



TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MAY 4, 2022

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

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

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

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday April 20, 2022, be Approved.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

That the Consent Agenda items as follows be received for discussion:

1. *April 20, 2022 email from Tricia Ratel regarding Protection of Comox's Tree Canopy and Urban Forests.*
2. *April 21, 2022 email from Laura Thomson regarding an emergency with an elderly senior.*
3. *April 21, 2022 email from Linda Thomas of the Filberg Heritage Lodge and Park Association regarding a Proclamation for National Garden Day.*
4. *April 25, 2022 email from Claire Donovan regarding Comox's Tree Canopy and Urban Forests.*

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

5. *April 25, 2022 email from Judy Morrison regarding the widening of Lazo and Knight Roads.*

6. *April 26, 2022 email from Natanya Birkhaven regarding infrastructure.*

7. UNFINISHED BUSINESS:

(23) a. [Strategic Planning and Action Items Report - May 4, 2022](#)

That the Strategic Planning and Action Items Report for May 4, 2022 be received and filed for information.

(47) b. [Nicole Rempel \(Hegus/Chief\), K'omoks First Nation: Support for Guardian Watchman Program \(POSTPONED FROM APRIL 20, 2022 RCM\)](#)

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

(48) a. [Business Licence Bylaw Amendment to limit hours of liquor service \(Blackfin Pub\)](#)

1. *That Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 be given First Reading.*

2. *That Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 be given Second Reading.*

3. *That Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 be given Third Reading.*

4. *That, pursuant to section 59 of the Community Charter, Council give notice of its intention to adopt the Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 by publishing such notice in two consecutive issues of a newspaper and posting such notice at the Town's public notice posting place.*

(52) b. [Bylaw Notice Enforcement Bylaw Update](#)

1. *That Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 be given First Reading.*

2. *That Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 be given Second Reading.*

3. *That Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 be given Third Reading.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MAY 4, 2022

- (88) c. [Point Holmes Recreation Association - Sublease Renewal](#)
- That Council authorizes staff to renew the sublease agreement between Point Holmes Recreation Association and the Town of Comox for that portion of land located on Lazo Road and identified on attached Schedule 'A' as Point Holmes Boat Ramp for the purposes of operating a public boat ramp for a period of five (5) year term ending April 30, 2027.*
- (96) d. [Bylaw Readings for 2022-2026 Financial Plan and 2022 Tax Rates](#)
1. *That the Comox Financial Plan Bylaw No. 2002, 2022 be given First, Second and Third Readings.*
 2. *That the Comox Tax Rates Bylaw No. 2003, 2022 be given First, Second and Third Readings.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (106) a. [Jennifer Loo \(Fairway Gorge Paddling Club\): Request for \\$10,000 for Comox Dragon Boat Festival](#)

13. LATE ITEMS:

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday April 20, 2022

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
M. Kamenz, Director of Development Services

Call to Order:

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

There were 16 members of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of Agenda

That the April 20, 2022 Regular Council Meeting agenda be adopted.

(2022.141) -- CARRIED

3. DELEGATIONS:

a. Jen Groundwater & Mel Mclachlan - Save Our Forest Team-CV (SOFT-CV)

Save Our Forest Team

Mr. Mclachlan, Ms. Groundwater and Douglas the tree summarized their three requests of Council:

- a strong and detailed new tree bylaw, including a temporary moratorium on all tree cutting while the new bylaw is developed;
- a 30% retention of the existing forest in the proposed Northeast Comox development and the Hector/Aspen area; and
- the establishment of a citizen advisory committee to work with the Town on issues related to development, the urban forest, and the tree canopy.

b. Julie Micksch - 2123 Hector Road and Proposed High Density Development

Hector Road High Density

Ms. Micksch advised that she wanted to introduce Council to a wetland in the centre of a proposed high density development at 2123 Hector Road, which has not been identified or mapped by the Town of Comox. She also advised of the two areas with trembling aspen, Pacific crab apple and slough sedge, identified by a registered professional biologist and which are a red listed species. She identified the benefits of wetlands and asked Council to look at options and alternatives to protecting the rare ecosystem.

c. Dr. Jonathan Reggler: Moratorium on large residential builds

Lack of Family Physicians

Dr. Reggler advised that 11,500 people in the Comox Valley do not have a family doctor. He advised that many physicians are also approaching retirement, and that the human

c. Dr. Jonathan Reggler: Moratorium on large residential builds

Lack of Family Physicians

infrastructure needs must be considered before development. He suggested that a credible, achievable, funded plan to attract doctors should be in place before further development and asked that Council stop approving high density builds until a such plan is in place.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday April 6, 2022, be Approved.

(2022.142) -- CARRIED

REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 6:13 P.M. FOR FIVE MINUTES.

CARRIED

THE MEETING WAS CALLED BACK TO ORDER AT 6:19 P.M.

b. Public Hearing Meeting Minutes

Public Hearing Minutes

That the Minutes of the Public Hearing, held at d'Esterre Seniors Centre on Wednesday April 6, 2022, be Approved.

(2022.143) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

**Strategic Planning
Committee Minutes**

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday April 13, 2022, be Received.

(2022.144) -- CARRIED

COMMITTEE RECOMMENDATIONS:

(1) Affordable Housing Contribution Update

Affordable Housing

THAT Administration consult with the local development community regarding Council affordable Housing Policy CCL-069 to amend the multi-family contribution rate to X% and single family contribution rate to no less than \$4,000.

(2022.145) -- CARRIED
[Opposed: Councillor NMinions]

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

That the Consent Agenda items as follows be received for discussion:

1. April 8, 2022 email from Terry Choquette regarding a conflict of interest.
2. April 11, 2022 email from Adam Morton regarding banning woodstoves.
3. April 11, 2022 email from Sue Zhang of Falun Dafa Association of Vancouver regarding a Proclamation.

4. April 12, 2022 email from David Coon of Comox Centre Mall Limited Partnership regarding Comox Centre Proposed Residential Project.
5. April 13, 2022 email from Bill Toews regarding Affordable Housing Tax.
6. April 13, 2022 email from Shawn Vincent of Simba Developments regarding 1000 Pritchard Road & 1603 Brighton Road.
7. April 14, 2022 email from Nicholas Solohub regarding the Town purchase of NE Comox lot for nature park.

(2022.146) -- CARRIED

7. UNFINISHED BUSINESS:

a. Strategic Planning and Action Items Report - April 20, 2022

**Strategic Planning and
Action Items**

That the Strategic Planning and Action Items Report for April 20, 2022 be received and filed for information.

(2022.147) -- CARRIED

b. Angela Fletcher (Comox Valley Coalition to End Homelessness): Funding contribution for an affordable housing project

**Coalition to End
Homelessness**

That the Town's 2022 homelessness grant of \$40,000 be provided to the Habitat for Humanity for a 12 unit townhome development on Piercy Avenue in Courtenay.

(2022.148) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Referral Response to City of Courtenay OCP Review

Courtenay OCP Comments

THAT the comments contained in Attachment 2 to Planning Report PR 22-3 dated April 20, 2022, be forwarded to the City of Courtenay in response to the City's referral of its Draft Official Community Plan dated, January 22, 2022.

(2022.149) -- CARRIED

b. Official Community Plan Amendment OCP 22-1: Tree Cutting in Hazardous Areas (INTRODUCTORY REPORT)

**OCP Amendment - Tree
Cutting**

1. That, in accordance with s. 475 of the Local Government Act:
 - a. a notice of proposed OCP amendment, as contained in Attachment 1 to the April 20, 2022 Planning Report OCP 22-1, be placed on the Town's bulletin board, website, and social media channels until replaced by a notice of public hearing; and
 - b. a copy of the April 20, 2022 Planning Report OCP 22-1 be posted on the Town's website.

(2022.150) -- CARRIED

b. Official Community Plan Amendment OCP 22-1: Tree Cutting in Hazardous Areas (INTRODUCTORY REPORT)

OCP Amendment - Tree Cutting

2. That the Town prepare an amending bylaw to:
 - a. Amend Comox Official Community Plan Bylaw Development Permit Area #13 Hazardous Areas to exempt tree pruning which meets a set of standardized exemption criteria from the requirement to obtain a Development Permit; and
 - b. Repeal Comox Tree Cutting in Hazardous Areas Bylaw, 1992

(2022.151) -- CARRIED

c. Temporary Parklet and Patio Program: 4th Extension

Temporary Parklet and Patio Program

1. That the Town of Comox suspends until March 31, 2023 enforcement of:
 - a. Comox Zoning Bylaw 1850 setback and parking requirements; and,
 - b. Comox Official Community Plan Bylaw 1685 Development Permit Area requirements.

In respect of restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to place temporary outdoor seating on existing on-site open space and parking areas provided that:

- c. *the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*
- d. *temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces whichever is greater;*
- e. *no structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing and serving facilities;*
- f. *no existing trees are impacted, and any landscaping alterations are temporary; and,*
- g. *use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.*

(2022.152) -- CARRIED

2. That the Town of Comox extend the temporary parklet program until March 31, 2023 provided that:
 - a. *the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*
 - b. *applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town.*

(2022.153) -- CARRIED

d. Tax Rate Setting

2022-2026 Tax Rates

THAT Council set tax rates to collect a 4.78% revenue increase in 2022, using the unneeded 1.02% increase in RCMP costs.

(2022.154) -- CARRIED

e. Regional Parks Service – Background Study and Proposed Service Framework

Regional Parks Service

1. *THAT the Town of Comox provide correspondence to the Comox Valley Regional District indicating support for the creation of a Regional Parks service while highlighting outstanding concerns regarding requisition maximums and risk of inter-member service conflict in the creation of a land acquisition strategy.*

THAT the main motion be amended to include the text at the end, ", and including the requirement that a land acquisition strategy be developed and agreed upon prior to the establishment of the service."

(2022.155) -- CARRIED

2. *THAT the main motion as amended be further amended to add the following text after the phrase "land acquisition strategy" and before the phrase "be developed": "with an initial emphasis on connectivity through greenways".*

(2022.156) -- DEFEATED

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

3. *THAT the main motion as amended be further amended to add the following text after the phrase "land acquisition strategy" and before the phrase "be developed": "that includes connectivity through greenways".*

(2022.157) -- CARRIED

4. **MAIN MOTION AS AMENDED:**

THAT the Town of Comox provide correspondence to the Comox Valley Regional District indicating support for the creation of a Regional Parks service while highlighting outstanding concerns regarding requisition maximums and risk of inter-member service conflict in the creation of a land acquisition strategy, and including the requirement that a land acquisition strategy, that includes connectivity through greenways, be developed and agreed upon prior to the establishment of the service.

(2022.158) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

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

Guardian Watchman Program

That the February 28, 2022 letter from Hegus (Chief) Nicole Rempel of the K'omoks First Nation be received and that the Town offer in-kind assistance.

That the main motion be postponed indefinitely.

(2022.159) -- CARRIED

- b. **James Volkers (Commodore Comox Bay Sailing Club): Request for reduced rental rate for Spinnaker Sail Building plus weekday bookings from July 4 to August 26, 2022**

Sail Building Reduced Rent

That the February 15, 2022 letter from James Volkers of the Comox Bay Sailing Club, requesting a reduced rental rate for the Spinnaker Sail Building plus weekday bookings from July 4 to August 26, 2022 be received and that the Comox Bay Sailing Club be offered a 25% discount.

(2022.160) -- CARRIED

c. Haeley Dewhirst (Comox BIA): Requested Road Closures for 2022

Comox BIA Street Closures

That the April 14, 2022 letter from Haeley Dewhirst of the Comox BIA, be received and that the following road closure requests be approved:

- *Saturday June 25 – Port Augusta Street from Beaufort Street to Comox Avenue and Comox Avenue from Port Augusta to Nordin Streets, between 8:00 a.m. to 6:00 p.m.;*
- *Monday October 31 – Comox Avenue from Port Augusta to Nordin Streets, between 2:00 p.m. to 6:00 p.m.; and*
- *Friday November 25 – Comox Avenue from Port Augusta to Nordin Streets, between 12:00 p.m. to 8:00 p.m.*

(2022.161) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Kerr

Councillor Kerr advised that he attended:

- a couple of Vancouver Island Regional Library board meetings,
- the bat talk event at Filberg Park,
- a Beaufort Family Health Society meeting,
- a meeting with the Comox Youth Climate Council in preparation for the Earth Day event,
- a health communities grant webinar,
- a Climate Caucus meeting, and
- a tour of the Kye Bay / Wireless Road area regarding the tree trimming issue.

b. Councillor Swift

Councillor Swift advised that she attended:

- the regional district sewer commission meeting,
- a utility governance review,
- the regional district water committee meeting,
- the regional district board meeting, and
- the Filberg Park Easter event.

c. Councillor McGowan

Councillor McGowan advised that she:

- attended a tour of the Kye Bay / Wireless Road area regarding tree trimming,
- participated in an interview with the feminist campaign school, and
- participated in a variety of community conversations and webinars.

d. Councillor Grant

Councillor Grant advised that he attended:

- the regional district sewer commission meeting,
- a utility governance review,
- the regional district water committee meeting, and
- the regional district board meeting.

e. Councillor Bissinger

Councillor Bissinger advised that she:

- met with many members of the community regarding affordable housing.

f. Councillor Minions

Councillor Minions advised that she:

- attended a tour of the Kye Bay / Wireless Road area regarding the tree trimming issue,
- attended the BIA Scavenger Hunt,
- talked with many members of the community regarding affordable housing, and
- attended a meeting with the Comox Youth Climate Council in preparation for the Earth Day event.

g. Mayor Arnott

Mayor Arnott advised that he:

- attended the public works staff member retirement,
- attended the deputy wing commander's retirement,
- attended a Zoom call with Minister Cullen regarding affordable housing, and
- participated in many conversations with community members.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 8:30 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

Town of Comox – Administration

Subject: FW: Protect Comox's Tree Canopy and Urban Forests!

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

From: Tricia Ratel [REDACTED] >

Sent: April 20, 2022 10:41 AM

To: council <council@comox.ca>

Subject: Protect Comox's Tree Canopy and Urban Forests!

LOG: 22-131	REFER: --	AGENDA: RCM 04May22
FILE: 6410-02	ACTION: MR	

RECEIVED

Apr. 21, 2022

TOWN OF COMOX

I am writing to lend my voice to those that are vying to protect our natural environment in Comox. In particular, the protection of our forests. Comox needs a new approach and new bylaws around tree protection and land usage. I am sickened by the clear cutting for development that goes on continually in our town. In this age of climate change we have to be proactive. We have to be leaders. We have to think generationally not momentarily, nor monetarily. Please hear the advocates that will be speaking tonight with your hearts and minds.

Thank you.

Ps. I would be in attendance tonight but for a bad cold.

Tricia Ratel
[REDACTED]

Town of Comox – Administration

RECEIVED

Apr. 21, 2022

TOWN OF COMOX

Subject: FW: Emergency Elderly senior

LOG: 22-130	REFER: --	AGENDA: RCM 04May22
FILE: 5040-01	ACTION: MR	

From: Laura Thomson [REDACTED] >

Sent: April 21, 2022 9:49 AM

To: [REDACTED] reachme@danielarbour.ca; [REDACTED]; K Grant <kgrant@comox.ca>; wcole-hamilton@courtenay.ca; mmccollum@courtenay.ca; dhillian@courtenay.ca; councillor.ketler@cumberland.ca; wmorin@courtenay.ca; [REDACTED] mayor@courtenay.ca; dfrisch@courtenay.ca; mtheos@courtenay.ca; council <council@comox.ca>; Russ Arnott <Rarnott@comox.ca>; Alex Bissinger <abissinger@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Stephanie McGowan <smcgowan@comox.ca>; Nicole Minions <NMinions@comox.ca>; m swift <mswift@comox.ca>; councillor.sullivan@cumberland.ca; councillor.sproule@cumberland.ca; councillor.brown@cumberland.ca; mayor.baird@cumberland.ca; gord.johns@parl.gc.ca; Ronna-Rae.Leonard.MLA@leg.bc.ca; rachel.blaney@parl.gc.ca

Subject: Emergency Elderly senior

To our collective elected officials:

Please find inserted into this email a screenshot (*screenshot removed due to privacy*), regarding an elderly man who is out on the street, cold, and alone.

The housing emergency in the valley is beyond out of hand.

Thank you for supporting the recent construction of rental apartment units, however, they are a far cry from affordable.

At \$1800.00-\$2200.00 for a two bedroom, and \$1500.00-\$1700.00 for a one bedroom, this is simply unattainable for many.

Is it not within your power to enforce a maximum dollar amount on these units?

For example (using numbers that would be today's market rent, had the real estate not skyrocketed into the stratosphere):

\$700.00 -----Bachelor
\$800.00-\$900.00-----One Bedroom
\$1000.00-\$1200.00---Two Bedroom
\$1300.00-----Two Bedroom +Den

These prices are still quite high, compared to average incomes of the working middle and lower class, upon which our society depends.

Another important note; these new buildings are being touted as "upscale" rentals. Each with its own AC, Laundry, Vaulted Ceilings, two bathrooms in a two bedroom apartment, expensive finishing. This is unnecessary. We do not [need] "upscale" rentals, we need rentals that don't leave us reliant upon the food bank and other social supports.

Can our elected officials enforce a rental cap, that is tied to a particular unit? The rental advocates group in Vancouver is requesting such a thing from the province. In the valley for instance, many of the new units on Kilpatrick were re-rented for higher amounts after a tenant left. For instance, a tenant is paying \$1850.00 for a two bedroom. This person moves out, and the new tenant is paying \$2200.00 for the same unit.

This is corrupt and needs to be stopped.

The neighbour above me and her child are now homeless. She has been a rental tenant for nine years, but six months ago her unit was sold. In six months she was unable to find a place she could afford. She is a single parent on disability, her monthly income is roughly \$2000.00. She is moving to a friend's couch on a "short-term" basis, until she finds something. Which is highly unlikely.

She is now homeless, and will have to hand her pet over to the SPCA. We do not need children 'couch-surfing'.

RCM Agenda May 4, 2022

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I appreciate the high real estate prices have left some recent purchasers in a position where they must charge a higher rent. However, the majority of rentals were NOT purchased within the last two years at outrageous prices. For example, the [very well-known] 1970 Fitzgerald units, that have been our local "skid-row", crime riddled and dingy units, are now renting for double what they did five years ago.

A two bedroom unit was rented for \$800.00 in 2018. They are now renting for \$1545.00

I see that Mainstreet Properties has owned this place for quite a long time. They did not just purchase it, so they have no financial basis to double the rents. They are simply capitalists, capitalizing on the current market.

This is incredibly unethical, and contributing to this crisis, just so they may make a handsome profit.

The increase in homelessness started with those who suffer from mental health & addictions. It is now hitting Seniors, Children, Working folks and Families.

DO SOMETHING.

Particularly for the elderly man who is sitting outside of driftwood mall right now, alone, cold, with no hope, who does not deserve this in a country of such wealth.

We need a re-instatement of Federal support for housing that was removed throughout the 1980's, and legislation to reign in the capitalistic real estate market. The UN stated in a 2018 report, housing should not have ever been used as a commodity to generate wealth.



PROCLAMATION REQUEST FORM

O - Cfile: 0630-20
Copies - Council
- JW/LP

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

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

LOG: 22-132	REFER: --	AGENDA: RCM 04May22
FILE: 0630-20	ACTION: MR	

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

Organization Name: Filberg Heritage Lodge and Park Association
Contact Name: Linda Thomas
Address: 61 Filberg Road
City/Town: Comox
Province: BC
Home Telephone:
Fax Number:

Postal Code: V9M 2S7
Business Phone: 250-339-2715
Email Address: lodge@filberg.com

RECEIVED

Apr. 21, 2022

Proclamation Requested (name or title of proclamation): _____
National Garden Day (Part of Year of the Garden 2022)

TOWN OF COMOX

Dates of Proclamation (Please check and insert dates): Day(s): 18 June 2022
Week _____ Month: _____

Purpose of Proclamation (Please check all that apply):

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

Description of the Organization (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this Request Form.) _____

The FHLPA is working with Year of the Garden 2022, Milner Gardens, and other local groups to promote horticulture and education through gardening. Our volunteers from the Liz Stubbs Cutting Garden are spearheading this initiative.

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

Yes (Provide date of previous request): _____

No (New request): ☒

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

Filberg Heritage Lodge and Park Association will be hosting an event at the Park on Saturday, June 18, 2022 from 9am - 12pm.

We have sent invites out to Master Gardeners, CVHS Herb Garden, MARS, Filberg's Cutting Garden, LUSH Comox Valley,

Tim Ennis (Bat Talk). We are hoping to have an educational piece for the morning to teach our community about gardening,

local horticultural, and wildlife.

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

Yes ☐ No ☒

I have attached the sample proclamation from Year of the Garden 2022 to our submission for reference.

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to the Communications and Legislative Coordinator at (250) 339-2202.

Year of the Garden 2022 PROCLAMATION

- WHEREAS** Communities in Bloom and “Fleurons du Québec” in collaboration with the Canadian Garden Council, invite all municipalities to celebrate the ***Year of the Garden 2022***;
- WHEREAS** the ***Year of the Garden 2022*** celebrates the Centennial of Canada’s horticulture sector;
- WHEREAS** gardens and gardening contribute to the quality of life of our municipality, our climate action goals and create safe and healthy places where people can come together in the spirit of inclusivity and reconciliation:
- WHEREAS** the ***Year of the Garden 2022*** will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and experience of our municipality;
- WHEREAS** gardens and gardening have helped us face the challenges of the COVID pandemic;

NOW THEREFORE BE IT RESOLVED

- THAT** (add name of municipality) **HEREBY PROCLAIMS 2022 as the *Year of the Garden*** in celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges; and
- THAT** the **Saturday before Father’s Day, National Garden Day**, June 18 in 2022, be recognize as **Garden Day in** (add name of municipality) as a legacy of Canada’s ***Year of the Garden 2022***; and
- THAT** (insert name of Municipality) is committed to be a **Garden Friendly City** supporting the development of its garden culture and is proud to have:

(name at least two city initiatives that support the garden culture of your city and the spirit of the Year of the Garden 2022); and

- THAT** all municipalities across Canada BE INVITED to proclaim 2022 to be the ***Year of the Garden*** in their respective municipalities, and that a copy of this resolution be provided to the FCM, and for that purpose.

DATED AT CITY HALL, (the xx day of (add month), 2021 or 2022

(insert Mayor’s name), Mayor

Town of Comox – Administration

Subject: FW: Protect Comox's Tree Canopy and Urban Forests!

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

From: Claire Donovan [REDACTED] >

Sent: April 24, 2022 10:26 AM

To: council <council@comox.ca>

Subject: Protect Comox's Tree Canopy and Urban Forests!

LOG: 22-133	REFER: --	AGENDA: RCM 04May22
FILE: 5280-14	ACTION: MR	

RECEIVED

April 25, 2022

TOWN OF COMOX

Dear council members,

I am a resident of Comox. I am writing to you to express my opinion about Comox's response to the global climate emergency. There are many things we need to do. One of the things we can do is protect the trees we have in Comox, particularly the trees in Groves and Woods. I support any groups that are looking at Comox's policies on cutting down trees, replanting and development on treed land. I support a new tree bylaw that protects existing trees and natural areas with strong council oversight. Courtenay and Cumberland are way ahead of Comox in these areas of green policies. It's time for Comox to step up quickly and strongly with practical actions.

Thank you for taking the time to address this serious issue.

Claire Donovan
[REDACTED]

April 23, 2022

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

LOG: 22-134	REFER: --	AGENDA: RCM 04May22
FILE: 5330-20	ACTION: MR	

RECEIVED

April 25, 2022

TOWN OF COMOX

Attention: Mayor and Council

Dear Sirs:

Re: Widening of Lazo Road, Knight Road South to Cape Lazo RV Park

I am the owner of [REDACTED], on the west side of Lazo Road. My husband and I are the present day stewards of a number of Garry Oaks on the property. The Town is undergoing a road widening in the area and I have seen some stakes on the dune on the east side of Lazo Road, across from our property, that have prompted me to write this letter.

That dune has contributed to the existence of the Garry Oaks on our property and to the size of same. If one looks at the trees in an east west profile there is a distinct height difference between the ones behind the tall portion of the dune and the ones on the shorter portion. The dune and the Garry Oaks are a system and the Garry Oaks exist because of the Dune.

The Town of Comox has legislation that protects Garry Oaks and Garry Oaks ecosystems. The Engineering department in "Information Bulletin, Lazo Road Project....." says: "There are no Garry oaks on the seaward side of the road, nor are there any rare ecosystem vegetation communities on the seaward side except for the thin dune grass/beach pea community along the toe of slope....." which justifies their conclusion that it is not part of a Garry Oak ecosystem.

That confusion is an understandable one; it confuses the presence of Garry oaks with the presence of a Garry oak ecosystem. A Garry oak ecosystem refers to a combination of Mediterranean climate-adapted plants native to the Pacific Coast from California to BC. The presence of Garry oaks is not a determining factor. In the case of the dunes the presence of plants associated with this ecosystem such as: Douglas Hawthorne, Nootka rose, Snowberry and tall Oregon grape, suffice to list the area as a Garry oak ecosystem. Hence, the dune on the seaward side of Lazo Road is part of a Garry Oak ecosystem.

In conclusion, please protect the dune in front of the property with the same care that you are giving to the Garry oaks.

If you have any questions on the preceding or would like further information please contact me.

Yours truly,

Judy M. Morrison
[REDACTED]

c.c. Public Works

Town of Comox – Administration

From: Natanya Birkhaven [REDACTED]
Sent: April 25, 2022 6:19 PM
To: Town of Comox – Administration
Cc: Record
Subject: Attn: MAYOR & COUNCIL

The insanity of our NO infrastructure
To contain our growing community is shameful.
WHY do you continue building, building building?
And granting more seating in pubs downtown ?
When our health system is collapsing
And to my knowledge
Parking downtown has been given NO consideration to residents nor to seniors Visiting the senior centre.

If I'm wrong
Please advise,

Nattanya Birkhaven
Comox

Sent from my iPhone

LOG: 22-136	REFER: --	AGENDA: RCM 04May22
FILE: 6440-01	ACTION: MR	

RECEIVED

Apr. 26, 2022

TOWN OF COMOX

2022 STRATEGIC PRIORITIES SUMMARY CHART

May 4, 2022

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. Build on K'omoks First Nation Relationship
2. Mack Laing Trust
3. Garbage Collection and Organics Program
5. Asset Management Funding Linkage
7. Marina Park Enhancement and Parking Improvements
8. Shovel Ready Grant Project Strategy
9. Town Website Rebuild
10. DL 194 Parks Property Transfer
11. Economic Development Service
13. Council Conference Attendance Policy
14. Budget Timeline Policy
15. Future Development Forecasting
16. Review and update of Home Based Business Licencing Regulations
17. Industrial Lands Zoning Review
18. Review of Business Closures
19. Review of Development Processes

13. Council Conference Attendance Policy
14. Budget Timeline Policy

Completed

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

PLANNING SERVICES

1. Subdivision Bylaw: Update
2. Open House - Climate Crisis Climate Change Adaptation Strategy
3. Decrease Processing Times
4. Draft Anderton Corridor Land Use Plan
5. Report for Affordable Housing and Short Term Rentals
7. Downtown Vitalization Zone Expansion
8. Town Website Rebuild: Planning and Building Permitting
11. NE Comox Zoning Review

Major Development Applications

13. 2309 McDonald
17. Providence

Minor Development Applications

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

Completed

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

FINANCE

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

CORPORATE

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

2022 STRATEGIC PRIORITIES SUMMARY CHART

May 4, 2022

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

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

COMPLETE:

- 1. ICBC Information Sharing Policy and Agreement
- 2. New Council Remuneration Bylaw
- 3. Street and Traffic Bylaw Amendment
- 4. Updates to Parks Use Bylaw and Mobile Vending Guide
- 5. Marina Park Mobile Vendor opportunity and award
- 6. Council Correspondence Policy

PARKS/BUILDING MAINTENANCE

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

Complete

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

PUBLIC WORKS & ENGINEERING

- 1. Anderton Servicing Plan
- 2. Subdivision Bylaw Update
- 3. Foreshore Sanitary Replacement
- 5. Dryden Watermain and Multi Use Path
- 6. Sidewalks South Side of Comox Avenue
- 7. Torrence and Balmoral Road Upgrade
- 8. Manor Outfall Improvements
- 9. Sidewalk Bolt and Aspen
- 10. Town Website Rebuild
- 15. Lazo Road Widening
- 17. CVRD Conveyance
- 25. Beaufort Upgrade (Church to Nordin) Design
- 26. Balmoral Sidewalk (Pritchard to Stewart) Design
- 27. Glacier View Roundabout Design
- 28. Comox Rodello Roundabout Design
- 29. Sanitary Model Update
- 30. 2022 Road Resurfacing Projects
- 31. Pritchard Comox Crosswalk Improvements
- 32. Kye Bay Odour
- 33. Fleet Replacement

Major Development Applications

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

Complete

- 4. North East Comox Stormwater Management Plan
- 11. Downtown Parking Strategy
- 12. Traffic Calming Measures and Speed limits
- 13. Complete 2021 approved paving projects

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Build on K'omoks First Nation Relationship	Create increased communication between both Administrative and Council levels to ensure a strong and harmonious relationship.	Community to Community Forum held March 5 2021 Staff working on implementing new KFN archeological approval process Exempt staff completed Indigenous Awareness training
2.	Mack Laing Trust	Modification of the Mack Laing Trust in order to reach a resolution of on the Shakesides building future.	Report submitted to Council in December 2021. Modification of trust proposal complete and submitted. Court date anticipated in September
3.	Garbage Collection and Organics Program	Provide weekly organic and bi-weekly garbage and recycling pick up to residents with curbside service.	RFP has been released. Will close in May
4.	Review of Council Remuneration	A Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	Complete
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	Posting for Asset Manager position is currently open. Expectation to award the position in May
6.	Marina Park Vendor Policy and Program	A policy to regulate in a fair and consistent manner access for street vendors at Marina Park as well as address ongoing garbage issues.	Complete.
7.	Marina Park Enhancement and Parking Improvements	Development of a plan to increase youth enjoyment at the park, alleviate parking issues, and expand Marina boat rentals.	Replacement and extension of the boat launch in late spring
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	Ongoing
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	Expected launch in late May.
10.	DL 194 Parks Property Transfer	Agreement with Province and KFN to lease the park property for 99 years from KFN.	Agreement and Parks Management framework have been sent to KFN.

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO May 4, 2022			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	Economic Development Service	With an ongoing Service Review at the CVRD and closure of CVEDS, the Town will need to plan a new economic development service.	Complete
12.	Heritage Registry Report	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Complete
	Future Development Forecasting	Short and long term forecast of the additional residential unit construction anticipated for the Town.	
	Home Based Business Regulation Review	Review of home based business regulations to ensure Comox's regulations meet Council expectations and decrease the number of variance requests	
	Industrial Lands Zoning Review	Review of zoning regulations to ensure desirable development takes place in the proper locations	
POLICIES			
13.	Council Conference Attendance Policy	A staff report to be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	TBD
14.	Budget Timeline Policy	A policy to set the timeline for budgetary reports to Council for approval.	Complete

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES May 4, 2022			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Subdivision Bylaw: Update	Rewrite of current bylaw. Includes clarification of what Town infrastructure works are required at time of building permit differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs be

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		application processing procedures, and introduction of driveway access permitting procedures.	undertaken by Director of Works and Director of Development Services.
2.	Open House - Climate Crisis Climate Change Adaptation Strategy	That an open house be held on the topic of Current Town of Comox Strategic Priorities and Climate Crisis and Adaptation at a future date to be determined by staff.	Urban Systems has been retained to undertake this project. Initial consultant orientation meeting completed. Open House targeted for June 2022.
3.	Decrease Processing Times	Overall effort to decrease the amount of time it takes to receive and respond to applications.	Status of backlog of applications- <ul style="list-style-type: none"> all major applications are now in process all but 1 minor application is in process. Planning Consultant has been engaged to assist with work load including NE Comox OCP Land Use (item 11 below).
4.	Draft Anderton Corridor Land Use Plan	To provide a land use plan for modeling of infrastructure servicing for future public consultation.	Project on hold until Northeast Comox issues resolved.
5.	Report for Affordable Housing and Short Term Rentals	That staff be instructed to prepare a report on: <ul style="list-style-type: none"> a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units. That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of self-contained dwelling units in buildings in which each unit is not larger than 45 m2.	Complete. Further Council consideration requested
6.	Urban Food Production	That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and	Completed – Bylaws Adopted Nov 17 / 21 RCM

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		develop options in a report to Council to allow small-scale commercial urban food production, including but not limited to chickens (not roosters), bees and urban farmstands on all residential property within the Town of Comox.	
7.	Downtown Vitalization Zone Expansion	Amendment of Downtown Vitalization Program with includes Revitalization Tax Exemption, Priority Planning and Building Permit application processing and reduced application processing fees to include multi-family and commercial development along Comox Ave to Town's west boundary including closed Comox Elementary Site on Rodello.	This project is not moving ahead at this time
8.	Town Website Rebuild: Planning and Building Permitting	The website will highlight all development procedures for simple and complex buildings, zoning application, zoning rules, building permit applications, and other items pertaining to development and zoning.	
9.	Participation in CVRD Regional Poverty Reduction Strategy	Joint project of CVRD, Cumberland, Comox, Courtenay, and K'omoks First Nation. Lead by the CVRD to undertake a regional poverty assessment and reduction strategy to promote awareness of local poverty, identify systemic barriers that facilitate the cycle of poverty, and provide an action plan to reduce Comox Valley poverty by at least 25% by 2024 (over 2016 baseline levels).	Completed - Consultant hired by CVRD. Public consultation completed. Draft Strategy presented to CVRD Board Oct 5/ 21. CVRD staff have briefed project participants on the Regional Poverty Reduction Assessment and Strategy (Draft). CVRD staff to Report back through the Regional Growth Strategy 2022-2026 financial planning process to identify potential implementation actions for the CVRD
10.	Downtown Parking Review	Review and make changes to the Down Town Parking systems including review of temporary parking allocations, drop off zones, and angle parking along Church	Completed (Dec 1/21 RCM)
11.	NE Comox OCP Land Use Designation Review	In anticipation of multiple development applications in the North East Comox area once adoption of the NE Comox SWMP implementation bylaws are complete the Town will review the current OCP Land Use Designation for single family development and look to make changes if necessary or desired	Complete subdivision, development permit and development variance permit applications for 1200 Military Row received and are being processed.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			Feb 16 /22 resolution THAT Council directs Administration to proceed with implementation of development in Northeast Comox in accordance with Scenario 3, as presented in the February 16, 2022 report to Mayor and Council titled "NE Comox - Residential Scenarios".
12.	BC Approval Process Grant Application	Grant application to secure funding that will allow the acquisition and building of software programs that will increase the ease of tracking the permitting process, improve internal information sharing, and increase information relayed to applicants	Grant application was not approved.
MAJOR DEVELOPMENT APPLICATIONS			
13.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Phase 2 subdivision – Preliminary Review Application submitted. Completed - Bylaws Adopted February 17 2021 RCM. Phase 1 subdivision approved.
14.	468/490 Anderton	15 duplex / townhouse units.	Completed - Subdivision and Rezoning approved DP issued
15.	695 Aspen-Affordable Housing Contract	6 apartment units purchased by Town using Affordable Housing reserve funds with BC Housing Mortgage, operated as affordable housing by Makola Housing.	Completed - transfer of right to purchase 6 units to Makola and signature of lease with daycare in process.
16.	North East Comox Storm Water Management Plan	Implementation of North East Comox Storm Water Management Plan.	Completed - Bylaws adopted at Oct 20, 2021 RCM.
17.	2137 Comox Ave (Providence)	Dementia Village development application	Road Exchange Bylaw adopted Aug. 11 RCM. Development Variance Permit given conditional approval at July 14 RCM. Subdivision Preliminary Layout Review with Servicing Agreement Issued. Erosion and Sediment Control Permit Issued. DVP and DP issued. Building Permit Issued.
MINOR DEVELOPMENT APPLICATIONS			

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
18.	Parklet Adaptation and Winterization applications	Expansion of Temporary Patio & Parklet Program created 20-May-2020 and permanent parklet program to allow for additional facilities necessary to support winter operation.	Completed - BIA has provided information on what winterization facilities are being considered. Staff are working with interested businesses as to their specific plans.
19.	7-10 Minor RZ/DP/DVP Applications	Includes: <ul style="list-style-type: none"> provincial referral of recreational cannabis store application rezoning, DVP applications for infill single family hazardous area and environmental DP applications for single family industrial and residential rezoning applications as a result of bylaw enforcement 	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Completed. Hazardous area and environmental DP applications for single family – Completed.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Council Policy Bylaw Updates	Update of Council policy manual that currently includes 72 policies. Policy updates to include: Bylaw Enforcement Policy, ICBC Information Protection Policy, Community Events Recognition Policy, Corporate Human Resource Policy	ICBC Information Protection Policy complete. Council Correspondence Policy complete. Bylaw Enforcement and Community Events Recognition Policies in progress.
2.	New Bylaws and Bylaw Updates	New Bylaws and Bylaw Updates. New Bylaws and Bylaw updates to include: New Council Delegation Bylaw, Election and Assent Voting Bylaw Amendment, New Animal Control Bylaw, Single Use Plastics Bylaw	Street and Traffic Bylaw Amendment adopted. Parks Use Bylaw Amendment adopted. <i>Business Regulation Bylaw Amendment on May 4 RCM (Black Fin hours of operation).</i> <i>Bylaw Notice Enforcement Bylaw Update on May 4, RCM</i>

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
3.	Corporate Agreements and Renewals	A number of Corporate Agreements have expired or will be expiring this year. Corporate agreements and renewals to include: Gas n Go Agreement, ICBC Information Sharing Agreement, Account Collections Contract, Emterra Contract Extension, Comox Archives Agreement, Emergency Program Service and Mutual Aid agreements, d’Esterre, Point Holmes Boat Launch, Comox Fire Protection Improvement District, Breakwater/Promenade – Harbour Authority, Compass Adventure Agreement Extension, Janitorial Contract Agreement, SPCA Agreement, Recycle BC Agreement	ICBC Information Sharing Agreement complete. Gas N Go, Emterra Extension, Breakwater, SPCA Agreements in progress.
4.	Access to Information (FOI) Requests	Access to information Requests have legislated timelines to complete	There are currently no requests outstanding.
5.	General Local Election	General Local Election to be held on October 15, 2022	Report to Council expected in May with recommended appointment of officers and draft update to Election and Assent Voting Bylaw.
6.	Fees and Charges Review	The Town’s Fees and Charges bylaw is out of date. With a total review of all cost charges across departments it is expected more revenue can be identified.	Consolidation of all Town fees into one document currently underway. Examination of potential additional fees to occur following this.
7.	Boundary Extension Request – Torrence Road	Boundary extension proposal in the Noel, Torrence and Lazo Roads area.	New owner of northern three parcels will be consulted. Confirmed with property owner initially requesting boundary extension that project will proceed in 2022.
8.	Town Website Rebuild and Town Rebranding	Development of overall look for website plus Corporate Administration Departmental Section – Council information, meeting schedules, bylaw enforcement, elections, reports and publications, news, etc. Project to consider Town of Comox rebranding process to coincide with new website.	<i>Bug testing and new page edits in progress. New site launch scheduled for approx. May 18th. Visual identity to be released in the beginning of May.</i>

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

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE May 4, 2022			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
9.	Council Meeting Management Software	Acquisition of a software program that will assist with Council meeting agenda and minutes creation, management, storage, and search functions	TBD
10.	Marina Park Mobile Vendor Opportunity and Award	Updated Mobile Vendor Program for Marina Park plus tender for 2-year contracts with mobile vendors for 2022-2023 seasons.	Complete
11.	Electronic Newsletter	Establishment of an electronic newsletter to be issued regularly on Town projects and accomplishments.	<i>Ongoing – on hold until new Communications Coordinator is hired.</i>
12.	ReCollect – Solid Waste Collection App	Application to identify solid waste collection days for each address as well as “What goes Where” information.	Onboarding/technical bug fixing in progress – launch will likely coincide with new website launch (May 2022).
13.	Communications Strategy	Strategic plan to ensure consistent messaging, branding, social media, and public engagement	Ongoing – consulting with nearby municipalities to understand best practices. To be completed by mid-May.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE May 4, 2022			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Asset Management Replacement Funding Strategy	The Town of Comox has built its asset management road map, which has provided the path for the Town to most strategically improve its asset management capacity. The staff & Council are funding their road map & are continuing to improve their capacity. The Town has also completed an asset management plan & is currently identifying the annual revenue requirements to meet their risk & level of service performance targets. The challenge the Town now faces is determining how to increase current funding levels to meet the identified revenue requirements while considering affordability, impact on reserves, debt levels, etc.	The Town of Comox is proposing to build a Long-Term Financial Plan for their General, Water & Sewer Funds to ensure they have the financial means to replace their assets when needed. This will ensure the Town can bridge its funding gap sustainably. Below are the proposed activities for this project: <ol style="list-style-type: none"> 1. Compile existing financial data & information required to build the long-term financial plan (for November 2022). 2. Build Long-Term Financial Model & Plan (for March 2023).

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			3. Develop Long-Term Financial Plan Report (for June 2023).
2.	Dayforce - HCM system strategy	<p>Implement key human resource modules in the Payroll Program (Dayforce), including:</p> <ul style="list-style-type: none"> a. <u>On-boarding</u> Eliminate paperwork and manual processes for new hires & Improve communications between departments and payroll. b. <u>Documents Manager</u> <ul style="list-style-type: none"> - Efficiently managing and accessing all HR files through a central repository of documents - enables employees to upload and update personal information c. Stabilizing the Dayforce application/set up d. Configuration review (efficiency audit) 	<p>Payroll has been completed and is not taking place within the Dayforce system</p> <p>December 2022 for items a, b, c, and June 2023 for item d.</p>
3.	Conversion of municipal accounting codes and work orders	Updating the Town's chart of accounts improves department budgeting/reporting and streamlines the work for the year-end financial statements. Redesign of the Account framework started in 2018 and is ready to be finalized and converted.	<p>Chart of accounts final review – February 2022.</p> <p>Work Order final setup and review – March 2022.</p> <p>Conversion completes – April 2022.</p>
4.	IT and Computer Network Upgrades	Network security and software compliance updates on the corporate computer network.	December 2022
5.	Phone System Replacement	Changed to IP Phones corporate wide. Free long-distance North America, Use to receives faxes, Call transfers to any Town of Comox local.	Completed
6.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, and business licenses. Payment may be made online with a credit card, where the card merchant fee is charged to the payor.	<p>Taxes and utility billings - Completed</p> <p>Business Licenses - December 2022.</p>
7.	Account's Software:		

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
	(1) <i>Asset Management Software</i>	<i>Asset management software is the next step after Item #1 above (Asset Management Replacement Funding Strategy). The software will integrate and enhance the Town's GIS (ESRI) mapping software and TCA Continuity Schedules. It will also ensure the maintenance/updating of the Town's Asset Retirement Obligations (audit requirement) starting in 2023.</i>	<i>September 2023</i>
	(2) AP, PO, and Inventory to move to A-MAIS' cloud-based solution.	The Town's paper intensive accounts payable, lack of a working purchase order system, and outdated inventory software is time-intensive and lacks internal controls needed in the future.	Project deferred until 2024. Additional time is needed for A-MAIS (Town's Financial Software Developer) to complete development/upgrade to cloud-based software.
	(3) Budget Upgrade with Acct.Mgr.	The new work orders are required for providing sub-asset categories to the new asset management system (see Item 3).	April 2022
8.	Development Payments	The Town is considering implementing a building permit application/approval cloud-based software. Integration is required with the financial payment processing system.	December 2022
9.	Town Website rebuild	A new website allows clear paths to yearly financial documents and pages to answer questions on property taxes, Utility billing options, and other financial services.	Under construction - 2022
10.	Documentation & digitizing financial processes	Complete process documentation and digital access to financial records: - Revenue Centre - Accounts Payable - Payroll	December 2022
11.	<i>Training program</i>	<i>Establish training program for finance casual staff.</i>	<i>December 2022</i>
12.	<i>Communications</i>	<i>Establish increased frequency of letters for taxation and utilities</i>	<i>May 2022</i>

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
13.	<i>Purchasing Policy</i>	<i>Develop a purchasing policy for the Town including items on social procurement</i>	<i>Fall 2022</i>

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Lazo Greenway Development: Detailed Design	Multi use pedestrian path from Forester to Guthrie along Lazo	Deferred 2021 design construct 2022. Applied for grant. Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program October 1, 2020. Town's application unsuccessful. Design RFP coordinated with CVRD. RFP awarded to ISL Engineering in 2021. Design revisions underway at 50% complete. CVRD submitted joint Federal ATI Grant for 2022/23 project intake with Town as partner and preparing submission for Provincial ATI Grant for stacking funds.
2.	Off-Leash Dog Park Creation	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	Completed. 5 year agreement with SD 71 now in place. Dog Park in operation as of August 2021. Planning to install border trees in spring 2022. Investigate possible covered gazebo area in 2022. Coordinating with PW team to install separate water meter for tree installation in and potential future water fountain.
3.	695 Aspen Daycare Construction Management and Affordable Housing Units	12 infant spaces and 16 preschool spaces for a total of 28 for childcare. Affordable housing quality control and assurance.	Construction monitoring complete. Daycare construction started February and scheduled to be completed by end of May 2022 for daycare opening in June 2022. Majority of rough construction complete, waiting on furnishings to arrive for install

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			and finishing work. Opening time has not changed.
4.	Town Website Rebuild	Parks maps/locations/ park use permits/tree permits etc./ wayfinding/trails/water park/projects/community stewardship partners projects.	
5.	Parks Job-Description Review	Redefine parks Job Descriptions to include specialized positions (arborist/irrigation technician/etc.)	Arborist JD completed. <i>Internal posting complete and offered but working with Union on some details.</i> Trades I & II JD completed. <i>Trades II position awarded internally, Trades I being posted externally following internal process.</i>
6.	Roof Between Sail Buildings	Construction of a roof between the two sail buildings	Will be part of discussions of the new Marine Services Building. <i>Drawings and scope for connecting roof currently being worked on by Marine Services Building Architect.</i>
7.	Waterfront Walkway	Exploration of options for completion of the walkway from the Marina west to Ellis Street	Ongoing. Requires foreshore land in front of 160 Ellis Street to connect to existing walkway at 1841 Beaufort Ave.
8.	Construction of Marine Services Building	The Town has received a \$1,000,000 grant from the Province to construct a Marine Services building at Marina Park to aid in COVID economic recovery	<i>Anticipated construction start in September</i>
9.	Marina Condition Assessment	A risk assessment was completed in 2020 . 2021 a condition assessment will be done on the floats, piles, walkways, and ramps. This will inform the Town's replacement and repair plans for the Marina moving forward.	Complete. <i>Draft report submitted March 2022. Review underway to finalize report and prioritize recommended mitigation.</i>
10.	Mack Laing Park Bridge	Replacement of the lower bridge at Mack Laing Park. Current bridge has begun to rot and is at increasing risk of failure.	Completed summer 2021.

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	Marina Upgrades	<p>Structural failure of East gangway support due to tide/erosion. Restabilizing required.</p> <p>Replace existing boat launch dock and extend dock to allow for more loading and unloading at the boat launch.</p> <p>Complete plans to better align parking lot and boat launch for improved traffic flow to launch and park.</p>	<p>East gangway project completed February 2022.</p> <p>Replacement of existing failing dock planned for spring 2022. Dock construction tendered and being fabricated. Supply chain challenges may delay installation.</p> <p>Extension of the boat launch planned for spring 2022. Provincial/Federal Government regulations triggered environmental assessment and Navigable Waters application that are currently underway.</p>
12.	D'Esterre Elevator	Replacement of the D'Esterre Elevator	Project complete.
13.	Christmas Decorations	Acquisition and installation of new LED Christmas decorations as current ones are old, failing, and pose safety risks	Complete
14.	Point Holmes	Pavilion Safety Upgrades	To replace pedestrian safety fencing around pavilion. To be coordinated with Lazo road upgrades in summer 2022.
15.	Fleet Replacement	<p>Replacement of 2004 Toro Mower</p> <p>Replacement of 2003 Ford mini dump truck</p>	<p><i>Toro mower ordered. Delivery expected mid-April 2022.</i></p> <p><i>RFP being drafted. Expected delivery for late 2022/early 2023.</i></p>
16.	Filberg	Rock Wall Reconstruction/Driveway Stability	Ongoing. Rock wall being reconstructed by section priority. Section 1 complete summer 2021. Section 2 to be completed 2022. Main driveway stability assessment 2022.
17.	Marina Park Upgrades	Food Truck concrete pads, pedestrian painted crosswalk above boat launch.	<p>Food Truck concrete pad install to be coordinated with Marine Services Building.</p> <p>Pedestrian crosswalk above boat launch painting. Completed fall 2022.</p>

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
18.	Splash Park	Splash pad and playground has multiple failure points, failed CSA standards for rebound. Requires resurfacing.	Project contracted for installation April 2022. Currently being scheduled.
19.	Kye Bay Playground Upgrades	Replace current climbing structure. Retain existing swing portion that is still in great shape and function.	Design for replacement of climbing structure complete. Scheduling for installation in fall.

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Anderton Servicing Plan [water/sanitary and storm]	To provide an overall conceptual plan for the provision of water, sanitary and storm services to the lands that were annexed to the Town in 2016 (2309 McDonald Road, 941 Aspen Road and 2077 Hector Road) as well as the entire catchment boundary so that plans can be implement as development takes place. Same principles of that of NE Comox applied to the servicing plan.	75% complete. On hold until NE Comox issues resolved.
2.	Subdivision Bylaw Update	Rewrite of current bylaw. Includes clarification of what Town infrastructure works are required at time of building permit differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision application processing procedures, and introduction of driveway access permitting procedures.	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs be undertaken by Director of Works and Director of Development Services.
3.	Foreshore Sanitary Replacement	Upgrade section of sanitary that was identified in the 2013 Town of Comox Sanitary Model Update study in anticipation of the re-purposing of the St. Joseph's facility or eventual reconstruction within the site. Also in response to continued operational issues and age of main.	Delay is getting DFO approval will work with KFN and project watershed to discuss projects that could potentially assist with the restoration requirements. Working with Current Environmental on alternative options with respect to construction alignment and

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			construction methods to present to DFO. Approval and permitting 2021 with construction postponed to 2022. Project on hold to re-evaluate capacity requirements.
4.	North East Comox Stormwater Management Plan	Stormwater system and associated bylaws required to allow development in the Northeast Comox area	Completed
5.	Dryden Watermain and Multi Use Path	To loop watermain to improve water quality identified in Water Study as well to construct a multiuse trail to provide regional linkage to NE Comox from Courtenay.	Design complete need to secure statutory right of way. Deferred to 2023.
6.	Sidewalks South side of Comox Avenue (Rodello to Ellis)	Design exercise to review the costs implications of the project.	Design 100% complete. Applied for Canada Infrastructure Program, COVID 19 Resilience Infrastructure Grant deadline January 27, 2021. 100% eligible funding (\$ 919,600). Town awarded grant funding -works to be completed summer 2022. Tender February 2022. Tentative construction schedule May - July 2022.
7.	Torrence and Balmoral Road upgrade	Works include road reconstruction (of 478 linear meters), concrete curb and sidewalk, storm and sanitary sewer installation, and line painting on Balmoral Avenue and Torrence Road from Donovan Drive to Albatross Avenue.	Design Complete. Applied for grant September 2020. Investing in Canada Infrastructure Program – Rural and Northern Communities Program deadline October 22, 2020. Total project \$1,156,660 - Eligible \$1,040,994 Town's application unsuccessful. Will continue to coordinate with CVRD conveyance project.
8.	Manor Outfall Improvements	Design and construction of outfall to mitigate ongoing erosion over bank at 141 Manor Place.	Design complete, DFO approved. Working with property owners on construction impact and test holes completed to confirm soil conditions. Construction 2021. Working on DPA. Archaeological permit and Cultural Heritage Investigation Permit (CHIP) received. Construction to resume May 2022.

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
9.	Sidewalk Bolt and Aspen	To improve pedestrian connectivity and safety which serves Aspen School, high residential area as well as high commercial site.	Design complete. Shovel ready and will keep eye on grant opportunities. <i>Submitted grant application 2021 BC Active Grant application unsuccessful</i> Submitted grant application for 2022 Federal Active Transportation Fund
10.	Town Website Rebuild	Permits/studies/maps/projects/sectors transportation, water, storm, sewer, / reports.	
11.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	Complete
12.	Traffic Calming Measures and Speed Limits	Review of current traffic calming measures and speed limits within Comox. Additional direction on Feb 17 RCM to review a holistic way to address speeding on Town streets. Staff will engage with residents of Buena Vista.	Complete
13.	Complete approved paving projects	Roads include sections on Balmoral, Cooke, Rodello, Gull, and Noel	Complete
15.	Lazo Widening Simba to Kye Bay	Design of road widening of the Lazo road to help increase usage and safety for motorists and add bicycle options.	RFP issued closes June 2. <i>Proposals under review.</i> Project awarded to Onsite Engineering Ltd. Survey and design underway. Awaiting archaeological permit and finalizing design. Tentative construction summer 2022.
16.	Water and Storm System Upgrades	Extension of high pressure system on Noel, Carthew-Ellis main replacement, McKenzie sanitary pipe replacement, Torrence main replacement,	RFP for Noel Avenue issued closes June 2. Remainder to coordinate with road resurfacing. Report to council June 16, 2021 RCM for additional funding. <i>Awarded to Edgett Excavating. Finalizing schedule and securing material.</i> Construction underway. Tentative completion end of September. Completed

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
17.	CVRD Conveyance	The sewer conveyance for the Comox Valley will travel through the community and requires planning and coordination of other Town projects including inground infrastructure, Providence project, and proposed roundabout	Staff continue to work closely with CVRD. Currently at preliminary drawings stage. CVRD schedule TOC to have comments back to CVRD by end of September that will form a MOU with CVRD. Continue working with CVRD on Town alignment and MOU
DEVELOPMENT			
18.	2309 McDonald	Servicing agreement approved.	Phase 1 under construction Phase 2 subdivision – Preliminary Review Application submitted. Civil Drawings under review.
19.	2310 Guthrie	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Civil drawings accepted. BP's awarded and under construction.
20.	1590 Galbraith	Finalize stormwater pond and infiltration gallery including LAS.	Testing of infiltration gallery complete. Pond continues to perform as an erosion and sediment pond. Working with McEhanney to convert to permanent pond.
21.	695 Aspen	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Under construction.
22.	468 Anderton	Work with planning on subdivision approval. Review and accept civil drawings, erosion and Sediment Plan. Ongoing after sub approval road permits, service disruptions, record drawings, water meters, connections, service cards, inspection, GIS data.	Civil drawings accepted. Construction underway
23.	2137 Comox Avenue	Providence Site. Work with planning on application and servicing agreement. Civil drawings underway.	Subdivision Preliminary Layout Review with Servicing Agreement Issued. Erosion and Sediment Control Permit Issued. DVP and DP issued. Building Permit Issued.

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

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

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
24.	1582 Balmoral	Construction of BC Housing subsidized non profit housing development comprising of 52 units in a three story building apartment.	Continue to work with building department. Civil drawings have been approved. Outstanding item - off site cost estimate. Construction underway
25.	Beaufort	Beaufort Upgrade Design	First RFP had no submissions, progressing with invitation to three firms
	26. Balmoral	Sidewalk south side (Pritchard to Stewart)	Design awarded to Binnie
	27. Roundabout	Glacier/Comox Design	Design awarded to GHD
	28. Roundabout	Comox/Rodello	Design awarded to Urban Systems
	29. Sanitary Model	Update 2013 study	Development of RFP underway, expect to issue RFP in early May
	30. Resurfacing	Road resurfacing projects 2022	Not started
	31. Crosswalk	Prichard Comox Crosswalk Improvements	Construction awarded to Tayco. Work expected to begin in May
	32. Sanitary System	Kye Bay Odour Upgrades	Not started
	33. Fleet	Fleet replacement of unit #12/#9/#15/#4	Awaiting delivery of #4, expected in early fall. RFP for #9 and #12 closed, currently evaluating RFP for 15 is open and closing on April 27.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Volunteer Retention/ Recruitment	Retention and recruitment of volunteer firefighters has been a significant issue in North America for at least the past twenty years. Our department has experienced about a twenty percent turnover every year for the past decade. While this would cripple	So far in 2020 seventeen members have left the department and they have been replaced by seventeen more. We have been very successful in recruiting and training new members however retention is difficult. This is largely because of the lack of good paying jobs and

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

May 4, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		most organization we have been able to managed our way through it.	affordable housing in our area. Because of our capable staff and training centre we believe we are well positioned to continue to manage this turnover effectively for several more years, while providing above average services. A new recruitment class (9) was start in September 2020.
2.	Sound of Life-Smoke Alarm Program	For almost thirty years now our fire department has been providing and installing free smoke alarms to citizens in single family homes in our community. We strongly believe that by doing so we can reduce injuries/deaths and damage caused by fires. To date we have given away over 2000 smoke alarms. Most of this program is funded by donations from our firefighters and other groups. This model is difficult to sustain.	Our smoke alarm program continues to be very successful. Late last year we had applied, through the Fire Chief Association of BC, for some free smoke alarms through a promotion from First Alert. I am very excited and pleased to report that in September we received 2000 FREE smoke carbon monoxide alarms (approx. \$50K+ value) from First Alert. This should provide us with inventory to keep this program going for the next two years.
3.	<i>Purchase of replacement aerial Truck</i>	<i>Scheduled replacement of our 2002 combination aerial /fire engine. This replacement is required for our community to maintain its fire insurance rating. The fire department has maintained a fleet of three full-sized fire apparatus since the 70s. This replacement does not increase fleet size but will increase capability.</i>	<i>Order has been placed for replacement. Expected delivery will be Fall of 2023. Project on budget. Fire department is very pleased with this project so far. This aerial replacement should meet our needs until 2043.</i>

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

May 4, 2022

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Site Master Plan	Urban Systems contracted to provide a Community Centre site master plan composed of three parts: determine future building footprint; maximize customer access to and through site; develop Village Park for broad community use.	Storymap community consultation period closed and reviewed results with contractor. Anticipated report to Council May or June.
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	Purchasing replacement equipment for 2022 has begun.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

May 4, 2022

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
3.	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	Second stage of project complete. Staff are processing and completing 2022 LEAP applications for regional, youth, recreation subsidy passes.
4.	Town Website Rebuild	<p>The new site will provide:</p> <ul style="list-style-type: none"> • Dependable, predictable, and engaging platform through which customers access recreation guides, program information and online recreation registrations • Event and calendar information • Documents and forms (program waivers, summer camp information, facility booking information, etc.) • Town and Recreation branding <p>Reliable and consumable communication with the public and customer.</p>	
5.	COVID Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines.	As of April 8, PHO modified so that proof of vaccine not required to access the Fitness Studio and certain programs. Masks are optional for customers and staff.
6.	Hands on Farm	Hands on Farm will open under current PHO protocols in June 2022.	Programming and staffing for 2022 season.
7.	Children's Summer Camp	Summer camps designed according to latest PHO protocols.	Programming and staffing or 2022 season.
8.	Recreation Guide	Ongoing, quarterly project to program, design, edit and manage Comox section of publication.	Staff working on final touches to Summer 2022 RG.
9.	Volunteer Promotion Campaign		Volunteer program complete with communication to schools and Comox businesses/organizations starting.
10.	Youth Recreation Facility Report	Through youth outreach identify a new recreation or parks facility to meet teenage recreation needs.	Community engagement complete. Report presented to Strategic Planning Committee meeting.

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

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

May 4, 2022

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
11	Elevator Replacement: Capital Item	Replace CC elevator which is approaching end of life.	Staff are developing project timelines with contractor. Anticipated work July to August with completion before Labour Day

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

RECEIVED

Feb 28/22

TOWN OF COMOX



K'ómoks First Nation

3330 Comox Rd., Courtenay BC, V9N 3P8 | Ph: 250.339.4545 | F: 250.339.7053 | E: reception@komoks.ca

LOG: 22-065	REFER: --	AGENDA: RCM Mar 2, 2022
FILE: 1850-30/2C	ACTION: MR	

Date: 28-02-2022

Attn. Jordan Wall
CAO, Town of Comox
1809 Beaufort Ave. **Comox** BC
V9M 1R

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

RE: Support for the K'ómoks Guardian Watchman Program

Dear Jordan Wall,

The K'ómoks Guardian Watchmen are they eyes and ears of the K'ómoks First Nation on the lands and waters within the Traditional Territory of the Nation. The Guardians not only protect theses lands from those who would do them harm but actively engage in many activities to enhance or restore habitat and ecosystems. The majority of the work the Guardians undertake revolves around activities in the southern "Core" area of the Traditional Territory which includes the Comox Valley. Protecting and enhancing the Tsolum River, conducting restoration work in the estuary, enhancing habitat at Comox Lake are just a few examples of many activities that the Guardian Watchman Program have conducted to not only to continue KFNs relationship, since time immemorial as stewards of its lands, but also for the benefit to all who live in the Comox Valley. Currently the Guardian Program is self funded by the Nation.

As you may know, the City of Campbell River recently, recognizing the value of the Wei Wai Kum Guardians program to their jurisdiction and community provided (5K per year over 4 years) directly to support the programmes work in the Campbell River Estuary, dealing with Canada Goose impacts. The KFN Guardians do the exact same work in the Comox Estuary, which again benefits all who reside in the Valley. Based on the fantastic work that the Guardians do for the benefit of all in the Comox Valley, would there be financial support from your government for the KFN Guardian Program to continue and enhance the great work the programme carries out in the Comox Valley.

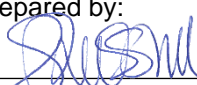

Nicole Rempel
Hegus (Chief)
K'ómoks First Nation



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: May 4, 2022

TO:	Mayor and Council	FILE:	4350-20 / PR 22-06
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	April 28, 2022
SUBJECT:	Business Licence Bylaw Amendment to limit hours of liquor service (Blackfin Pub)		

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

1. That Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 be given First Reading.
2. That Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 be given Second Reading.
3. That Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 be given Third Reading.
4. That, pursuant to section 59 of the Community Charter, Council give notice of its intention to adopt the Comox Business Regulation Amendment Bylaw No. 1882.05, 2022 by publishing such notice in two consecutive issues of a newspaper and posting such notice at the Town's public notice posting place.

PURPOSE

To recommend an amendment to the Business Regulation Bylaw that would limit the hours that liquor may be served in Liquor Primary Licensed Establishments with greater than 175 seats.

STRATEGIC PLAN LINKAGE

The development of regulations to implement Council decisions relates to Council's Strategic Priority of *New Bylaws and Bylaw Updates* as well as Council's Core Service of *Strong Governance and Administration*.

BACKGROUND

At its March 2, 2022 Regular Meeting, Council passed a resolution to amend the Zoning Bylaw 1850 to allow for the maximum seating capacity of the Blackfin Pub to be increased to 310 seats (currently, the Zoning Bylaw 1850 allows for a maximum seating capacity of 175 seats for all establishments with a liquor licence). Council subsequently gave proposed Zoning Amendment Bylaw 2000 First and Second Readings and directed that a Public Hearing on the matter be held on April 6, 2022. At the same meeting, Council passed a resolution to amend the Business Regulation Bylaw No. 1882, 2018 to limit the hours during which liquor may be served at the Blackfin Pub (once the maximum seating capacity has been increased to 310 seats) to between 9:00 a.m. and

11:00 p.m. Sundays to Thursdays, and between 9:00 a.m. and 12:00 a.m. midnight Fridays and Saturdays.

On April 6, 2022, Council held a Public Hearing for the proposed Zoning Amendment Bylaw 2000 and subsequently gave it Third Reading.

The attached Business Regulation Amendment Bylaw No. 1882.05, 2022 implements the reduced hours that liquor may be served for all Liquor Primary Licensed Establishments with greater than 175 seats (the Blackfin Pub is the only such establishment in Comox), and establishes a penalty of \$500 for service outside of these hours. An accompanying amendment to the Bylaw Notice Enforcement Bylaw is necessary to permit a Bylaw Notice to be issued for such an offence if it were to occur, which is included in Council's subsequent agenda item.

ATTACHED: COMOX BUSINESS REGULATION AMENDMENT BYLAW No. 1882.05, 2022

TOWN OF COMOX

BYLAW NO. 1882.05

A BYLAW TO AMEND THE COMOX BUSINESS REGULATION BYLAW

WHEREAS the Council of the Town of Comox wishes to restrict the hours of operation of certain establishments with a liquor licence issued by the Liquor and Cannabis Regulation Branch;

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

1. Title

This bylaw may be cited for all purposes as the “Comox Business Regulation Amendment Bylaw No. 1882.05, 2022”.

2. Amendment

The Comox Business Regulation Bylaw No. 1882, 2018 is hereby amended as follows:

- (a) By adding the following definition after “Licence Inspector” in section 2:

“Liquor Primary Licensed Establishment” means a premises issued a liquor primary licence pursuant to the Liquor and Cannabis Regulation Branch.

- (b) By adding the following subsection as 8(6):

- (6) Liquor Primary Licensed Establishments – The following regulations apply to Liquor Primary Licensed Establishments that have a maximum seating capacity greater than 175, pursuant to the Comox Zoning Bylaw 1850:

- (a) Hours that liquor may be served at a Liquor Primary Licensed Establishment shall be limited to the following:

- (i) between the hours of 9:00 a.m. and 11:00 p.m., Sundays to Thursdays; and
- (ii) between the hours of 9:00 a.m. and 12:00 a.m. midnight, Fridays and Saturdays.

- (c) By adding the following penalty to subsection 11(4):

3. Adoption

- MAYOR _____

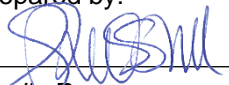

CORPORATE OFFICER



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: May 4, 2022

TO:	Mayor and Council	FILE:	4060-01
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	April 28, 2022
SUBJECT:	Bylaw Notice Enforcement Bylaw Update		

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

1. That Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 be given First Reading.
2. That Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 be given Second Reading.
3. That Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 be given Third Reading.

PURPOSE

Council adopted its Bylaw Notice Enforcement Bylaw to allow for bylaw adjudication. The recommendations in this report will allow for penalties established in new bylaws to be enforced under the bylaw adjudication system.

STRATEGIC PLAN LINKAGE

The development of regulations to implement Council decisions relates to Council's Strategic Priority of *New Bylaws and Bylaw Updates* as well as Council's Core Service of *Strong Governance and Administration*.

BACKGROUND

At its November 4, 2020 Regular Meeting, Council adopted the Bylaw Notice Enforcement Bylaw that implemented the bylaw adjudication program in the Town. A required component of the Bylaw is a schedule of all ticketable offences from other Town bylaws along with their corresponding penalties and compliance agreement discount (if applicable). Since its adoption, there have been many new bylaws and bylaw updates that must be incorporated to be enforceable. The attached Bylaw Notice Enforcement Bylaw No. 2004, 2022 replaces the current Bylaw and incorporates these changes.

ATTACHED: COMOX BYLAW NOTICE ENFORCEMENT BYLAW No. 2004, 2022

TOWN OF COMOX

BYLAW NO. 2004

**A BYLAW FOR THE PURPOSE OF ISSUING BYLAW NOTICE ENFORCEMENT
TICKETS FOR THE ENFORCEMENT OF MUNICIPAL BYLAWS**

WHEREAS the Local Government Bylaw Notice Enforcement Act, SBC 2003, c 60 provides that a local government may deal with the contravention of a bylaw by bylaw notice;

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

1. Title

This bylaw may be cited for all purposes as the “Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022”.

2. Definitions

(1) In this Bylaw:

- (a) “Act” means the Local Government Bylaw Notice Enforcement Act, SBC, c 60;
- (b) “Adjudicator” means a person appointed pursuant to the Act, who is authorized to preside over a Dispute Adjudication.
- (c) “Bylaw Notice” means a notice issued to a named person or a vehicle against which a contravention of a Town bylaw is alleged.
- (d) “Compliance Agreement” means an agreement, pursuant to section 9, offered by a Screening Officer to a Disputant that acknowledges the contravention of the bylaw, sets out remedies or conditions on future behaviour to be performed within a designated period of time, and may reduce or waive the penalty at the conclusion of that period.
- (e) “Disputant” means a person who has received a Bylaw Notice and makes known their intention to dispute the Bylaw Notice within the designated period of time.
- (f) “Dispute Adjudication” means the formal decision or judgement given by an Adjudicator in resolution of a dispute.
- (g) “Registry” means the Town of Comox Bylaw Notice Adjudication Registry established under section 6 of this Bylaw.
- (h) “Screening Officer” means a person designated as Screening Officer pursuant to section 7 of this Bylaw; and

- (i) “Town” means the Town of Comox.
- (2) Other terms used in this Bylaw have the same meaning as defined terms in the Act.

3. Bylaw Contraventions

The bylaw contraventions designated in Schedule “A” attached hereto and forming part of this Bylaw, may be dealt with by Bylaw Notice.

4. Offence and Penalty

The penalty for a contravention referred to in Section 3 is as follows:

- (a) Subject to subsections (b) and (c), is the Penalty set out in column 4 of Schedule “A”;
- (b) If received by the Town within 14 days of the person receiving or being presumed to have received the notice, is the Discounted Penalty set out in column 3 of Schedule “A”; or
- (c) If paid under a Compliance Agreement, may be reduced as provided under column 5 of Schedule “A”.

5. Period for Paying a Disputed Notice

- (1) A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice,
 - (a) pay the penalty, or
 - (b) request Dispute Adjudicationby filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, or by mail, to the Town.
- (2) A person may pay the indicated penalty more than 14 days after receiving the Bylaw Notice, in accordance with section 4(1), but no person may dispute the Bylaw Notice more than 14 days after receiving the Bylaw Notice.
- (3) Pursuant to the requirements of Section 25 of the *Act*, where a person was not served personally with a Bylaw Notice and advises the Town that he or she did not receive a copy of the original Bylaw Notice, the time limit for responding to a Bylaw Notice under section 5(1) of this bylaw does not begin to run until a copy of the Bylaw Notice is redelivered to that person in accordance with the *Act*.

6. Bylaw Notice Dispute Adjudication System and Registry

- (1) In accordance with the Act, the Town of Comox establishes a Dispute Adjudication System and registry that provides for the hearing and determination of disputes in respect of whether
 - (a) the contravention alleged in a Bylaw Notice occurred as alleged, or
 - (b) the terms and conditions of a Compliance Agreement were observed or performed.
- (2) The civic address of the Registry is 1809 Beaufort Avenue, Comox BC, V9M 1R9.
- (3) Every person who is unsuccessful in a Dispute Adjudication in relation to a Bylaw Notice or a Compliance Agreement under the Dispute Adjudication System established under this section must pay to the Town an additional \$25 for the purpose of the Town partially recovering the costs of administering the Registry.

7. Screening Officers

- (1) The position of a Screening Officer is established.
- (2) The following are designated classes of persons that may be appointed as a Screening Officer:
 - (a) Bylaw Enforcement Officer,
 - (b) Chief Administrative Officer,
 - (c) Director of Development Services,
 - (d) Corporate Officer, and
 - (e) Fire Chief.
- (3) Council may appoint Screening Officers from these classes of persons by name of office or otherwise.

8. Powers and Duties of Screening Officer

- (1) The powers and duties of Screening Officers are as set out in the Act, and include the following:
 - (a) Upon receipt of a request for Dispute Adjudication from a person against whom a contravention is alleged, advise the person of the Bylaw Notice Dispute Adjudication System established by this Bylaw, including, without limitation, the action which the Screening Officer may take

pursuant to this section and of the opportunity to proceed to Dispute Adjudication;

- (b) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention and the fee or fees payable in relation to the Bylaw Notice enforcement process;
 - (c) Communicate with any or all of the following for the purpose of performing their function under this Bylaw or the *Act*:
 - (i) the person against whom a contravention is alleged or their representative;
 - (ii) the Bylaw Enforcement Officer issuing the Notice;
 - (iii) the complainant or their representative;
 - (iv) the Town's staff regarding the Disputant's history of bylaw compliance;
 - (d) Review the Town's records regarding the Disputant's history of bylaw compliance;
 - (e) Prepare and enter into Compliance Agreements under Section 9 and the *Act* with Disputants, including establishing terms and conditions for compliance that the Screening Officer considers necessary or advisable;
 - (f) Provide for payment of a reduced penalty if a Compliance Agreement is entered into, as provided in column 5 of Schedule "A"; and,
 - (g) Cancel Bylaw Notices in accordance with the *Act* and the Town policies and guidelines.
- (2) The bylaw contraventions in relation to which a Screening Officer may enter into a Compliance Agreement are designated in column 5 of Schedule "A".

9. Compliance Agreements

- (1) When considering a matter, a Screening Officer may enter into a Compliance Agreement with a Disputant willing to do so if the Screening Officer believes it is appropriate to give the Disputant an opportunity to come into compliance with a Bylaw without having to pay the penalty set out in the Bylaw Notice under review.
- (2) A Compliance Agreement must be in writing and contain the following:

- (a) the date that the bylaw contravention took place;
 - (b) the contravention provision at issue;
 - (c) the amount of the penalty resulting from the Bylaw Notice;
 - (d) the date the Screening Officer reviewed the Penalty Notice;
 - (e) the terms and conditions the Screening Officer and Disputant agreed to, as well as the date or dates at which the agreed upon terms and conditions must be met or satisfied;
 - (f) the Disputant's agreement to cooperate with a Bylaw Enforcement Officer for the purpose of inspecting progress in relation to the timeline established in the Compliance Agreement, including by:
 - (i) providing the Bylaw Enforcement Officer with all information and documents the Bylaw Enforcement Officer requires to inspect progress in relation to the timeline established in the Compliance Agreement; and
 - (ii) allowing the Bylaw Enforcement Officer reasonable access to the Disputant's property or chattels, for the purpose of inspecting progress in relation to the timeline established in the Compliance Agreement; and
 - (g) the consequences of complying or failing to comply with the Compliance Agreement.
- (3) The maximum term of a Compliance Agreement is one year.
- (4) Disputants who enter into Compliance Agreements are not required to pay the penalty set out in the Bylaw Notice under review if the terms and conditions established in the Compliance Agreement are complied with.
- (5) If the Screening Officer believes that a Disputant that is party to a Compliance Agreement has failed to comply with its terms and conditions, the Screening Officer may rescind the Compliance Agreement and must give the Disputant written notice indicating why the Compliance Agreement has been rescinded.
- (6) If mailed, the notice given under subsection (5) is presumed to have been received by the person to whom it is addressed on the 7th day after mailing.
- (7) If a Screening Officer rescinds a Compliance Agreement, the Disputant may, within 14 days after receiving or being presumed to have received notification of the rescission, require the Screening Officer to submit for Dispute Adjudication the issue of whether the Disputant observed or performed the terms and conditions of the Compliance Agreement.

- (8) If the Disputant referred to in subsection (7) does not require Dispute Adjudication before the expiration of the period specified in that subsection, the penalty set out in the Bylaw Notice is
- (a) subject to the regulations, immediately due and payable to the local government indicated on the Bylaw Notice, and
 - (b) recoverable in accordance with Part 4 [Collection of Bylaw Notice Penalties] of the *Act*.

10. Bylaw Enforcement Officers

Persons acting as any of the following are designated as bylaw enforcement officers for the purposes of this Bylaw and the *Act*:

- (a) members of the Royal Canadian Mounted Police;
- (b) the Bylaw Enforcement Officers, Corporate Officer, Fire Chief, Building Inspector, Public Works Superintendent or Parks Superintendent for the Town of Comox; and
- (c) Local Assistants to the Fire Commissioner under section 6 of the *Fire Services Act*.

11. Form of Bylaw Notice

The Town may from time to time provide for the form or forms of the Bylaw Notice, provided that the Bylaw Notice complies with Section 4 of the *Act*.

12. Schedules

The following schedules are attached to and form part of this Bylaw:

- (a) Schedule “A” – Designated Bylaw Contraventions and Penalties

13. Repeal

Comox Bylaw Notice Enforcement Bylaw No. 1961, 2020 is hereby repealed.

14. Adoption

READ A FIRST time this	day of	, 2022
READ A SECOND time this	day of	, 2022
READ A THIRD time this	day of	, 2022
ADOPTED this	day of	, 2022

MAYOR

CORPORATE OFFICER

COMOX BUILDING BYLAW 1472				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Failure to obtain permit	6(1)	\$450	\$500	50%
Unlawful Occupancy	6(2)	**N/A	**1000	N/A
Providing false information	6(3)	150	200	50%
Tampering with notice	6(4)	150	200	50%
Work at variance with permit	6(5)	150	200	50%
Obstruction of building official	6(6)	450	500	50%
Fail to comply with Stop Work Order	30(4)	250	300	50%

** Must be issued an MTI

COMOX BUSINESS REGULATION BYLAW NO. 1882, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
No Business Licence	3(1)	\$450	\$500	50%
Fail to Display Licence	3(3)	50	100	N/A
Unlicensed Business Location	3(4)	50	100	N/A
Unlicensed Name Change	3(5)	50	100	N/A
Unlicensed Business Change	3(8)	200	250	N/A
Unlawful Placement of Equipment	7(c)	50	100	N/A
Fail to Obtain Permission	7(d)	50	100	N/A
Contractor-Fail to Produce Licence	8(1)(a)	450	500	50%
Fail to Produce Sub Licence	8(1)(b)	150	200	50%

COMOX BUSINESS REGULATION BYLAW NO. 1882, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
No Mobile Vending Licence	8(2)(a)	\$50	\$100	N/A
No Parks Use Permit	8(2)(b)	50	100	N/A
No Discharge Management Plan	8(2)(c)	50	100	N/A
Insufficient Permission	8(2)(d)	50	100	N/A
Visible cannabis items	8(4)(g) or 8(5)(a)	450	500	50%
Visible cannabis promotion	8(4)(h) or 8(5)(b)	450	500	50%
Blocking window to cannabis related establishment	8(5)(c)	450	500	50%
Installed security bars	8(4)(j) or 8(5)(d)	450	500	50%
Visible shutters	8(4)(k) or 8(5)(e)	450	500	50%
Open during prohibited hours	8(4)(l) or 8(5)(f)	450	500	N/A
Serve liquor during prohibited hours	8(6)(a)	450	500	N/A

COMOX DOG LICENCE AND POUND BYLAW, 1999				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Unlicensed dog	4.1	\$25	\$50	N/A
Tag not attached to collar	4.4	N/A	25	N/A
Dog at large	5.1	50	90	N/A
Dog not on leash	5.2	50	90	N/A
Unconfined dog in heat	5.3	50	90	N/A

COMOX DOG LICENCE AND POUND BYLAW, 1999				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Habitually Noisy Dog	5.4	50	90	N/A
Unleashed or un-muzzled vicious dog	5.5	250	300	N/A
Unconfined vicious dog	5.6	250	300	N/A
Insufficient enclosure for vicious dog	5.7	50	90	N/A
Sign not prominently displayed	5.8	50	90	N/A
Inadequate proof of liability insurance	5.9	50	90	N/A
Unlawful removal of dog from pound	5.14	250	300	N/A
Failure to remove or dispose of excrement	5.15	50	90	N/A

COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Unlawful discharge of prohibited material	6	N/A	\$1000**	N/A
Unlawful alteration of drainage system	7	\$200	250	N/A
Failure to comply with erosion and sediment control requirements	11(a)	200	250	50%
Failure to obtain permit	10	450	500	50%
Failure to provide ESC Plan with building permit application	11(b)	450	500	50%
Failure to comply with ESC Plan	12(a)	450	500	50%

COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Failure to provide certification	12(b)	450	500	50%
Unlawful modification of ESC Plan	14	450	500	50%
Failure to notify of ESC Plan modification	14	200	250	N/A
Failure to retain Designated Environmental Monitor	17(a)	N/A	1000**	N/A
Failure to sample and test	17(b)	450	500	50%
Failure to implement corrective actions	17(c)	N/A	1000**	N/A
Failure to notify	17(d)	200	250	N/A
Failure to provide certification	17(e)	450	500	N/A
Failure to retain Designated Environmental Monitor	18(a)	450	500	50%
Unlawful modification of Erosion and Sediment Control Plan	18(b)	450	500	N/A
Failure to notify of ESC Plan modification	18(c)	200	250	N/A
Failure to submit certification	18(d)	200	250	N/A
Failure to provide confirmation of compliance	19(a)	450	500	50%
Failure to ensure compliance	19(b)	450	500	50%
Failure to inspect	19(c)	200	250	N/A

COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Failure to submit record of inspections	19(d)	200	250	N/A
Failure to notify	19(e)	450	500	N/A
Failure to notify	19(f)	200	250	N/A
Failure to post ESC Plan	20(a)	200	250	N/A
Failure to install, construct, maintain or operate ESC Facilities	21(a)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	21(b)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	21(c)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	21(d)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	22	450	500	50%

** Must be issued an MTI

COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in \$ (within 14 days)	Full penalty in \$ (after 14 days)	Compliance Agreement Discount
Obstruction of Fire Chief while inspecting or investigating	3(3)	75	100	N/A
Obstruction of Fire Chief while attending any fire or emergency	4(1)	75	100	N/A

COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Interference with free access to fire hydrant	4(5)	75	100	N/A
Interference with means of egress or access on premises	4(6)	75	100	N/A
Debris or flammable material in vacant building	5(2)	75	100	N/A
Accumulation of combustible material	5(3)	75	100	N/A
Entering upon a closed area	5(5)(b)	75	100	N/A
Start or maintain an open fire	6(1)	75	100	N/A
Beach fire outside of permitted area	6(2)	75	100	N/A
Beach or campground fire during unfavourable conditions	6(4)(a)(ii)	75	100	N/A
Beach or campground fire not within designated fire pit	6(4)(c)	75	100	N/A
Beach or campground fire not extinguished by 11:00 p.m.	6(4)(d)	75	100	N/A
Beach or campground fire not supervised by competent person	6(4)(e)	75	100	N/A
Portable appliance not permitted	6(5)(a)	75	100	N/A
Portable appliance not ULC approved	6(5)(b)	75	100	N/A
Portable appliance not two metres from combustibles	6(5)(c)	75	100	N/A
Portable appliance not supervised by competent person	6(5)(d)	75	100	N/A

COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Start or maintain an open fire without Permit	6(6)(b)	150	200	N/A
Start or maintain an open fire during unsafe conditions	6(6)(g)	150	200	N/A
Start or maintain an open fire at night	6(7)(a)(i)	150	200	N/A
Open fire larger than 1 cubic metre	6(7)(a)(ii)	150	200	N/A
Start or maintain more than 1 open fire	6(7)(a)(iii)	150	200	N/A

COMOX FIREWORKS REGULATION BYLAW, 2012				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Sell, give away or trade fireworks	4(1)	450	500	N/A
Buy, hold or store fireworks	4(2)	450	500	N/A
Underage possession or use of fireworks	4(3)	450	500	N/A
Allow minor to possess or use fireworks	4(4)	450	500	N/A
Possess or use fireworks without permit	4(5)	450	500	N/A
Use fireworks not specified	6(1)(a)(i)	450	500	N/A
Not following Fireworks Safety Plan	6(1)(a)(ii)	450	500	N/A
Not supervised by permittee	6(1)(a)(iii)	450	500	N/A

COMOX HIGHWAY USE BYLAW 1920				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Highway use without permit	4	N/A	\$1000**	N/A
Contravene permit condition	19	N/A	1000**	N/A

** Must be issued an MTI

COMOX MUNICIPAL MARINA FEES AND REGULATIONS BYLAW NO 1993, 2021				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Failure to obtain Boat Launch pass	4(1)	50	100	N/A
Failure to display Boat Launch receipt or pass	4(2)	N/A	50	N/A
Failure of commercial business to obtain commercial Boat Launch pass	4(6)	250	300	N/A
Park in prohibited area	5(2)	50	75	N/A
Failure to obtain overnight parking pass	5(3)	25	50	N/A
Failure to display overnight parking pass	5(4)	N/A	25	N/A

COMOX PARKS USE BYLAW NO. 1881, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Present in park when closed	3(1)	25	50	N/A
Present in park when	3(3)	150	200	50%

COMOX PARKS USE BYLAW NO. 1881, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
temporarily closed				
Light fire or place burning substance	3(4)(a)	150	200	50%
Permit animal in water	3(4)(c)	75	100	N/A
Permit animal to damage plant material	3(4)(d)	150	200	50%
Ride, lead or herd animal off path	3(4)(e)	75	100	N/A
Add noxious substance to water	3(4)(f)	150	200	50%
Defecate or urinate outside of proper facility	3(4)(g)	75	100	N/A
Hit, propel or throw object in dangerous manner	3(4)(h)	150	200	50%
Conduct that may cause injury or harm	3(4)(i)	75	100	N/A
Inappropriate use of a facility	3(4)(j)	25	50	N/A
Unlawful use of tennis court	3(4)(k)	25	50	N/A
Unlawful use of pickleball court	3(4)(l)	25	50	N/A
Unlawful operation of human or battery powered device	3(4)(m)	25	50	N/A
Interfere with Town employees in performance of duty	3(4)(n)	75	100	N/A
Damage, climb or remove natural vegetation	3(5)(a)	75	100	N/A
Deface or damage structure	3(5)(b)	150	200	N/A
Dump or leave foreign	3(5)(c)	150	200	50%

COMOX PARKS USE BYLAW NO. 1881, 2018				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
material				
Unlawful removal of material	3(5)(d)	150	200	50%
Deposit chemicals or pesticides	3(5)(e)	150	200	50%
Deposit refuse other than in refuse receptacle	3(5)(f)	150	200	50%
Deposit refuse from outside park	3(5)(g)	150	200	50%
Drive or park in non-designated area	3(5)(h)	75	100	N/A
Disturb or catch wildlife	3(5)(i)	75	100	N/A
Disturb peace or enjoyment	3(5)(j)	75	100	N/A
Undertake activity without permit	3(5)(k)	150	200	50%

COMOX PESTICIDE USE BYLAW, 2006				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Use or application of a Pesticide within the Town	3	75	100	N/A

COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Accumulation of Refuse	3(a)	\$150	\$200	50%
Accumulation of Water	3(b)	150	200	50%
Unsanitary Conditions	3(c)	150	200	50%

COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unsafe Growth	3(d)	\$150	\$200	50%
Graffiti	3(e)	450	500	50%
Unsightly Conditions	3(f)	150	200	50%
Unlawful Accumulation of Refuse	4(a)	150	200	50%
Unlawful Accumulation of Water	4(b)	150	200	50%
Unlawful Unsanitary Conditions	4(c)	150	200	50%
Unlawful Unsafe Growth	4(d)	150	200	50%
Unlawful Graffiti	4(e)	450	500	50%
Unlawful Unsightly Conditions	4(f)	150	200	50%
Failure to Remove Refuse on Sidewalk/Boulevard	5(a)	150	200	50%
Failure to Mow Grass	5(b)	150	200	50%
Failure to Trim Landscaping – Vision Obstruction	5(c)(i)	150	200	50%
Failure to Trim Landscaping – Overhanging	5(c)(ii)	150	200	50%
Failure to Trim Landscaping – Encroaching	5(c)(iii)	150	200	50%
Unlawful Littering	6	150	200	50%
Unlawful Placement of Graffiti	7	450	500	50%
Unlawful Numbering	8	150	200	50%
Unlawful Fencing	9	150	200	50%
Unlawful Nuisance	10	150	200	50%
Unlawful Vibration	11(a)	150	200	50%
Unlawful Odour	11(b)	150	200	50%

COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful Illumination	11(c)	150	200	50%
Unlawful Dust	11(d)	150	200	50%
Unlawfully Making, Causing or Permitting Any Other Matter	11(e)	150	200	50%
Unlawful Noise by Person	12	150	200	50%
Unlawful Noise by Owner/Occupier	13	150	200	50%
Unlawful Noise by Person using a Device	14	150	200	50%
Unlawful Noise by Owner/Occupier using a Device	15	150	200	50%
Unlawful Construction Noise by Person	16	150	200	50%
Unlawful Construction Noise by Owner/Occupier	17	150	200	50%
Failure to Comply with Refuse Removal Order	19(a)	150	200	50%
Failure to Comply with Water Removal Order	19(b)	150	200	50%
Failure to Comply with Unsanitary Conditions Removal Order	19(c)	150	200	50%
Failure to Comply with Unsafe Growth Removal Order	19(d)	150	200	50%
Failure to Comply with Graffiti Removal Order	19(e)	450	500	50%
Failure to Comply with Unsightly Conditions Removal Order	19(f)	150	200	50%
Interference with Enforcement	28	150	200	50%

COMOX REFUSE COLLECTION BYLAW, 2007				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Failure to provide garbage receptacles	3(1)	50	100	N/A
Improper placement of container	4(3)	50	100	N/A
Improper base for container	4(4)	50	100	N/A
Placement of restricted materials in garbage	7(1)	50	100	N/A
Placement of recyclables in containers	7(2)	50	100	N/A
Refuse originating from an off-premises location	8(3)	50	100	N/A

COMOX RUNOFF CONTROL BYLAW 1919				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Excess impervious surface	5	N/A	\$1000**	N/A
Fail to provide topsoil	6	N/A	1000**	N/A
Substandard topsoil	7	N/A	1000**	N/A
Fail to notify municipality	8	N/A	1000**	N/A
Fail to maintain permeability	9	N/A	1000**	N/A
Non-compliance with grading plan	11(a)	N/A	1000**	N/A
Excessive organic matter	11(b)	N/A	1000**	N/A
Fail to verify grade	11(c)	N/A	1000**	N/A

COMOX RUNOFF CONTROL BYLAW 1919				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Fail to comply with maintenance order	14	N/A	1000**	N/A

** Must be issued an MTI

TOWN OF COMOX SIGN BYLAW NO. 1197, 1995				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Sign erected on public property	9.2	25	50	N/A

COMOX STORM DRAIN CONNECTION BY-LAW, 1988				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Failure to connect to common drain	3 a)	N/A	\$1000**	N/A
Unlawful roof leader connection	3 b)	N/A	1000**	N/A
Failure to comply with disconnection order	6	N/A	1000**	N/A

** Must be issued an MTI

COMOX STREET AND TRAFFIC BYLAW, 2001				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Refuse to comply with Traffic Officer	4.1(c)	150	200	N/A

COMOX STREET AND TRAFFIC BYLAW, 2001				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Obstruct Traffic Officer	4.1(d)	150	200	N/A
Participate in Parade without permission	4.3(a)	50	90	N/A
Fail to remove snow, ice and rubbish	4.4(a)	50	90	N/A
Unauthorized placement of traffic control device	5.5	50	90	N/A
Damage or obstruct traffic control device	5.6	50	90	N/A
Refuse to comply with traffic control device	5.7	50	90	N/A
Drive on sidewalk or boulevard	7.1	50	90	N/A
Obstruct pedestrian traffic	7.2	50	90	N/A
Stop vehicle on sidewalk or boulevard	7.3 (a)	50	90	N/A
Stop vehicle within 6 metres of traffic control device	7.3 (b)	50	90	N/A
Stop vehicle within intersection	7.3 (c)	50	90	N/A
Stop vehicle within 5 metres of hydrant	7.3 (d)	50	90	N/A
Stop vehicle within 2 metres of driveway	7.3 (e)	50	90	N/A
Obstruct traffic	7.3 (f)	50	90	N/A
Stop within 6 metres of crosswalk	7.3 (g)	50	90	N/A
Stop on roadway side of stopped vehicle	7.3 (h)	50	90	N/A
Stop within 6 metres of firehall exit	7.3 (i)	50	90	N/A
Stop within 6 metres of school exit	7.3 (j)	50	90	N/A
Stop within 6 metres of	7.3 (k)	50	90	N/A

COMOX STREET AND TRAFFIC BYLAW, 2001				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
playground or park exit				
Stop within 6 metres of main entrance of hotel	7.3 (l)	50	90	N/A
Stop for commerce or repair	7.3 (n)	50	90	N/A
Stopping overtime	7.3 (o)	50	60	N/A
Stop at yellow curb	7.3 (p)	50	90	N/A
Stop outside parking space	7.3 (q)	50	90	N/A
Stop in a fire lane	7.3 (r)	50	90	N/A
Prohibited stop	7.3 (s)	50	90	N/A
Stop wrong side	7.3 (t)	50	90	N/A
Park in disabled space	7.6	50	120	N/A
Park contrary to parallel parking specifications	7.7	50	90	N/A
Park contrary to angle parking specifications	7.8	50	90	N/A
Park in cul-de-sac other than parallel parking	7.9	50	90	N/A
Park in loading zone with motor running	7.11 (d)	50	60	N/A
Park for period exceeding 72 hours	7.12	50	90	N/A
Park prohibited vehicle at night	7.13 (a)	50	90	N/A
Park without reflectors	7.13 (b)	50	90	N/A
Ride bicycle on sidewalk	8.0	50	60	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful use of land, building or structure	2.1	200	250	N/A
Overheight fence	5.3(1)	200	250	N/A
Overheight fence - front yard	5.3(2)	200	250	N/A
Unlawful placement of noise generating equipment	5.4	200	250	N/A
Unlawful establishment of non-permanent structure	5.5(1)	200	250	N/A
Unlawful placement, size or height of telecommunication module	5.9	200	250	N/A
Prohibited use	5.10	200	250	N/A
Unlawful drive-thru service	5.11	200	250	N/A
Unlawful projection into setback - decks, stairs and landings	5.12(2)	200	250	N/A
Unlawful projection into setback	5.12(3)	200	250	N/A
Unlawful projection into setback - R3.4 and R3.6 zones	5.12(4)	200	250	N/A
Unlawful projection into setback - R3.5 and R3.7 zones	5.12(5)	200	250	N/A
Unlawful projection into setback - I2.1 zone	5.12(6)	200	250	N/A
Unlawful projection into setback - CD16 zone	5.12(7)	200	250	N/A
Unlawful residential use of movable structures	5.13(1)	200	250	N/A
Unlawful sign	5.14	200	250	N/A
Unlawful location of uncovered swimming pool	5.15	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful placement of radio and television towers	5.16	200	250	N/A
Unlawful building, structure or vegetation at intersection	5.17	200	250	N/A
Inadequate provision of parking areas	6.1	200	250	N/A
Unlawful use of required parking space	6.3	200	250	N/A
Unlawful parking or storage of commercial vehicle	6.4	200	250	N/A
Unlawful location of required parking and loading spaces	6.5	200	250	N/A
Inadequate provision of off-site parking spaces or signage	6.6	200	250	N/A
Unlawful location of loading and parking areas	6.11	200	250	N/A
Unlawful location or use of bicycle parking spaces	7.1, 7.2	200	250	N/A
Inadequate provision of bicycle parking spaces	7.3	200	250	N/A
Inadequate provision of screening	8.1	200	250	N/A
Inadequate maintenance of plants or fences	8.4	200	250	N/A
Inadequate concealment of outside storage	8.6(1), 8.6(2)	200	250	N/A
Inadequate concealment of garbage compound	8.7(1), 8.7(2)	200	250	N/A
Inadequate concealment of off-street parking and loading	8.8(1), 8.8(2)	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Inadequate concealment of above ground utility box and utility transformer	8.9(1), 8.9(2), 8.9(3)	200	250	N/A
Inadequate concealment from residential parcels	8.10(1), 8.10(2), 8.10(3)	200	250	N/A
Inadequate concealment of coach house	8.11(1), 8.11(2), 8.11(3)	200	250	N/A
Inadequate concealment from multi-family parcels	8.12(1), 8.12(2)	200	250	N/A
Inadequate provision of ALR buffer	8.13	200	250	N/A
Unlawful use - R1.1 zone	101.1	200	250	N/A
Failure to comply with conditions - R1.1 zone	101.2	200	250	N/A
Unlawful accessory building - R1.1 zone	101.10	200	250	N/A
Unlawful use - R1.2 zone	102.1	200	250	N/A
Unlawful accessory building - R1.2 zone	102.10	200	250	N/A
Unlawful use - R1.3 zone	103.1	200	250	N/A
Unlawful accessory building - R1.3 zone	103.10	200	250	N/A
Unlawful use - R1.4 zone	104.1	200	250	N/A
Failure to comply with conditions – R1.4 zone	104.2	200	250	N/A
Unlawful accessory building - R1.4 zone	104.10	200	250	N/A
Unlawful use - R2.1 zone	105.1	200	250	N/A
Failure to comply with conditions – R2.1 zone	105.2	200	250	N/A
Unlawful accessory building - R2.1 zone	105.10	200	250	N/A
Unlawful use – R2.2 zone	106.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful accessory building – R2.2 zone	106.10	200	250	N/A
Unlawful use – R2.3 zone	107.1	200	250	N/A
Failure to comply with conditions – R2.3 zone	107.2	200	250	N/A
Unlawful accessory building – R2.3 zone	107.10	200	250	N/A
Unlawful use - R3.2 zone	108.1	200	250	N/A
Failure to comply with conditions - R3.2 zone	108.2	200	250	N/A
Unlawful accessory building - R3.2 zone	108.10	200	250	N/A
Unlawful use - R3.3 zone	109.1	200	250	N/A
Failure to comply with conditions - R3.3 zone	109.2	200	250	N/A
Unlawful accessory building - R3.3 zone	109.10	200	250	N/A
Unlawful use - R3.4 zone	110.1	200	250	N/A
Failure to comply with conditions - R3.4 zone	110.2	200	250	N/A
Unlawful accessory building - R3.4 zone	110.10	200	250	N/A
Unlawful use - R3.5 zone	111.1	200	250	N/A
Failure to comply with conditions - R3.5 zone	111.2	200	250	N/A
Unlawful accessory building - R3.5 zone	111.10	200	250	N/A
Unlawful use - R3.6 zone	112.1	200	250	N/A
Failure to comply with conditions - R3.6 zone	112.2	200	250	N/A
Unlawful accessory building - R3.6 zone	112.10	200	250	N/A
Unlawful use - R3.7 zone	113.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Failure to comply with conditions - R3.7 zone	113.2	200	250	N/A
Unlawful accessory building - R3.7 zone	113.10	200	250	N/A
Unlawful use – R2.8 zone	114.1	200	250	N/A
Failure to comply with conditions – R2.8 zone	114.2	200	250	N/A
Unlawful accessory building – R2.8 zone	114.10	200	250	N/A
Unlawful use - R4.1 zone	115.1	200	250	N/A
Failure to comply with conditions - R4.1 zone	115.2	200	250	N/A
Unlawful accessory building - R4.1 zone	115.10	200	250	N/A
Unlawful use – R5.1 zone	116.1	200	250	N/A
Failure to comply with conditions – R5.1 zone	116.2	200	250	N/A
Unlawful accessory building – R5.1 zone	116.10	200	250	N/A
Unlawful use - RM1.1 zone	201.1	200	250	N/A
Unlawful accessory building - RM1.1 zone	201.10	200	250	N/A
Unlawful use - RM1.2 zone	202.1	200	250	N/A
Unlawful accessory building - RM1.2 zone	202.10	200	250	N/A
Unlawful use - RM2.1 zone	203.1	200	250	N/A
Failure to comply with conditions - RM2.1 zone	203.2	200	250	N/A
Unlawful accessory building - RM2.1 zone	203.10	200	250	N/A
Unlawful use - RM2.2 zone	204.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Failure to comply with conditions - RM2.2 zone	204.2	200	250	N/A
Unlawful accessory building - RM2.2 zone	204.10	200	250	N/A
Unlawful use - RM2.3 zone	205.1	200	250	N/A
Failure to comply with conditions - RM2.3 zone	205.2	200	250	N/A
Unlawful accessory building - RM2.3 zone	205.10	200	250	N/A
Unlawful use - RM3.1 zone	206.1	200	250	N/A
Failure to comply with conditions - RM3.1 zone	206.2	200	250	N/A
Unlawful accessory building - RM3.1 zone	206.10	200	250	N/A
Unlawful use - RM3.2 zone	207.1	200	250	N/A
Failure to comply with conditions - RM3.2 zone	207.2	200	250	N/A
Unlawful accessory building - RM3.2 zone	207.10	200	250	N/A
Unlawful use - RM4.1 zone	208.1	200	250	N/A
Failure to comply with conditions - RM4.1 zone	208.2	200	250	N/A
Unlawful accessory building - RM4.1 zone	208.10	200	250	N/A
Unlawful use - RM5.1 zone	209.1	200	250	N/A
Unlawful accessory building - RM5.1 zone	209.10	200	250	N/A
Unlawful use - RM5.2 zone	210.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful accessory building - RM5.2 zone	210.10	200	250	N/A
Unlawful use - C1.1 zone	301.1	200	250	N/A
Failure to comply with conditions - C1.1 zone	301.2	200	250	N/A
Unlawful use - C2.1 zone	302.1	200	250	N/A
Failure to comply with conditions - C2.1 zone	302.2	200	250	N/A
Unlawful use - C2.2 zone	303.1	200	250	N/A
Failure to comply with conditions - C2.2 zone	303.2	200	250	N/A
Unlawful use - C2.3 zone	304.1	200	250	N/A
Failure to comply with conditions - C2.3 zone	304.2	200	250	N/A
Unlawful use - C3.1 zone	305.1	200	250	N/A
Failure to comply with conditions - C3.1 zone	305.2	200	250	N/A
Unlawful use - C3.2 zone	306.1	200	250	N/A
Failure to comply with conditions - C3.2 zone	306.2	200	250	N/A
Unlawful use - C4.1 zone	307.1	200	250	N/A
Failure to comply with conditions - C4.1 zone	307.2	200	250	N/A
Unlawful use - C5.1 zone	308.1	200	250	N/A
Failure to comply with conditions - C5.1 zone	308.2	200	250	N/A
Unlawful use - C6.1 zone	309.1	200	250	N/A
Failure to comply with conditions - C6.1 zone	309.2	200	250	N/A
Unlawful use - M1.1 zone	401.1	200	250	N/A
Unlawful use - M1.2 zone	402.1	200	250	N/A
Unlawful use - M2.1 zone	403.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful use - M2.2 zone	404.1.1, 404.2.1	200	250	N/A
Failure to comply with conditions - M2.2 zone	404.1.2, 404.2.2	200	250	N/A
Unlawful use - I1.1 zone	501.1	200	250	N/A
Failure to comply with conditions - I1.1 zone	501.2	200	250	N/A
Unlawful use - I2.1 zone	502.1	200	250	N/A
Failure to comply with conditions - I2.1 zone	502.2	200	250	N/A
Unlawful use - P1.1 zone	601.1	200	250	N/A
Unlawful use - P1.2 zone	602.1	200	250	N/A
Unlawful use - P2.1 zone	603.1	200	250	N/A
Unlawful accessory building - P2.1 zone	603.10	200	250	N/A
Unlawful use - PA1.1 zone	701.1	200	250	N/A
Failure to comply with conditions - PA1.1 zone	701.2	200	250	N/A
Unlawful accessory building - PA1.1 zone	701.10	200	250	N/A
Unlawful use - PA1.2 zone	702.1	200	250	N/A
Failure to comply with conditions - PA1.2 zone	702.2	200	250	N/A
Unlawful accessory building - PA1.2 zone	702.10	200	250	N/A
Unlawful use - DND1.1 zone	703.1	200	250	N/A
Unlawful use - CD1.1 zone	801.1	200	250	N/A
Failure to comply with conditions - CD1.1 zone	801.2	200	250	N/A
Unlawful accessory building - CD1.1 zone	801.10	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful use - CD1.2 zone	802.1	200	250	N/A
Unlawful accessory building - CD1.2 zone	802.10	200	250	N/A
Unlawful use - CD2 zone	803.1	200	250	N/A
Unlawful accessory building - CD2 zone	803.10	200	250	N/A
Unlawful use - CD4.1 zone	804.1	200	250	N/A
Failure to comply with conditions - CD4.1 zone	804.2	200	250	N/A
Unlawful accessory building - CD4.1 zone	804.10	200	250	N/A
Unlawful use - CD5 zone	805.1	200	250	N/A
Failure to comply with conditions - CD5 zone	805.2	200	250	N/A
Unlawful accessory building - CD5 zone	805.10	200	250	N/A
Unlawful use - CD6.1 zone	806.1	200	250	N/A
Failure to comply with conditions - CD6.1 zone	806.2	200	250	N/A
Unlawful use - CD7 zone	807.1	200	250	N/A
Failure to comply with conditions - CD7 zone	807.2	200	250	N/A
Unlawful accessory building - CD7 zone	807.1	200	250	N/A
Unlawful use - CD8 zone	808.1	200	250	N/A
Unlawful accessory building - CD8 zone	808.10	200	250	N/A
Unlawful use - CD9 zone	809.1	200	250	N/A
Failure to comply with conditions – CD9 zone	809.2	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful accessory building - CD9 zone	809.10	200	250	N/A
Unlawful use - CD10 zone	810.1	200	250	N/A
Failure to comply with conditions - CD10 zone	810.2	200	250	N/A
Unlawful use - CD11 zone	811.1	200	250	N/A
Failure to comply with conditions - CD11 zone	811.2	200	250	N/A
Unlawful use - CD12 zone	812.1	200	250	N/A
Failure to comply with conditions - CD12 zone	812.2	200	250	N/A
Unlawful accessory building - CD12 zone	812.10	200	250	N/A
Unlawful use - CD13 zone	813.1	200	250	N/A
Failure to comply with conditions - CD13 zone	813.2	200	250	N/A
Unlawful accessory building - CD13 zone	813.10	200	250	N/A
Unlawful use - CD14 zone	814.1	200	250	N/A
Unlawful accessory building - CD14 zone	814.10	200	250	N/A
Unlawful use - CD15 zone	815.1	200	250	N/A
Failure to comply with conditions - CD15 zone	815.2	200	250	N/A
Unlawful accessory building - CD15 zone	815.10	200	250	N/A
Unlawful use - CD16 zone	816.1	200	250	N/A
Failure to comply with conditions - CD16 zone	816.2	200	250	N/A
Unlawful accessory building - CD16 zone	816.10	200	250	N/A
Unlawful use - CD17 zone	817.1	200	250	N/A
Failure to comply with conditions - CD17 zone	817.2	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Unlawful accessory building - CD17 zone	817.10	200	250	N/A
Unlawful use - CD18 zone	818.1	200	250	N/A
Failure to comply with conditions - CD18 zone	818.2	200	250	N/A
Unlawful accessory building - CD18 zone	818.10	200	250	N/A
Unlawful use - CD19 zone	819.1	200	250	N/A
Unlawful accessory building - CD19 zone	819.10	200	250	N/A
Unlawful use - CD20 zone	820.1	200	250	N/A
Failure to comply with conditions - CD20 zone	820.2	200	250	N/A
Unlawful accessory building - CD20 zone	820.10	200	250	N/A
Unlawful use - CD21 zone	821.1	200	250	N/A
Failure to comply with conditions - CD21 zone	821.2	200	250	N/A
Unlawful use - CD22 zone	822.1	200	250	N/A
Failure to comply with conditions - CD22 zone	822.2	200	250	N/A
Unlawful accessory building - CD22 zone	822.10	200	250	N/A
Unlawful use – CD23 zone	823.1	200	250	N/A
Failure to comply with conditions – CD23 zone	823.2	200	250	N/A
Unlawful accessory buildings – CD23 zone	823.10	200	250	N/A
Unlawful use – CD24 zone	824.1	200	250	N/A
Unlawful use – CD25 zone	825.1	200	250	N/A

COMOX ZONING BYLAW 1850				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty in (within 14 days)	Full penalty in (after 14 days)	Compliance Agreement Discount
Failure to comply with conditions – CD25 zone	825.2	200	250	N/A
Unlawful accessory buildings – CD25 zone	825.10	200	250	N/A
Unlawful Use – CD26 Zone	826.1	200	250	N/A
Failure to comply with conditions – CD26 Zone	826.2	200	250	N/A
Unlawful accessory building – CD26 Zone	826.10	200	250	N/A
Unlawful Use – CD27 Zone	827.1	200	250	N/A
Failure to comply with conditions – CD27 Zone	827.2	200	250	N/A
Unlawful accessory building – CD27 Zone	827.10	200	250	N/A
Unlawful use – CD28 zone	828.1	200	250	N/A
Failure to comply with conditions – CD28 zone	828.2	200	250	N/A
Unlawful accessory buildings – CD28 zone	828.10	200	250	N/A
Unlawful use – CD29 zone	829.1	200	250	N/A
Unlawful accessory buildings – CD29 zone	829.10	200	250	N/A
Unlawful use – CD30 zone	830.1	200	250	N/A
Failure to comply with conditions – CD30 zone	830.2	200	250	N/A
Unlawful accessory building – CD30 zone	830.10	200	250	N/A
Unlawful use - AG1.1 zone	900.1	200	250	N/A
Failure to comply with conditions - AG1.1 zone	900.2	200	250	N/A



TO:	Mayor and Council	FILE:	
FROM:	Jordan Wall, Chief Administrative Office	DATE:	April 29, 2022
SUBJECT:	Point Holmes Recreation Association (PHRA) – Sublease Renewal		

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council authorizes staff to renew the sub lease agreement between Point Holmes Recreation Association (PHRA) and the Town of Comox for that portion of land located on Lazo Road and identified on attached Schedule 'A' as Point Holmes Boat Ramp for the purposes of operating a public boat ramp for a period of five (5) year term ending April 30, 2027.

Background

In 2017, Council authorized the Town of Comox to enter into an agreement with Point Holmes Recreation Association for five years for the purpose of operating a public boat ramp at Point Holmes. The working relationship between the Town and PHRA has been positive and they have provided improved amenities such as a portable toilet enclosure, web cam for live boat ramp conditions, and a new pavilion for the enjoyment of all public. The boat ramp is a popular destination for small, motorized watercraft, kayakers, and ocean swim clubs. This facility provides great recreational opportunities for the community and is well served by the PHRA. The new sub-lease includes a clause which permits the renewal of the agreement for one (1) further term of five (5) years.

Financial Implications

The PHRA currently pays the Town one dollar (\$1.00) for the term of the lease. While the PHRA does collect a fee when a boat is launched, the launch area is not highly used given the limitations of the area which effect the type/size of vessels that may be launched from the location. As a result, launch fees collected by the PHRA are nominal and are used to enhance the site.

In addition, the Town will incur advertising costs as per sections 24, 26, and 94 of the Community Charter (disposition of land, provision of assistance, and requirements for public notice).

Schedule 'A': Point Holmes Recreation Association Sublease Renewal

THIS SUBLEASE AGREEMENT made the _____ day of 2022
in the Town of Comox, Province of British Columbia.

BETWEEN:

THE TOWN OF COMOX, a Municipality having its place
of business at 1809 Beaufort Avenue, in the Town of
Comox, British Columbia

(hereinafter called the "Sublandlord")

OF THE FIRST PART

AND:

Point Holmes Recreation Association
c/o Rob James – 1253 Don Road
Comox, BC, V9N 3T9

(hereinafter called "The Subtenant")

OF THE SECOND PART

WHEREAS by Provincial Lease No. V927068 dated May 22, 2019 the Queen (hereinafter called the "Provincial Landlord"), represented therein by the Minister responsible for the *Land Act*, leased to the Sublandlord herein the land known as District Lot 459, Nanaimo District, (the "Crown Lands") for a term of 30 years for public boat launch purposes. **AND WHEREAS** the Sublandlord has agreed with the Subtenant to grant a Sublease of the said Crown Lands (hereinafter called the "Land") shown outlined by bold line on, the schedule attached to this Agreement entitled "LEGAL DESCRIPTION SCHEDULE" except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*);

NOW THEREFORE in consideration of the rent to be paid by, and the covenants of, the Subtenant, the parties agree as follows:

1.0 Grant of Sublease

1.1 The Sublandlord, on the terms set forth herein, hereby demises and subleases to the Subtenant the Land for the purpose of operating a public boat launch.

2.0 Term

2.1 The term of this Sublease shall be five (5) years beginning on the 1st day of May, 2022 and ending on the 30th of April, 2027.

2.2 This Sublease, and all of the covenants, rights, duties and obligations of the parties save and except the term may be renewed by agreement of both parties for further terms of five (5) years.

3.0 Rent

3.1 The Subtenant shall pay rent to the Sublandlord in the total amount of ONE (\$1.00) DOLLAR for the term.

4.0 Covenants of the Subtenant

4.1 The Subtenant covenants with the Sublandlord;

- (a) to pay rent when due;
- (b) to pay and discharge when due all applicable taxes, levies, charges and assessments now or hereafter assessed, levied or charged which relate to the Land or any improvements thereon;
- (c) to observe, abide by and comply with all applicable laws, bylaws, orders, directions, ordinances and regulations of any competent governmental authority in any way affecting the Land and improvements situate thereon, or their use and occupation;
- (d) to keep the Land in a safe, clean and sanitary condition satisfactory to the Sublandlord, and on written notice from the Sublandlord, to make safe, clean and sanitary any portion of the Land or any improvements that, in the opinion of the Sublandlord, contravenes the provisions of this covenant;
- (e) to maintain and keep the Land and any improvements thereon in good repair;
- (f) to ensure that appropriate warning signs regarding the use of the Land and improvements by the public are prominently displayed at all times;
- (g) not to commit or suffer any willful or voluntary waste, spoil or destruction on the Land or to do or suffer to be done thereon anything that may be or become a nuisance or annoyance to the owners or occupiers of adjoining land;
- (h) to use and occupy the Land in accordance with the provisions of this Sublease;
- (i) to effect and keep in force during the term, insurance protecting the sublandlord and the Subtenant (without any rights of cross-claim or subrogation against the Sublandlord) against claims for personal injury, death, property damage or third party or public liability claims arising from any accident or occurrence on the Land or improvements up to an amount not less than \$5,000,000.00 per occurrence, and to provide proof of such insurance to the Sublandlord;
- (j) notwithstanding subsection (i) the Sublandlord may from time to time notify the Subtenant that the amount of insurance posted by the Subtenant pursuant to that subsection be changed and the Subtenant shall, within 60 days of receiving such notice, cause the amount of insurance posted to be changed to the amount specified in the notice and deliver to the Sublandlord written confirmation of the change;
- (k) to indemnify and save the Sublandlord harmless against all loss, damage, costs and liabilities, including fees of solicitors and other professional advisors arising out of:
 - (i) any breach, violation or non-performance of any covenant, condition or agreement in this Sublease by the Subtenant, and
 - (ii) any personal injury, death or property damage occurring on the Land or happening by virtue of the Subtenant's use or occupation of the Land,

and the Sublandlord may add the amount of such losses, damages, costs and liabilities to the rent and the amount so added shall be payable to the Sublandlord immediately;

- (l) to pay all accounts and expenses for labour performed on, or material supplied to, the Land, in accordance with the *Builders Lien Act*;
- (m) on the expiration or earlier cancellation of this Sublease:
 - (i) to peaceably quit and deliver possession of the Land and any improvements thereon to the Sublandlord, in a safe and sanitary condition,
 - (ii) to restore the surface of the Land to the satisfaction of the Sublandlord, and
 - (iii) to remove any improvements that the Sublandlord may, in writing, direct or permit to be removed,

and all right, interest and estate of the Subtenant shall cease and vest in the Sublandlord, and to the extent necessary this covenant shall survive the expiration or earlier cancellation of this Sublease;

- (n) to permit the Sublandlord, or his authorized representative, to enter upon the Land at anytime to inspect the Land and any improvements thereon;
- (o) not to deposit on the Land or any part of it, any earth, fill or other material for the purpose of filling in or raising the level of the Land without the prior written consent of the Sublandlord;
- (p) not to dredge or significantly displace beach materials on the Land without the prior written consent of the Sublandlord; and
- (q) not to place any improvements on the Land or carry on any activity on the Land or on the surface of the water covering the Land that may constitute an interference with the riparian rights of the owner or occupier of the land adjacent to or in the vicinity of the Land.

5.0 Assignment

- 5.1 The Subtenant shall not assign, mortgage, sublet or transfer this Sublease without the prior written consent of the Sublandlord, which consent may be withheld.

6.0 Covenants of the SubLandlord

- 6.1 The Sublandlord covenants with the Tenant for quiet enjoyment.

7.0 Provisos

- 7.1 PROVIDED always and it is hereby agreed as follows:

- (a) if, after the termination by the passage of time of this Sublease or any extension thereof, the Sublandlord permits the Subtenant to remain in possession of the Land and accepts rent in respect thereof, a tenancy from year to year shall not be created by implication of law and the Subtenant shall be deemed to be a monthly subtenant

only subject to all terms and conditions of this Sublease, except as to duration in the absence of a written agreement to the contrary;

- (b) title to any ownership of all buildings, structures, and other improvements now or hereafter constructed on the Land shall be vested in the Sublandlord (Provincial Landlord?) and the Subtenant shall neither remove nor permit the removal of them from the Land except as expressly permitted or required by this Sublease;
- (c) the Sublandlord is under no obligation to provide access or services to the Land or to maintain or improve existing access roads;
- (d) the Sublandlord hereby reserves the right to grant other dispositions of the Land, or any part of it, with the prior consent of the Subtenant, which consent shall not be unreasonably withheld, by way of easement, right of way or statutory right of way and upon such consent being given, the Subtenant shall forthwith execute and deliver to the Sublandlord such instruments may be necessary to subordinate the Subtenant's right and interest in the Land under this Sublease; and
- (e) the Subtenant acknowledges and agrees with the Sublandlord that any interference with the rights of the Subtenant under this Sublease by virtue of the exercise or operation of the rights, privileges or interests described in subsection (d) shall not constitute a breach of the Sublandlord's covenant of quiet enjoyment and the Subtenant releases and discharges the Sublandlord from and against any claims for loss or damage arising directly or indirectly out of any such interference.

8.0 Events of Default

8.1 PROVIDED ALSO that this Sublease and the term and estate hereby granted are subject to the limitations that:

- (a) if the Subtenant shall default in the payment of any installment of rent, or the payment of any other sum payable hereunder, and such default shall continue for 60 days after the giving of written notice by the Sublandlord to the Subtenant;
- (b) if the Subtenant shall fail to perform or observe any of the covenants, agreements, conditions or provisos contained in this Sublease on the part of the Subtenant to be performed or observed (other than the payment of rent or other sums of money) and such failure shall continue for, or shall not be remedied within, the period of 60 days next after the giving of written notice by the Sublandlord to the Subtenant of the nature of such failure;
- (c) if the term hereby granted shall be taken in execution or attachment by any person or the Subtenant commits an act of bankruptcy, becomes insolvent or is petitioned into bankruptcy or voluntarily enters into an arrangement with his creditors;
- (d) if the Sublandlord discovers that the Subtenant either in its application for this Sublease or otherwise has, in the opinion of the Sublandlord, misrepresented or withheld any fact material to the application; or
- (e) if, in the opinion of the Sublandlord, the Subtenant fails to make reasonable and diligent use of the Land for the purposes permitted herein, and such failure shall continue for a period of 60 days next after the Sublandlord gives written notice of the failure to the Subtenant,

it shall then be lawful for the Sublandlord to enter upon the Land or any part thereof in the name of the whole, and this Sublease shall at the option of the Sublandlord, and with or without entry, terminate, and all the rights of the Subtenant with respect to the Land shall be absolutely forfeited and shall lapse. If the condition complained of (other than the payment of rent or other sums of money) reasonably requires more time to cure than 60 days, the Subtenant shall be deemed to have complied with the remedying thereof if the Subtenant shall have commenced remedying or curing the condition within the 60 day period and diligently thereafter completes the same.

9.0 Notice

- 9.1 Where service of a notice or document is required under this Sublease the notice or document shall be in writing and shall be deemed to have been delivered to, or if sent by prepaid registered mail addressed to, the Sublandlord and the Subtenant at the addresses specified for each in this Sublease, and where service is by registered mail the notice or document shall be conclusively deemed to have been served on the eight day after its deposit in a Canada Post office at any place in Canada.
- 9.2 Either party may, by notice in writing to the other, specify another address for service of notices under this Sublease, and where another address is specified under this section, notices shall be mailed to that address in accordance with this Article.

10.0 Miscellaneous

- 10.1 No term condition, covenant or other provision herein shall be considered to have been waived by the Sublandlord unless such waiver is expressed in writing by the Sublandlord. Any such waiver of any term condition, covenant or other provision herein shall not be construed as or constitute a waiver of any further or other breach of the same or any other term, condition, covenant, or other provision and the consent or approval of the Sublandlord shall not be considered to waive or render unnecessary such consents or approvals to any subsequent same or similar act by the Subtenant.
- 10.2 The terms and provisions of this Sublease shall extend to, be binding upon and enure to the benefit of the parties hereto and their successors and permitted assigns.
- 10.3 In accordance with section 26 of the Community Charter, the Sublandlord has published notice in a newspaper of its intention to Sublease the boat launch to the Subtenant;
- 10.4 In accordance with section 24 of the Community Charter, the Sublandlord has published notice in a newspaper of its intention to provide assistance to the Subtenant by leasing the boat launch at less than market value.

11.0 Termination

- 11.1 The Sublandlord may Terminate this lease at any time at their sole discretion by providing one month's written notice to the subtenant.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

TOWN OF COMOX

By its authorized signatories:

_____)
_____)
_____)
_____)
MAYOR _____)
_____)
_____)
_____)
_____)
_____)
CORPORATE OFFICER _____)

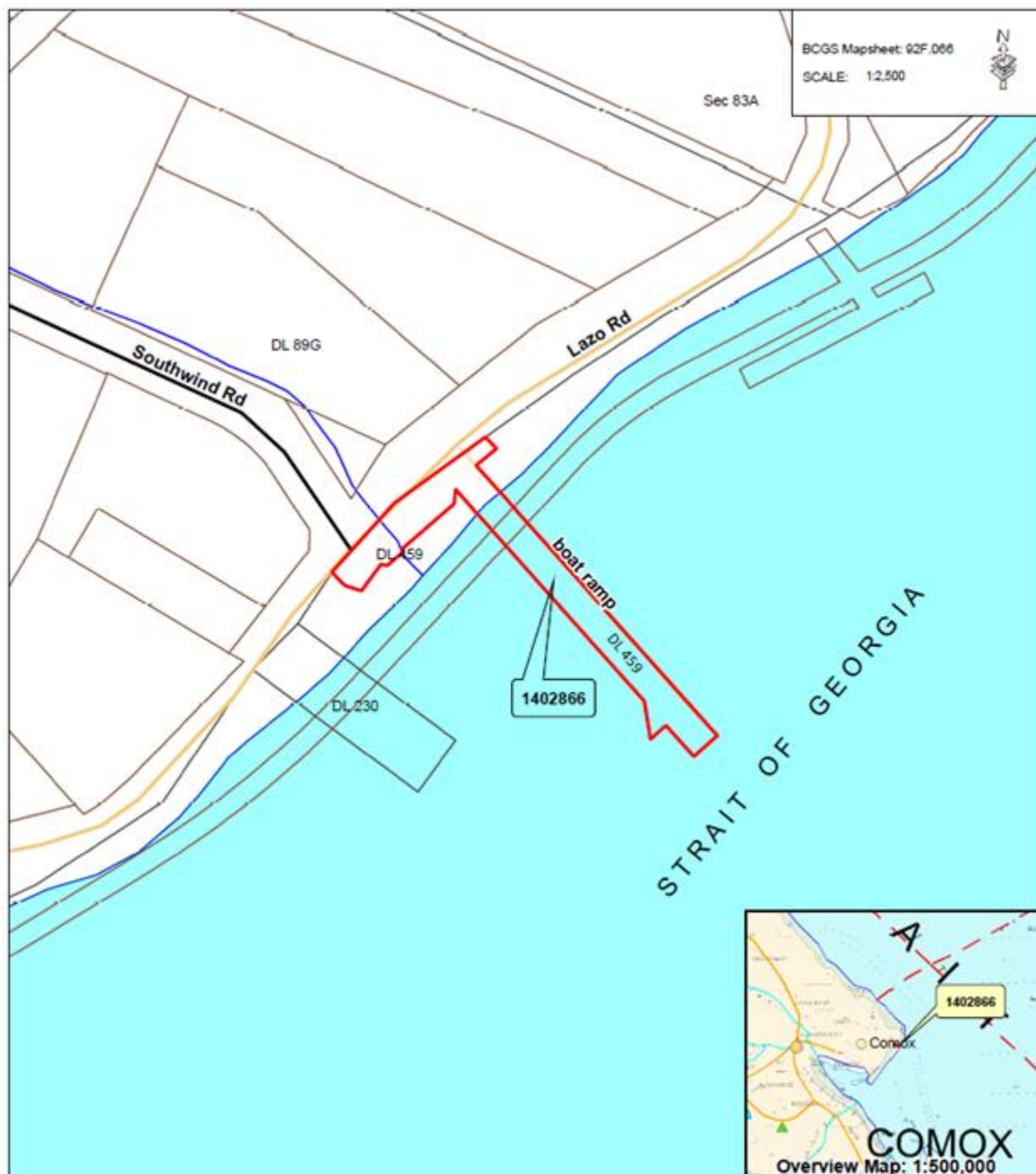
Date:_____

POINT HOLMES RECREATION ASSOCIATION)
By its authorized signatories:)

_____)
_____)
_____)
NAME _____)
_____)
_____)
_____)
NAME _____)
_____)
_____)
Date:_____)
_____)

LEGAL DESCRIPTION SCHEDULE

LEGAL DESCRIPTION: District Lot 459, Nanaimo District

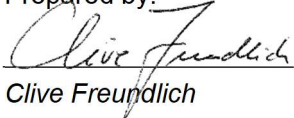




TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: May 4, 2022

TO: Mayor and Council	FILE: file
FROM: Clive Freundlich	DATE: 2022-04-29
SUBJECT: Bylaw Readings for 2022-2026 Financial Plan and 2022 Tax Rates	

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

1. That the Comox Financial Plan Bylaw No. 2002, 2022 be given First, Second and Third Readings.
2. That the Comox Tax Rates Bylaw No. 2003, 2022 be given First, Second and Third Readings.

PURPOSE

EXECUTIVE SUMMARY

BACKGROUND

Based on the revenues needed in the Financial Plan, the 2022 municipal property tax revenue is recommended to be increased by 4.80% over the same properties taxed in 2021. The Town seeks to normalize property tax rates and avoid the likelihood of a sudden property tax rate spike in a future year.

With the recommended overall 4.80% increase in 2022, the general municipal levy for the representative single-family property will increase by \$65.13 (4.91%). The representative business property will increase by \$187.29 (2.70%).

All components of the 2022 property taxes are shown on the next page.

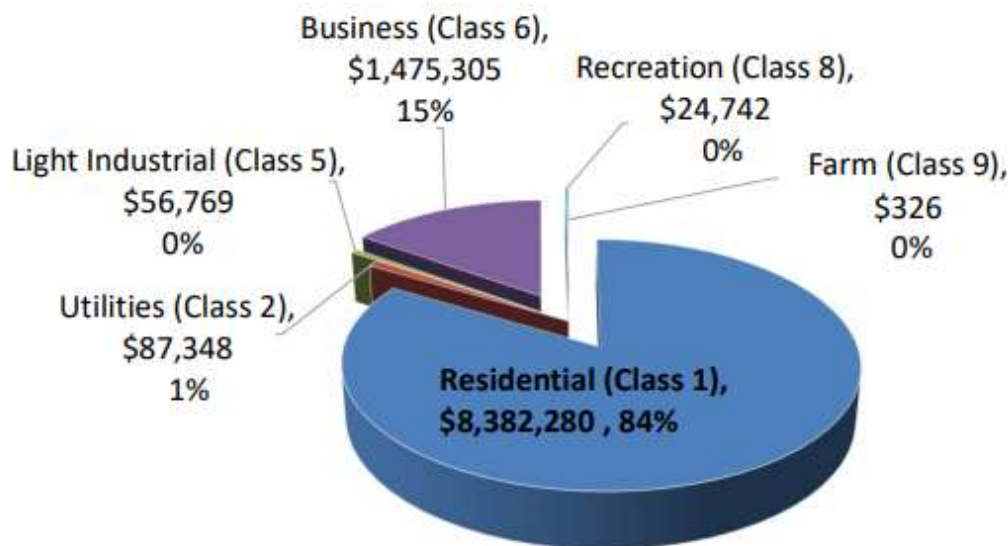
A Special Council Meeting will be scheduled for May 11, 2022, at 4:15 p.m. to adopt the Bylaws. The regularly scheduled Committee of the Whole meeting will follow immediately afterward.

2022 Property Value Taxes by the Town of Comox Only
for each Representative Property in Property Classes 1 thru 9
Overall actual revenue increase 4.80% (4.70% over last year's mailed tax notices)

Property Class	Representative Property Assessment	Tax Rate	Tax	Incr(decr) prior year	Percent	Class Rate Multiple
1. Residential	740,087	1.87969	\$ 1,391.13	\$ 65.13	4.91%	1.000
2. Utilities	461,140	37.88353	\$ 17,469.61	\$ 3,713.61	27.00%	20.154
5. Light Industrial	1,920,050	7.39157	\$ 14,192.18	\$ 663.18	4.90%	3.932
6. Business	803,169	8.85778	\$ 7,114.29	\$ 187.29	2.70%	4.712
8. Recreation	679,800	7.39242	\$ 5,025.37	\$ 230.37	4.80%	3.933
9. Farm	17,284	3.77138	\$ 65.19	\$ 3.19	5.15%	2.006

Note: A 1% tax increase represents \$13.26 to the representative Class 1 Residential property.

2022 Property Value Taxes
by the Town of Comox Only
Revenue \$10,026,770



Market Growth (same 2021 properties): \$9,877,286 (4.70% over 2021 mailed tax notices)
Non-market Changes: \$ 149,483 (real growth)

Normalizing Town of Comox Property Taxes

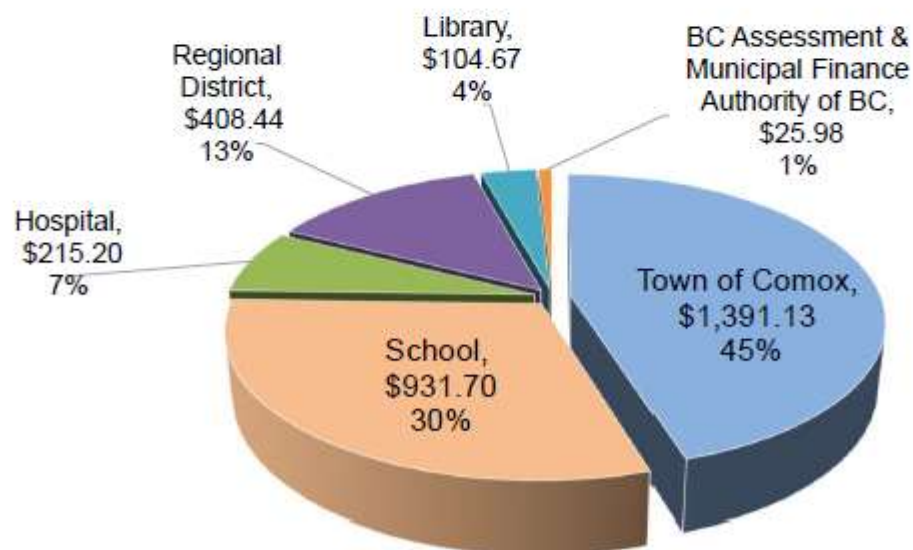
The Town attempts to normalize year-over-year tax rate increases for residents and businesses from both its Asset Management program (a long-range outlook), and its five-year financial plan (a medium-term outlook).

2022 Property Value Tax by Taxing Authority
on the Representative Residential Property (Class 1)

	Representative (average) "Residential" Assessment	All Authorities Property-Value Tax	Change	Percent
Summary	\$ 740,087	\$ 3,077.12	\$ 116.28	3.93%

Taxing Authority	Tax Rates	Tax	Change	Percent
Town of Comox	1.87969	\$ 1,391.13	\$ 65.13	4.91%
School	1.25890	\$ 931.70	41.62	4.68%
Hospital	0.29077	\$ 215.20	1.56	0.73%
Regional District	0.55188	\$ 408.44	1.98	0.49%
Library	0.14143	\$ 104.67	3.10	3.05%
BC Assessment & Municipal Finance Authority	0.03510	\$ 25.98	2.89	12.52%
Other Taxing Authorities	2.27808	\$ 1,685.99	\$ 51.15	3.13%
Total Residential Property	4.15777	\$ 3,077.12	\$ 116.28	3.93%

2022 Property Value Tax by each Taxing Authority
on a representative residential property (Class 1) assessed at \$740,087



The 2022 property value tax on the representative residential property is \$3,077.12,
which is an increase of \$116.28, or 3.93% higher than last year.

In addition to property value tax, the Town invoices the annual Utility Charges on its Tax Notice.

TOWN OF COMOX

BYLAW NO. 2002

**A BYLAW OF THE TOWN OF COMOX RESPECTING THE FINANCIAL PLAN FOR
THE FIVE-YEAR PERIOD JANUARY 1, 2022 TO DECEMBER 31, 2026**

WHEREAS the *Community Charter* requires Municipal Councils to adopt a financial plan annually, by bylaw, before the annual property tax bylaw is adopted;

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

1. Title

This bylaw may be cited for all purposes as the “Comox Financial Plan Bylaw No. 2002, 2022”.

2. SCHEDULES “A” and “B”

- (1) SCHEDULE "A", attached hereto and made part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Comox for the years 2022 to 2026 inclusive.
- (2) SCHEDULE “B” attached hereto and made part of this Bylaw, is the 2022 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the Community Charter.

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this 4th day of May, 2022

MAYOR

CORPORATE OFFICER

Town of Comox
2022 - 2026 Financial Plan

Description	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenue					
Municipal Property taxes	\$ 13,223,850	\$ 13,804,220	\$ 14,096,560	\$ 14,474,230	\$ 14,871,390
Sales of Services	10,019,085	10,669,885	11,316,473	11,640,492	12,103,480
Government Transfers	4,113,150	8,231,295	1,146,730	1,146,730	1,146,730
Investment Income	400,000	400,000	400,000	400,000	400,000
Developer Contributions	3,365,192	1,280,875	713,875	28,000	350,375
Other	72,500	73,900	75,400	76,900	78,400
Total Revenue	31,193,777	34,460,175	27,749,038	27,766,352	28,950,375
Operating Expense					
<u>Fiscal</u>					
Interest payments on debt	27,240	27,240	71,220	119,300	119,300
Amortization expense	3,300,000	3,300,000	3,350,000	3,350,000	3,350,000
Other fiscal Adjustments	179,662	181,610	183,610	185,630	187,680
Total fiscal	3,506,902	3,508,850	3,604,830	3,654,930	3,656,980
General Municipal	16,027,974	15,726,758	16,091,301	16,976,459	17,161,618
Water Fund	2,662,780	3,047,101	3,167,162	3,111,293	3,145,627
Sewer Fund	3,133,387	3,116,838	3,213,086	3,352,911	3,492,936
Total Functions	21,824,141	21,890,697	22,471,549	23,440,663	23,800,181
Total operating expense	25,331,043	25,399,547	26,076,379	27,095,593	27,457,161
Revenue over expenses	5,862,734	9,060,628	1,672,659	670,759	1,493,214
Add					
Add back amortization	3,300,000	3,300,000	3,350,000	3,350,000	3,350,000
Transfers from reserves	11,030,876	8,393,295	1,081,627	3,943,631	4,639,509
Total Addition	14,330,876	11,693,295	4,431,627	7,293,631	7,989,509
Deduct					
Transfers to reserves	5,072,275	4,313,538	4,485,294	3,952,576	4,267,656
Principal repayment on debt	23,250	23,250	8,490	200,183	200,183
Capital, General Fund	12,871,085	6,671,435	1,559,002	3,627,631	4,197,184
Capital, Water Fund	175,000	8,806,000	50,000	50,000	316,200
Capital, Sewer Fund	2,052,000	939,700	1,500	134,000	501,500
Capital Total	15,098,085	16,417,135	1,610,502	3,811,631	5,014,884
Total Deduction	20,193,610	20,753,923	6,104,286	7,964,390	9,482,723
Revenue over expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Comox

2022 - 2026 Financial Plan

SCHEDULE "B" - Revenue Objectives & Policies

Funding Sources:

Objectives

1. Raise \$150,119,717 funding over this five-year Financial Plan to meet planned expenditures.
2. Increase both taxes and fees gradually over time to provide needed revenue.

Policies

1. Seek government grants and partner funding when possible to avoid tax and fee increases.
2. Use reserves and surplus before external borrowing to minimize tax increases over the long-term.

Table 1 - Funding sources 2022 - 2026

	5 Year Total	Proportion
Municipal Property taxes	\$ 70,470,250	46.95%
Sales of Services	55,749,415	37.14%
Government Transfers	15,784,635	10.51%
Investment Income	2,000,000	1.33%
Developer Contributions	5,738,317	3.82%
Other	377,100	0.25%
Total Revenues	\$ 150,119,717	100.00%

Property Tax Distribution among classes:

Objectives

1. The burden of tax increases shall be shared among all property classes with assessment.
2. Tax increases shall be less for property class 6 (Business & Other) than other classes so that apart from new class 6 development, the proportion from class 6 declines gradually over time.

Policies

1. In 2022, Class 6 property tax will be at least 1% less than the residential increase.
2. The Town shall consider the effect of the distribution of taxes and resultant tax rates on both property taxes and Payments in Lieu of Tax (PILT) when setting tax rates.

Table 2 - Proportion of Property Value

Taxes by Property Class	Proportion
Class 1 Residential	82.59%
Class 2 Utilities	0.74%
Class 3 Supportive Housing	0.00%
Class 4 Major Industry	0.00%
Class 5 Light Industry	0.58%
Class 6 Business & Other	15.83%
Class 7 Managed Forest Land	0.00%
Class 8 Recreation / Non-profit	0.26%
Class 9 Farm	0.00%
	100.00%

Town of Comox
2022 - 2026 Financial Plan
SCHEDULE "B" - Revenue Objectives & Policies

Permissive Tax Exemptions:

Objectives

1. The Town will continue its current program of permissive tax exemptions for property that is available for public use or that benefits the general public.
2. The Town will also continue its current program of downtown revitalization tax exemptions for qualifying residential developments within the downtown revitalization area.

Policies

1. The Town will continue to consider grants of permissive tax exemptions annually.
2. The expected reduction on 2022 general taxes from permissive exemptions is approx. \$200,000.
3. The Town will continue to review its downtown revitalization tax exemptions at least annually.

TOWN OF COMOX

BYLAW NO. 2003

A BYLAW ESTABLISHING PROPERTY VALUE TAX RATES FOR MUNICIPAL, LIBRARY, REGIONAL DISTRICT, REGIONAL HOSPITAL DISTRICT AND BUSINESS IMPROVEMENT AREA PURPOSES FOR 2022

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

1. Title

- (1) This bylaw may be cited for all purposes as the “Comox Tax Rates Bylaw, 2022”.

2. Annual Rates

- (1) For all lawful general purposes of the Town of Comox on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of SCHEDULE “A” attached hereto and forming a part hereof.
- (2) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of SCHEDULE “A” attached hereto and forming a part hereof.
- (3) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" of SCHEDULE “A” attached hereto and forming a part hereof.
- (4) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column "D" of SCHEDULE “A” attached hereto and forming a part hereof.
- (5) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "E" of SCHEDULE “A” attached hereto and forming part hereof.
- (6) For purposes of the Comox Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "F" of SCHEDULE “A” attached hereto and forming a part hereof.

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this 4th day of May , 2022

MAYOR

CORPORATE OFFICER

Comox Tax Rates Bylaw, 2022 Schedule “A”
2022 Property Value Tax Rates in Comox
(Dollars of tax per \$1,000 of Net Taxable Assessment)

Comox Tax Rates Bylaw, 2022 Schedule 'A'
2022 Property Value Tax Rates in Comox
(Dollars of tax per \$1,000 of Net Taxable Assessment)

	A	B	C	D	E	F
Property Class	General Municipal	Vancouver Island Regional Library	Regional District Portion on General Assessment	Regional District Portion on Hospital Assessment	Regional Hospital District	Downtown Business Improvement Area
1. Residential	\$1.87969	\$0.14143	\$0.25088	\$0.30100	\$0.29077	-
2. Utility	\$37.88353	\$2.85038	\$5.05624	\$1.05350	\$1.01770	-
5. Light Industry	\$7.39157	\$0.55610	\$0.98646	\$1.02340	\$0.98862	-
6. Business	\$8.85778	\$0.66642	\$1.18215	\$0.73745	\$0.71239	\$1.18691
8. Recreational	\$7.39242	\$0.55624	\$0.98671	\$0.30100	\$0.29077	-
9. Farm	\$3.77138	\$0.28371	\$0.50327	\$0.30100	\$0.29077	-



LOG: 22-137	REFER: --	AGENDA: RCM 04May22
FILE: 1850-30/20	ACTION: MR	

RECEIVED

Apr. 26, 2022

Our Mission: Bringing Communities Together Through Paddling

TOWN OF COMOX

The Fairway Gorge Paddling Club brings people together as individuals, teams, and businesses by sharing our passion for paddling.

Dragon boat and outrigger training are great ways for companies and organizations to build teamwork and community. Paddling builds friendships, confidence and mental, emotional and physical fitness.

Each year we bring thousands of people together for training, races and events on the beautiful waterways of Victoria.

FGPC's programs are fully COVID-compliant while continuing to offer FGPC's four program pillars: train (our gym and coached programs), play (our kids camps and school programs), experience (community and group bookings, subject to COVID-19), and compete (our many racing programs).

We are proud of our role in our community, and we strive to help bring people together – as individuals, as teams, as businesses and as families. Join us, as paddlers, volunteers and sponsors to help us bring communities together through paddling and athletics.

FGPC relationship with the Comox recreation team started in 2018 and 2019; the Comox dragon boat festival portion participated in the Island Series as one of the signature races on Vancouver Island.

All of our race production engages the community; the water side consists of exhilarating thousand year old traditional style dragon boat races. These races are in every waterways in Asia during the fifth day, fifth month of the lunar calendar. The celebration of the villages and traditions is what we call our community. Now in modern day, dragon boats embodies the message of community unity, good health and celebration.



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#105 – 2940 Jutland Road | Victoria BC Canada V8T 5K6 | TEL: 778.432.3472



FGPC envisions, celebration of dragon boating, honoring key members of the dragon boat community, sharing culture through music, dance, words and arts.

FGPC has taken the reins from the local dragon boat community and in partnership with the Town of Comox to continue and grow the sport of dragon boat with organized and professional production of race and land activities.

Tentative plans include:

- Promotion of the sport of dragon boating.
- Children activities.
- Music in the park.
- Arts & crafts.
- Cultural community participation.
- Food vendors.
- Volunteers & volunteer appreciation gathering.
- Ceremonial recognition

Thursday June 9th arrival of boats and FGPC team

- Portal potties.
- Site mark up for paddlers village and vendors
- Electrical layout

Friday June 10th site set up

- Vendor arrival
- Electrical
- Race preparations

Saturday June 11th Event day

- Races 9-am to 4pm
- Site clean up

Sunday June 12th 2021 – site clean up

- Boat departure



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The partnership we are looking to build with the Town of Comox will take some time to develop with the private sector. FGPC is requesting seed funding for the next two years to ensure security and growth of the Comox Dragon Boat Festival. With many businesses coming out of covid – it has been difficult for contribution. Fairway Gorge Paddling Club is requesting year one for 10,000.00 and year two to be determined. After the 2022 event, a report will be provided within 60 days to the municipality, detailing the event and monies.

Budget:

	Expense	Income
Marketing & promotion	\$ 1,500.00	
Equipment site set up	\$ 5,000.00	
Travel & lodging (3 night)	\$ 2,000.00	
Site set up	\$ 7,000.00	
(Electrical, tenting, sound, supplies, additional bathrooms)		
Staffing	\$ 7,500.00	
Volunteer wrap up	\$ 2,000.00	
Site activities (entertainers, activities supplies)	\$ 3,500.00	
<u>Total expenses</u>	<u>\$28,500.00</u>	
Team entry based on 20 teams (conservatively)		\$16,000.00
Food vendor fees		\$ 3,000.00
Community vendors		\$ 1,000.00
<u>Town of Comox contribution year 1</u>		<u>\$10,000.00</u>
<u>Total income for 2022</u>		<u>\$30,000.00</u>



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FGPC has been producing successful dragon boat and outrigger races, multi day festivals for the last eight years.

FGPC is looking to build a strong sporting and community event for the Township of Comox and surrounding community to enjoy. FGPC is hoping the municipality of Comox will approve the request for funding for \$10,000.00 a year one.

We look forward to an exciting 2022 as all communities awaken from this two year slumber of activities.

Contact:
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