	5	22	26	34	39	42	44	48	48	51	43	44	43	46
Entire Unit	1	2	4	14	17	22	24	25	24	29	34	38	32	33	31	31
Other	0	0	1	8	9	12	15	17	20	19	14	13	11	11	12	15

Both the overall and commercial market have maintained relatively steady growth over the last four years (see **Figure Com 26.1**), with the latter retaining about half the entire unit market. Total active commercial entire units peaked at 38 in October 2018. In 2019, commercial entire units made up approximately 47 percent of the overall entire unit market.

The Comox peak of 38 commercial units in mid-2018 represented about 0.5 percent of total unit demand, and 2.5 percent of rental demand. There is no way to conclude how many of these units would convert to renter or owner housing if they had not been listed on an STR website.

Figure Com 26.1: Historical Cumberland STR Market (Comox) – Total versus Commercial Market (AirDNA)

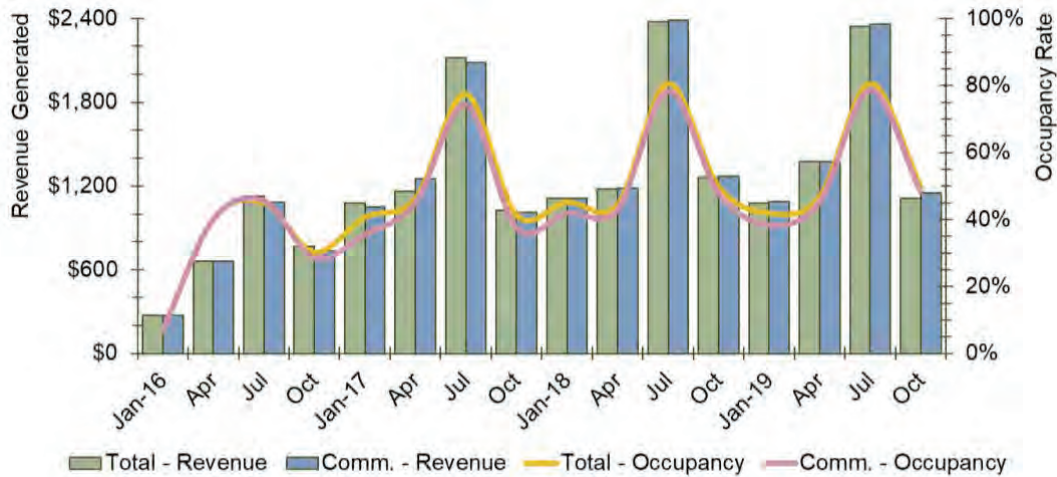


Regional revenue data provides interesting insights into the profitability of commercial AirBnBs. Specifically, that the median revenue of commercial units has remained at par with the total market (mostly since it holds the majority of units and thus influences the trend). Similarly, the median nightly asking price has remained relatively constant at around \$110 to \$120 (adjusted for inflation to October 2019). **Table and Figure Com 26.2** illustrate the parallel revenue generation and booking occupancy over time for both markets.

Table Com 26.2: Historical CVRD STR Occupancy & Revenue – Total versus Commercial Market (October 2019 dollars, AirDNA)

	2016				2017				2018				2019			
	Jan-16	Apr	Jul	Oct	Jan-17	Apr	Jul	Oct	Jan-18	Apr	Jul	Oct	Jan-19	Apr	Jul	Oct
Total Market																
Occupancy	7%	40%	45%	30%	41%	46%	77%	41%	45%	44%	81%	50%	42%	47%	81%	50%
Median Rate	\$136	\$70	\$98	\$99	\$106	\$106	\$111	\$105	\$104	\$108	\$120	\$107	\$122	\$113	\$121	\$106
Median Revenue	\$272	\$663	\$1,128	\$767	\$1,077	\$1,164	\$2,116	\$1,024	\$1,109	\$1,180	\$2,376	\$1,262	\$1,075	\$1,376	\$2,342	\$1,111
Commercial Market																
Occupancy	7%	40%	46%	29%	36%	45%	74%	38%	42%	43%	78%	48%	38%	45%	79%	48%
Median Rate	\$136	\$70	\$97	\$100	\$106	\$110	\$114	\$105	\$106	\$109	\$120	\$106	\$122	\$114	\$121	\$107
Median Revenue	\$272	\$663	\$1,083	\$736	\$1,051	\$1,252	\$2,083	\$1,012	\$1,109	\$1,184	\$2,387	\$1,270	\$1,091	\$1,378	\$2,362	\$1,150

Figure Com 26.2: Historical STR Occupancy & Revenue – Total versus Commercial Market (October 2019 dollars, AirDNA)



27. Non-Market Housing

The Town of Comox does not contain any non-market housing options associated with BC Housing in the form of emergency shelters, transitional and assisted living, or independent social housing units. Consequently, those seeking non-market options are generally directed towards the City of Courtenay, which is the major provider.

Nevertheless, Comox does have 129 households (as of March 2019) receiving BC Housing rental assistance program support; 32 families and 97 seniors.

Figure Com 27.1: Non-Market Housing, March 2019 (BC Housing)

	Comox	Comox Valley	% of Total
Emergency Shelter / Homeless Housing			
Homeless Housed	0	52	0.0%
Homeless Rent Supplements	0	60	0.0%
Homeless Shelters	0	14	0.0%
Transitional Supported / Assisted Living			
Frail Seniors	0	111	0.0%
Special Needs	0	31	0.0%
Women and Children Fleeing Violence	0	14	0.0%
Independent Social Housing			
Low Income Families	0	235	0.0%
Low Income Seniors	0	58	0.0%
Rent Assistance in Private Market			
Rent Assist Families	32	191	16.8%
Rent Assist Seniors	97	417	23.3%
Community Total	129	1,183	10.9%

There is a present need for more non-market housing options in Comox. As of January 2020, the BC Housing wait list for subsidised units has 31 applications from local households, specific to: 8 families, 12 residents with disabilities, 9 seniors, and 2 single persons.

28. Subsidized Housing

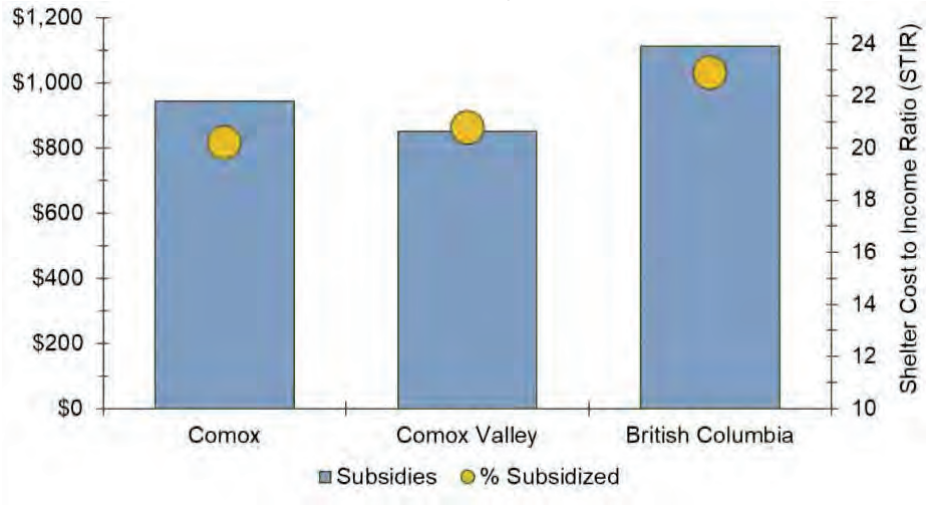
Of the 6,210 Comox households, about 22.7 percent are renters – a slight proportional decrease since 2006 but an actual household increase of 205 since the same year. In 2016, 13.8 percent of those renter households received a form of subsidy to help pay for their rental accommodation.

Table Com 28.1: Historical Median Shelter Cost & Renter Subsidized Housing (Statistics Canada)

	2006	2011	2016
Total - Owner & Renter	5,205	5,975	6,210
Median Shelter Cost	\$753	\$741	\$943
Renters	1,205	1,315	1,410
In Subsidized Housing	0	225	195
% Renters	23.2%	22.0%	22.7%
% Subsidized	0.0%	17.1%	13.8%

At 22.7 percent, Comox’s renter population is the lowest, proportionally, when compared to CVRD and British Columbia – though only 1.2 percent off of the Region’s 23.9 percent. Nevertheless, Comox reported the highest subsidy rate of the compared geographies. Given that Comox has little in the way of non-market housing options, it is not surprising that rental subsidies are comparatively common.

Figure Com 28.1: Renter Households versus Subsidized Households, 2016 (Statistics Canada)



29. Homelessness

Point-in-Time (PiT) counts of persons experiencing homelessness were produced in 2018 the Government of British Columbia and several public and private partners. The data illustrates what is occurring over the entirety of the Comox Valley Regional District, inclusive of the communities of Comox, Courtenay, Cumberland, and Denman Island. Because the data is regional in scope, it is discussed in greater detail within the CVRD Regional Profile Report.

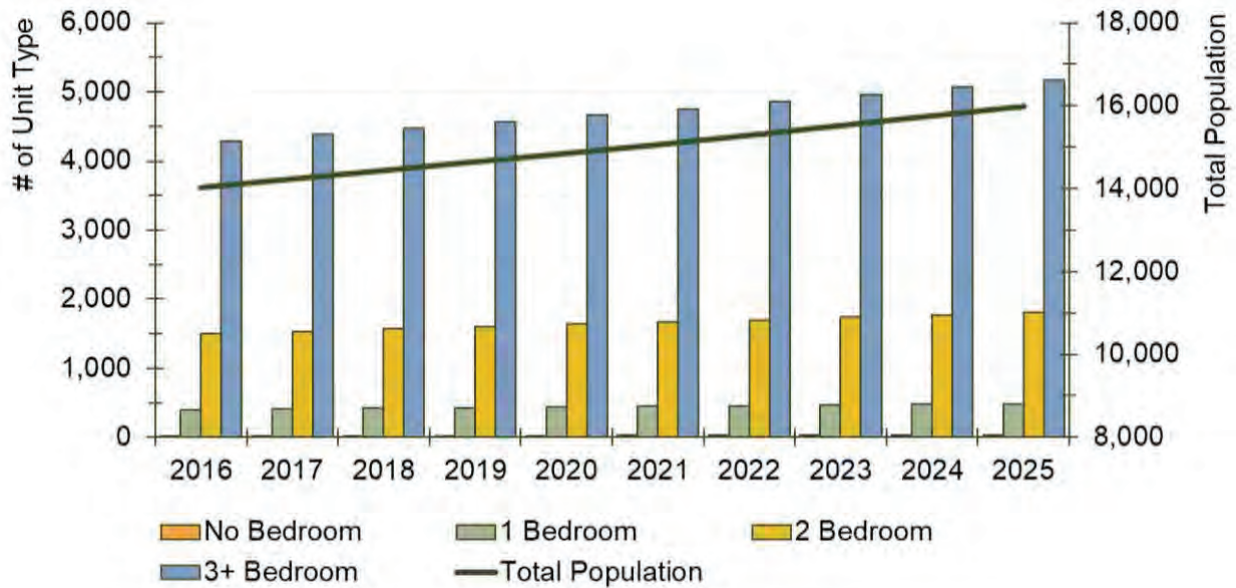
HOUSING NEED

30. Anticipated Household Demand

The housing market for Comox is functionally integrated with its neighbouring communities. Examining future housing demand, and supply in particular, solely on the basis of individual communities within the broader market can be misleading, and therefore this Housing Needs Analysis contains a fulsome discussion of housing demand and supply in the section specific to this broader context, the Comox Valley Regional District. This report section, specific to the Town of Comox, focusses on the projected housing demand in terms of units and tenure.

Projected demand for housing is derived from the population projections discussed in the Demographic section of this report. Using data for age-specific household sizes, the projected number of residents in Comox is translated into a projected number of households. This method takes into account both the changes in total number of people, as well as changes to the age profile of that population. Each household is anticipated to create demand for one dwelling unit, and the distribution of unit types and tenures is based on trends in the observed proportional breakdown of the housing stock for these factors. Finally, the total number of demanded units is adjusted to account for units required to house non-usual residents (e.g. student housing or second homes) and baseline 'slack' in the market.

Figure Com 30.1: Projected Population and Housing Demand by Unit Type (2016 to 2025)



Using this method, housing demand in Comox can be expected to reach 7,495 units in 2025, an increase of 865 units over 2019 for an average annual increase of 144 units. Overall, about 23 percent of this demand will be for rental-tenured units. Furthermore, anticipated housing demand versus total population will translate to declining household sizes, from 2016’s 2.2 to 2.08 in 2025.

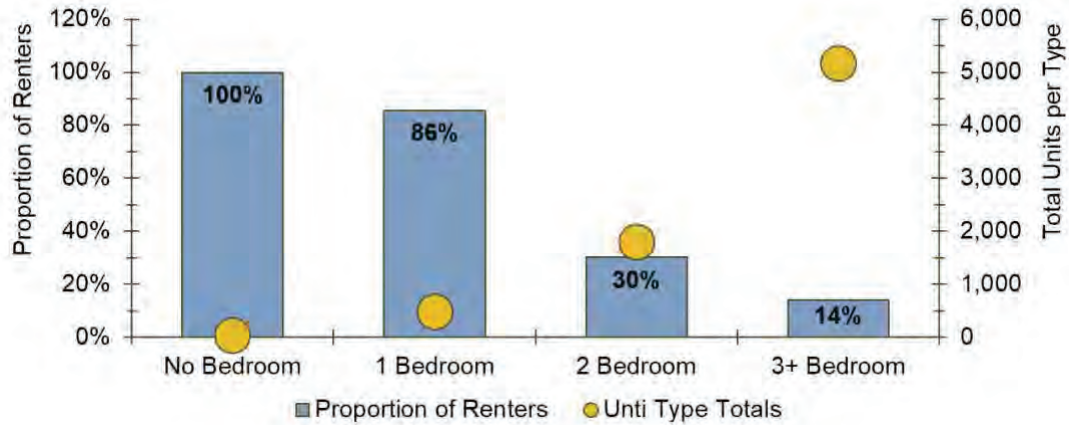
Table Com 30.1: Projected Housing Demand by Unit Type, Household Size, & Rental Proportion, 2016 to 2025

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Population	14,025	14,235	14,440	14,650	14,855	15,065	15,295	15,530	15,765	15,995
Total Households	6,210	6,350	6,490	6,630	6,770	6,895	7,045	7,195	7,345	7,495
No Bedroom	25	25	25	25	25	30	30	30	30	30
1 Bedroom	400	410	420	430	440	445	455	465	475	485
2 Bedroom	1,500	1,535	1,570	1,605	1,640	1,665	1,700	1,735	1,770	1,805
3+ Bedroom	4,285	4,380	4,475	4,570	4,665	4,755	4,860	4,965	5,070	5,175
Household Size	2.20	2.18	2.17	2.16	2.14	2.13	2.12	2.10	2.09	2.08
Renter Demand	22.9%	23.0%	23.0%	23.1%	23.1%	23.0%	23.0%	23.0%	23.0%	23.0%

Demand for rental units is not evenly spread through the total unit type projections. Applying the historical breakdown of owners and renters by unit type to the projected demand, it is evident that rental demand is highly concentrated in smaller unit sizes, though a sizable minority of larger, family-friendly rental units will also be required.

No-bedroom units (bachelor/studio style apartments) are a very minor segment of the current housing stock, and are expected to remain as such; all are anticipated to be rentals.

Figure Com 30.2: Projected Demand & Proportion of Rental Tenure in 2025 by Unit Type



31. Housing Condition (Adequacy)

In 2016, Statistics Canada reported that 4.3 percent of households lived in a dwelling inadequate for their needs. Statistics Canada defines “adequacy” as a structure that requires only minor repair or periodic maintenance. Accordingly, any unit that requires major repair is “inadequate.”

Table Com 31.1: Historical Inadequate Housing by Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Households	5,095	5,855	6,100	3,930	4,590	4,740	1,170	1,260	1,355
Below Adequacy Standard	235	275	265	175	200	160	65	75	105
1 person household	90	75	80	70	50	35	15	30	50
2 persons household	75	115	95	45	100	50	35	0	40
3 persons household	30	35	40	20	0	40	10	0	0
4 persons household	30	25	35	25	15	25	10	0	0
5+ persons household	15	0	20	10	0	15	0	0	0
Inadequate Housing (%)	4.6%	4.7%	4.3%	4.5%	4.4%	3.4%	5.6%	6.0%	7.7%

Housing adequacy is closely tied to the age of the housing stock within a community. For instance, owner households experienced a relative drop in inadequate housing since 2006 (4.5 to 3.4 percent), while renters had worsening conditions (5.6 to 7.7 percent). Relatedly, owners typically occupy new housing stock (newer than 1991); whereas, the majority of renters live in units built before 1980. Generally, older buildings will require greater repair or maintenance than newer construction, which amplifies over time if necessary, improvements are not made. In 2016, renters were more than two times more likely to experience inadequate housing than owners.

Figure Com 311: Historical Inadequate Housing by Tenure, % (Statistics Canada)

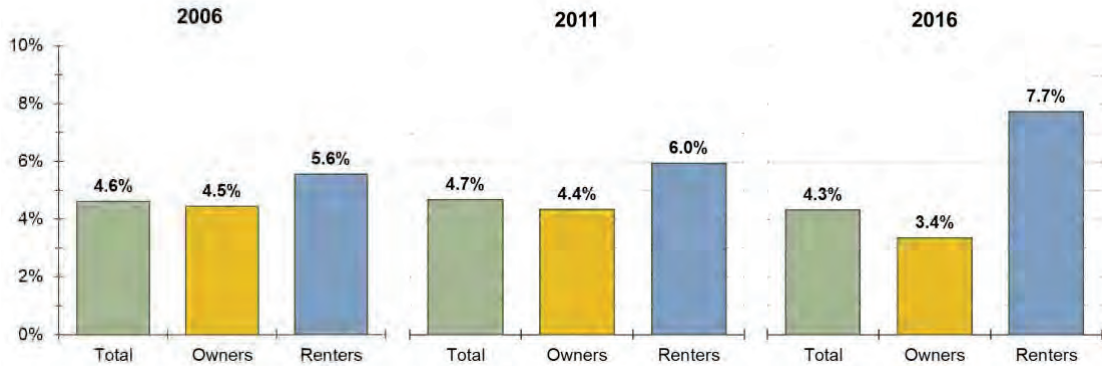
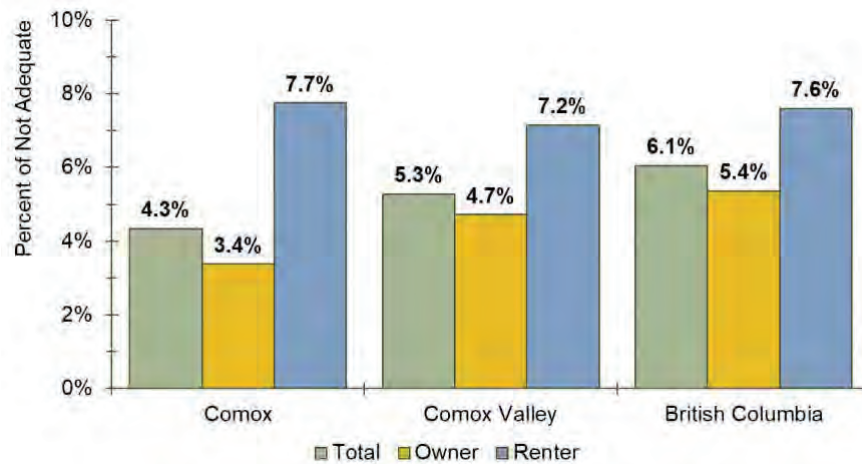


Figure Com 31.2 - Inadequate Housing by Tenure, 2016 – Comparison (Statistics Canada)



Overall, Comox demonstrates a noticeably lower rate of inadequacy compared to CVRD and BC – 5.3 and 6.1 percent, respectively. Better housing conditions in Comox are mostly supported by owner households; Comox dwellings occupied by renters have greater need for repair than both the Region and Province. In addition, Comox was the only jurisdiction compared above that had increasing inadequacy since 2006.

32. Overcrowding (Suitability)

In 2016, 0.6 percent of Comox households lived in an unsuitable dwelling. Statistics Canada defines “suitability” as whether a structure has enough bedrooms for the size and composition of the household. Accordingly, any unit that does not have enough bedrooms is “unsuitable.”

Table Com 32.1: Historical Unsuitable Housing by Tenure (Statistics Canada)

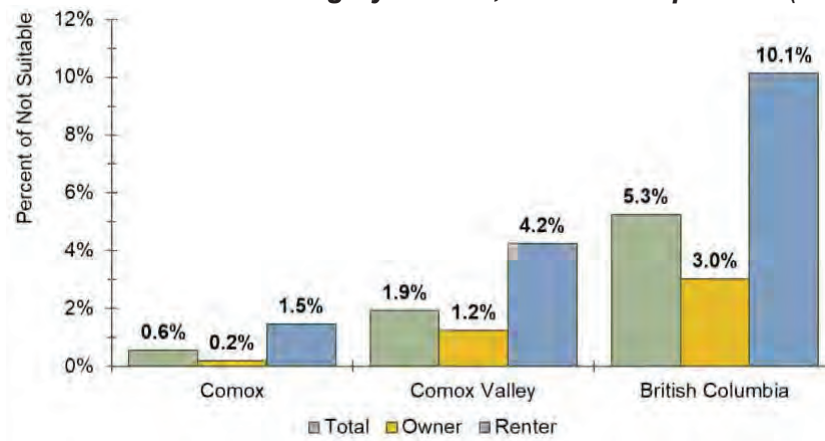
	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Households	5,095	5,855	6,100	3,930	4,590	4,740	1,170	1,260	1,355
Below Suitability Standard	70	115	35	30	70	10	40	40	20
1 Person	0	0	0	0	0	0	0	0	0
2 Persons	15	0	0	0	0	0	10	0	10
3 Persons	15	30	10	10	0	0	0	0	0
4 Persons	10	0	10	0	0	0	10	0	10
5+ Persons	30	65	10	15	40	10	15	25	0
Unsuitable Housing (%)	1.4%	2.0%	0.6%	0.8%	1.5%	0.2%	3.4%	3.2%	1.5%

Both owner and renter households experienced decreases in their proportions of unsuitable housing since 2006. Owners dropped from 0.8 to 0.2 percent, while renters dropped from 3.4 to 1.5 percent. Unsurprisingly, 3 or more person households had greater probability of experiencing unsuitable housing than smaller household sizes.

Figure Com 32.1: Historical Unsuitable Housing by Tenure, % (Statistics Canada)



Figure Com 32.2: Unsuitable Housing by Tenure, 2016 – Comparison (Statistics Canada)



For all tenures, Comox has lower rates of unsuitability than the CVRD and BC, which experience 1.9 and 5.3 percent rates, respectively. All jurisdictions improved from 2006, suggesting that either new construction is satisfying market demand or that households have overall moved to alternative housing that meets their needs.

33. Affordability

Statistics Canada defines “affordable” as whether a household spends less than 30 percent of its overall income on shelter expenses (including utilities, taxes, condo fees, rent, or mortgage payment). Accordingly, any household spending equal to or more than 30 percent is considered as experiencing a housing affordability problem.

Table Com 33.1: Historical Unaffordable Housing by Tenure (Statistics Canada)

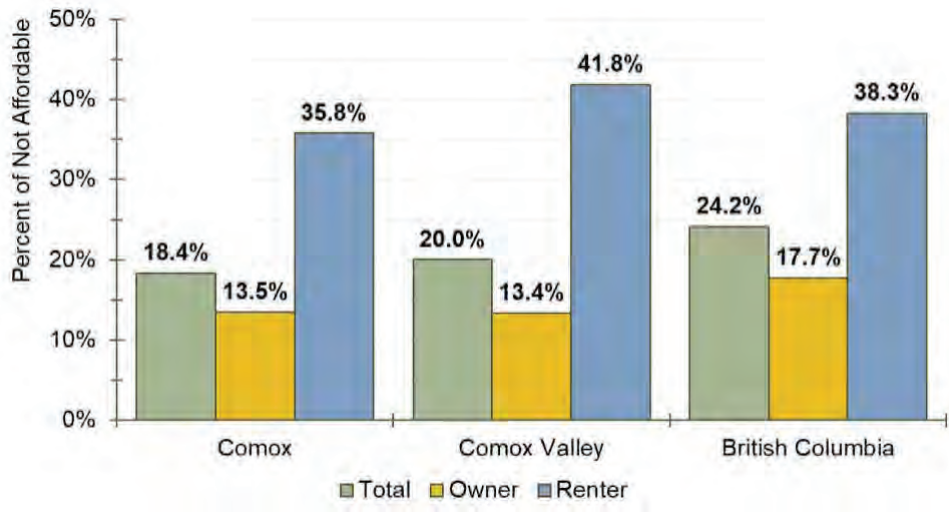
	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Households	5,095	5,855	6,100	3,930	4,590	4,740	1,170	1,260	1,355
Above Affordable Threshold	780	1,090	1,120	365	555	640	410	535	485
1 person household	425	550	555	175	185	260	250	365	290
2 persons household	205	295	320	105	225	205	100	70	110
3 persons household	85	135	105	35	50	55	50	80	50
4 persons household	60	85	95	45	75	75	10	0	25
5+ persons household	0	25	50	10	15	45	0	0	10
Unaffordable Housing (%)	15.3%	18.6%	18.4%	9.3%	12.1%	13.5%	35.0%	42.5%	35.8%

Between 2006 and 2016, the proportion of households living in unaffordable accommodation rose from 15.3 percent to 18.4 percent, reaching 1,120. Both owners and renters experienced worsening affordability conditions, though owners appear to have taken the most significant hit. Owner unaffordability rose 4.2 percent; whereas, renters rose 0.8. As has been previously discussed, the price of both owner and rental market housing has been increasing over time, adjusted for inflation. Large appreciations in housing prices over the last decade have made owner housing particularly more expensive, driven by higher mortgage principals and associated mortgage payments.

Figure Com 331: Historical Unaffordable Housing by Tenure (Statistics Canada)



Figure Com 33.2: Unaffordable Housing by Tenure, 2016 – Comparison (Statistics Canada)



Compared to the CVRD and BC, Comox appears more affordable, particularly for renter households. Although this demonstrates a positive for the Town, there is a lingering question of how long Comox households will remain better off for shelter costs than larger markets. To explain, Comox was the only compared geography to have an increase in its unaffordability rates; both the CVRD and BC declined slightly during the same time, meaning they are becoming more affordable over time. For now, Comox is technically more affordable, but is not progressing as it should relative to provincial trends.

34. Core Housing Need

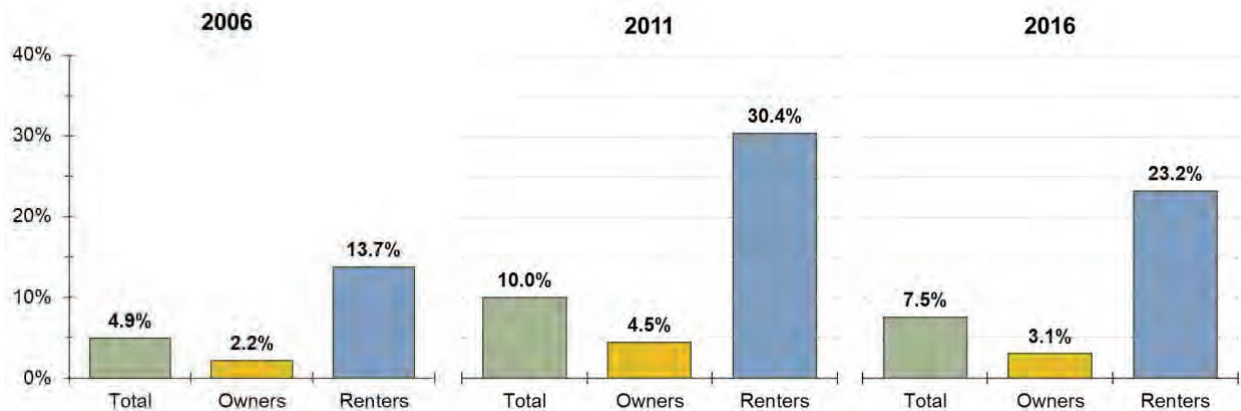
Statistics Canada defines “Core Housing Need” as a household whose dwelling is considered inadequate, unsuitable, or unaffordable, and whose income levels are such that they could not afford alternative housing in their community. In other words, it considers the three variables previously discussed and contextualises them within the greater context of the community.

Table Com 34.1: Historical Core Housing Need (CHN) by Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Households	5,095	5,850	6,095	3,930	4,590	4,740	1,165	1,265	1,355
Household not in CHN	4,845	5,265	5,635	3,845	4,380	4,595	1,005	880	1,040
Household in CHN	250	585	460	85	205	145	160	385	315
1 person household	105	325	255	55	90	70	55	235	180
2 persons household	85	130	130	20	75	45	65	55	85
3 persons household	40	95	50	10	0	20	30	85	35
4 persons household	20	20	10	10	20	0	10	0	10
5+ persons household	0	15	15	0	0	10	0	0	10
Household in CHN (%)	4.9%	10.0%	7.5%	2.2%	4.5%	3.1%	13.7%	30.4%	23.2%

In 2016, the Town of Comox had 460 households (7.5 percent) that were in Core Housing Need, up from 4.9 percent in 2006. Proportional to their respective totals, both owners and renters are now worse off than they were in 2006 – owner need rose from 2.2 to 3.1 percent, while renters nearly doubled from 13.7 to 23.2 percent. The most considerable increase, from both a unit and percent change perspective, occurred in 1-person renter households; this accounted for 59.5 percent of the overall increase.

Figure Com 34.1 - Historical Core Housing Need by Tenure, % (Statistics Canada)

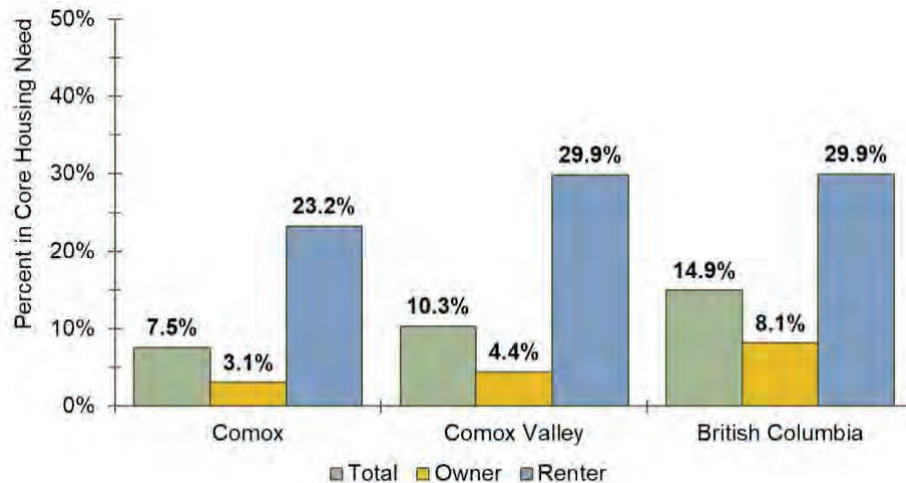


It is important to note that if no household had an alternative housing option for their relative income, then the rate of Core Housing Need would equate to the highest percentage between inadequate, unsuitable, and unaffordable households. For instance, Comox’s rate of unaffordable

housing is 18.4 percent, yet its rate of Core Housing Need is 4.9 percent, suggesting that the 13.50 percentage point difference could be due to households having other, more affordable options elsewhere in the community (according to Statistics Canada).

The difference between the unaffordable and Core Housing Need rates increased marginally since 2006, which had a 10.4 percentage point margin, further suggesting that the affordability problem may not be solely related to an unaffordable housing stock, but partially to households specifically deciding to spend more (perhaps in exchange for quality, size, or location of the unit).

Figure Com 34.2 - Core Housing Need by Tenure, 2016 – Comparison (Statistics Canada)



Like the rates of unaffordability, Comox has better Core Housing Need metrics than that of the Regional District and the Province, for both owner and renter households. What differs from unaffordability is that all compared geographies have increasing rates of overall Core Housing Need. CVRD and BC did experience slight decreases in owner need, but rose for renter need. Comox’s degree of worsening for renter need does mark a significant difference from the other jurisdictions; however, the degree of change is partially attributed to the smaller sample size for which small deviations are amplified.

Based on Provincial data, recent immigrants face considerable need at 25.2 percent. However, Comox and Comox Valley have lower immigrant rates than the Province, signifying that need may be most dire in particular age cohorts. According to 2016 census information for BC, 15.5 percent of children between 0 to 14 had greatest Core Housing Need (the highest of any cohort). This may indicate that those households most in need are young families with children (whether couples or lone parent).

35. Extreme Core Housing Need

Extreme Core Housing Need modifies the definition of Core Housing Need via its affordability metrics; instead of measuring affordability by a 30 percent threshold, it uses 50 percent. The result is a demonstration of how many households are truly experiencing dire housing circumstances. As discussed above, some households may actually choose to live in more expensive circumstances; however, the 50 percent adjustment largely removes these situations from consideration, apart from a few outliers.

Table Com 36.1 - Historical Extreme Core Housing Need (ECHN) by Tenure (Statistics Canada)

	Total			Owners			Renters		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Households	5,095	5,850	6,095	3,930	4,590	4,740	1,165	1,265	1,355
Household not in ECHN	4,875	5,340	5,620	3,870	4,375	4,585	1,000	995	1,060
Household in ECHN	110	255	235	30	115	85	80	140	150
1 person household	60	175	140	15	65	40	45	105	95
2 persons household	30	45	60	15	35	30	20	0	25
3 persons household	20	35	20	0	0	0	20	25	15
4 persons household	0	0	10	0	0	0	0	0	10
5+ persons household	0	0	10	0	0	0	0	0	0
Household in ECHN (%)	2.2%	4.4%	3.9%	0.8%	2.5%	1.8%	6.9%	11.1%	11.1%

In 2016, 235 Comox households were in Extreme Core Housing Need (3.9 percent), up from 2.2 percent in 2006. Proportional to their respective totals, both owners and renters are worse off than they were in 2006 – owner extreme need rose from 0.8 to 1.8 percent (85 households), while renter extreme need jumped from 6.9 to 11.1 percent (150 households). Renters are about 6 times more likely to experience Extreme Core Housing Need.

Figure Com 35.1: Historical Extreme Core Housing Need by Tenure, % (Statistics Canada)

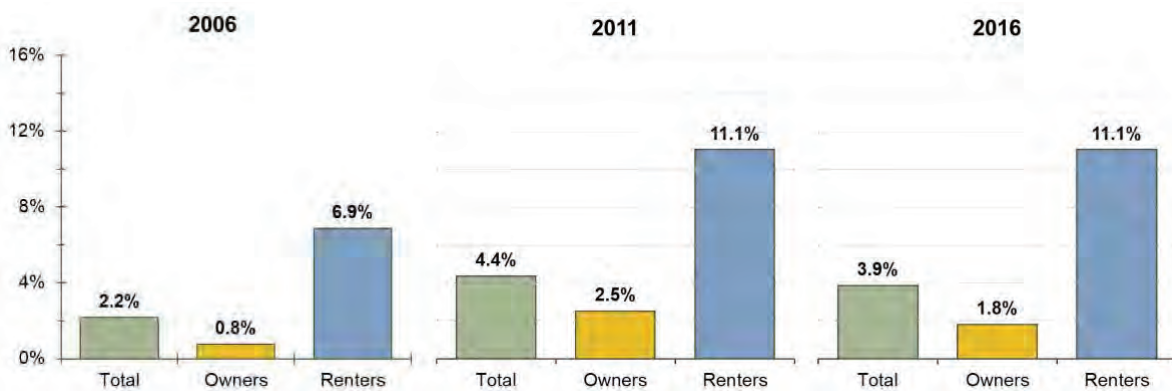
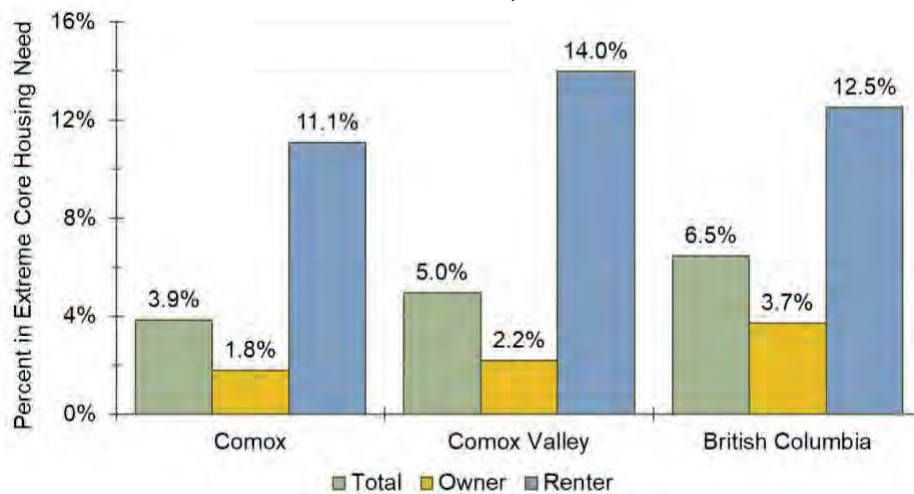


Figure Com 35.2: Extreme Core Housing Need by Tenure, 2016 – Comparison (Statistics Canada)



Comox demonstrates lower rates of Extreme Core Housing Need than both CVRD and BC – 5.0 and 6.5 percent, respectively. Comox Valley’s overall rate fell from 2006 to 2016 for both renter and owner households, while BC’s rose slightly, mostly due to a small rise in dire rental affordability. Much like traditional Core Housing Need, Comox’s degree of worsening for renters is significant compared to the other geographies, though it is once again partially attributed to the smaller sample size for which small deviations are amplified.

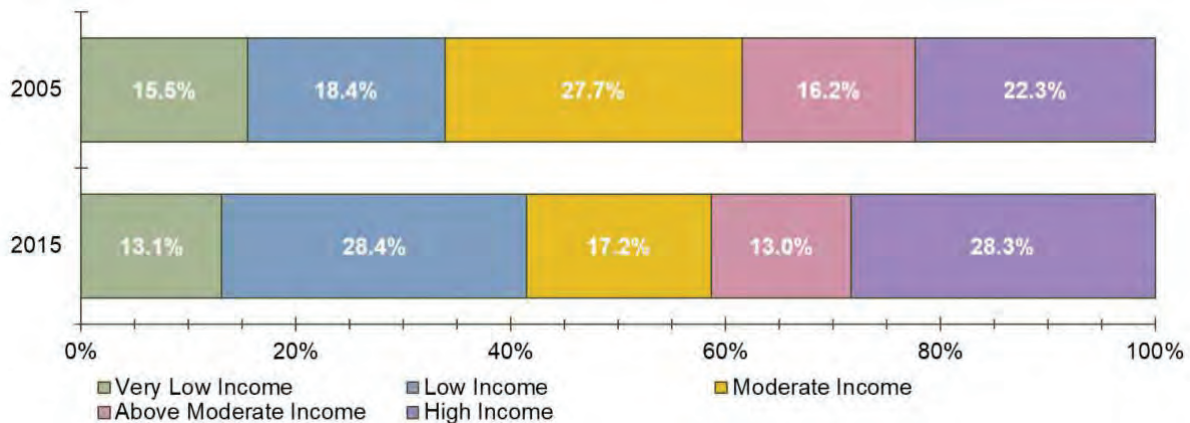
36. Affordability Gap

Each individual or household has a different financial relationship with the accommodation that they occupy. Some live in dire financial circumstances that cannot be avoided due to the market; whereas, others voluntarily choose a type of dwelling that exceeds typical thresholds of affordability, despite the presence of less expensive housing options if they feel it is a compromise that better meets their lifestyle needs. Since it is impossible to express every household’s experience, this report chooses to develop specific income categories. The intent is to facilitate discussion around groups of households with different financial capacity.

The household income categories are defined as follows:

- very low income** – making less than 50 percent of median income;
- low income** – making between 50 and 80 percent of median income;
- moderate income** – making between 80 and 120 percent of median income;
- above moderate income** – making between 120 and 150 percent of median income; and
- high income** – those making above 150 percent of median income.

Figure Com 37.1: Historical Before-Tax Income Categories, 2015 dollars
(derived from Statistics Canada)



As depicted in **Figure Com 36.1**, the share of households earning a high-income increased by about 6 percent since 2005. The only other category to rise (proportionally) were those in low income, up 10 percent over the same period.

Households in very-low-income decreased over the 10-year period by 2.4 percent. This would normally be indicative of a positive trend; however, the actual change in total very-low-income households negligibly changed from 2005 to 2015; 810 households. This indicates that the change is mostly due to increasing total households that earn higher incomes. Notably, the number of high-income households grew 51.3 percent, exceeded only by the low-income growth of 84.3 percent.

Table Com 36.1: Historical Households Before-Tax Income Categories, 2015 dollars
(derived from Statistics Canada)

Year	Very Low		Moderate		Above High
	Very Low	Low	Moderate	Above Moderate	High
2015	810	1,760	1,065	805	1,755
2010	940	1,165	1,490	930	1,450
2005	805	955	1,440	840	1,160

Decreases in moderate and above moderate households suggests there has been movement in the amount of before-tax income that households are earning, whether decreasing or increasing. The changes can be due to individuals having worked longer, thus commanding greater salaries, or people retiring which would typically reduce annual earnings. Regardless, the greatest impact appears to be from the number of people entering the market.

As discussed, the chosen income categories are defined by thresholds related to median income (e.g. very low is below 50 percent of the median). Based on those thresholds, we can:

- 1) determine the maximum income achievable by a particular group;
- 2) calculate what an affordable monthly payment or dwelling price would be (based on the 30 percent affordability threshold); and
- 3) compare these calculations to median market rents and median house prices.

Please note that this exercise rounds rents and dwelling prices for simplicity; that affordable dwelling values assume a 10 percent down payment, a 3 percent interest rate, and a 25-year amortization period; and that median income will grow by the historical growth rate until 2019 to facilitate a comparison.

Table Com 36.2: Income Level Ownership & Rental Cost Gaps, 2019 dollars

Income Category	Maximum Income	Affordable (30%)		Rent Gap				Sale Price Gap			
		Monthly Payment	Dwelling Value	Bachelor	1-Bedroom	2-Bedroom	3+ Bedroom	Single Family	Condo Apt.	Patio Home	Town House
Very Low	\$35,176	\$879	\$206,050	\$279	-\$61	-\$271	-\$321	-\$353,950	-\$191,450	-\$237,950	-\$153,950
Low	\$56,282	\$1,407	\$329,680	\$807	\$467	\$257	\$207	-\$230,320	-\$67,820	-\$114,320	-\$30,320
Moderate	\$84,423	\$2,111	\$494,520	\$1,511	\$1,171	\$961	\$911	-\$65,480	\$97,020	\$50,520	\$134,520
Above Moderate	\$105,528	\$2,638	\$618,151	\$2,038	\$1,698	\$1,488	\$1,438	\$58,151	\$220,651	\$174,151	\$258,151
Median Income	\$70,352	\$1,759	\$412,100	\$1,159	\$819	\$609	\$559	-\$147,900	\$14,600	-\$31,900	\$52,100

The results of **Table Com 36.2** illustrate which income categories can or cannot afford certain accommodation types, and by how much. Red table cells indicate that the particular household would exceed their affordable budget for that unit by the dollar value provided; green cells indicate when the unit is below budget.

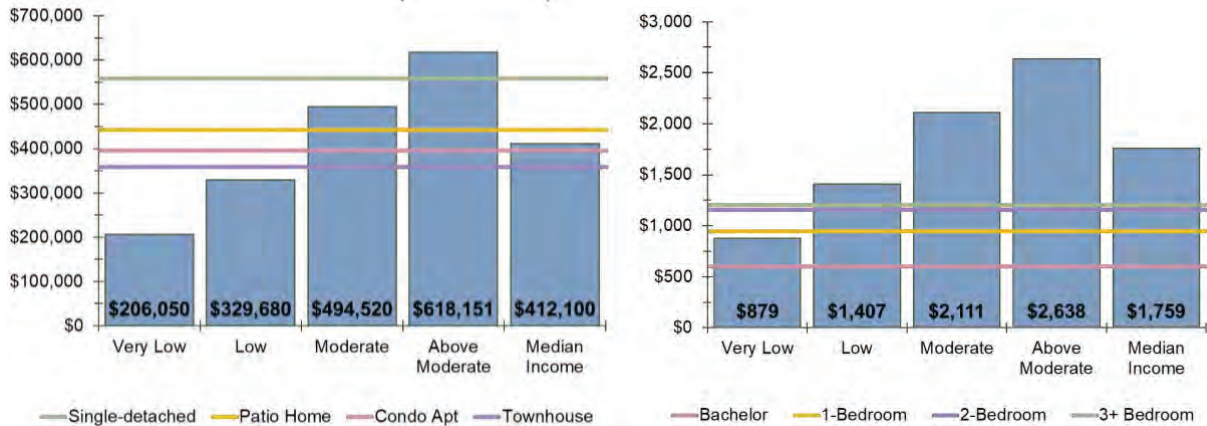
To summarize, a very-low-income household (of which there are a maximum of 810) could potentially afford a bachelor unit, but cannot afford any other rental size or conventional dwelling type. All other income groups can reasonably afford all rental types (based on maximum attainable incomes). For home ownership, very-low- and low-income households cannot reasonably afford all dwelling type prices; all higher categories can afford to own, with the exception of single-family homes for moderate-income households.

Figure Com 36.2 graphically represents the result of **Table Com 36.2**. For instance, the left graphic for ownership shows that a moderate-income household cannot afford a single-detached

home at its maximum income since the affordable purchase price generated by said income does not surpass the horizontal line attributed to that dwelling type.

Please note that high income households are not displayed in either the table or graph since no maximum can be reasonably set for this category.

Figure Com 36.2: Affordable Prices (blue) by Income Level versus Home Ownership (left) & Rental (right) Costs, 2019 dollars (Statistics Canada, VIREB, CMHC)



Similarly, we can calculate which specific economic family types can or cannot afford certain types of accommodation based on the same approach as used above. Using the before-tax median incomes provided earlier in this report, adjusting them to 2019 dollars, calculating affordable monthly payments and purchase values, and comparing these to market rental and ownership prices, we obtain the result of **Table Com 36.3**.

Table Com 36.3: Economic Family Ownership & Rental Cost Gaps, 2019 dollars

Economic Families	Median Income	Affordable (30%)		Rent Gap				Sale Price Gap			
		Monthly Payment	Dwelling Value	Bachelor	1-Bedroom	2-Bedroom	3+ Bedroom	Single Family	Condo Apt.	Patio Home	Town House
Non-econ. family	\$37,058	\$926	\$217,077	\$326	-\$14	-\$224	-\$274	-\$342,923	-\$180,423	-\$226,923	-\$142,923
Lone parent	\$55,211	\$1,380	\$323,407	\$780	\$440	\$230	\$180	-\$236,593	-\$74,093	-\$120,593	-\$36,593
Couple w/ child	\$113,039	\$2,826	\$662,149	\$2,226	\$1,886	\$1,676	\$1,626	\$102,149	\$264,649	\$218,149	\$302,149
Couple w/o child	\$80,012	\$2,000	\$468,684	\$1,400	\$1,060	\$850	\$800	-\$91,316	\$71,184	\$24,684	\$108,684
Median Income	\$70,352	\$1,759	\$412,100	\$1,159	\$819	\$609	\$559	-\$147,900	\$14,600	-\$31,900	\$52,100

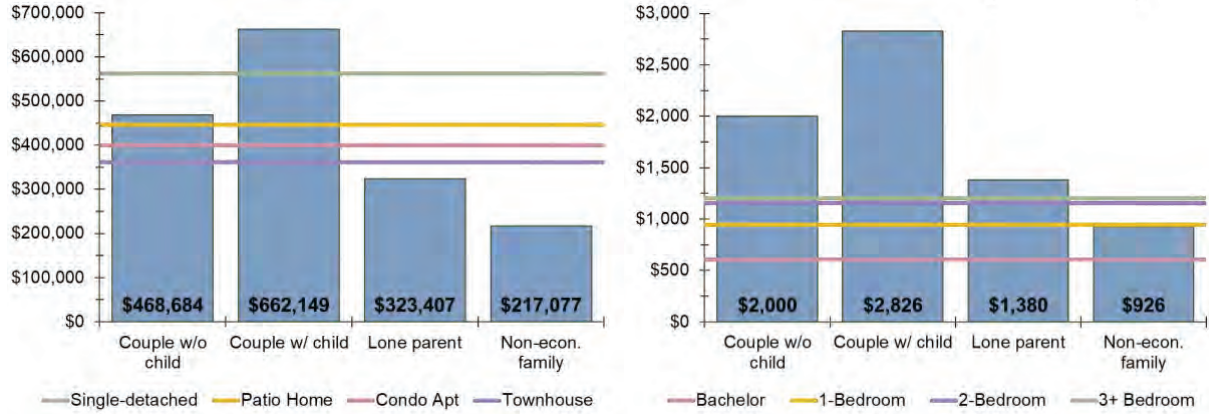
At least 50 percent of non-economic families can only afford a bachelor unit within the overall market; however, they are relatively close to affording the median rent of a 1-bedroom apartment. About half of lone parents can afford all rental units, but cannot reasonably afford any of the defined dwellings within the ownership market. Couples with children can generally afford any unit, while those without children have difficulty paying for single-family homes.

Figure Com 36.3 graphically represents the result of **Table Com 36.3**. For instance, the left graphic for ownership shows that half of lone parent households (because median defines the midpoint) cannot afford any unit type since the associated affordable purchase price does not surpass any of the horizontal lines demarcating a dwelling type. Conversely, the right shows that at least half of lone parents can afford all rental types.

Once again, please note that this discussion considers “reasonable affordability” as not paying more than 30 percent of before-tax household income. It is still possible for the defined categories

or families to rent or purchase a unit; however, the greater the discrepancy between the affordable budget and said prices, the greater the financial impact on that household.

Figure Com 36.3: Affordable Prices (blue) by Economic Family Type versus Home Ownership (left) & Rental (right) Costs, 2019 dollars (Statistics Canada, VIREB, CMHC)



MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: Town of Comox

REGIONAL DISTRICT: Comox Valley Regional District

DATE OF REPORT COMPLETION: 05/2020 (MONTH/YYYY)

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION	Neighbouring municipalities and electoral areas: City of Courtenay, Village of Cumberland, Electoral Areas A-C
	Neighbouring First Nations: K'ómoks First Nation

POPULATION	Population: 14,860 (est.)		Change since	:	6.0 %	
	Projected population in 5 years: 15,980		Projected change:		7.5 %	
	Number of households: 6,925 (est.)		Change since	:	7.8 %	
	Projected number of households in 5 years: 7,665		Projected change:		10.7 %	
	Average household size: 2.1					
	Projected average household size in 5 years: 2.1					
	Median age (local): 50.6		Median age (RD): 51.8		Median age (BC): 42.5 (2016)	
	Projected median age in 5 years: 54.8					
	Seniors 65+ (local): 32.1 %		Seniors 65+ (RD): 28.7 %		Seniors 65+ (BC): 18.3 (2016) %	
	Projected seniors 65+ in 5 years: 35.2 %					
	Owner households: 77.3 %			Renter households: 22.7 %		
	Renter households in subsidized housing: 13.8 %					

INCOME	Median household income	Local	Regional District	BC
	All households	\$ 69,254	\$ 64,379	\$ 69,995
	Renter households	\$ 46,762	\$ 38,394	\$ 84,333
	Owner households	\$ 76,595	\$ 73,367	\$ 45,848

ECONOMY	Participation rate: 53.7 %	Unemployment rate: 11.5 %
	Major local industries: Health Care & Social Assistance (15.5%), Public Administration (15.2%), and Retail Trade (11.9%)	

HOUSING	Median assessed housing values: \$ 547,000	Median housing sale price: \$ 495,115
	Median monthly rent: \$ 1,138 (CMHC)	Rental vacancy rate: 1.5 (CMHC) %
	Housing units - total: 6,755 (est.)	Housing units – subsidized: 129 (BC Housing)
	Annual registered new homes - total: 78	Annual registered new homes - rental: 28
	Households below <i>affordability</i> standards (spending 30%+ of income on shelter):	18.4 %
	Households below <i>adequacy</i> standards (in dwellings requiring major repairs):	4.3 %
	Households below <i>suitability</i> standards (in overcrowded dwellings):	0.6 %

Briefly summarize the following:

1. Housing policies in local official community plans and regional growth strategies (if applicable):

Housing policies are included throughout both the Town of Comox's Official Community Plan (Bylaw 1685) and the Comox Valley Regional District Regional Growth Strategy (Bylaw No. 120, 201). In the RGS, Goal 1 in the policy areas section is to "ensure a diversity of housing options to meet evolving demographics and needs." In the OCP "affordable rental and social needs housing" policies are included in section 2.2.1 and housing is a key component of the vision.

2. Any community consultation undertaken during development of the housing needs report:

Community consultation was extensive for this project. The project team distributed a community survey that received nearly 800 responses, hosted focus groups with important local housing actors, conducted a series of key informant interviews, and held "pop-up" engagement events at local gathering places. Overall, the study counted more than 1000 engagements across all municipalities and electoral areas. An engagement report is included as an appendix to the housing needs report.

3. Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).

Staff from all local governments and the regional governments were involved in a small advisory committee that oversaw the study. The project team also conducted interviews with the regional and local representatives, Comox Valley Community Health Network (funded by Island Health), Community Living BC (crown corporation), and 19 Wing (CFB Comox).

4. Any consultation undertaken with First Nations:

The project team hosted a small pop-up engagement event at the Wachiay Friendship Centre in Courtenay and indigenous service providers were present at multiple focus groups. The CVRD sent a request to participate in the study to the K'ómoks First Nation, but staff had limited capacity to do so.

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)	30 (est.)	30
1 bedroom	435 (est.)	495
2 bedrooms	1,670 (est.)	1,845
3+ bedrooms	4,790 (est.)	5,295
Total	6,925 (est.)	7,665

Comments:

The current number of households demanded (2020) is estimated as a function of population change and the demand for housing per defined age cohort. Overall, Comox will demand 10.7% more dwellings between 2020 and 2025 - greater growth than that of population (6.0%). Greater growth is tied to an aging maintainer composition and subsequent declining household sizes.

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>	5,095	100	5,850	100	6,095	100
Of which are in core housing need	250	4.9	585	10.0	460	7.5
Of which are owner households	85	2.2	205	4.5	145	3.1
Of which are renter households	160	13.7	385	30.4	315	23.2

Comments:

The number and rate of Core Housing Need increased overall between 2006 and 2016 across both tenure types. Affordability rates increased for owners and renters, suggesting that more households cannot reasonably afford an alternative dwelling, whether owned or rented, in the same community, which means they are forced to pay more than what is in their financial means.

Table 3: Households in Extreme Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>	5,095	100	5,850	100	6,095	100
Of which are in extreme core housing need	110	2.2	255	4.4	235	3.9
Of which are owner households	30	0.8	115	2.5	85	1.8
Of which are renter households	80	6.9	140	11.1	150	11.1

Comments:

Extreme Core Housing Need rates increased over the decade across all tenures, indicating that more households, both by total and percentage, pay greater than 50% of their income on shelter expenses. The increase occurred for both owner and renter households.

1. Affordable housing:

Affordability rates indicate worsening financial circumstances as more household, as a number and percentage, are paying above their means. Comox very low, low, and moderate income groups grew more than moderate to high, suggesting a continued need for affordable options, whether smaller for single persons or larger for families.

2. Rental housing:

Between 2006 and 2016, owner households grew faster than renters, indicating a continued preference and ability to own a dwelling. Recent sales trends do show rapid appreciation, suggesting rental housing will become increasingly important, to be seen in future 2021 census data.

3. Special needs housing:

According to BC housing data there were 0 requests for special needs housing in Comox. That number is likely suppressed as people in need are likely to relocate to Courtenay. That number is also expected to rise as the population grows and ages. Comox has the highest rate of subsidized rental housing in the region at 13.8%.

4. Housing for seniors:

The proportion of seniors to total population continues to increase, reducing overall household sizes. Overall, seniors consume more homes overtime as they age in place, removing said homes from the market when no reasonable alternatives are available. Independent, senior specific housing is essential to reintegrate existing housing.

5. Housing for families:

Families with children are growing slowest of all census family types. Even so, they grew by 300 over ten years, with greater growth for those renting. Young families are buying homes later due to high prices, increasing the demand for larger rentals. These units are seldom found in the primary rental market.

6. Shelters for people experiencing homelessness and housing for people at risk of homelessness:

Limited homelessness data is available for Comox. Regional data indicated a need for increased shelter space and rentals available to those collecting a shelter allowance. There was evidence of increase "hidden homelessness" which indicates a need for lower-priced rental housing. There are currently 270 applicants on BC Housing's waitlist.

7. Any other population groups with specific housing needs identified in the report:

Employers in Comox (including CFB Comox/19 Wing) were especially concerned about affordable housing. They are finding it very difficult to attract and retain workers and working families. The 2018 PIT count identified 117 people without housing. Of these 32% of participants identified as being Indigenous.

Were there any other key issues identified through the process of developing your housing needs report?

Comox has the highest "Dependency Ratio" in the region and the highest proportion of seniors. By 2025 the number of people of working age will be the same as the number of people of non-working the age.

Local employers are especially concerned about affordable housing. Finding it very difficult to attract and retain workers and working families.

Median household income cannot reasonably afford median single-family or patio home. Lone parent households cannot reasonably afford to any type of housing option.



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

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

Name(s) of person(s) speaking:

Julie Micksch, B.Sc. Biologist, Environmental Sciences

Organization you are representing:

Primary purpose of Organization:

Number of members:

Mailing address: 906 Acacia Road

City: Comox BC

Postal Code: V9M 3Y6

Contact name: Julie Micksch

Email: jmicksch@gmail.com

Phone: 250-792-0297

Fax:

Subject matter:

Regarding clearing and development of undeveloped, vegetated and forested lands

during the songbird breeding season from April to August in relation to the Wildlife Act

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

Requested meeting and date: July 15, 2020

AV equipment required:

Date of application: July 6, 2020

Signature of applicant:
(or print name)

Please Note:

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 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 Committee of the Whole, 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 Committee of the Whole Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.

Town of Comox – Administration

A1 A2 A3 A4 A5

Subject: FW: Mayor in Council re: Development during the Song Bird Breeding Season

LOG: 20-268	REFER:	AGENDA: RCM 15JUL20
FILE: 5280-09	ACTION: MR	

RECEIVED

Jun. 30, 2020

TOWN OF COMOX

From: Julie Micksch <jmicksch@gmail.com>

Sent: June 30, 2020 9:43 AM

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

Subject: Mayor in Council re: Development during the Song Bird Breeding Season

My name is Julie Micksch and I am a local Environmental Scientist.

For the past month I have seen large excavators clearing large tracts of vegetated land in my rural residential neighbourhood during the song bird breeding season. Many of these species nest on the ground and within shrubby vegetation and ground cover that is currently being cleared at an alarming rate within the Town of Comox

As per section 34 of the Provincial Wildlife Act states under the heading: Birds, nests and eggs

A person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys

- (a) a bird or its egg,
- (b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or
- (c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.

Section (c) protects all ground and shrub nesting birds from death due to construction development.

I'm sure that during the removal of vegetation on these large tracts of land being prepared for future development that there are several, if not many, violations occurring to the BC Wildlife Act unbeknownst to the developer that is likely not aware that birds are incubating eggs and feeding young in the path of their machinery.

At the next Town Meeting on July 15th, 2020, I would like to provide some recommendations as to how the Town of Comox should be proceeding to avoid potential contraventions of the BC Wildlife Act that could potentially lead to penalties and fines issued by the provincial government.

There are simple options that jurisdictions can follow to prevent the destruction of eggs and nestlings while still allowing development to occur in a responsible and ethical manner.

Attached is a copy of the BC Wildlife Act for your records and review.

Sincerely,

Julie Micksch, B.Sc. Environmental Sciences.

--
Julie Micksch
Comox, BC



REQUEST TO APPEAR AS A DELEGATION

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

JUL 08 2020

TOWN OF COMOX

REQUESTS TO APPEAR BEFORE COUNCIL OR THE COMMITTEE OF THE WHOLE MUST BE SUBMITTED NO LATER THAN THURSDAY NOON, THE WEEK PRIOR TO THE MEETING

Name(s) of person(s) speaking: Hal Martyn, P.Eng.

Organization you are representing: _____

Primary purpose of Organization: _____ Number of members: _____

Mailing address: 1080 Arrowsmith Ave.

City: Courtenay, BC Postal Code: V9N8M8

Contact name: Hal Martyn Email: halmart@shaw.ca

Phone: 250-334-2338 or 250-898-7210 Fax: N/A

Subject matter: 1. DVP - 2260 Robb Ave.

2. Report from CAO regarding variances to infill lot servicing policies - wired services

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

1. Approval of request to waive the conversion of overhead wired servicing to underground for ex. house.

2. Consider other changes to the standards for provision of wired services for small lot infill subdivisions.

Requested meeting and date: 15 July, 2020

Audio-visual equipment required: _____

Date of application: 8 July, 2020 Signature of applicant: _____

Please Note: or Print Name: H. A. Martyn

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 p.m. Delegations are dealt with at the beginning of each meeting.
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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.

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday June 17, 2020

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Present: Acting Mayor K. Grant
Councillors A. Bissinger (participated electronically), S. McGowan,
P. McKenna, N. Minions, M. Swift
Staff J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
C. Freundlich, Director of Finance
M. Kamenz, Director of Development Services

Absent: R. Arnott

Call to Order:

The meeting was called to order at 5:30 p.m.

The Agenda was Adopted.

There were 0 members of the public in attendance.

Pursuant to section 7(1) and 7(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. 2 M139, the June 17, 2020 Regular Council Meeting was conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. 2 M139, the public was not permitted to be in attendance.

1. DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday June 3, 2020, be Approved.

(2020.181) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - June 17, 2020

Management Report

That the June 17, 2020 Management Report be received and filed for information.

(2020.182) -- CARRIED

b. National Pharmacare Program

National Pharmacare Program

That the letter calling on the Federal Government to work with the provinces and territories to develop and implement a universal public national Pharmacare program as part of the COVID-19 supports, as included in the June 17, 2020 Regular Council Meeting agenda, be forwarded to the Honourable Patty Hajdu, Minister of Health, and all BC Municipalities.

(2020.183) -- DEFEATED

[Opposed: Acting Mayor Grant, Councillors ABissinger NMinions MSwift]

c. Planning Report PR 20-4: Extension of Comox Downtown Vitalization Program

Downtown Vitalization Program

1. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be Adopted.*
(2020.184) -- CARRIED
2. *That Comox Planning Procedures Amendment Bylaw 1947 be Adopted.*
(2020.185) -- CARRIED
3. *That Comox Building Amendment Bylaw 1952 be Adopted.*
(2020.186) -- CARRIED

AT 5:40 P.M., COUNCILLOR BISSINGER LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 4.d. ON THE AGENDA AS SHE HAS AN ACCEPTED OFFER ON PROPERTY IN WHICH THE APPLICANT'S AGENT IS THE REALTOR.

AT 5:40 P.M., COUNCILLOR MINIONS LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 4.d. ON THE AGENDA AS SHE IS NAMED ON AN ACCEPTED PROPERTY PURCHASE OFFER IN WHICH THE APPLICANT'S AGENT IS INVOLVED.

d. Planning Report PR 19-16 Non-Medical Cannabis Licence Application Review Prime Cannabis Corp. 278 Anderton Road

278 Anderton Road

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

- a) *The location of the proposed store:*
 - i) *The subject property is located outside the Downtown area within a commercial strata building on the northeast corner of the intersection of two arterial roads, Anderton Road and Comox Avenue, in Comox and is zoned C3.1 Arterial Commercial. Permitted uses in the C3.1 zone include recreational cannabis retail sales. Surrounding uses include single-family residential uses to the north and south, commercial and multi-family residential uses to the west, and multi-family residential use to the east.*
- b) *The general impact on the community if the application is approved:*
 - i) *If the application is approved, the impact is expected to be generally positive in that it will:*
 1. *diversify services available to Comox residents, particularly as a walkable destination for surrounding residential development; and*
 2. *strengthen Comox's commercial base.*
- c) *The method the Town used to gather the views of the residents:*
 - i) *In advance of the federal legalization of the sale of cannabis, the Town of Comox amended its Zoning Bylaw and Business Regulation Bylaws to address recreational cannabis retail sales, including permitted locations. This process included the following public consultation:*

d. **Planning Report PR 19-16 Non-Medical Cannabis Licence Application Review Prime Cannabis Corp. 278 Anderton Road**

278 Anderton Road

1. *Open House on June 14, 2018 on draft land use and business licensing regulatory framework in respect of recreational cannabis retail sales;*
 2. *Zoning and Business Regulation Bylaw Amendments were given First & Second reading on September 5, 2018;*
 3. *Public Hearing on the Zoning Amendment Bylaw and notice of the Business Regulation Bylaw Amendment were advertised in the local newspaper;*
 4. *September 19, 2018 a Public Hearing was held and the Zoning Amendment Bylaw was adopted which included the following:*
 - a. *limiting the maximum number of cannabis retail stores to a total of three (two being possible in the Downtown and one being possible outside of Downtown but still within a commercial area);*
 - b. *minimum 250 m separation between cannabis retail stores; and*
 - c. *limiting the proximity of cannabis retail stores to retail liquor stores or gas stations.*
 5. *September 19, 2018 the Business Regulation Amendment Bylaw was adopted which includes a regulation to keep cannabis retail store frontages clear of cannabis promotion and limit the use of "cannabis" in signage to the company's name;*
- ii) *A notice of Council's consideration of a Non-Medical Cannabis Retail Sales Licence, as contained in Attachment 4 of the May 6, 2020 Planning Report PR 19-16 for 278 Anderton Road was:*
1. *posted on the Town's website and Town Hall notice board;*
 2. *published in two consecutive editions of the Comox Valley Record newspaper (April 22, 2020 and April 29, 2020); and*
 3. *mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.*
- lii) *Two signs, one at each street corner, advertising the Non-Medical Cannabis Retail Store Licence application were installed at the Anderton Road frontage of the subject property.*
- lv) *Written submissions from the public, have been provided to Council for Council's consideration of this application, copies of which will be forwarded to the General Manager of the Liquor and Cannabis Regulation Branch with this resolution.*
- D) *The Town of Comox Council recommends that a Non-Medical Cannabis Retail Store Licence be issued for Prime Cannabis Corp., located at Unit A 278 Anderton Road in Comox, with a limitation of the maximum hours of operation to 9 am to 9 pm, seven days a week, in accordance with consolidated Comox Business Regulation Bylaw 1882, as the proposed retail store is in compliance with the Town's recreational cannabis retail store zoning and business licensing regulation framework, including that the subject property is zoned to permit a recreational cannabis retail store and the proposed store is located outside the Downtown commercial area, and is located at least 250 metres from other existing cannabis retail stores.*

(2020.187) -- DEFEATED

[Opposed: Acting Mayor Grant, Councillor MSwift]

AT 5:48 P.M., COUNCILLORS BISSINGER AND MINIONS RETURNED TO THE MEETING.

5. SPECIAL REPORTS: NIL

6. BYLAWS: NIL

7. NEW BUSINESS AND NOTICES OF MOTION:

a. Performance Review Policy for the Chief Administrative Officer

Performance Review for CAO

1. *THAT Appendix 'A' attached to the Chief Administrative Officer's June 9, 2020 Report to Council, titled "Performance Review Policy for the Chief Administrative Officer" be adopted as the performance review policy for the Chief Administrative Officer for the Town of Comox.*

That the main motion be amended to replace the text "Appendix 'A'" with the text "Appendix 'B'".

(2020.188) -- CARRIED

2. *Main motion as amended:*

THAT Appendix 'B' attached to the Chief Administrative Officer's June 9, 2020 Report to Council, titled "Performance Review Policy for the Chief Administrative Officer" be adopted as the performance review policy for the Chief Administrative Officer for the Town of Comox.

(2020.189) -- CARRIED

b. Municipal Police Funding and Detachment Strength

Police Funding and Detachment Strength

THAT the Town of Comox forward a preliminary request for funding for the 2021/2022 fiscal year to the RCMP for a municipal detachment strength at 2020/2021 levels of 11.6 Full Time Equivalents.

(2020.190) -- CARRIED

c. Committee of the Whole Meetings

Committee of the Whole Meetings

1. *THAT the Comox Council Procedure Bylaw, 2009 be updated to replace Committee of the Whole Meetings with Strategic Planning Meetings.*

(2020.191) -- CARRIED

2. *THAT the scheduled September 9th, 2020 Strategic Planning Meeting be designated for a review of Council's 2020 Strategic Plan, Management Report, and Action Items list.*

(2020.192) -- CARRIED

8. CORRESPONDENCE:

a. Julian Benedict - Parking Lot at Community Centre

Community Centre Parking Lot

That the June 8, 2020 email from Julian Benedict, requesting that the Town consider improved lighting in the Community Centre parking lot, be received and filed for information.

(2020.193) -- CARRIED

9. LATE ITEMS: NIL**10. DELEGATIONS: NIL****11. REPORTS FROM MEMBERS OF COUNCIL:****a. Councillor McKenna**

Councillor McKenna advised that he will be attending a Community Justice Centre meeting the following day.

b. Councillor Minions

Councillor Minions advised that she attended the Comox Business In Action meeting in place of Mayor Arnott.

c. Councillor Bissinger

Councillor Bissinger advised that she attended the Regional District sewer commission meeting.

d. Councillor McGowan

Councillor McGowan advised that she:

- attended a Food Policy Council meeting and Food Disruption Subcommittee meeting,
- attended a Staying Resilient During Extraordinary Times webinar for small business owners,
- attended a Drug Policy Council meeting, and
- met with many community members.

AT 6:26 P.M., COUNCILLOR BISSINGER LEFT THE MEETING.**e. Councillor Swift**

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

f. Acting Mayor Grant

Acting Mayor Grant advised that he:

- attended the Regional District regular board, water committee, sewer commission and sports commission meetings;
- attended an Economic Task Force meeting,
- attended a meeting with the CAO on hydro drops,
- attended an Island Community Economic Trust board meeting, and
- attended an Economic Development Society negotiating committee meeting.

14. EXCLUDE THE PUBLIC: NIL**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 6:31 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT
July 15, 2020

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ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
1.	07-Mar-2007	Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay. (Council provided conditional support on Aug 1, 2018 for a regional organics program, subject to a detailed cost comparative analysis being completed by the CVRD on site location alternatives.)	Regional organics composting site in Campbell River approved by RD and feedstock commitment approved by Council. New contract with Emterra approved April 15, 2020. <i>Report to Council July 15, 2020 on implementation of bi-weekly garbage collection in Fall 2020.</i>
2.	18-Jan-2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Summary of In-Camera motion from last meeting. Letters sent to property owners advising of council decision, noting open house once COVID-19 crisis is over.
3.	18-Jan-2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Court hearing to be scheduled to determine terms of trust.
4.	17-Jan-2018	Boundary Extension Request - Torrence Road	That the Town of Comox proceed with a boundary extension proposal in the Noel, Torrence and Lazo Roads area that includes the following: <ul style="list-style-type: none"> • 480 Torrence Rd • Vacant Land • 456 Torrence Rd • Vacant Land (Lot 10) • 274 Torrence • 1310 Lazo Rd • Vacant Land (Lot A) • 1250 Lazo Rd • Adjacent portions of Torrence and Lazo Roads plus undeveloped south end of King Road; and further, That Town of Comox staff be authorized to	Discussions held with Ministry staff regarding condition of Lazo Road and Town desire for grant funding or improvements to be made prior to bringing it into Town boundary. Ministry staff advised that it is not a priority for them for the next few years. Letter to be sent from Mayor to Ministers of Municipal Affairs and Transportation, asking for assistance in upgrades to Lazo Road if it is to be brought into Town boundary. Property owner of Northern three parcels asked to be removed from application.

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

NOTE: Shaded items will be moved to the COMPLETED section.

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TOWN OF COMOX – MANAGEMENT REPORT

July 15, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			develop, sign and submit the proposal to the Ministry of Municipal Affairs and Housing.	
5.	16-Jan-2019	Dog Park Feasibility and Public Consultation Process	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	Looking at two leash optional areas – fenced in area plus larger trailed area. Meeting with KFN requested in order to discuss use of a portion of Northeast Woods. Project deferred to 2021.
6.	20-Mar-2019	Planning Report PR 19-4: Affordable Housing, Town Initiatives	That staff be instructed to prepare a report on: a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and d. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.	Complex issues that will require considerable staff time to complete. Current priority is working with developer at 695 Aspen to achieve some affordable housing in this project.
7.	03-Apr-2019	Notice of Motion from March 20, 2019 Meeting (Councillor McGowan) - Heritage Registry	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Staff investigating the requirements and consequences of developing a Community Heritage Register, however, Heritage Planning is not identified as a priority of Council.
8.	17-Apr-2019	Interim Report on Affordable Housing Initiatives	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 m ² ;	Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.
9.	17-Apr-2019	New Motion (Councillor McKenna):	That staff include in the 2019 budget, the provision of salary to hire a communications specialist in the year 2019.	<i>Communication and Legislative Coordinator hired. Start date August 4, 2020.</i>

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

NOTE: Shaded items will be moved to the COMPLETED section.

TOWN OF COMOX – MANAGEMENT REPORT
July 15, 2020

A1 A2 A3 A4 A5

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
		Communications Specialist		
10.	17-Apr-2019	Electric Vehicle Charging Station - Grant Funding Opportunity	That the Town of Comox participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$6,000 to be funded from General Revenue, and representing the Town's portion of the cost of one (1) dual port public electric vehicle charging station at a Town owned site within the community and that the location of the charging station be referred to staff.	
11.	02-Oct-2019	Open House - Climate Crisis and Adaptation	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.	
12.	16-Oct-2019	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	<i>COVID-19 has meant a delay advertising the new, linked (Comox - CVRD) low income recreation pass. Roll out is tentatively planned for the fall pending the opening of recreation facilities and publication of the Fall Recreation Guide.</i>
13.	06-Nov-2019	PR 19-18 Childcare Space Creation Funding Applications	That the Town of Comox Council endorse the creation of additional childcare spaces; That the Town of Comox Council instruct staff to apply for funding to: purchase a commercial unit at 695 Aspen Road and undertake necessary tenant improvements;	UBCM grant application submitted Nov. 21. Provincial grant application submitted Dec. 19, 2019. UBCM requested evidence of confirmation of purchase by March 26, 2020. Evidence of conformation of Daycare Society and Developer agreement with option to purchase was sent to UBCM March 24.

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

NOTE: Shaded items will be moved to the COMPLETED section.

TOWN OF COMOX – MANAGEMENT REPORT
July 15, 2020

A1 A2 A3 A4 A5

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			That the Town of Comox Council authorize the expenditure of Town funds for professional services necessary to complete applications; That staff be directed to negotiate an option to purchase a commercial unit in a proposed building at 695 Aspen Rd; That staff be directed to negotiate a potential lease agreement with the Comox Valley Children's Day Care Society for the operation of a childcare facility.	Initiated. Preliminary negotiations complete. Final negotiations awaiting grant approval and zoning.
14.	22-Jan-2020	Review of Council Remuneration	That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	CAO to appoint Advisory Group members.
15.	22-Jan-2020	Conference Attendance Policy	That a staff report be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	
16.	18-Mar-2020	Building Capacity - Human Resources	That the hiring of a Human Resources Coordinator and a Parks Planner/Coordinator wait until input can be obtained from the new CAO on the nature of the positions.	HR Coordinator and Parks Planner/Coordinator deferred to 2021 Financial Plan.
17.	15-Apr-2020	Urban Food Production	That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and develop options in a report to Council to allow small-scale commercial urban	<i>Town and Courtenay staff coordinating research and policy development. Project is in its initial stage, no timeline for completion as of yet.</i>

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

NOTE: Shaded items will be moved to the COMPLETED section.

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TOWN OF COMOX – MANAGEMENT REPORT
July 15, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			food production, including but not limited to chickens (not roosters), bees and urban farmstands on all residential property within the town of Comox.	
18.	20-May-2020	Extension of Comox Downtown Vitalization	Amendment of Downtown Revitalization Tax Exemption, Building and Planning Procedures Bylaws	<i>Complete June 17, 2020</i>
19.	03-June-2020	Land and Sea Brewing Company – 2040 Guthrie Road	That the Town of Comox reach out to the Land and Sea Brewing Company to encourage them to examine alternate parking arrangements and establish harmonious relations with their neighbours.	<i>Letter sent to Land and Sea requesting they undertake further attempts to resolve their parking situation and build a harmonious relationship with their neighbours.</i>
20.				

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

NOTE: Shaded items will be moved to the COMPLETED section.

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TOWN OF COMOX – MANAGEMENT REPORT
June 17, 2020 – COMPLETED ITEMS

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	COMPLETE
1.	16-Oct-2019	Downtown Comox Business Improvement Area Bylaw	Renew the Downtown Comox Business Improvement Area	15-Apr-2020
2.	16-Oct-2019	CAO Executive Search / Strategic Planning	Hire Jerry Berry Consultants Inc. to recruit new CAO and update strategic plan	06-May-2020
3.	May-2020	Temporary Patio & Parklet Program	Create Temporary Patio & Parklet Program	20-May-2020
4.	18-Mar-2020	Building Capacity - Human Resources	Hire Communications/Legislative Coordinator and Land Use Planner to start June 2020. Planner 1 position filled; Communications position shortlisted.	May-2020
5.	15-Apr-2020	Chimo Gymnastics and Compass Adventure - Licences to Use	Waive 33% of the monthly Compass Adventure licence fee for April – June, 2020; waive 100% of the Chimo Gymnastics monthly licence fee April 1, 2020.	May-2020
6.	15-Apr-2020	Comox Valley Coalition to End Homelessness: 2019/2020 Funding	Provide 2019 and 2020 Town of Comox homelessness grants (\$60,000) to the Habitat for Humanity in order to continue their Lake Trail project.	May-2020

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

NOTE: Shaded items will be moved to the COMPLETED section.

CORPORATE PRIORITIES (Council/CAO)

<p>NOW</p> <ol style="list-style-type: none"> MACK LAING: Future 5-YEAR CAPITAL PLAN: Priorities NE INDUSTRIAL LANDS STRATEGY: Terms of Reference AFFORDABLE HOUSING: Current Town Actions OFF LEASH DOG PARK: Public Consultation 	<p>TIMELINE</p> <p>May June July March [number of steps underway] March/April</p>
<p>NEXT</p> <ul style="list-style-type: none"> CLIMATE CHANGE ADAPTATION: Project LONG TERM CAPITAL PLAN DOWNTOWN REVITALIZATION: Zone Expansion ORGANICS COLLECTION PROGRAM: Review WATERFRONT WALKWAY: Options CLIMATE CHANGE ADAPTATION STRATEGY MARINA PARK: Phase II SHORT TERM RENTAL: Policy Options SHELF/SHOVEL-READY GRANT PROJECT 	<p>ADVOCACY / PARTNERSHIPS</p> <ul style="list-style-type: none"> Regional Organics Facility: Decision (RD) NE Industrial Land Strategy (CVEDS) Coalition to end Homelessness: Support Climate Change Grant (FCM) Regional Transit Review (RD) Regional Connectivity System (RD)

OPERATIONAL STRATEGIES (CAO/Staff)

<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> MACK LAING: Future – August NE INDUSTRIAL LAND STRATEGY: TOR – Sept CLIMATE CHANGE ADAPTATION: Project – July 	<p>PLANNING SERVICES</p> <ol style="list-style-type: none"> Subdivision Bylaw: Update - November NE Comox SWMP: Implementation - September Step Code - November Anderton Corridor Land Use: – Preliminary/Density concept Plan to consulting eng. March 2019
<p>FINANCE</p> <ol style="list-style-type: none"> Office Space: Relocations/renos - July/August CAPITAL PLAN: Priorities – Sept-Dec. <ul style="list-style-type: none"> Payroll Software (replacement) – Aug - Dec Fiber Optics - September 	<p>CORPORATE</p> <ol style="list-style-type: none"> Policy Manual: October Procedure Bylaw: October Records Management - Administration: December
<p>PARKS</p> <ol style="list-style-type: none"> DOG PARK: Options – Public Consultation Wayfinding Project – April <ul style="list-style-type: none"> Ellis Street Walkway: Replacement Greenway Development: Detailed Design 	<p>PUBLIC WORKS & ENGINEERING</p> <ol style="list-style-type: none"> Anderton Servicing Plan – 75% complete [water/sanitary and storm]. Construction ready spring 2020 <ul style="list-style-type: none"> Foreshore Sanitary Replacement Transportation Plan: Update
<p>FIRE</p> <ol style="list-style-type: none"> POC / Volunteer Retention: Review – FT Assistant hired – July Full Time Staff: Review - March Service Level Review – September 	<p>RECREATION</p> <ol style="list-style-type: none"> Site Master Plan: 1st draft - June Programmer Hours: Review – add 5 hrs. approved <ul style="list-style-type: none"> Fitness Studio: Capital Equipment - ongoing Regional Recreation Initiative – discussions in progress

Date	Action Items	Status
20-May-20	Develop a communications plan for garbage pick up system change.	TBD
03-Jun-20	Forward Integrated Regional Transportation Committee Memorandum Of Understanding to future meeting	Waiting on CVRD to provide updated draft.
17-Jun-20	Update Council Procedure bylaw	In Progress
Date	Completed Items	Status
20-May-20	Move forward with onsite dining and amendments to the Parklet program.	Complete: 20-May-2020
20-May-20	Change the Strategic Plan to reflect bullet points and not a numerical ordering.	Complete: 22-May-2020
20-May-20	National AccessAbility Week Proclamation (May 31 – Jun 6)	Complete: 01-Jun-2020
20-May-20	Administration to liaise with the Liquor and Cannabis Regulation Branch and Courtenay Staff on our program and to advocate for outdoor liquor approvals.	Complete
20-May-20	Inform CVEDS and CVRD of appointment of Mayor Arnott to CV Economic Task Force	Complete: 05-Jun-2020
03-Jun-20	Publish press release regarding Mayor Arnott's approved medical leave and appointment of Acting Mayor Grant.	Complete: 04-Jun-2020
03-Jun-20	Forward support for UBCM poverty reduction grant to CVRD	Complete: 05-Jun-2020
03-Jun-20	Forward positive comments on Land and Sea liquor application to LCRB	Complete: 09-Jun-2020
03-Jun-20	Send a letter to Land and Sea requesting they undertake further attempts to resolve their parking situation and build a harmonious relationship with their neighbours	Complete: 10-Jun-2020

03-Jun-20	Proceed to open recreation facilities when safety plans are in place	Community Centre open June 22. Fitness centre open June 24
17-Jun-20	Vitalization bylaw adopted	Complete: 17-Jun-2020
17-Jun-20	Forward Municipal Policy Funding Letter to RCMP at 11.6 FTEs (no change)	Letter (Approval in Principle) sent 19-Jun-2020
20-May-20	Strategic Plan & Management Report	Complete
20-May-20	Confirm with Emterra options for weekly/bi-weekly recycling pick up when this switch happens (meeting scheduled with Emterra Friday May 29)	Complete; Report for Council July.
17-Jun-20	Appendix B for CAO Review Policy	Complete
17-Jun-20	Respond to Julian Benedict on lights in the Community Centre	Complete


COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, May 26, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on May 26, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:06 pm.

MINUTES

Present:

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

ATTENDANCE:

With the exception of Directors Grant and Leigh, all board members participated in the meeting by electronic means.

RECOGNITION OF TRADITIONAL TERRITORIES:

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

Article 10: Indigenous peoples shall not be forcibly removed from their lands or territories. No relocation shall take place without the free, prior and informed consent of the indigenous peoples concerned and after agreement on just and fair compensation and, where possible, with the option of return.

IN-CAMERA MEETING:

A. Hamir/D. Frisch: THAT the committee adjourn to an in-camera session pursuant to the following subsections of section 90 of the Community Charter:

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

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

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

ADOPTION OF MINUTES:

W. Morin/D. Arbour: THAT the Comox Valley Regional District Board minutes dated May 12, 2020 be adopted.
208 Carried

BUSINESS ARISING FROM MINUTES:

D. Frisch/A. Hamir: THAT notice of the following resolution from the February 25, 2020 CVRD Board in-camera meeting being publicly released, be received:

"THAT the board appoint Director Hillian (representative) and Mr. Rod Nichol (alternate) in an advisory role and as a liaison between the board and the Ministry of Indigenous Relations and Reconciliation for the K'ómoks First Nation treaty negotiation process for the remainder of the 2018-2022 term of office;

AND FURTHER THAT remuneration and expenses be paid in accordance with Comox Valley Regional District Bylaw No. 236 being "Comox Valley Regional District Remuneration and Expenses Bylaw 2012, provided remuneration and/or expenses are not paid directly by the external organization;

AND FURTHER THAT Rod Nichol be paid an honorarium of \$160 and be reimbursed for associated expenses incurred for formal meetings attended;

AND FINALLY THAT the board rise and report on this resolution."
208 Carried

REPORTS:

REGIONAL GROWTH STRATEGY TECHNICAL ADVISORY

D. Frisch/W. Cole-Hamilton: THAT the Regional Growth Strategy Technical Advisory minutes dated April 8, 2020 be received.
208 Carried

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - MAY 11, 2002

B. Leigh/E. Grieve: THAT the Black Creek - Oyster Bay Services Committee minutes dated May 11, 2020 be received.
208 Carried

B. Leigh/E. Grieve: THAT the Comox Valley Regional District request the Strathcona Regional District Board enable the necessary permits to be approved to allow for the installation of the new water supply well

within the Oyster River Nature Park to advance;

AND FURTHER THAT once Strathcona Regional District support for installation of the new water supply well project is received, the Comox Valley Regional District will undertake an environmental flow needs assessment in parallel with installation of the new water supply well to be complete prior to March 31, 2021.

209

Carried

B. Leigh/E. Grieve: THAT the Comox Valley Regional District work with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to confirm the terms of reference for an environmental flow needs assessment of the Oyster River;

AND FINALLY THAT an application to the Infrastructure Planning Grant Program for an environmental flow needs assessment of the Oyster River be completed.

209

Carried

Director Leigh left the meeting at 4:15 pm.

ELECTORAL AREAS SERVICES COMMITTEE - MAY 11, 2020

E. Grieve/A. Hamir: THAT the Electoral Areas Services Committee minutes dated May 11, 2020 be received.

208

Carried

D. Arbour/A. Hamir: THAT the following recommendations be adopted by general consent:

THAT the board approve Development Permit DP 3B 20 (Storey / Dodd) on property described as Lot B, District Lot 239, Comox District, Plan 29999, PID 001-327-577 (1782 Ryan Road East) for the development of two buildings on a commercial lot;

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

THAT the board approve Development Permit DP 4B 20 (Mountain Ridge Tree Farms Ltd) relating to the subdivision of the property described as Lot A, Section 25, Comox District, Plan 9848, PID 003-921-336 (5228 Island Highway North);

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

THAT the board approve the Development Permit DP 26C 19 (1069585 BC Ltd.) on property described as Lot 1, District Lot 221, Comox District, Plan VIP76726, PID 025-897-977 (9022 Clarkson Avenue) for the development of 29 tourist accommodation units and one residential unit;

AND FINALLY THAT upon the receipt of a landscaping security deposit of \$173,787.50, the Corporate Legislative Officer be authorized to execute the permit.

208 and 213

Carried

D. Arbour/D. Hillian: THAT, in order to further assess mandatory maintenance program options, the Comox Valley Regional District (CVRD) submit a formal request to Island Health for a data sharing agreement

enabling CVRD access to complete Sewerage System Regulation filings held by Island Health.

208

Carried

D. Arbour/E. Grieve: THAT the Public Engagement Plan for Comox Valley Regional District roadside garbage, recycling and yard waste collection services presented in the staff report dated May 7, 2020, be approved and implemented.

AND FURTHER THAT staff report back to the Electoral Area Services Committee following public engagement to present the results.

208

Carried

D. Arbour/W. Cole-Hamilton: THAT staff be directed to suspend exploring river access swimming opportunities along the Tsolum River at this time.

209

Carried

NAY: E. Grieve

D. Arbour/A. Hamir: THAT staff be directed to postpone the delivery of the Lazo Road pathway project until 2021 except for the portion of the trail over the Lazo Marsh to see if design and build synergies exist with the Ministry of Transportation and Infrastructure's amphibian fencing project.

209

Carried

COMOX VALLEY SEWAGE COMMISSION - MAY 12, 2020

W. Cole-Hamilton/D. Frisch: THAT the Comox Valley Sewage Commission minutes dated May 12, 2020 be received.

208

Carried

COMOX VALLEY WATER COMMITTEE - MAY 12, 2020

D. Arbour/W. Morin: THAT the Comox Valley Water Committee minutes dated May 12, 2020 be received.

208

Carried

COMOX VALLEY SPORTS COMMISSION - MAY 12, 2020

W. Cole-Hamilton/D. Hillian: THAT the Comox Valley Sports Commission minutes dated May 12, 2020 be received.

208

Carried

2020 GRANTS-IN-AID

D. Arbour/A. Hamir: THAT the report dated May 15, 2020 from Directors Arbour, Hamir and Grieve to bring forward Grant-in-Aid (GIA) funding allocations, be received.

208

Carried

K. Douville, Manager of Financial Planning, provided an overview of the staff report regarding 2020 Grant-in-Aid funding allocations.

A. Hamir/D. Arbour: THAT the Grants-in-Aid on Schedule A of the directors report dated May 15, 2020,

payable from the respective area(s) indicated, be approved.
208

Carried

CVRD SAFETY RE-OPENING PLAN

D. Hillian/E. Grieve: THAT the report dated May 22, 2020 regarding a policy statement that enables Comox Valley Regional District (CVRD) facility re-openings t


COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, June 16, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on June 16, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:06 pm.

MINUTES

Present:

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

ATTENDANCE:

With the exception of Chair Ketler, all board members participated in the meeting by electronic means.

RECOGNITION OF TRADITIONAL TERRITORIES:

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

Article 11: Indigenous peoples have the right to practise and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature; and

States shall provide redress through effective mechanisms, which may include restitution, developed in conjunction with indigenous peoples, with respect to their cultural, intellectual, religious and spiritual

property taken without their free, prior and informed consent or in violation of their laws, traditions and customs.

IN-CAMERA MEETING:

A. Hamir/W. Cole-Hamilton: THAT the committee adjourn to an in-camera session pursuant to the following sub-sections of section 90 of the Community Charter:

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

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the regional district and the provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and

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

208

Carried

ADOPTION OF MINUTES:

W. Morin/W. Cole-Hamilton: THAT the Comox Valley Regional District Board minutes dated May 26, 2020 be adopted.

208

Carried

REPORTS:

COVID-19 ACTION TEAM UPDATE

D. Frisch/K. Grant: THAT the report dated June 12, 2020 regarding a summary of actions taken and outcomes by the COVID Action Team (CAT) be received.

208

Carried

COVID-19 RESPONSE AND RENEWAL – FINANCE AND ADMINISTRATION

D. Hillian/D. Frisch: THAT the report dated June 12, 2020, regarding the COVID-19 Response and Renewal report for Finance and Administration core service be received.

208

Carried

R. Dyson, CAO, and J. Warren, Deputy CAO, presented an overview of the staff report regarding the COVID-19 Response and Renewal report for the Finance and Administration core service.

D. Frisch/D. Arbour: THAT the COVID-19 Response and Renewal plan for the Finance and Administration core service, as included with the staff report dated June 12, 2020, be approved;

AND FURTHER THAT the plan be included in the September 2020 strategic planning session.

208

Carried

NEW BUSINESS:

AVICC - SPECIAL COMMITTEE ON BC FERRIES

D. Hillian/W. Morin: THAT the correspondence dated June 11, 2020 from Director Arbour seeking board support in advocating to the Association of Vancouver Island and Coastal Communities (AVICC) to re-establish a special committee on BC Ferries be received.

208

Carried

D. Hillian/E. Grieve: THAT the board write to Association of Vancouver Island and Coastal Communities to request the re-establishment of the Special Committee on BC Ferries to undertake further work on the socioeconomic impacts of BC Ferries and in consideration of the planned service reductions to support the development of a sustainable coastal ferry system.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 4:35 pm.

RISE AND REPORT:

The board rose from its in-camera session at 5:21 pm.

TERMINATION:

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

208

Carried

Time: 5:21 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, June 23, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on June 23, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:06 pm.

MINUTES

Present:

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

ATTENDANCE:

Directors Arbour, Cole-Hamilton, Grieve, Hamir and Morin attended the meeting by electronic means.

RECOGNITION OF TRADITIONAL TERRITORIES:

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

Article 12: Indigenous peoples have the right to manifest, practise, develop and teach their spiritual and religious traditions, customs and ceremonies; the right to maintain, protect, and have access in privacy to their religious and cultural sites; the right to the use and control of their ceremonial objects; and the right to the repatriation of their human remains; and,

States shall seek to enable the access and/or repatriation of ceremonial objects and human remains in their possession through fair, transparent and effective mechanisms developed in conjunction with indigenous peoples concerned.

PUBLIC ATTENDANCE - COVID-19:

D. Hillian/M. Swift: THAT in accordance with Ministerial Order M192 and in the interest of health and safety, in-person attendance by the public at this meeting not be permitted as procedures and protocols are still being developed to ensure adherence with public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, this meeting be livestreamed, video recorded and posted to the regional district website.

208

Carried

IN-CAMERA MEETING:

W. Morin/W. Cole-Hamilton: THAT the committee adjourn to an in-camera session pursuant to the following sub-section(s) of section 90 of the Community Charter:

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

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

Carried

ADOPTION OF MINUTES:

W. Cole-Hamilton/K. Grant: THAT the Comox Valley Regional District Board minutes dated June 16, 2020 be adopted.

208

Carried

PETITIONS AND DELEGATIONS:**HABITAT CONSERVATION TRUST FOUNDATION (HCTF) & FOREST ENHANCEMENT SOCIETY OF BC (FESBC)**

Dan Buffet, HCTF CEO, and Steve Kozuki, FESBC Executive Director, presented information regarding HCTF and FESBC funded projects in the Comox Valley.

REPORTS:**TRANSIT MANAGEMENT ADVISORY COMMITTEE**

K. Grant/D. Hillian: THAT the minutes of the Comox Valley Transit Management Advisory Committee dated April 23, 2020 be received.

208

Carried

K. Grant/M. Swift: THAT the minutes of the Comox Valley Transit Management Advisory Committee dated May 22, 2020 be received.

208

Carried

ELECTORAL AREAS SERVICES COMMITTEE - JUNE 15, 2020

K. Grant/M. Swift: THAT the Electoral Areas Services Committee minutes dated June 15, 2020 be received.
208 Carried

A. Hamir/D. Frisch: THAT the following recommendations be adopted by general consent:

THAT the board approve Development Variance Permit DV 1A 20 (Rowan) to reduce the minimum front yard setback from 7.5 metres to 4.88 metres (and from 5.5 metres to 4.68 metres for the eaves), for the purposes of constructing a mudroom/entryway on the property described as Lot 2, Section 30, Township 11, Nelson District, Plan 29374, PID 001-392-891;

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

THAT the board approve Development Variance Permit DV 12B 19 (Swan) to increase the maximum lot coverage from 15 per cent to 20 per cent for the property described as Parcel A (DD 389220I) of Lot F, Section 5, Comox District, Plan 10028, PID 005-486-556 (1561 McDonald Road);

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

THAT the board grant a site specific exemption of the floodplain specifications that reduces floodplain setback from 15 metres to 8.7 metres from the natural boundary of the Strait of Georgia (FR 1A 20, Hebblethwaite) for the proposed additions to a single detached dwelling with an attached garage on property described as Lot 1, District Lot 12 (Situates Partly within Lots 31G and 40G), Section 2A, Nelson District, Plan VIP67160, PID 024-214-787 (6428 and 6448 South Island Highway);

AND FINALLY THAT, as a condition of the site specific exemption, the property owners, at their own expense, register a restrictive covenant under Section 219 of the Land Title Act, specifying conditions that would enable the land to be safely used for the use intended according to the terms of the engineer's report by Peter Bullock, P. Eng., M. Eng. of Base Geotechnical Inc., dated April 15, 2020, which will form part of the restrictive covenant, as well as an acknowledgement that no Disaster Financial Assistance funding is available for the building or its contents and releasing and indemnifying the Comox Valley Regional District from liability in the event any damage is caused by flooding or erosion.
208 and 213

THAT the board approve Development Variance Permit (DV 1C 20) to:

- reduce the minimum highway and waterbody frontage from 10 per cent to 5 per cent;
- reduce the minimum average width and depth ratio from 1:3 to 1:10; and,
- reduce the minimum highway frontage from 100 metres to 0 metres

for the proposed western lot in a lot line adjustment (Subdivision Referral File: 04686 C 19) between That Part of Section 32, Township 10, Comox District, Plan 552H Included within the Area Shown Outlined in Red on Plan 788 RW Except Part in Plan EPP56506 and EPP90548, PID 000-864-846 (Unaddressed Lot); and Lot 1, Sections 32 and 33, Township 10, Comox District, Plan EPP56506, Except Plan EPP90548, PID 029-762-103 (Courtenay and District Fish and Game Protective Association) (3780 and 3786 Colake Road);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.
208 and 213 Carried

K. Grant/D. Frisch: THAT the Comox Valley Regional District Board endorse the agency referral list as

outlined in Appendix A of staff report dated June 10, 2020, with the addition of the Manager of Fire Services and the Comox Valley Coalition to End Homelessness, and direct staff to commence the external agency referral process, for properties known as:

- That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan VIP70188 and EPP24391 (PID 000-866-792);
- The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured red on Plan 79 RW and except that part in plan VIP70188 (PID 000-866-814);
- That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the South of the North bank of the Puntledge River (PID 003-922-308);
- That Part of the south east ¼ of section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343 (PID 003-922-391);
- The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W. (PID 003- 924-033)

as part of a repeal of Bylaw No. 2042, 1998, being the "Rural Comox Valley Official Community Plan Bylaw, 1998" and proposed amendments (File: CP 1C 20; RZ 1C 20) to Bylaw No. 337, being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014" and Bylaw No. 520, being the "Rural Comox Valley Zoning Bylaw No. 520, 2019";

AND FINALLY THAT Comox Valley Regional District staff consult with First Nations in accordance with the referrals management program dated September 25, 2012.
208 and 213

E. Grieve/K. Grant: THAT the motion be tabled until the submission from the applicant's agent, Rob Buchan, is received.

208

Carried

D. Arbour/E. Grieve: THAT the submission, dated June 18, 2020 from the applicant's agent, Rob Buchan, be received.

208 and 213

Carried

The board acknowledged that Rob Buchan, applicant's agent, was in attendance at the meeting in regards to the Official Community Plan and rezoning applications from 3L Developments Inc.

A. Hamir/W. Cole-Hamilton: THAT Rob Buchan, applicant's agent for 3L Developments Inc., be requested to address the board.

208

Defeated *NAY: D. Arbour, K.
Grant, E. Grieve, D.
Frisch, M. Swift*

The following motion was lifted from the table:

THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix A of staff report dated June 10, 2020, with the addition of the Manager of Fire Services and the Comox Valley Coalition to End Homelessness, and direct staff to commence the external agency referral process, for properties known as:

- That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan VIP70188 and EPP24391 (PID 000-866-792);

- The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured red on Plan 79 RW and except that part in plan VIP70188 (PID 000-866-814);
- That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the South of the North bank of the Puntledge River (PID 003-922-308);
- That Part of the south east ¼ of section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343 (PID 003-922-391);
- The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W. (PID 003- 924-033)

as part of a repeal of Bylaw No. 2042, 1998, being the “Rural Comox Valley Official Community Plan Bylaw, 1998” and proposed amendments (File: CP 1C 20; RZ 1C 20) to Bylaw No. 337, being the “Rural Comox Valley Official Community Plan Bylaw No. 337, 2014” and Bylaw No. 520, being the “Rural Comox Valley Zoning Bylaw No. 520, 2019”;

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

Carried

SEWAGE COMMISSION - JUNE 16, 2020

K. Grant/M. Swift: THAT the Sewage Commission minutes dated June 16, 2020 be received.
208

Carried

COMOX VALLEY WATER COMMITTEE - JUNE 16, 2020

K. Grant/D. Hillian: THAT the Water Committee minutes dated June 16, 2020 be received.
208

Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - JUNE 16, 2020

D. Hillian/K. Grant: THAT the Sports Centre Commission minutes dated June 16, 2020 be received.
208

Carried

STATEMENT OF FINANCIAL INFORMATION 2019

K. Grant/D. Frisch: THAT the report dated June 12, 2020 regarding the Statement of Financial Information for the Comox Valley Regional District for the year ended December 31, 2019 be received.
208

Carried

D. Frisch/K. Grant: THAT the 2019 Statement of Financial Information for the Comox Valley Regional District be approved.
208

Carried

DIRECTORS REPORTS - JANUARY 1 TO DECEMBER 31, 2019

D. Hillian/K. Grant: THAT the director's reports from Directors Grieve, Hamir, Hillian, Ketler, Morin and Swift be received.

208

2020 GRANTS-IN-AID

K. Grant/D. Frisch: THAT the report dated June 10, 2020 from Directors Hamir and Grieve regarding a requested grant-in-aid to the Comox Valley Land Trust be received.

208

Carried

K. Grant/M. Swift: THAT a grant-in-aid, payable from the respective areas indicated, be approved:

- Comox Valley land Trust to assist with a land protection program, education and the Comox Valley Conservation Partnership.

Area B - \$5,000.00; Area C - \$5,000.00

208

Carried

UPDATES TO CVRD OFFICER BYLAW AND SIGNING AUTHORITIES

K. Grant/D. Frisch: THAT the report dated June 15, 2020 regarding minor amendments to the Comox Valley Regional District (CVRD) Officer Bylaw No. 21, 2008 (the "Officer Bylaw") and financial signing authorities in order to reflect the current organizational structure be received.

208

Carried

K. Grant/M. Swift: THAT the board consider granting readings to Comox Valley Regional District Officer Bylaw, No. 21, 2008, Amendment No. 4 as outlined in the staff report dated June 15, 2020.

208

Carried

K. Grant/M. Swift: THAT the following positions be appointed financial signing authorities for the Comox Valley Regional District and that any two of the following be authorized to co-sign: Chair, Vice-chair, Chief Administrative Officer, Chief Financial Officer, Deputy Chief Administrative Officer, General Manager of Corporate Services, Manager of Financial Planning or Corporate Legislative Officer.

208

Carried

BYLAWS AND RESOLUTIONS:

D. Frisch/K. Grant: THAT Bylaw No. 618, being "Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 4" be given first and second readings concurrently.

208

Carried

K. Grant/M. Swift: THAT Bylaw No. 618, being "Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 4" be given third reading.

208

Carried

K. Grant/A. Hamir: THAT Bylaw No. 609 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 4" be adopted.

208 and 213

Carried

NEW BUSINESS:**VANCOUVER ISLAND MOUNTAIN SPORT SOCIETY**

D. Frisch/K. Grant: THAT the correspondence dated June 12, 2020 regarding a request from the Vancouver Island Mountain Sport Society for the Comox Valley Regional District to be a local government sponsor for

society's application for grant funds from the Comox Valley Community Foundation be received.
208

Carried

D. Hillian/K. Grant: THAT the Comox Valley Regional District (CVRD) confirm that it will be a local government sponsor to the Vancouver Island Mountain Sport Society for the society's application for grant funds from the Comox Valley Community Foundation.

208

Carried

EXTERNAL APPOINTMENT REPORTS FROM DIRECTORS

Director Hillian provided an update on the following external appointments:

- Comox Valley Accessibility Committee
- Comox Strathcona Regional Hospital Board leadership

Director Arbour submitted correspondence dated June 17, 2020 regarding updates on external appointments, including the Vancouver Island Regional Library, the Island Corridor Foundation and provided a verbal update regarding the AVICC aquaculture advisory group.

UNION OF BC MUNICIPALITIES RESOLUTIONS

K. Grant/A. Hamir: THAT the correspondence dated June 19, 2020 from Director Hamir regarding a request to forward two resolutions relating to food security during emergencies to the Union of BC Municipalities for consideration at their 2020 Convention be received.

208

Carried

K. Grant/D. Frisch: WHEREAS food security and food supply issues are essential to all emergency response and recovery efforts;

AND WHEREAS the status and consideration of food security and supply issues are not adequately addressed within the provincial emergency management system and structures:

THEREFORE BE IT RESOLVED that Union of BC Municipalities request that the Province provide greater consideration of food security and supply, including localized knowledge, within the provincial emergency management structure and provide guidance and resources to local governments and their emergency operations centres for this purpose.

208

Carried

K. Grant/D. Frisch: WHEREAS farmers' markets are a key resource in addressing food security during an emergency by providing access to food quickly and efficiently;

AND WHEREAS farmers' markets have not been consistently permitted to operate across the province during the COVID-19 pandemic:

THEREFORE BE IT RESOLVED that Union of BC Municipalities request that the Province take the necessary steps to ensure farmers' markets are identified as an essential service during all provincial and local states of emergency.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:35 pm.

RISE AND REPORT:

The board rose from its in-camera session at 7:12 pm

TERMINATION:

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

208

Carried

Time: 7:12 pm.

Confirmed this _____ day of _____ 20____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Lisa Dennis
Manager of Legislative Services



COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, March 12, 2020

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on March 12, 2020 at the Enterprise Centre located at 900 Alder Street, Campbell River, BC commencing at 9:30 am.

MINUTES

Present:

Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	J. Abram	Discovery Islands - Mainland Inlets (Area C)
	N. Anderson	Cortes (Area B)
	M. Babchuk	City of Campbell River
	C. Cornfield	City of Campbell River
	D. Frisch	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	A. Hamir	Lazo North (Area B)
	A. Adams	City of Campbell River
	W. Cole-Hamilton	City of Courtenay
	B. Unger	Village of Gold River
	G. Whalley	Kyuquot – Nootka/Sayward (Area A)
	W. Morin	City of Courtenay
Alt. Directors:	B. Ives	Village of Sayward
	L. Llewellyn	Village of Tahsis
	C. Evans	City of Campbell River
	A. Bissinger	Town of Comox
	N. Minions	Town of Comox
Staff:	B. Dunlop	Corporate Financial Officer
	R. Dyson	Chief Administrative Officer
	M. Rutten	General Manager of Engineering Services
	J. Martens	Manager of Legislative Services

Absent:

Directors:	J. Colborne	Village of Zeballos
	R. Kerr	City of Campbell River
Alt. Directors:	S. Sullivan	Village of Cumberland

CALL TO ORDER AND APPROVAL OF THE AGENDA:

D. Hillian/W. Cole-Hamilton: THAT the agenda be approved as presented.
208

Carried

ADOPTION OF MINUTES:

E. Grieve/A. Bissinger: THAT the minutes of the Comox Strathcona Waste Management Board meeting held

February 13, 2020 be adopted.
208

Carried

REPORTS:

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE MINUTES

B. Unger/D. Frisch: THAT the Comox Strathcona Waste Management Advisory Committee minutes dated February 27, 2020 be received.
208

Carried

CSWM COMMUNICATIONS AND EDUCATION REPORT

W. Cole-Hamilton/A. Adams: THAT the report dated March 3, 2020 regarding information on the public education-focused elements of the Comox Strathcona Waste Management 2020 budget, which includes various advertising, communications, and community engagement strategies be received.
209

Carried

C. While, External Relations Manager, presented information regarding the public education-focused elements of the Comox Strathcona Waste Management 2020 budget.

2020-2024 PROPOSED FINANCIAL PLAN – CSWM SERVICE FUNCTION 391

D. Arbour/D. Hillian: THAT the report dated March 3, 2020 regarding the proposed 2020-2024 financial plan for the Solid Waste Service, function 391 be received.
209

Carried

M. Rutten, General Manager of Engineering Services, presented information regarding the proposed 2020-2024 financial plan for the Solid Waste Service, function 391.

B. Leigh/D. Frisch: THAT the recommended 2020-2024 Financial Plan for the Comox Strathcona Waste Management service, function 391 be approved.
209

Carried *NAY: J. Abram; G. Whalley*

REGIONAL ORGANICS COMPOST PROJECT - MARCH 2020

D. Arbour/W. Cole-Hamilton: THAT the report dated March 3, 2020 regarding an update on the Regional Organics Compost Project and to recommend a targeted amendment of the Solid Waste Management Plan to include the location and capacity of the compost facility and transfer station be received.
209

Carried

M. Rutten, General Manager of Engineering Services, and C. Wile, External Relations Manager, presented an update on the Regional Organics Compost Project.

D. Arbour/E. Grieve: THAT following advice from the Ministry of Environment and Climate Change Strategy, the Comox Strathcona Waste Management Board initiate a targeted amendment of the Solid Waste

Management Plan for the Comox Strathcona Waste Management service, to include the location and capacity of the compost facility at Block J in Campbell River and transfer station at the Comox Valley Waste Management Centre.

209

Carried

CLOSED MEETINGS AND CONFIDENTIALITY POLICY

D. Arbour/E. Grieve: THAT the report dated January 28, 2020 regarding the responsibilities, obligations and procedures respecting access to and distribution of confidential meeting agendas, minutes and other materials as part of the conduct of the Comox Valley Regional District (CVRD) Board and its committees and commissions, be received.

208

Carried

CSWM MANAGEMENT REPORT

D. Hillian/D. Arbour: THAT the Comox Strathcona Waste Management Board management report dated March 2020 be received.

208

Carried

NEW BUSINESS:

PAC RECYCLING

D. Hillian/D. Frisch: THAT the correspondence dated March 3, 2020 received from PAC Recycling requesting a letter of support for a fish net recycling project, be received.

209

Carried

D. Hillian/D. Frisch: THAT the Comox Strathcona Waste Management Board provide a letter of support to PAC Recycling for their application for funding from Fisheries and Oceans Canada to recycle fish nets and divert them from local landfills.

209

Carried

TERMINATION:

A. Adams/D. Frisch: THAT the meeting terminate.

208

Carried

Time: 11:03 am.

Confirmed this _____ day of _____ 20__:

Michele Babchuk
Co-Chair

Certified Correct:



COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, June 25, 2020

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on June 25, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 9:32 am.

MINUTES

Present:

Vice-Chair:

A. Hamir

Lazo North (Area B)

Directors:

D. Arbour

Baynes Sound-Denman/Hornby Islands (Area A)

M. Babchuk

City of Campbell River

J. Colborne

Village of Zeballos

C. Cornfield

City of Campbell River

D. Frisch

City of Courtenay

E. Grieve

Puntledge/Black Creek (Area C)

D. Hillian

City of Courtenay

R. Kerr

City of Campbell River

B. Leigh

Oyster Bay – Buttle Lake (Area D)

A. Adams

City of Campbell River

W. Cole-Hamilton

City of Courtenay

M. Davis

Village of Tahsis

B. Unger

Village of Gold River

G. Whalley

Kyuquot – Nootka/Sayward (Area A)

W. Morin

City of Courtenay

Alt. Directors:

D. MacKenzie

Discovery Islands - Mainland Inlets (Area 'C')

B. Ives

Village of Sayward

C. Evans

City of Campbell River

A. Bissinger

Town of Comox

S. Sullivan

Village of Cumberland

N. Minions

Town of Comox

Staff:

R. Dyson

Chief Administrative Officer

J. Warren

Deputy Chief Administrative Officer

B. Dunlop

Corporate Financial Officer

M. Rutten

General Manager of Engineering Services

J. Martens

General Manager of Corporate Services

L. Dennis

Manager of Legislative Services

A. Baldwin

Legislative Services Assistant

Absent:

Directors:

N. Anderson

Cortes (Area B)

ATTENDANCE:

With the exception of Vice-Chair Hamir and Director Leigh, all board members participated in the meeting by electronic means.

CALL TO ORDER AND APPROVAL OF THE AGENDA:

Vice-Chair Hamir assumed the role of presiding member.

B. Leigh/D. Hillian: THAT in accordance with Ministerial Order M192 and in the interest of health and safety, in-person attendance by the public at this meeting not be permitted as procedures and protocols are still being developed to ensure adherence with public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, this meeting be livestreamed, video recorded and posted to the regional district website.

208 Carried

J. Colborne/D. Frisch: THAT the agenda be approved as presented.

208 Carried

REPORTS:**COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE MINUTES**

A. Adams/C. Evans: THAT the the following items be received:

- Comox Strathcona Waste Management Advisory Committee minutes dated March 26, 2020; and,

- Comox Strathcona Waste Management Advisory Committee minutes dated June 11, 2020.

208 Carried

ADOPTION OF MINUTES:

D. Frisch/B. Leigh: THAT the minutes of the Comox Strathcona Waste Management Board meeting held March 12, 2020 be adopted.

208 Carried

REPORTS CONTINUED:**REGIONAL ORGANICS COMPOST PROJECT - JUNE 2020**

D. Hillian/W. Cole-Hamilton: THAT the report dated June 18, 2020 regarding an update on the Regional Organics Compost Project be received.

209 Carried

G. Bau Baiges, Manager of CSWM Projects, presented an overview of the staff report regarding an update on the Regional Organics Compost Project.

COVID-19 RESPONSE AND ACTIONS

D. Hillian/W. Cole-Hamilton: THAT the report dated June 19, 2020 regarding the COVID-19 response for the Comox Strathcona Waste Management service, the work plan adjustments for the remainder of the year

and a recommendation for a review of the Solid Waste service to identify cost saving and efficiencies be received.

209

Carried

M. Rutten, General Manager of Engineering Services, provided an overview of the staff report regarding the COVID-19 response and actions.

Director Adams left the meeting at 9:55 am.

B. Leigh/W. Cole-Hamilton: THAT in response to the global COVID-19 pandemic the Comox Strathcona Waste Management Board implement a review of the solid waste service (functions 391, 392, 393) to identify any potential cost savings and efficiencies;

AND FURTHER THAT staff provide findings at the September 2020 Comox Strathcona Waste Management Board meeting.

209

Carried

COVID-19 IMPACT ON TIPPING FEES

B. Leigh/D. Frisch: THAT the report dated June 18, 2020 regarding an update on the impact to tipping fee revenues from the novel coronavirus (COVID-19) pandemic as it relates to the recommended 2020-2024 Financial Plan for the Comox Strathcona Waste Management (CSWM) service, function 391 be received.

209

Carried

S. Willie, Solid Waste Analyst, provided an overview of the staff report regarding the impact to tipping fee revenues from the novel coronavirus (COVID-19) pandemic.

TIPPING FEE SUBSIDY POLICY – NOT-FOR-PROFIT REUSE ORGANIZATIONS

M. Babchuk/W. Cole-Hamilton: THAT the report dated June 19, 2020 regarding a tipping fee policy for consideration, which subsidizes non-profit organizations who focus on reuse and waste diversion and whose revenue is used to fund local social or community service programs in the Comox Strathcona Waste Management (CSWM) service area be received.

209

Carried

S. Valdal, CSWM Services Coordinator, provided an overview of the staff report regarding a tipping fee policy, which subsidizes not for profit reuse organizations.

Director Adams returned to the meeting at 10:25 am.

B. Leigh/M. Babchuk: THAT the Comox Strathcona Waste Management Board approve the tipping fee subsidy policy, attached to the staff report dated June 19, 2020, to assist eligible organizations with waste diversion efforts;

AND FINALLY THAT the Comox Strathcona Waste Management Board increase the current tipping fee waiver budget by \$9,000, allocating a total annual tipping fee policy budget of \$25,000.

209

Carried

WASTE MANAGEMENT CENTRES STATUTORY HOLIDAY CLOSURES UPDATE

M. Babchuk/C. Evans: THAT the report dated June 18, 2020 regarding the delayed change to statutory holiday closures be received.

209

Carried

J. Lee, Manager of CSWM Operations, provided an overview of the staff report regarding the delayed change to statutory holiday closures.

CSWM MANAGEMENT REPORT

C. Evans/W. Morin: THAT the Comox Strathcona Waste Management Board management report dated June 2020 be received

208

Carried

NEW BUSINESS:

ORGANICS COLLECTION PILOT PROJECT – FINISHED COMPOST MATERIAL UTILIZATION

D. Hillian/B. Leigh: THAT the correspondence dated June 17, 2020 from Director Hamir regarding the ongoing utilization of the finished compost material produced as part of the Comox Strathcona Waste Managements (CSWM) organics collection pilot project within the Comox Valley be received.

208

Carried

M. Babchuk/W. Cole-Hamilton: THAT staff bring forward a report providing a price evaluation and other relevant considerations respecting the finished compost material from the organics collection pilot project.

209

Carried

TERMINATION:

A. Hamir/D. Hillian: THAT the meeting terminate.

208

Carried

Time: 10:44 am

Confirmed this _____ day of _____ 20__:

Arzeena Hamir
Vice-Chair

Certified Correct:



TO: Mayor and Council	FILE: 3320-01
FROM: Jordan Wall, Chief Administrative Officer	DATE: July 15 th 2020
SUBJECT: Planning Report PR 20-7: Requirement to Underground Overhead Services in Residential Infill Projects	

Prepared by:
JORDAN WALL

 CAO

RECOMMENDATION

1) THAT the following sub sections be added to the Subdivision and Servicing Bylaw 1261 Appendix G section 1.2.1 “With respect to subdivision, all wiring shall be underground, except where

‘1.2.1.2 the development is within a residential zone where one existing parcel will be split into two and overhead services to an already constructed dwelling unit on the parcel exist, the overhead service to the constructed dwelling unit may remain’

And

‘1.2.1.3 the development is within a residential zone where one existing parcel will be split into two and will require an additional non-existing hydro pole to be installed to facilitate underground servicing of a proposed parcel, that parcel will not require underground services provided it can connect directly to existing overhead wiring.’

2) THAT the Town of Comox Subdivision and Development Servicing Bylaw, 1261, Amendment No. 13, 2020 be given First Reading.

3) THAT the Town of Comox Subdivision and Development Servicing Bylaw, 1261, Amendment No. 13, 2020 be given Second Reading.

4) THAT the Town of Comox Subdivision and Development Servicing Bylaw, 1261, Amendment No. 13, 2020 be given Third Reading.

ALTERNATIVES TO THE RECOMMENDATION

Alternative 1 will not require the undergrounding of services to the new property being developed along with the existing

1) ‘1.2.1.2 the development is within a residential zone where one parcel will be split into two provided the parcel can connect directly to existing overhead wiring’

Alternative 2 will allow overhead services to be established if an existing pole will require replacement

2) '1.2.1.3 the development is within a residential zone where one existing parcel will be split into two and will require a hydro poll to be replaced to facilitate underground servicing of a proposed parcel, that parcel will not require underground services'

PURPOSE

To introduce changes the Town’s regulations to decrease the cost of residential infill projects.

BACKGROUND

Section 1.2.1 of Appendix G of the Town’s Subdivision and Servicing Bylaw 1261 requires that in new subdivisions all wiring shall be placed underground. This has resulted in complaints from a number of potential and current developers undertaking residential infill projects. For most residential infill projects overhead wiring already exists. The cost of putting these already established wirings, which usually include phone, internet, hydro, and cable, underground has been seen as cost prohibitive to some projects. The cost of undergrounding the already overhead services varies from lot to lot but a general price range of \$15,000-\$35,000 could be expected.

When large subdivisions in new areas or multiple lots are considered the visual benefit of having underground services is much greater. For most residential infill projects the overhead services in the area are already established will not be moved underground. The reduction of one overhead servicing line provides minimal change.

Currently infill projects are being encouraged by Council in an attempt to best utilize the limited land within the community. However, infill does have impacts on neighbourhoods as they marginally add to the traffic and congestion and general usage in the area. The recommendation in the report will allow these residential infill projects to have any currently established overhead services remain overhead. Council could take further action to decrease the cost of infill projects by also allowing the newly constructed units to have overhead services.

Replacement of Hydro Poles

Another issue that has arisen is that in some instances BC Hydro requires poles to be replaced in order to allow for undergrounding of services. The cost of this replacement is approximately \$8,000 and serves to increase the cost of infill projects.

Desired Outcome for Developers

The development community is seeking further changes than recommended in the report. Alternative Recommendation 1 would see the undergrounding requirement for all 2 parcel residential infill projects abolished further decreasing costs and promoting urban infill. Alternate Recommendation 2 would waive the need for undergrounding services when hydro polls need to be replaced.

FINANCIAL IMPACT

N/A

GOVERNANCE CONSIDERATIONS

Q: Why does the Town require undergrounding of services on infill lots?

A: Impact on existing neighbourhood character is a key issue in obtaining public support for densification. Densification increases the number/size of structures both onsite and within the street. Undergrounding of overhead wiring is one mechanism in reducing the impact of densification.

The attractiveness of a community is a key factor in livability and fostering a positive community identity. Consequently, it affects both the social and economic aspects of sustainability. The OCP identifies it a primary community value that is to be protected and enhanced as it grows: an objective in conjunction with densification and affordability:

- s. 1.7 Community Values and Planning Goals include
 - long term sustainability as a Value with a corresponding Goal of providing for high quality compact housing forms
 - positive design elements as a Value with a corresponding Goal of ensuring growth is planned for and well managed so as to maintain an enhance the quality of life
- s. 2.1.1.2 Residential Objectives
 - To encourage housing suitable for a range of household types;
 - To maintain attractive and safe residential areas throughout the Town;
 - To enhance the amount and availability of smaller single detached lots, secondary suites, coach houses, ground orientated multifamily housing and assisted living options to provide more affordable and sustainable housing opportunities.

Q: Has the Town required undergrounding of services on other small subdivision projects?

A: Yes, this has been required in other instances. Examples include the Church Street Tap house, 325 Stewart Street, and 537 Anderton.

Q: Is the benefit of undergrounding services worth the cost in small residential infill projects?

A: This is the question and balance Council must find. The cost of undergrounding services is high and the resulting cost is discouraging residential infill projects. Is the benefit of marginally reducing visual clutter an appropriate for the increase in development costs?

Q: Can these types of decisions be made on a case by case basis through development variance permits?

A: Yes, these applications can be decided through variance permits. Variance permits however add to the work load within the planning department and uncertainty for developers.

MAYOR

CORPORATE OFFICER



TO: Mayor and Council	FILE: 0550-01
FROM: Shelly Russwurm, Corporate Officer	DATE: July 9, 2020
SUBJECT: Ministerial Order No. M192 and Attendance of the Public at Council Meetings	

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

1. That, in accordance with Ministerial Order No. M192 and despite the best efforts of Council, the attendance of members of the public cannot be accommodated at Council and Council Committee meetings that would otherwise be held in accordance with the applicable requirements or recommendations under the Public Health Act, due to the room size and maximum person capacity of Council Chambers.
2. That, in accordance with Ministerial Order No. M192, the Town of Comox is ensuring openness, transparency, accessibility and accountability for Council and Council Committee meetings by:
 - a. allowing the public to hear and see meetings in-person through attendance at livestreamed events at d’Esterre Seniors’ Centre, 1801 Beaufort Avenue;
 - b. allowing the public to hear and see meetings electronically through livestreamed videos published on the Town’s Facebook page;
 - c. allowing the public to ask questions on agenda items via email or drop-off of questions;
 - d. publishing the entire agenda and all background materials on the Town’s website;
 - e. archiving the meeting video for future viewing by members of the public; and
 - f. continuing to explore options to facilitate public participation.
3. That, in accordance with Ministerial Order No. M192, Council will continue to conduct all or part of Council and Council Committee meetings by means of electronic or other communication facilities for the duration of the period that the declaration of a state of Provincial emergency made March 18, 2020 under section 9 (I) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.

ALTERNATIVES TO THE RECOMMENDATIONS

Council may wish to explore the option of holding Council and Council Committee meetings in an alternate location that could accommodate the public. If this is Council’s desire, it should pass the three recommendations above, with a forth recommendation as follows:

4. That Corporate Services be directed to explore the implications of using d’Esterre Seniors’ Centre at 1801 Beaufort Avenue as a Council meeting location that allows for public participation, for the duration of the period that the declaration of a state emergency made

March 18, 2020 under section 9 (I) of the Emergency Program Act and any extension of the duration of that declaration is in effect.

PURPOSE

The most recent Ministerial Order No. M192 requires that Council, by resolution,

- a. state the basis for holding meetings without members of the public in attendance; and
- b. state the means by which Council is ensuring openness, transparency, accessibility and accountability in respect of those meetings.

Recommendation Nos. 1 and 2 above ensure that Council is meeting this requirement.

Recommendation No. 3 is mainly for clarification of Council's intent to continue holding meetings electronically while the declaration of Provincial emergency is in effect.

STRATEGIC PLAN LINKAGE

Council meeting procedures falls under one of Council's Core Services, to ensure strong governance and administration. Allowing members of the public to hear and view Council meetings, either from home or by attending a more suitable facility, as well as enabling meeting members to participate in meetings by electronic means, ensures that Council is taking all measures available to help reduce the spread of COVID-19.

BACKGROUND

Since April 1, 2020, Council has been holding Council meetings electronically, via Zoom, and without public attendance. These changes have been in response to the declaration of a Provincial state of emergency due to the COVID-19 pandemic, and pursuant to Ministerial Orders which help to reduce the spread of COVID-19. Since Council Chambers does not allow for appropriate physical distancing between members of Council, staff and the public, holding meetings electronically greatly assisted Council in moving forward with Town business while still offering a way for the public to see and hear the meeting via livestream on the Town's Facebook page.

Due to gradual reopening and recovery phases being implemented by the Province, the Ministerial Order No. M192 requires local governments to undertake best efforts to allow members of the public to attend open meetings in person, while abiding by any of the public health requirements or recommendations made under the Public Health Act. Local governments that are unable to meet this requirement are now required to adopt a resolution explaining:

- a. the basis for holding meetings without members of the public in attendance; and
- b. the means by which Council is ensuring openness, transparency, accessibility and accountability in respect of those meetings.

At this time, the Town is unable to allow meetings to be held with members of the public in attendance due to the limited size of Council Chambers and a maximum permitted occupancy of twelve (12) persons. This limited number will allow all members of Council to attend (if desired), as well as up to three staff members and up to two delegation members.

In addition to holding meetings electronically, the use of d'Esterre Seniors' Centre (the Seniors' Centre) has been secured during the times of all Council meetings for the next several months. The Seniors' Centre can safely accommodate up to twenty seven (27) persons while respecting sufficient physical distancing, and will be set up for public participation during each Council

meeting for those who are unable to view via Facebook or would rather attend in this manner. The meetings will be livestreamed to a large projector screen in the Seniors' Centre for this purpose.

By continuing to hold meetings electronically and by offering an alternative location for up to twenty seven (27) members of the public to see and hear the proceedings, Council is ensuring openness, transparency, accessibility and accountability by:

- a. allowing the public to hear and see meetings in-person through attendance at livestreamed events at d'Esterre Seniors' Centre, 1801 Beaufort Avenue;
- b. allowing the public to hear and see meetings electronically through livestreamed videos published on the Town's Facebook page;
- c. allowing the public to ask questions on agenda items via email or drop-off of questions;
- d. publishing the entire agenda and all background materials on the Town's website;
- e. archiving the meeting video for future viewing by members of the public; and
- f. continuing to explore options to facilitate public participation.

OPTIONS AND/OR IMPLICATIONS

Options are not being presented at this time; however Council may wish to consider the additional recommendation No. 4 identified in the Alternatives to the Recommendations section above. Implications of the recommended resolutions are as follows:

a. Applicable Policies and Legislation

Related legislation, bylaws and policies include the following:

- *Community Charter*, Part 4;
- Ministerial Order No. M192; and
- Council Procedure Bylaw, 2009.

b. Financial

No financial implications have been identified as part of the staff recommendations.

The alternative/additional recommendation to explore the implications of using the Seniors' Centre at 1801 Beaufort Avenue as a Council meeting location that allows for public participation will have some cost implications due to additional IT resources being necessary to facilitate the recording and publishing of the meeting at the Seniors' Centre. Some advertising will also be necessary if Council chooses this alternative, due to the need to post notice of a change in meeting location.

c. Intergovernmental

Not applicable.

d. Public Relations

Currently, the Town advises of the electronic nature of each meeting, and of the fact that the public is not permitted, via a notice at the top of each Council meeting agenda. This agenda is posted at the Town's notice board, on the Town website, and on the Council Chambers door for the public to be advised of the changes. If Council were to direct that the Seniors' Centre become the Council meeting location for the foreseeable future, a slightly larger communication/publication plan would need to be developed.

GOVERNANCE CONSIDERATIONS

Q: Can members of the public attend Council meetings if some members of Council Zoom in and there are no delegations?

A: Currently, the Exposure Reduction Plan for Council Chambers does not permit the public (other than delegations) to attend Council meetings. Due to the limited number that could be permitted under this scenario, it would be difficult to administer this (i.e., what if there was room for three members of the public and four show up?)

Q: Can the Town continue to have Council meetings without the use of the Seniors' Centre for the public?




A: Yes, the Town does not need to provide a physical location for the public to attend. However, since the location is available so close to Council Chambers for very little cost, it makes sense to have this additional level of openness, transparency, accessibility and accountability.

Q: Does a staff member need to be in attendance at the Seniors' Centre during Council meetings?

A: Yes, the Exposure Reduction Plan for the Seniors' Centre identifies that a staff member will physically be in attendance during all meetings.

**TOWN OF COMOX
PLANNING REPORT**

TO:	JORDAN WALL, CHIEF ADMINISTRATIVE OFFICER	
FROM:	MARVIN KAMENZ, DIRECTOR OF DEVELOPMENT SERVICES ELLIOT TURNBULL, PLANNER I	
SUBJECT:	PLANNING REPORT PRIORITIZATION OF 1582 BALMORAL AVE DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 20-6 DEVELOPMENT PERMIT APPLICATION DP 20-6	
DATE:	RCM JULY 15, 2020	File No. 3030-20 / 2020-01

 Submitted by	 Concurrence	 Approval
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Development Services' Recommendation

1. That the Town of Comox process Development Variance Permit and Development Permit applications DVP/DP 20-6 (1582 Balmoral Avenue) as a high priority immediately following Rezoning application RZ 19-7 (695 Aspen), Rezoning application RZ 18-6 (2310 Guthrie), and Rezoning and Official Community Plan amendment applications RZ/OCP 19-1 (2309 McDonald).

Purpose

The purpose of this report is to seek Council's approval to prioritize processing of a Development Permit and Development Variance Permit application for a BC Housing subsidized, non-profit housing development at 1582 Balmoral Avenue, comprised of 55 units in a three storey apartment building.

Background:

Staff were approached by the Comox Valley Affordable Housing Society (CVAHS) in September 2019 about redevelopment of 1582 Balmoral Ave (see **Attachment 1** for subject property map), CVAHS advised that the existing 16 unit, non-profit, affordable, townhouse complex located on the subject property is at the end of it usable lifespan.

Since the initial discussions, CVAHS was informed by BC Housing that the timeline for funding applications had been significantly compressed, resulting in a September 4, 2020 deadline for their funding applications. As such, the project needs to be “shovel ready” by this date to receive BC Housing funding.

At the April 17, 2019 Regular Council Meeting, the following relevant motions were adopted:

That staff be directed to target the creation of rent geared to income non-market affordable housing units;

That staff be directed to target the creation of non-market affordable housing units for seniors and the disabled;

That staff be directed to seek funds from Comox Valley Regional District and other levels of government for the creation of non-market affordable housing units; and

That staff be directed to seek partnerships with non-profit affordable housing organizations for the operation of the non-market affordable housing units.

Analysis

The proposed DP and DVP include the following:

- Rents subsidized by BC Housing using the rent geared to income framework;
- Proposed development consistent with the OCP land use designation and Zoning of the subject property; and
- CVAHS has advised that a tenant relocation plan has been completed which includes the provision of alternate housing during construction and relocation of eligible tenants into the new building.

Town practice is to process development applications in order of date received unless otherwise directed. The following major applications have experienced an extended processing timeline:

- RZ 19-7 (695 Aspen): 232 apartment units and approximately 736 m² of commercial space;
- RZ 18-6 (2310 Guthrie): 42 townhouse units and approximately 530 m² of commercial space; and,
- RZ/OCP 19-1 (2309 McDonald): 40 single-family dwellings, 4 duplexes, 14 patio homes, and 22 townhouse units.

With the approval of the recommendation we do not expect delays on the major applications listed above. Likewise, the recommendation is not anticipated to affect the timing of NE Comox SWMP consultation as its commence is dependent upon making sufficient progress on the major projects to free up the necessary staff resources. However, there will be delays in the streamlining of smaller applications.

Even with prioritization, the tight timelines will require that assigned Town staff, the applicant, and the applicant’s consultants clear their schedules and undertake a focused, concerted effort.

GOVERNANCE CONSIDERATIONS

Q: What type of applications will be delayed and by how much?

A: Current in-stream, normal processing projects may be delayed by approximately 2-3 months. These include several smaller projects such as infill rezonings (e.g. RZ 20-1 468 Anderton Road - 15 unit townhouse development) and single-family dwelling development permits (e.g DP 20-2 582 Windsor Road - form and character development permit for one single-family dwelling).

Q: What are the consequences/risks to the project if the new timelines are not reached?

A: If the new timeline is not met, CVAHS will not be able to apply for BC Housing funding in the first round of proposals. The next deadline is January 2021, which means CVAHS would be competing with a greater number of other societies for a small amount of funding, reducing the likelihood of receiving funding and completing the project.

MK/ET


Attachments: 1



TO: Mayor and Council	FILE: 3090-20 /DVP 20-5
FROM: Jordan Wall, Chief Administrative Officer	DATE: July 15 th 2020
SUBJECT: Development Variance Permit Application DVP 20-5 2260 Robb Ave	

Prepared by:
JORDAN WALL

 CAO



RECOMMENDATION

THAT Development Variance Permit DVP 20-5 be approved.

ALTERNATIVES TO THE RECOMMENDATION

SUMMARY

- The owners of 2260 Robb Avenue wish to leave the overhead services across Robb Avenue overhead.
- Subdivision Bylaw 1261 requires that services be placed underground on all subdivisions.
- The intent of the bylaw is to mitigate the impact of infill development on existing neighbourhood character by reducing visual clutter.
- The owners find the cost to be excessive and many other overhead services will remain in the area.

BACKGROUND

On January 15th 2020 Council considered and approved rezoning and variance applications to facilitate 2260 Robb Avenue to be subdivided with the intention of adding a new single family residential home through urban infill. Through this process Council approved the following:

- Waiving of curb, gutter, sidewalk and underground distribution line wiring requirements for new subdivisions.
- Waiving of road width on Robb Avenue and Condor Street requirements.
- Creation of new zone with altered setback requirements.
- Requirement of service connections (i.e. from distribution line to dwelling) to be undergrounded unless a new pole is needed.

Through continued development planning the proponent was able to confirm an additional pole would be needed to service the Condor Street facing lot. Thus, no undergrounding is required by the Town. The Robb Avenue facing property is able to be serviced underground with the existing pole and is thus currently required by the Town.

FINANCIAL IMPACT

**All financial information below has been submitted by the proponent*

Cost of undergrounding services across Condor which include the road and driveway damage and repair, cut, navigating other services, electrical changes to the house, and other costs are estimated at \$33,000. The total infrastructure construction costs are estimated at approximately \$58,000. Thus the undergrounding of the services represents 57% of the infrastructure cost.

These costs, however, don't include the total cost of the development which would include professional drawings, engineering, and construction of the new home and result in the percentage cost of undergrounding to be much less when viewed in relation to the total project cost. For example, professional fees (surveyor, engineering and legal) are estimated at \$30,000.

In comparison, 2017 estimated greenfield infrastructure construction costs for new a 20 m wide lot as proposed on the subject property is 46,500 to 80,000 depending on the complexity of servicing.¹ The term greenfield refers to a subdivision where the developer has to construct the road necessary to service the new lot: i.e. 20 m in length to centre line of the road.

GOVERNANCE CONSIDERATIONS

Q: Why does the Town require undergrounding of services on infill lots?

A: Impact on existing neighbourhood character is a key issue in obtaining public support for densification. Densification increases the number/size of structures both onsite and within the street. Undergrounding of overhead wiring is one mechanism in reducing the impact of densification.

The attractiveness of a community is a key factor in livability and fostering a positive community identity. Consequently, it affects both the social and economic aspects of sustainability. The OCP identifies it a primary community value that is to be protected and enhanced as it grows: an objective in conjunction with densification and affordability:

- s 1.7 Community Values and Planning Goals include
 - long term sustainability as a Value with a corresponding Goal of providing for high quality compact housing forms
 - positive design elements as a Value with a corresponding Goal of ensuring growth is planned for and well managed so as to maintain an enhance the quality of life
- s. 2.1.1.2 Residential Objectives
 - To encourage housing suitable for a range of household types;
 - To maintain attractive and safe residential areas throughout the Town;
 - To enhance the amount and availability of smaller single detached lots, secondary suites, coach houses, ground orientated multifamily housing and assisted living options to provide more affordable and sustainable housing opportunities.

Q: Has the Town required undergrounding of services on other small subdivision projects?

A: Yes, this has been required in other instances. Examples include the Church Street Tap house, 325 Stewart Street, and 537 Anderton.

Q: Are there any site specific reasons undergrounding cannot be accomplished at 2260 Robb?

A: While every development and site is different there do not appear to be significant physical challenges at this site. The developer has noted a need to remove a slab of a neighbour's driveway and there may be difficulties in navigating the services through existing services such as sanitary and gas.

¹ Planning Report, PR 17-3 on Costs of Single-Family Development – 35,000 to 60,000 infrastructure costs for 15 m wide lot converted to per m cost and multiplied by 20 m.

Q: Is it fair to waive the requirement at this property when it has been required at other properties?

A: At least a portion of the development community is having difficulty with the expense required for undergrounding service vs. the benefit in relation to urban infill properties. Should Council grant this variance it is likely that those required to complete it previously would be upset. However, Council is able to examine the individual circumstances of variance requests.


If Council feels that these requirements are too onerous on developers Council can also amend the Subdivision bylaw to allow existing services to remain.

Q: Why is the homeowner approaching Council with this request at this time?

A: The homeowner contends that they were not aware of the Town's requirement to underground servicing previously. The language of the original subdivision variances was clear on this requirement.



TO: Mayor and Council	FILE: 6520-20 / 03
FROM: Shelley Ashfield, Director of Operations	DATE: July 7, 2020
SUBJECT: UBCM COMMUNITY EXCELLANCE AWARD – APPLICATION	

 SUBMITTED BY	 CONCURRENCE	 APPROVAL
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RECOMMENDATION

That Council formally support Administration in submitting an application for UBCM’s2020 Community Excellence Awards for the Draft Anderton Corridor Neighborhood Concept Plan.

PURPOSE

The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities.

BACKGROUND

The purposes of local governments in BC are set out in both the Community Charter and the Local Government Act and generally focus on good governance, providing services for community benefit, providing stewardship of public assets, and fostering sustainability. 2020 Community Excellence Awards categories are:

Excellence in Governance - Governance is the process of decision-making and the means by which decisions are implemented (or not implemented). This category recognizes UBCM members that utilize governance processes and policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking. This may include projects focused on staff, elected officials and/or the community at large.

Excellence in Service Delivery - Service delivery involves the actual production and provision of goods and services to the community, and should be integrated with community plans and aligned with financial plans. This category recognizes UBCM members that provide effective services in a proactive manner, demonstrate benefit to the community, and utilize performance measures, benchmarks and standards to ensure sustainable service delivery.

Excellence in Asset Management - Asset management is an integrated business approach that involves planning, finance, engineering and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a sustainable manner. This category recognizes UBCM members that have developed a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices

such as the International Infrastructure Management Manual, ISO 55000 or Asset Management for Sustainable Service Delivery: A BC Framework.

Excellence in Sustainability - Sustainability means meeting current needs without compromising the ability of future generations to meet their own needs. This category recognizes UBCM members that incorporate a long-term sustainability lens by considering the four pillars - cultural, social, economic and environmental issues - in planning, policy and practice.

EXECUTIVE SUMMARY:

The Draft Anderton Corridor Neighborhood Concept Plan was presented to the public at the April 4, 2019 Parksville Symposium on Water Stewardships in Changing Climate as well as at the September 11, 2019 Committee of the Whole (COW) meeting. The Partnership for Water Sustainability in British Columbia also identified the Town of Comox as a **'beacon of hope'** at the September 11 meeting.

It was noted by the Water Sustainability in BC that for the past decade, the Town's journey related to land development practices, ecological services and stream restoration has been guided by the vision and targets in *Living Water Smart, British Columbia's Water Plan*.

Administration submitted an application for the 2020 Community Excellence Awarded for the Draft Anderton Corridor Neighborhood Concept Plan in the Excellence in Sustainability category as the deadline was July 10. This category best reflects the essence of all four pillars – cultural, social, economic and environmental. Specifically:

- The cultural and social pillars go hand-in-hand in that the plan reflects community values as reinforced through on-the-ground actions in the Brooklyn Creek stream corridor.
- The economic pillar is founded on the notion that ecological services are core municipal services, and this goes to the heart of municipal financial planning and *asset management for sustainable service delivery*.
- The environmental pillar is recognition of, and accounting for, the package of ecological services in pragmatic terms – habitat, recreation and drainage conveyance – such that the community discussion has a focus that transcends 'feel good' language.

The Draft Anderton Corridor Neighborhood Concept Plan was developed as input to the Anderton Corridor Servicing plans both of which are still in progress.