



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY JANUARY 16, 2019**

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

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS:

- (7) a. [Katherine Dolmage and Jeremy Dunn \(Marine Harvest Canada\) - Update on marine harvest business and certification activities](#)
- (8) b. [Jennell Ellis \(Breathe Clean Air Comox Valley\) - Resolution\(s\) regarding upcoming AVICC meeting dealing with Air Quality issue](#)
- (9) c. [Aaron Handford \(Applicant\) - Rezoning Application RZ 17-12 / Development Permit Application DVP 17-9 \(1961 Bolt Avenue\)](#)

2. MINUTES OF MEETINGS:

- (10) a. [Regular Council Meeting Minutes](#)
That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 5, 2018, be Approved.
- (15) b. [Special Council Meeting Minutes](#)
That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday December 12, 2018, be Approved.
- (17) c. [Special Council Meeting Minutes](#)
That the Minutes of the Special Meeting of Council, held at the Comox Community Centre on Saturday January 5, 2019, be Approved.
- (18) d. [Committee of the Whole Meeting Minutes](#)
That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday January, 9, 2019, be Received.

COMMITTEE RECOMMENDATIONS:

(1) [LGMA Commemorative Tree Planting - 100th Anniversary](#)

That Council authorize staff to proceed with selecting a tree to plant in a location recommended by staff and hold a commemorative tree planting ceremony in recognition of the local government profession and ongoing commitment to the community.

(2) [Dog Park Feasibility and Public Consultation Process](#)

That a public consultation process regarding the feasibility of a dog park be undertaken.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

(20) a. [Management Report - January 16, 2019](#)

That the Management Report for January 16, 2019 be received and filed for information.

(21) b. [Support to CVRD \(lead applicant\) re: CV Early Years Collaborative Child Care Planning Committee Funding Application](#)

That Council of the Town of Comox supports the Comox Valley Regional District (CVRD) Board as the primary applicant in an application to the UBCM Community Child Care Planning program to apply for, receive and manage the grant funding on our behalf as it relates to developing a child care needs study in the Comox Valley.

5. SPECIAL REPORTS:

(24) a. [Comox Valley Regional District Meeting Minutes](#)

That the following Comox Valley Regional District meeting minutes be received for information:

- Comox Valley Regional District Board held on Tuesday, November 20, 2018 and Tuesday December 18, 2018; and

- Comox Valley Regional District (Comox Strathcona Waste Management) Board held on Thursday, November 29, 2018.

6. BYLAWS: NIL

7. NEW BUSINESS:

(36) a. [Rezoning Application RZ 17-12 / Development Variance Permit Application DVP 17-9 \(1961 Bolt Avenue\)](#)

1. *That Comox Zoning Amendment Bylaw 1894 be given First and Second Readings.*

2. *That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1894 be scheduled for February 6, 2019, 6:30pm, at Council Chambers, 1801B Beaufort Avenue, and that staff be instructed to publish the requisite notices as required by the Local Government Act.*

8. CORRESPONDENCE:

(59) a. [Rick Gibson \(Comox Valley Snow to Surf Society\) Requesting permission to use Marina Park](#)

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JANUARY 16, 2019

- (60) b. [Arjun Singh \(UBCM\) Gas Tax Agreement Community Works Fund Payment](#)
- (61) c. [Jacqueline Zweng \(Wounded Warrior Run BC\) 6th Annual Wounded Warrior Run BC](#)
- (64) d. [Andrew Cole \(Royal Canadian Legion\) 15th Annual Military Service Recognition Book](#)
- (69) e. [Kerri Medley - Lengthening the sea-walk](#)
- (70) f. [Dave Adamson - Analysis of the Realistic Business Plan for Shakesides Nature House](#)
- (72) g. [Jon Pasco \(Pascoe Management Consulting Inc.\) The Future of Mack Laing Park](#)
- (73) h. [Association of Vancouver Island and Coastal Communities - January Update](#)

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

ADJOURNMENT



Deputy Corporate Administrator



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX
1809 Beaufort Avenue Ph: (250) 339-2202
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REQUESTS TO APPEAR BEFORE COUNCIL OR THE COMMITTEE OF THE WHOLE MUST BE SUBMITTED NO LATER THAN THURSDAY NOON, THE WEEK PRIOR TO THE MEETING

Name(s) of person(s) speaking: Katherine Dolmage & Jeremy Dunn

Organization you are representing: Marine Harvest Canada

Primary purpose of Organization: Salmon aquaculture Number of members: 500

Mailing address: 124-1334 Island Hwy

City: Campbell River Postal Code: V9W8C9

Contact name: Katherine Dolmage Email: katherine.dolmage@marineharvest.ca

Phone: 250-850-3276 Fax: 250-850-3275

Subject matter: Update the council on Marine Harvest business and certification activities

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

Requested meeting and date: 2019-01-16

Audio-visual equipment required: Projector for powerpoint presentation

Date of application: 2018-11-19 Signature of applicant: _____

Please Note: or Print Name: Katherine Dolmage

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Committee of the Whole, and not the audience
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

LOG: 18-362	REFER:	AGENDA:
FILE: 0550-20	ACTION: MR	RCM - Jan. '16

o ~ cfile
copy ~ Mayor & Council
RK / SR / agenda

RECEIVED

January 10, 2019

TOWN OF COMOX

LOG: 19-017	REFER:	AGENDA: RCM - Jan. 16
FILE: 0550-20	ACTION: MR	

o ~ cfile 0550-20-DEL

copy ~ Mayor & Council
RK / SA / SR / agenda



REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking: Jennell Ellis

Organization you are representing: Breath Clean Air Comox Valley

Primary purpose of Organization: Protect and Enhance Healthy Air Quality in Comox Valley Number of members: 791

Mailing address: 265 Glacier View Dr.

City: Comox Postal Code: V9M 1G6

Contact name: Steve Faraher-Amidon Email: rediwat@gmail.com
info@breathecleanair.ca

Phone: 250 941 2205 Fax: _____

Subject matter: Resolution(s) re the upcoming AVICC meeting dealing with Air Quality issue

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

Support of resolution(s) for the AVICC April meeting

Requested meeting and date: Council meeting of January 16th / 2019

Audio-visual equipment required: _____

Date of application: Jan 10 / 2019 Signature of applicant: _____

Please Note: or Print Name: Steven Faraher-Amidon

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REQUEST TO APPEAR AS A DELEGATION

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

RECEIVED

January 10, 2019

TOWN OF COMOX

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

Name(s) of person(s) speaking: Aaron Handford

Organization you are representing: Myself

Primary purpose of Organization: no org Number of members: 0

Mailing address: 1961 Bolt Ave

City: Comox Postal Code: V9M2J5

Contact name: Aaron Handford Email: aaronhandford@gmail.com

Phone: _____ Fax: _____

Subject matter: Making myself available for questions

Specific request of Council, if any (i.e., letter of support, funding): no requests

Requested meeting and date: Jan 16 2019

Audio-visual equipment required: _____

Date of application: Jan 10 2019 Signature of applicant: _____

Please Note: or Print Name: Aaron Handford

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LOG: <u>19-016</u>	REFER:	AGENDA: RCM - Jan. 16
FILE: <u>RZ 17-12</u>	ACTION: <u>File</u>	

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday December 5, 2018

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

Absent: Nil

Call to Order:

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

The Agenda was Adopted.

There was 1 visitor in attendance.

1. DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday November 21, 2018, be Approved.

(2018.290) -- CARRIED

b. Committee of the Whole Meeting Minutes

COW Minutes

That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Tuesday November 28, 2018, be Received.

(2018.291) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - December 5, 2018

Management Report

That the Management Report for December 5, 2018 be received and filed for information.

(2018.292) -- CARRIED

b. Child Care Planning Committee

**Child Care Planning
Committee**

That Council of the Town of Comox provide support, in principle, and agree to assist Comox Valley Early Years Collaborative Child Care Planning Committee with their application for funding to the Community Child Care Planning Program for the purpose of developing a child care needs study in Comox.

(2018.293) -- CARRIED

5. SPECIAL REPORTS: NIL

6. BYLAWS:

a. Bylaw No. 1904 - Comox Water Rates and Regulations Bylaw Amendment No. 25, 2018

Water Rate Increase

That Bylaw No. 1904 - Comox Water Rates and Regulations Bylaw Amendment No. 25, 2018 be Adopted.

(2018.294) -- CARRIED

b. Comox Council Remuneration Bylaw No. 1905, 2018

Council Remuneration

That Comox Council Remuneration Bylaw No. 1905, 2018 be Adopted.

(2018.295) -- CARRIED

7. NEW BUSINESS:

a. Comox Sewer User Rates for 2019

Sewer User Rates

That the Comox Sewer User Rates Bylaw Amendment No. 12, 2018 be given First, Second and Third Readings.

(2018.296) -- CARRIED

b. Notice of Motion (Councillor Swift) - Dog Park

Notice of Motion

That staff be directed to prepare a report outlining possible locations and costs for creating a dog park and/or a leash optional park.

(2018.297) -- CARRIED

AT THIS POINT IN THE MEETING COUNCILLOR ALEX BISSINGER LEFT COUNCIL CHAMBERS CITING A CONFLICT OF INTEREST WITH THE NEXT ITEM ON THE AGENDA.

c. Development Variance Permit Application: DVP 18-7 (1999 Robb Avenue)

1999 Robb Avenue

1. *That Schedule 1 to the December 5, 2018 Planning Report on DVP 18-7 be amended to replace Development Variance Permit Conditions 1 and 2a with the following text:*

(1) *Construction of a maximum of two accessory buildings within the front yard in accordance with the drawings in Attachment 2 to the December 5, 2018 Planning Report on DVP 18-7.*

(2) *This Development Variance Permit is to vary Comox Zoning Bylaw 1850:*

(a) *Section 101.9(1) - Front Setback*

From: Front setback shall not be less than 7.5m

*To: Front setback shall not be less than 7.5m for principal buildings.
Front setback shall not be less than 1.2m for a maximum of two accessory buildings.*

(2018.298) -- CARRIED

2. *That Development Variance Permit DVP 18-7 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the December 5, 2018 Planning Report on DVP 18-7, as amended.*

(2018.299) -- CARRIED

AT THIS POINT IN THE MEETING, COUNCILLOR ALEX BISSINGER RETURNED TO COUNCIL CHAMBERS.

d. Comox Valley Water Committee - Assignment of Weighted Votes

CVRD Water Committee

That the distribution of weighted votes for the Town of Comox Directors on the Comox Valley Water Committee for 2018/2019 be as follows: Councillor Ken Grant - 2 votes, and Councillor Maureen Swift - 1 vote.

(2018.300) -- CARRIED

8. CORRESPONDENCE:

a. Mary Kleim (Ocean Pointe Strata VIS5411) Traffic issues on Balmoral Avenue

Balmoral Avenue Speeding

That the letter received November 20, 2018 from Mary Kleim of the Ocean Pointe Strata VIS5411, regarding traffic issues on Balmoral Avenue, be received and referred to staff for followup.

(2018.301) -- CARRIED

b. Peter Brice - Support for DVP 18-7 (1999 Robb Avenue)

1999 Robb Avenue

That the November 28, 2018 email from Peter Brice of 418 Anderton Road, regarding Development Variance Permit application DVP 18-7, be received and filed for information.

(2018.302) -- CARRIED

c. Various correspondence regarding an off-leash dog park

Off-Leash Dog Park

That the following items of correspondence be received and filed for information:

- November 21, 2018 email from Trish Fennell, inquiring about a dog park and asking that historic homes not be demolished;
- November 28, 2018 letter from Rosemary Lyle, proposing that the northeast corner of the Woods be an off-leash dog area;
- November 28, 2018 letter from Michael Barner, suggesting that certain times be designated as off-leash times in the North Woods;
- November 29, 2018 email from Marlene Zacharias, requesting that the North East Woods be designated as an off-leash optional place for dogs; and
- November 30, 2018 email from Maggie Stephenson, requesting that the North Woods be designated as an off-leash area.

(2018.303) -- CARRIED

h. Cheeying Ho (Centre for Sustainability Whistler): Affordable housing workshop

Affordable Housing Workshop

That the November 25, 2018 email from Cheeying Ho of the Whistler Centre for Housing Sustainability, inquiring whether the Town would be interested in hosting an affordable housing workshop, be received and forwarded to staff for followup.

(2018.304) -- CARRIED

i. Barbara and Bruce Martin - Pleased with the new Council

New Council

That the November 22, 2018 email from Barbara and Bruce Martin, expressing their pleasure with the lively exchanges and interactions between the new Council and staff, be received and filed for information.

(2018.305) -- CARRIED

j. David Eby and Mike Farnworth (Office of the Attorney General) Non Medical-Cannabis

Non-Medical Cannabis

That the November 22, 2018 letter from Dave Eby, Attorney General, and Mike Farnworth, Minister of Public Safety and Solicitor General, outlining local government's role in licensing cannabis retail stores, be received and filed for information.

(2018.306) -- CARRIED

k. Liz Cookson (Union of BC Municipalities) 2019 Call for Resolutions

UBCM Resolutions

That the November 16, 2018 email from Liz Cookson, forwarding the Resolutions Process and the Executive Committee nomination process for the 2019 Association of Vancouver Island and Coastal Communities' Conference, be received and filed for information.

(2018.307) -- CARRIED

l. John Horgan (Office of the Premier): Congratulations

Congratulations

That the November 13, 2018 letter from Premier John Horgan, congratulating Council on being elected, be received and filed for information.

(2018.308) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Grant

Councillor Grant advised that he attended:

- the tree lighting ceremony;
- the regional district sewer commission, water committee, committee of the whole, in-camera and sports commission meetings; and
- the grant funding announcement for the water treatment project.

b. Councillor Bissinger

Councillor Bissinger advised that she attended:

- the Comox-Strathcona waste management board meeting, and advised that she was nominated to two committees;
- the Council orientation session; and
- the regional district orientation session.

c. Councillor Minions

Councillor Minions advised that she attended:

- the tree lighting ceremony,
- the Comox-Strathcona waste management board meeting, and
- the regional district orientation session.

d. Councillor McGowan

Councillor McGowan advised that she attended:

- the tree lighting ceremony,
- the grant funding announcement for the water treatment project,
- the Shakesides tour,
- a BC Healthy Communities forum,
- a Coalition to End Homelessness board meeting, and
- the regional district orientation session.

e. Councillor Swift

Councillor Swift advised that she attended:

- a Filberg Heritage Lodge and Park Association board strategic planning session,
- a watershed advisory board meeting,
- the regional district orientation session,
- the sewage treatment plant open house,
- the Shakesides tour,
- the tree lighting ceremony, and
- the regional district sewer commission, water committee, sports commission and committee of the whole meetings.

f. Councillor McKenna

Councillor McKenna advised that he attended:

- the regional district orientation session,
- the tree lighting ceremony,
- the Homelessness Coalition meeting,
- the Cumberland truck parade,
- a tour of the Ilo Ilo building in Cumberland, and
- the Community Justice Centre AGM.

g. Mayor Arnott

Mayor Arnott advised that he attended:

- the Shakesides tour,
- an Island Coastal Economic Trust board meeting,
- the tree lighting ceremony,
- the Courtenay Christmas parade with Councillor Bissinger,
- an Ecole Robb Road school urban planning class,
- the regional district sewer commission meeting,
- the grant funding announcement for the water treatment project, and
- the regional district orientation session.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:27 P.M.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday December 12, 2018

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

Absent: Nil

Call to Order:

The meeting was called to order at 4:15 p.m.

The Agenda was Adopted.

There were 12 visitors in attendance.

1. DELEGATIONS:

a. Cory Sivell (Urban Systems) - Asset Management

Asset Management

Mr. Sivell provided background information to Council on asset management in general. He advised that the Town has \$275 million in depreciating assets, with 41% remaining life, which is consistent with other BC municipalities. He also advised that the Town's infrastructure deficit is at 20%, which is again consistent with other BC municipalities.

b. Megan Chorlton, Councillor Teunis Westbroek and Heather Nelson Smith (Municipal Insurance Association of British Columbia): Membership and Liability Insurance

MIABC Liability Insurance Quote

Ms. Chorlton advised of the Town's financial position with respect to the Municipal Insurance Association. She advised that, since the MIA is not a private company, she can't give a great deal on insurance. Ms. Chorlton explained the added value given by the MIA and advised that the average annual cost over the past 15 years, taking into account the added value, is \$47,625. Ms. Nelson-Smith and Mr. Westbroek provided examples of some of the benefits of being a member of the MIA.

c. Andrea Cupelli & Heather Ney (Comox Valley Coalition to End Homelessness) Annual Update

Coalition to End Homelessness

Ms. Cupelli and Ms. Ney provided an update to Council on affordable housing and homelessness in the community. They also advised of the findings from their recent 'Affordable Housing Benefits Everyone' community engagement project.

2. UNFINISHED BUSINESS:

a. Shakesides - Water Ingress Inspection Report

Shakesides Roof

That the plan to tarp the Shakesides structure not move forward, and that Town of Comox staff be directed to install the sheets of 6m poly to the interior attic space as prescribed by Kris Nielsen, president of the Mack Laing Heritage Society.

(2018.309) -- CARRIED

b. Town Liability Insurance - Recommendation

Town Liability Insurance

That Council award the Town's 2019 liability insurance to AON based on their December 6, 2018 proposal.

(2018.310) -- CARRIED

3. BYLAWS:

a. Comox Sewer User Rates Bylaw Amendment No. 12, 2018

Sewer User Rates

That the Comox Sewer User Rates Bylaw Amendment No. 12, 2018 be Adopted.

(2018.311) -- CARRIED

4. STAFF REPORTS:

a. Comox Fire Rescue 2018 Provincial Deployments

BC Wildfire Deployment

THAT Council authorize the surplus funds received from the Province of British Columbia as it relates to Comox Fire Rescue responding to the 2018 Provincial deployments be allocated to the 2018/2019 Financial Plan as outlined in this staff report dated December 6, 2018.

(2018.312) -- CARRIED

5. EXCLUDE THE PUBLIC:

a. Exclude the Public

Exclude the Public

That, pursuant to section 127 of the Community Charter, notice is hereby given that the Public be excluded from the Special In-Camera Meeting of Council on Wednesday December 12, 2018, pursuant to the following sections of the Community Charter:

90(1)(g) litigation or potential litigation affecting the municipality; and

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

(2018.313) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:31 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Saturday January 5, 2019

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

Absent: Nil

Call to Order:

The meeting was called to order at 9:00 a.m.

The Agenda was Adopted.

There were 0 visitors in attendance.

1. SPECIAL COUNCIL MEETING AND SPECIAL IN-CAMERA COUNCIL MEETING
LOCATION:

a. Location of Special Council Meeting and Special In-Camera Council Meeting

Council Meeting Location

That the January 5, 2019 Special Council and Special In-Camera Council Meetings be held in the Multipurpose Hall, Comox Community Centre, 1855 Noel Avenue.

(2019.001) -- CARRIED

2. CONFIDENTIAL MATTERS:

a. Exclude the Public

Exclude the Public

That, pursuant to section 127 of the Community Charter, notice is hereby given that the Public be Excluded from the Special In-Camera Meeting on Saturday January 5, 2019, pursuant to the following sub-section of the Community Charter:

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

(2019.002) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:30 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Committee of the Whole Meeting,
held in Council Chambers on Wednesday January 9, 2019

Present: Mayor R. Arnott
Councillors A. Bissinger, K. Grant, S. McGowan,
P. McKenna, N. Minions

Absent: M. Swift

Call to Order:

The meeting was called to order at 4:15 p.m.

The Agenda was Adopted.

1. Delegations:

a. Maurita Prato (LUSH Valley Food Action Society) Requesting a representative on a regional Food Policy Council

Ms. Prato advised the Committee of the Whole of the purpose of LUSH Valley and some of the programs that they provide in the community. She advised that the LUSH Valley Food Action Society had a great year in 2018, with 100 volunteers and 45,000 pounds of fruit harvested. She also advised that they are working on starting a regional food policy council, and identified ways in that the community can get involved in their programs.

b. Robert Deane (Brooklyn Creek Watershed Society) Short briefing for the new Council

Mr. Deane updated the Committee of the Whole on the work of the Brooklyn Creek Watershed Society and advised that there are five species of fish in the Brooklyn Creek. He highlighted some of the restoration projects completed over the past few years and advised that, in response, the fish quickly returned to the stream. Mr. Deane advised that approximately 4,000 Coho smolts have been counted each year in the past four years.

c. Helen Boyd (Comox Valley Nurses for Health & the Environment) Banning of single use plastic bags

Ms. Betty Tate and Ms. Boyd advised that they would like Council to initiate a ban on single-use plastic bags at point of sale in Comox. They advised that single use plastic bags make up a significant portion of marine debris and are a threat to the marine environment. They stated that even if they break down, they are still a problem. They also mentioned other municipalities that are spear-heading the movement.

2. Minutes of Meetings: NIL

3. Department Reports: NIL

4. Staff Reports:

a. LGMA Commemorative Tree Planting - 100th Anniversary

COMMITTEE RECOMMENDATION:

That Council authorize staff to proceed with selecting a tree to plant in a location recommended by staff and hold a commemorative tree planting ceremony in recognition of the local government profession and ongoing commitment to the community.

b. Dog Park Feasibility Report and Supplemental Information to Dog Park Feasibility Report

COMMITTEE RECOMMENDATION:

That a public consultation process regarding the feasibility of a dog park be undertaken.

5. Correspondence:

a. Items of correspondence relating to short-term vacation rentals

The following items of correspondence regarding short-term vacation rentals were received and filed for information:

- December 12, 2018 email from Brian Fentiman;
- December 13, 2018 email from Diane and Gord Brownridge;
- December 13, 2018 email from Dawn Lupton and Jay Rozzano;
- December 17, 2018 email from Dave Simmons;
- December 18, 2018 letter from Joan Baudais;
- December 18, 2018 letter from Bruce McPhee; and
- December 18, 2018 email from Ken Simmons.

6. Other Item:

a. Comox Valley Breathe Clean Air - Request for AVICC Resolution

The Committee received a verbal report from Councillor Bissinger and discussed the request for a resolution.

7. Exclude the Public: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:28 p.m.

CARRIED

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

CHAIR

**TOWN OF COMOX – MANAGEMENT REPORT
January 16, 2019**

Item	DATE ADDED	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Mar 7, 2007	Organic Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay	Pilot project extended until the end of 2018 Organics collection remained constant, at nearly 1800 tonnes for 2018.
2.	Aug 20, 2014	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Grant-in-aid provided to 19 Wing Comox as an incentive to develop a training facility at CFB Comox.
3.	Jan 18, 2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Storm Water Management Plan accepted by Council at its October 3 RCM. Staff working on bylaws, to be introduced to Council early in the New Year.
4.	Jan 18, 2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Mack Laing Heritage Society granted intervener status, rather than standing, and submitted a Business Plan for the new Council's consideration.
5.	August 2, 2017	Wayfinding Signage	Implement wayfinding signage standards, prototypes and implement Phase 1 signage	Project eligible for Community Works Funds. Directional fingerboards continue to be installed as time and weather allow. Larger map and interpretive signs in production.


Note: Shaded items will be removed from the Management Report unless otherwise directed by Council.



TOWN OF COMOX
Regular Council Meeting

STAFF REPORT
 Meeting Date: January 16, 2019

TO: Mayor & Council	FILE: 0360-20
FROM: Shelley Ashfield, Acting CAO	DATE: Jan. 11, 2019
SUBJECT: Support to CVRD (lead applicant) re: CV Early Years Collaborative Child Care Planning Committee Funding Application	

Prepared by: <i>T. SLONSKI</i> Executive Coordinator	Supervisor:	Financial Approved: Clive Freundlich, Fin. Director	Report Approved:  Shelley Ashfield, A/CAO
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RECOMMENDATION FROM THE ACTING CHIEF ADMINISTRATIVE OFFICER:

That Council of the Town of Comox supports the Comox Valley Regional District (CVRD) Board as the primary applicant in an application to the UBCM Community Child Care Planning program to apply for, receive and manage the grant funding on our behalf as it relates to developing a child care needs study in the Comox Valley.

BACKGROUND:

At Council's Regular Meeting held November 21, 2018 members of Council received a delegation from Charlene Gray and Natalie Robinson of the CVEYC Child Care Planning Committee at which time they requested that Council collaborate with other Comox Valley municipalities for the purpose of applying for funding from the Ministry of Children and Family Development for the purpose of developing a child care needs study.

At its Regular Meeting held December 5, 2018, Council received a report from staff that due to limited capacity the Town was unable to take the lead on this application however, staff would make themselves available to assist the Comox Valley Early Years Collaborative Child Care Planning Committee in its application. Council then resolved as follows:

"that Council of the Town of Comox provide support, in principle, and agree to assist Comox Valley Early Years Collaborative Child Care Planning Committee with their application for funding to the Community Child Care Planning Program for the purpose of developing a child care needs study in Comox.

Correspondence was sent to the attention of Ms. Gray advising of this direction dated December 7, 2018.

DISCUSSION:

On January 4, 2019, an email was received from Ms. Gray thanking Council for supporting this initiative as well as advising that the Comox Valley Regional District had agreed to be the lead applicant. Therefore, to meet funding application requirements as well as meeting the application deadline, Ms. Gray requested that the Town provide a secondary letter specifically stating that the Town of Comox supports the CVRD assuming this role on behalf of Comox. A copy of the letter provided to Ms. Gray is attached to this report for Council's reference.

SUMMARY:

Following a delegation to Council and staff meeting with the proponents of CVEYC Child Care Planning Committee, it is their desire to work with other municipalities in the valley to access funding from the Ministry of Children and Family Development for the purpose of creating community-specific child care plans. Since Council's consideration of this item at its Regular Meeting held December 5, 2018, the CVRD has agreed to be the lead applicant and work collaboratively with CVEYC Child Care Planning Committee and neighbouring jurisdictions in the valley to submit a joint application. Given this cooperative approach, funding applications that are collaborative in nature require a specific resolution of Councils expressing their support of the primary applicant. Therefore, Council is being asked to consider the recommendation identified in this report.

ATTACHMENT: Town of Comox – Letter of Support dated January 8, 2019



TOWN OF COMOX

OFFICE OF THE MAYOR

Our File No. 0360-20 / Log No. 18-322

January 8, 2019

C.V. Early Years Collaborative
Child Care Planning Committee
237 3rd St
Courtenay, BC V9N 1E1

Dear Ms. Gray

RE: Letter of Support – Childcare Needs Study

It is with great pleasure that we provide this letter of support to the Comox Valley Early Years Collaborative Child Care Planning Committee (CVEYC) as they work collaboratively with the Town of Comox, the City of Courtenay and the Comox Valley Regional District in its application for funding to the Community Child Care Planning Program.

While we are unable to assume the lead role in this application process, the Town of Comox is pleased to support the creation of an integrated community childcare plan for the Comox Valley and we wholeheartedly support the Comox Valley Regional District taking the lead on this application. Further, the Town of Comox Council confirms that we will consider a special resolution reflecting this support at its Regular Meeting on Wednesday, January 16, 2019.

Taking a cooperative and collaborative approach with the municipalities in the Comox Valley will certainly lend itself to the creation of a healthy childcare system that supports young children and their families here in the Valley.

We look forward to assisting both the CVRD and the CVEYC planning committee in its application process and we hope the evaluation committee will support funding our Comox Valley wide childcare plan.

Yours truly

Russ Arnott
Mayor

K: Council\Corr\Outgoing\2019\18322_Support_Two_Reply_CVEYC_Funding_App_2019_01_08

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

1809 Beaufort Avenue, Comox, British Columbia V9M 1R9 • Tel. (250) 339-2202 Fax (250) 339-7110 • Email: mayor@comox.ca



Tuesday, November 20, 2018

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, November 20, 2018 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

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

RECOGNITION OF TRADITIONAL TERRITORIES:

James Warren, General Manager of Corporate Services and acting presiding member, called the meeting to order at 4:00 pm and acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

GREETING FROM K'OMOKS FIRST NATION

Donna Mitchell, K'ómoks First Nation, provided welcoming remarks.

OATHS OF OFFICE:

Jake Martens, Deputy Corporate Officer, conducted oaths of office for the board of directors:

- Daniel Arbour
- David Frisch
- Ken Grant
- Edwin Grieve
- Arzeena Hamir
- Doug Hillian
- Jesse Ketler
- Wendy Morin
- Maureen Swift
- Bob Wells

ELECTION OF THE COMOX VALLEY REGIONAL DISTRICT CHAIR:

Pursuant to sections 5 and 6 of the procedure bylaw, nominations were called for the position of board chair. Directors Wells and Grieve were nominated and voting took place by secret ballot. After the ballot counting by Russell Dyson, James Warren and Jake Martens, the result was a tie. The vote was conducted a second time and the result was also a tie. The directors were required to pass a resolution to determine the election by the drawing of lots or to conduct another election.

K. Grant/D. Frisch: THAT the election of chair of the board for 2019 be determined by the drawing of lots.
208 Carried

Bruce Jolliffe, former chair of the board, was called upon to draw the name. Director Wells' name was drawn and as such was elected to the position of chair of the Comox Valley Regional District Board.

K. Grant/B. Wells: THAT the ballots be destroyed.

208

Carried

ELECTION OF THE COMOX VALLEY REGIONAL DISTRICT VICE-CHAIR:

Pursuant to sections 5 and 6 of the procedure bylaw, nominations were called for the position of vice-chair of the board. Directors Swift and Hamir were nominated and voting took place by secret ballot. After the ballot counting by Russell Dyson, James Warren and Jake Martens, Director Hamir was elected vice-chair of the board.

K. Grant/B. Wells: THAT the ballots be destroyed.

208

Carried

Director Wells assumed the position of chair at 4:35 pm

REMARKS FROM THE COMOX VALLEY REGIONAL DISTRICT CHAIR OF THE BOARD

Chair Wells provided opening remarks following the election.

REPORTS:

2018 COMOX VALLEY REGIONAL DISTRICT LOCAL GOVERNMENT ELECTION RESULTS

K. Grant/D. Frisch: THAT the report dated October 23, 2018 regarding the 2018 Comox Valley Regional District local government election official results be received.

208

Carried

COMOX VALLEY REGIONAL DISTRICT BOARD ORIENTATION

E. Grieve/K. Grant: THAT the information presented by Russell Dyson, Chief Administrative Officer, on CVRD Board orientation be received.

208

Carried

PARCEL TAX ROLL REVIEW PANEL

E. Grieve/K. Grant: THAT the report dated October 20, 2018 providing information with respect to the 2019 parcel tax roll review panel and to appoint the directors to the panel for authentication of the roll, be received.

208

Carried

E. Grieve/D. Frisch: THAT a parcel tax roll review panel be held at 9:30 a.m. on February 20, 2019 to authenticate the 2019 parcel and frontage tax roll and that the directors from Electoral Areas A, B, C and the Strathcona Regional District's Electoral Area D with respect to the Black Creek/Oyster Bay water service area, be appointed to the panel.

208

Carried

NEW BUSINESS:

VANCOUVER ISLAND REGIONAL LIBRARY - BOARD APPOINTMENT

E. Grieve/D. Frisch: THAT the correspondence dated November 9, 2018 regarding a Comox Valley Regional District appointment to the Vancouver Island Regional Library board of directors be received.

208

Carried

E. Grieve/D. Frisch: THAT the following appointments be made to the 2019 Vancouver Island Regional Library board:

- Member: Director Arbour and
- Alternate member: Director Grieve

208

Carried

NORTH ISLAND 9-1-1 CORPORATION - BOARD APPOINTMENT

D. Hillian/D. Frisch: THAT the correspondence dated October 12, 2018 regarding a Comox Valley Regional District appointment to the North Island 9-1-1 Corporation board of directors be received.

209

Carried

D. Hillian/D. Frisch: THAT the following appointments be made to the North Island 9-1-1 Corporation board of directors:

- Member: Director Swift; and

- Alternate member: Director Hillian.
209

Carried

TERMINATION:

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

Carried

Time: 5:44 pm

Confirmed this 18th day of December, 2018:

Bob Wells
Chair

Certified Correct and Recorded By:

Jake Martens
Manager of Legislative Services



Tuesday, December 18, 2018

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, December 18, 2018 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

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

RECOGNITION OF TRADITIONAL TERRITORIES:

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

IN-CAMERA MEETING:

K. Grant/D. Frisch: THAT the Board adjourn to an in-camera session pursuant to the following sub-sections of sections 90 of the Community Charter:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(c) Labour relations or employee negotiations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district;
- 90(1)(g) Litigation or potential litigation affecting the regional district;

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

ADOPTION OF MINUTES:

K. Grant/D. Frisch: THAT the following minutes be adopted:

- Comox Valley Regional District Board minutes dated October 2, 2018;
- Comox Valley Regional District Board minutes dated November 20, 2018;
- Comox Valley Regional District Board minutes dated November 27, 2018; and
- Comox Valley Regional District Board minutes dated December 4, 2018.
208 Carried

VARY THE AGENDA:

K. Grant/D. Frisch: THAT the agenda be varied to bring forward agenda items F.3 and G.1 relating to Black Creek - Oyster Bay services before E.1.
208 Carried

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - DECEMBER 3, 2018

B. Leigh/D. Frisch: THAT the Black Creek - Oyster Bay Services Committee minutes dated December 3, 2018 be received.

208 Carried

E. Grieve/K. Grant: THAT the board consider three readings and subsequent adoption of Bylaw No. 567 being "Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 6" to amend the boundary of the Black Creek Oyster Bay Fire Protection Service Area to include the property located at 7550 Sturgess Road, Black Creek, as outlined in the staff report dated November 26, 2018.

AND FURTHER THAT the Directors for Electoral Area C and Electoral Area D, being the service participants, consent to the amendment of Bylaw No. 1964 being the "Black Creek/Oyster Bay Fire Protection Service Local Service Area Conversion/Establishment Bylaw No. 1964, 1997" in writing.

209 Carried

B. Leigh/D. Frisch: THAT Bylaw No. 567 being "Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 6" be given first and second readings concurrently.

208 Carried

B. Leigh/D. Frisch: THAT Bylaw No. 567 being "Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 6" be read a third time.

208 Carried

B. Leigh/D. Frisch: THAT Bylaw No. 567 being "Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 6" be adopted.

208 Carried

Note: the above resolution received at least 2/3 of the votes cast.

Director Leigh left the meeting at 4:06 pm.

VARY THE AGENDA:

D. Frisch/K. Grant: THAT the agenda be varied to bring forward agenda item F.9 after E.1.

208 Carried

PETITIONS AND DELEGATIONS:**COMOX VALLEY EARLY YEARS COLLABORATIVE**

E. Grieve/K. Grant: THAT the information presented by Joanne Schroeder and Alan Douglas, Comox Valley Child Care Planning Committee, regarding a request that the CVRD collaborate with other Comox Valley municipalities to apply for funding to create a community child care plan be received.

208 Carried

D. Frisch/D. Hillian: THAT the request from the Comox Valley Child Care Planning Committee, as provided on the CVRD Board agenda of December 18, 2018, be considered immediately.

208 Carried

Note: In accordance with the Comox Valley Regional District Procedure Bylaw No. 1, 2008, the above resolution received at least 2/3 of the votes cast.

D. Frisch/W. Morin: THAT the Comox Valley Regional District support an integrated community child care plan for the Comox Valley;

AND FURTHER THAT Director Grieve be appointed to the CVEYC Child Care Planning Committee;

AND FINALLY THAT subject to the Comox Valley Early Years Collaborative drafting the grant application and providing all reporting requirements, the Board authorizes the submission of a grant application in cooperation with member municipalities to the Union of British Columbia Municipalities Community Child Care Planning Program for the creation of a community child care plan.

208 Carried

REPORTS:

AUDIT SERVICE PLAN

E. Grieve/M. Swift: THAT the report dated September 28, 2018 presenting the 2018 audit service plan for the Comox Valley Regional District (CVRD) to the Board as submitted by the audit firm of MNP LLP be received.

208 Carried

Cory Vanderhorst, MNP LLP, provided information regarding the 2018 audit service plan for the Comox Valley Regional District (CVRD).

CVRD BOARD ORIENTATION

D. Frisch/K. Grant: THAT the following items be received:

- information presented by K. Douville, Manager of Financial Planning, regarding the financial planning process; and

- information presented by J. Martens, Manager of Legislative Services, regarding advocating interests.

208 Carried

BOARD OF VARIANCE - NOVEMBER 13, 2018

D. Frisch/E. Grieve: THAT the minutes of the Board of Variance meeting dated November 13, 2018 be received.

208 Carried

ELECTORAL AREAS SERVICES COMMITTEE - DECEMBER 3, 2018

E. Grieve/D. Frisch: THAT the Electoral Areas Services Committee minutes dated December 3, 2018 be received.

208 Carried

E. Grieve/J. Ketler: THAT the board approve the Development Variance Permit DV 6A 18 (Bell) to decrease the minimum rear yard setback for an accessory building from 7.5 metres to 4.0 metres with the condition that a fence be maintained along the rear yard for the life of the carport for a property described as Lot 7, Section 28, Township 11, Nelson District, Plan VIP83163, PID 027-081-516 (3675 Eagleview Drive);

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

208 and 213 Carried

E. Grieve/D. Frisch: THAT the board approve Development Variance Permit DV 3C 18 (000-878-120) to reduce the minimum road frontage from 10 per cent of the lot's perimeter to 5 per cent for the property currently described as Part of Section 34, Township 9, Comox District, Plan 552G (PID 000-878-120) for the purposes of a lot line adjustment;

AND THAT the board approve and Development Variance Permit DV 3C 18 (000-878-162) to reduce the minimum road frontage from 10 per cent of the lot's perimeter to 1.5 per cent for the property currently described as Part of Section 33, Township 9, Comox District, Plan 552G (PID 000-878-162) for the purposes of a lot line adjustment;

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

208 and 213 Carried

W. Morin/D. Frisch: THAT the board approve the Development Variance Permit DV 4C 18 (Turnbull) to increase the maximum permitted height for an accessory building from 6.0 metres to 7.0 metres for property described as Lot D, Section 25, Township 6, Comox District, Plan VIP65412, PID 023-785-021 (6540 Eagles Drive);

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

208 and 213 Carried

E. Grieve/K. Grant: THAT the board grant a site specific exemption of the floodplain specifications that reduces floodplain setback from 60 metres to 40 metres for the proposed dwelling on Lot 21 Block 29 Comox District Plan VIP79847 (9560 Sarmma Road);

AND FINALLY THAT, as a condition of the site specific exemption, the Comox Valley Regional District building

services department not issue final occupancy for the dwelling on the property described as Lot 21 Block 29 Comox District Plan VIP79847 (9560 Sarmma Road) until the applicants, at their own expense, register a restrictive covenant under section 219 of the Land Title Act, specifying conditions that would enable the land to be safely used for the use intended according to the terms of the professional engineer's report by Johannes Fischer, P.Eng., and Chris Hudec, P.Eng., of Lewkowich Engineering Associates Ltd, dated July 3, 2018, which will form part of the restrictive covenant, as well as an acknowledgement that no Disaster Financial Assistance funding is available for the building or its contents and releasing and indemnifying the Comox Valley Regional District from liability in the event any damage is caused by flooding or erosion.

208 and 213 Carried *NAY: A. Hamir*

R. Dyson, Chief Administrative Officer, recused himself from the meeting at 5:19 pm due to a potential perceived conflict of interest in relation to his spouse's position as chair of the Agricultural Land Commission.

K. Grant/E. Grieve: THAT the Agricultural Land Commission be advised that the Comox Valley Regional District supports Agricultural Land Reserve application ALR 5C 18 (Thorburn) on lands known as Part Lot 1, District Lot 112, Comox District, Plan 10659, PID 005-240-891 (3429 Cessford Road), for the purpose adding a second dwelling to a property;

AND FURTHER THAT the Comox Valley Regional District recommend a section 219 restrictive covenant be registered on title requiring the removal of the second dwelling prior to the transfer of the property to new owners;

AND FINALLY THAT the application ALR 5C 18 be forwarded to the Agricultural Land Commission.

208 and 213 Carried

R. Dyson, Chief Administrative Officer, returned to the meeting at 5:26 pm.

D. Frisch/K. Grant: THAT the board approve entering into an agreement with the Town of Comox for the provision of fire protection and emergency assistance services to the Bates-Huband Fire Protection Local Service Area for a five-year term (January 1, 2019 to December 31, 2023).

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

210 Carried

K. Grant/D. Arbour: THAT staff be directed to complete an application for the Community, Culture and Recreation grant for the Shingle Spit Boat Ramp;

AND FURTHER THAT the expenditure contribution required from the local government be approved in the 2019 financial planning process for an amount not exceeding \$95,000 from the Hornby Island Community Parks & Greenways Capital Works Reserve (828) Fund.

207 Carried

SEWAGE COMMISSION - DECEMBER 4, 2018

D. Frisch/E. Grieve: THAT the Sewage Commission minutes dated December 4, 2018 be received.

208 Carried

COMOX VALLEY WATER COMMITTEE - DECEMBER 4, 2018

E. Grieve/K. Grant: THAT the Comox Valley Water Committee minutes dated December 4, 2018 be received.

208 Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - DECEMBER 4, 2018

D. Hillian/K. Grant: THAT the Comox Valley Sports Centre Commission minutes dated December 4, 2018 be received.

208 Carried

COMMITTEE OF THE WHOLE - DECEMBER 4, 2018

K. Grant/J. Ketler: THAT the Committee of the Whole minutes dated December 4, 2018 be received.

208 Carried

K. Grant/E. Grieve: THAT the Comox Valley Regional District Board support hosting the 2019 Community to Community forum;

AND FURTHER THAT the Comox Valley Regional District Board provide funding up to \$5,000 in cash or in kind to be funded 50/50 from the Comox Valley Regional District municipal administration (01-2-100-387) and electoral area administration (01-2-130-387) to organize the forum;

AND FINALLY THAT staff be authorized to send invitations to the councils of each member municipality and K'ómoks First Nation.

208 Carried

E. Grieve/K. Grant: THAT appointments be made to the following external organizations for the 2018 - 2022 term and that remuneration and expenses are paid for each, provided remuneration and/or expenses are not paid directly by the external organization:

- Community Justice Centre of the Comox Valley: Director Grieve (appointee); and Director Hamir (alternate);
- Comox Valley Community Health Network Coordinating Circle: Director Hamir (appointee); and Director Grieve (alternate);
- Comox Valley Social Planning Council: Director Hamir (appointee); and Director Grieve (alternate);
- Forbidden Plateau Reclamation Society: Director Grieve (appointee); and Director Arbour (alternate);
- Municipal Finance Authority: Director Grieve (appointee); and Director Hamir (alternate); and
- Island Corridor Foundation: Director Arbour (appointee); and Director Frisch (alternate).

208 Carried

D. Hillian/K. Grant: THAT Rod Nichol (appointee) and Director Hillian (alternate) be appointed to the Ministry of Indigenous Relations and Reconciliation for the K'ómoks First Nation treaty negotiation process for 2019;

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

208 Carried

K. Grant/D. Hillian: WHEREAS the Board has appointed Rod Nichol to the Ministry of Indigenous Relations and Reconciliation for the K'ómoks First Nation treaty negotiation process for 2019,

AND WHEREAS Bylaw No. 236 being "Comox Valley Regional District Remuneration and Expenses Bylaw 2012" does not provide for non-directors to be paid remuneration or expenses;

THEREFORE BE IT RESOLVED that Rod Nichol be paid an honorarium of \$160 and be reimbursed for associated expenses incurred for formal meetings attended in 2019 and during the last quarter of 2018.

208 Carried

REGIONAL GROWTH STRATEGY STANDARD AMENDMENT - SECTION 5.2 CHANGES

K. Grant/D. Frisch: THAT the report dated December 6, 2018 regarding third reading and adoption of Bylaw No. 539 being "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1", be received.

208 and 212 Carried

D. Hillian/K. Grant: THAT the board give third reading to Bylaw No. 539, Appendix A to this staff report dated December 6, 2018, being the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1" which amends Part 5, Implementation and Monitoring, in order to make changes to the minor amendment process;

AND THAT the board adopt Bylaw No. 539 being "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1".

208 and 212 Carried

BYLAWS AND RESOLUTIONS:

J. Kettler/D. Frisch: THAT Bylaw No. 539 being "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1" be read a third time.

208 and 212 Carried

D. Frisch/W. Morin: THAT Bylaw No. 539 being "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1" be finally adopted.

208 and 212 Carried

Note: the above resolution received at least 2/3 of the votes cast.

K. Grant/D. Hillian: THAT Bylaw No. 566 being "Comox Valley Regional District 2018 to 2022 Financial Plan and Capital Expenditure Program Bylaw No. 523, Amendment No. 1" be given first and second readings concurrently.

210

Carried

E. Grieve/K. Grant: THAT Bylaw No. 566 being "Comox Valley Regional District 2018 to 2022 Financial Plan and Capital Expenditure Program Bylaw No. 523, Amendment No. 1" be read a third time.

210

Carried

D. Frisch/J. Ketler: THAT Bylaw No. 566 being "Comox Valley Regional District 2018 to 2022 Financial Plan and Capital Expenditure Program Bylaw No. 523, Amendment No. 1" be finally adopted.

210

Carried

Note: the above resolution received at least 2/3 of the votes cast.

D. Frisch/W. Morin: THAT Bylaw No. 565 being "Denman Island Water Local Service Area Conversion and Establishment Bylaw, 1993, Amendment No. 3" be finally adopted.

208

Carried

ADJOURN TO IN-CAMERA

The board adjourned to its in-camera session at 5:40 pm.

RISE AND REPORT:

The board rose from its restricted in-camera session at 5:58 pm.

TERMINATION:

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

208

Carried

Time: 6:00 pm.

Confirmed this _____ day of _____ 20__:

Bob Wells
Chair

Certified Correct and Recorded By:

Jake Martens
Manager of Legislative Services



COMOX VALLEY REGIONAL DISTRICT (COMOX STRATHCONA WASTE
MANAGEMENT) BOARD

Thursday, November 29, 2018

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on Thursday, November 29, 2018 at the Campbell River Maritime Heritage Centre, 621 Island Highway, Campbell River, BC commencing at 9:30 am.

MINUTES

Present:

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

Absent:

Directors:	N. Anderson	Cortes (Area 'B')
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ATTENDANCE:

Director Arbour was not in attendance when the meeting was called to order.

ADOPTION OF MINUTES:

J. Colborne/B. Unger: THAT the Comox Valley Regional District (Comox Strathcona waste management) board minutes dated October 11, 2018 be adopted.

208 Carried

REPORTS:

ORIENTATION - COMOX STRATHCONA WASTE MANAGEMENT

E. Grieve/D. Frisch: THAT the report dated November 23, 2018 regarding the history and overview of the Comox Strathcona Waste Management service be received.

209 Carried

Director Arbour joined the meeting at 9:50 am and was present for the vote.

R. Dyson, Chief Administrative Officer; A. McGifford, Senior Manager CSWM Services, and J. Warren, General Manager of Corporate Services, provided an overview of the Comox Strathcona Waste Management service.

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE MINUTES

M. Babchuk/J. Colborne: THAT the Comox Strathcona Waste Management Advisory Committee minutes dated November 15, 2018, be received.

208 Carried

BIO-SOLID LEACHATE TREATMENT AND REVENUE

B. Leigh/M. Babchuk: THAT the report dated November 22, 2018 providing information related to an operational arrangement between the Comox Valley Regional District sewage service and the Comox Strathcona Waste Management service that will result in efficient delivery of service through synergies and revenues to the CSWM service be received.

209 Carried

2019-2023 PRELIMINARY FINANCIAL PLAN – CSWM SERVICE - FUNCTION 391

B. Leigh/J. Colborne: THAT the report dated November 23, 2018 regarding the preliminary 2019 – 2023 Financial Plan and work plan highlights for the Solid Waste Service, Function 391 be received.

209 Carried *NAY: J. Abram*

A. McGifford, Senior Manager CSWM Services and K. Douville, Manager of Financial Planning, provided an overview of the report dated November 23, 2018 regarding the preliminary 2019 – 2023 Financial Plan and work plan highlights for the Solid Waste Service, Function 391.

B. Leigh/C. Cornfield: THAT in accordance with the Comox Valley Regional District procurement policy dated January 23, 2018, the following capital project be identified as a procurement requiring board approval:

- Comox Valley Waste Management Landfill Compactor

209 Carried

COMOX STRATHCONA SOLID WASTE ADVANCED TECHNOLOGY SELECT COMMITTEE

J. Colborne/B. Unger: THAT the report dated November 22, 2018 regarding appointments to the Comox Strathcona Solid Waste Advanced Technology Select Committee to fill the two vacancies following the 2018 general local elections be received.

209 Carried

A. Adams/M. Babchuk: THAT the following members be appointed to the Comox Strathcona Solid Waste Advanced Technology Select Committee to fill the two vacant positions:

- Director Hamir; and
- Alternate Director Bissinger;

AND FURTHER THAT Alternate Director Cole-Hamilton replace Chair Wells on the Comox Strathcona Solid Waste Advanced Technology Select Committee.

209 Carried

A. Adams/M. Babchuk: THAT the Terms of Reference for the Comox Strathcona Solid Waste Advanced Technology Select Committee be brought forward to the January 10, 2019 meeting for consideration.

209 Carried *NAY: C. Cornfield*

PROCUREMENT REQUIREMENTS FOR ADVANCED TECHNOLOGY

J. Colborne/M. Babchuk: THAT the report dated November 22, 2018 regarding the procurement requirements to pursue a Solid Waste Advanced Technology (SWAT) as an alternate waste disposal method and to summarize and highlight previous analysis, be received.

209

M. Rutten, General Manager of Engineering Services, provided an overview of the report dated November 22, 2018 regarding the procurement requirements to pursue a Solid Waste Advanced Technology (SWAT) as an alternate waste disposal method.

A. Adams/B. Unger: THAT the report dated November 22, 2018 regarding the procurement requirements to pursue a Solid Waste Advanced Technology (SWAT) as an alternate waste disposal method and to summarize and highlight previous analysis as requested by the Board be deferred to the February 7, 2019 regular meeting.

209 Carried *NAY: C. Cornfield*

NEW BUSINESS:**ASSOCIATION OF VANCOUVER ISLAND COASTAL COMMUNITIES (AVICC) SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT**

B. Leigh/A. Adams: THAT the correspondence dated November 21, 2018 from Liz Cookson, Secretary-Treasurer, AVICC, requesting the appointment of a representative from the Comox Valley Regional District to the Special Committee on Solid Waste Management, be received.

209 Carried

Director Cornfield left the meeting at 12:21 pm.

D. Frisch/A. Adams: THAT Director Hamir (appointee) and Alternate Director Bissinger (alternate) representing the Comox Valley Regional District be appointed to the Association of Vancouver Island Coastal Communities Special Committee on Solid Waste Management.

209 Carried

TERMINATION:

A. Adams/J. Colborne: THAT the meeting terminate.

208 Carried

Time: 12:33 pm.

Confirmed this _____ day of _____ 20__:

Bob Wells
Chair

Certified Correct and Recorded By:

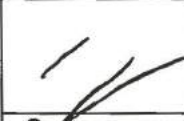
Jake Martens
Manager of Legislative Services



TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	REZONING APPLICATION RZ 17-12 DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 17-9 1961 BOLT AVENUE
DATE:	RCM JANUARY 16, 2019


 Submitted by


 Concurrence


 Approval

Planner's recommendation:

1. That Comox Zoning Amendment Bylaw 1894 be given First and Second Reading (**Attachment 3**) and;
2. That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1894 be scheduled for February 6, 2019, 6:30pm, at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the *Local Government Act*.

Proposal:

The proposed zoning amendment is to rezone a portion of the subject property from R2.1 Single/Two Family to R4.1 Single Family – 350m² to facilitate a two lot, single-family subdivision.

The Development Variance Permit proposal is to vary Town of Comox Subdivision and Development Servicing Bylaw, 1261 sidewalk, curb and underground wiring requirements to reflect existing neighbourhood character.

The Application Summary is contained in **Attachment 1**. The applicant's submission is contained in **Attachment 2**.

Background:

As the proposed development is limited to single-family dwellings, no pre-application community consultation was required in accordance with Comox Planning Procedure Bylaw 1780.

JANUARY 16, 2019

The subject property currently contains a single-family dwelling with a secondary suite¹.

Processing procedures:

Attachment 4 lists the process steps for Council's consideration of the rezoning and DVP applications.

OCP Implications:

The land use designation of the subject property is Residential: Ground Oriented Infill in the Official Community Plan. This land use designation is intended to accommodate single detached dwellings, secondary suites, coach houses, duplexes, triplexes and patio homes.

The subject property is located within Development Permit Area #2: Ground Oriented Infill and Development Permit Area # 17: Coach Houses. The proposal meets the exemption criteria for DPA #2, Section 3.2.4(C, E, and F), and DPA #17, 3.17.4(B, C, and F)².

OCP Sustainability Implications:

OCP, Residential: Ground Oriented Infill, policy 2.1.1.5(d) states that: "Small lot subdivisions for detached houses on parcels generally not less than 350 square metres in area are supported provided any proposal has appropriate site and design controls including orientation toward the street, visual prominence of features other than garages, retention of significant tree cover, where applicable, and ground water recharge, and solar orientation (passive solar gain) where appropriate. The intent is to encourage more efficient use of the Town's lands, services and amenities."

These sustainability issues would be addressed in relation to the proposed development in the following ways:

- design controls including street-orientation (to realize infill development that is compatible with existing development);
 - Proposed east and west lots would meet Zoning Bylaw minimum frontage requirements along a constructed road which in all but extreme cases results in the street orientation of future development; and
 - Proposed west lot would be zoned R4.1 which includes design regulations (See Zoning Implications below).
- visual prominence of features other than garages;
 - Proposed west lot would be zoned R4.1 which includes design regulations (See Zoning Implications below).

¹ When the application was received, the secondary suite was still planned and has since been completed. As such, the attached application materials refer to the suite as planned, not completed.

² No coach house is permissible in combination with the secondary suite in the existing house and the proposed lot will not have the minimum parcel area or width required under the Town's Coach House strategy.

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- retention of significant tree cover;
 - retention and protection of four significant trees (see Zoning Implications below).
- encouraging ground water recharge;
 - subdivision regulations require roof drain connection to rock pits where suitable ground conditions exist.
- solar orientation;
 - proposed lots have a north – south orientation which facilitates passive solar heating in winter and cooling in summer.

The subject property is well suited to encouraging active transportation, with associated health benefits, in the form of walking or biking. The property is located within easy walking distance of transit service along Noel Avenue and Anderton Road. In addition, the Comox Community Centre, several parks, and two schools (Ecole Robb Road Elementary and Ecole Au Coeur de l'île) are within walking distance and readily accessible by bike.

The infill development would utilize existing municipal infrastructure thereby increasing the Town's ability to fund infrastructure maintenance and replacement (see Financial Implications below).

OCP Environment Policy 2.3.13(k) states that the Town will seek green building certification for residential development at time of rezoning. Schedule 1, Outstanding Items, includes registration of a covenant for construction of the new single-family dwelling on the proposed west lot in accordance with Step 2 of the British Columbia Building Code, or an alternative standard (e.g. BUILT GREEN, LEED, etc), acceptable to the Town.

OCP Affordable Housing Policy 2.1.2.3(f) and the Town Affordable Housing Strategy allow for consideration of an affordable housing amenity (e.g. land, cash, units) in relation to rezoning applications for four or more principle residential units. As the proposed development would result in one additional principle unit, no affordable housing amenity was sought.

Zoning Implications:

The subject property is zoned R2.1 which allows single-family dwellings with or without a secondary suite and two-family dwellings.

The proposed R4.1 zone allows single-family dwellings with or without a secondary suite. It does not allow two-family dwellings. The R4.1 zone also has a smaller minimum lot size (R4.1 350m² / R2.1 – 900m²), and lot frontage (13m / 20m). As lot size and frontage decrease, the impact of building mass and height is increased. To off-set this effect so as to encourage development that is compatible with the character of existing single- and two-family neighbourhoods and encourage a street-orientation, the R4.1 zone has additional setback, building mass and height regulations:

- Reduced front setback (4.5m) for living area portions of the home only. Portions of the home used as a garage still require a 7.5m setback. The width of garages facing

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the street is limited to 25% of building width or 3.5 m whichever is greater.
Encourages pedestrian and street orientation, and as viewed from the street a reduction in building mass and the prominence of the garage.

- Gross floor area of second story limited to 75% of first storey and second storey required to be setback from the front or side building face relative to the first storey to encourage a reduction in the appearance of building mass and height as viewed from the street.
- Maximum height of 8m as opposed to the typical 9.0m to encourage a reduction in the appearance of building mass and height as viewed from the street.

The proposed parcel area for the R4.1 zoned lot is 482m², approximately 37% larger than the zone's minimum of 350 m². Proposed frontage is 13m.

There are five significant trees on the site (a larch, spruce, grand fir, willow, and a monkey puzzle). There are also five older fruit trees throughout the site (See the Tree Retention Plan in **Attachment 2**). Of these trees, the larch, spruce, grand fir, and willow have been identified as having community significance by the Parks Superintendent. Schedule 1, Outstanding Items, includes registration of a tree protection covenant, including rent charge, for these trees. The monkey puzzle tree is within the buildable area of the proposed lot and the fruit trees are near the end of their lifespan so protection is not proposed for these trees.

Financial Implications:

The proposed rezoning would increase the assessment value of the subject property. Infill requires no new municipal roads and services to be constructed. The net financial effect is positive, although the change is very small, because only one additional single-family parcel is being created.

Subdivision and Development Servicing Bylaw Implications:

The Subject Property is located in an established neighbourhood dating before the current Town subdivision servicing standards were adopted. **Schedule 2** contains a preliminary engineering analysis from the Public Works Department pertaining to the future subdivision. As the engineering analysis is preliminary, the comments are subject to change.

A sidewalk exists along the north side of Bolt Avenue but not along the south. The south side of Bolt Avenue has a low profile asphalt water containment curb. This block of Bolt Avenue has aerial wiring.

Neither the Town's current 5 year capital plan nor the Transportation Study recommends infrastructure upgrades to this block of Bolt Avenue.

DVP 17-9 application proposes to vary Town of Comox Subdivision and Development Servicing Bylaw, 1261, Schedule C.1 to reflect existing neighbourhood character:

- 1) Appendix C (Specifications for Highways), Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks) to eliminate the need for a concrete sidewalk along the south side of Bolt Avenue and change the requirement for a concrete curb to a low profile asphalt water containment curb on the south side of Bolt Avenue.

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- 2) Appendix G (Specifications for Underground Wiring and Street Lighting), Section 1.2.1 to:
- a. not require undergrounding of the overhead distribution wires on the north side of Bolt Avenue across the frontage of the subject property; and
 - b. maintain the requirement for the proposed subdivision to be serviced with an underground wiring drop from the existing pole on the north side of Bolt Avenue to the front lot line of the proposed west and east lots.

The Town has received confirmation from BC Hydro that the proposed lots can be service by a wiring drop from an existing pole: i.e. no additional pole within the road dedication is required to allow the drop service.

MK/GA/ET

Schedules:

1. Outstanding Items and Development Variance Permit Conditions
2. Preliminary Comments from Public Works

Attachments:

1. Application Summary
2. Applicant's Submission
3. Proposed Zoning Amendment Bylaw 1894
4. Processing Procedures

Cc: Neil Penner, EIT, agent | McElhanney Consulting Service Ltd., 495 6th St, Courtenay, BC, V9N 6V4

JANUARY 16, 2019

SCHEDULE 1

OUTSTANDING ITEMS

1. Prior to adoption of Bylaw 1894, registration at the Land Title & Survey Authority of Section 219 Restrictive Covenants for
 - a. the retention of four trees on the subject property; and,
 - b. construction of new single-family dwellings on the subject property in accordance with Step 2 as referenced in Table 9.36.6.3.B of the British Columbia Building Code, or an alternative standard, acceptable to the Town.

DEVELOPMENT VARIANCE PERMIT CONDITIONS

- 1) The Development Variance Permit is to facilitate the subdivision of the subject property into two lots with retention of an existing house on the proposed east lot.
- 2) Town of Comox Subdivision and Development Servicing Bylaw, 1261, Schedule C.1 is varied as follows:
 - i. Appendix "C" (Specifications for Highways), Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks):
 - a. Urban Road, No. of Sidewalks – from both sides of the road for single family with secondary suite allowance to one side of the road
 - b. Urban Road, Type of Curb – from concrete roll over curb to low profile asphalt water containment curb to match existing.
 - ii. Appendix "G" (Specifications for Underground Wiring and Street Lighting), Section 1.2.1 to not require undergrounding of the overhead transmission wires on the north side of Bolt Avenue across the frontage of the subject property; proposed lots to be serviced with an underground wiring drop from the existing pole on the north side of Bolt Avenue to the front lot line of the proposed east and west lots.

JANUARY 16, 2019

SCHEDULE 2
PRELIMINARY COMMENTS FROM PUBLIC WORKS DEPARTMENT



TOWN OF COMOX

TO: Gail Andestad, Planner II	DVP 17-9 & RZ 17-12
FROM: Shelley Ashfield, Municipal Engineer	DATE: March 2, 2018 (rev) Dec. 21, 2017 (original)
SUBJECT: Lot 1, Section 70, Comox District, Plan 18732	

In response to your original referral, dated December 12, 2017 reference file # DVP 17-9, RZ 17-12, public works has reviewed the conceptual layout as contained on the McElhanney Consulting Services Ltd titled "1961 Bolt 2 Lot Rezoning, DVP and Subdivision Plan" as submitted on December 4, 2017, detailed drawings number 2211-47505-00 (Revision PB: Date 2017-12-04) in addition has reviewed McElhanney Consulting Services Ltd, Storm System Investigation dated February 2, 2018 and offer the following.

General

- The applicant will require the services of a Professional Engineer registered within the Province of British Columbia to submit designs for review and approval by the Town of Comox and supervise all aspects of construction. The Engineer must provide cost estimates and submit certified as-built drawings and service cards for each applicable lot upon project completion.
- Design and construction, shall be in accordance with the Town's Subdivision & Development Servicing Bylaw, and Subdivision & Development Specifications, unless otherwise noted. A performance bond for work within the Municipal right-of-way must be posted prior to commencing work within an existing road or statutory right-of-way. The amount of this bond shall be the equivalent of 125% of the cost as determined by the engineer's estimate. Works within the municipal right-of-way, or those to be transferred to the Town of Comox, shall be covered by a one-year maintenance period that shall include a maintenance bond equivalent to 10% of the total construction cost.
- PW is in agreement with the preliminary storm design submitted with the storm system investigation and will require the proposed easement to the south of the subject property to be registered within an SRW in favour of the Town.

Water System

- The existing residence on Proposed Lot 1 is serviced by a 20mm diameter water connection the size and location of which remains suitable for this residence. Upgrades to this service shall include the installation of a water meter by the Town of Comox at a cost to the applicant of **\$750.00**; and
- Proposed Lot 2 shall require the installation of a 20mm diameter metered water service. Based on current bylaw rates, cost to the applicant for installation by the Town of Comox is **\$3,850.00** (1,210.00 connection + 1,200 pavement + 720 sidewalk + 720 curb).

Sanitary Sewage System

- The existing residence on Proposed Lot 1 is serviced by a 100mm diameter sanitary connection the location of which remains suitable for this residence. No alterations to this connection are required; and
- Proposed Lot 2 shall require the installation of a 100mm diameter sanitary connection. Cost to the applicant for installation by the Town of Comox is **\$950.00**.

Storm Drainage System

- PW is in agreement with the preliminary storm design layout however the service connection for proposed Lot 1 and Lot 2 are to be 150 mm diameter per Town bylaw.
- The proposed easement to the south of the subject property will need to be a registered SRW in favour of the Town.
- All costs are to be borne by the applicant.

Roads

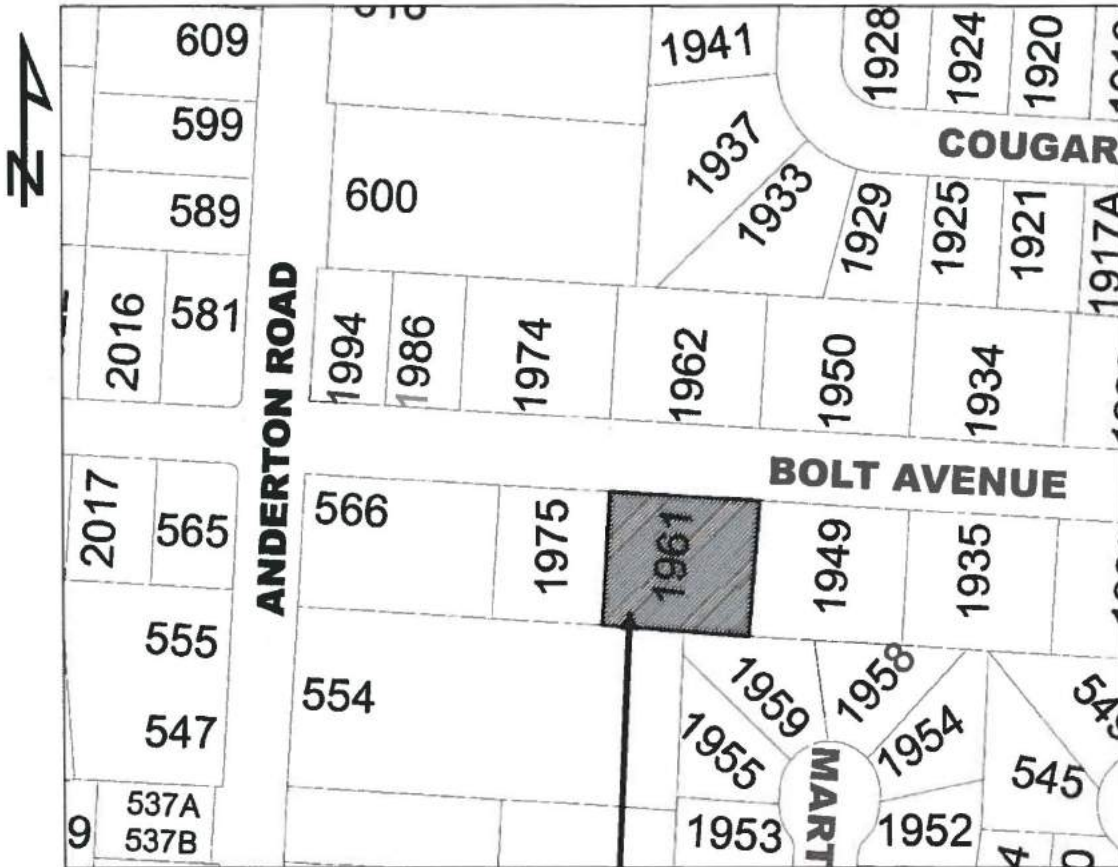
- The length of Bolt Avenue fronting the subject property includes sidewalk and mountable concrete curb along the north side. The south side, which the subject property lies on, is served by a low profile asphalt water control curb. The Public Works Department supports the applicant's request for variances to avoid upgrades to this side of Bolt Avenue as there are no plans to upgrade this street beyond simple resurfacing and any such upgrades would stand in contrast to the long term layout of this street; and
- Grading of future down slope driveways must ensure a minimum of 150mm of free-board above the paved level of Bolt Avenue.

BC Hydro/Telus/Cable/Gas

- Refer to the respective utilities for their comments.

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ATTACHMENT 1
APPLICATION SUMMARY



Subject Property shown shaded on the map

ADDRESS:
1961 Bolt Ave.

LEGAL DESCRIPTION:
LOT 1, SECTION 70, COMOX DISTRICT, PLAN 18732

JANUARY 16, 2019

Proposal:	<p>The proposed zoning amendment is to rezone a portion of the subject property from R2.1 Single/Two Family to R4.1 Single Family – 350m² to facilitate a two lot, single-family subdivision.</p> <p>The Development Variance Permit proposal is to vary Town of Comox Subdivision and Development Servicing Bylaw, 1261 sidewalk, curb and underground wiring requirements to reflect existing neighbourhood character.</p>
Applicant:	Neil Penner, McElhanney Consulting Services Ltd.
Legal Description:	LOT 1, Section 70, COMOX DISTRICT, PLAN 18732
Civic Address:	1961 Bolt Avenue

Official Community Plan:	
Land Use Designation:	Residential: Ground Oriented Infill
Development Permit Areas:	DPA # 2: Ground Oriented Infill DPA # 17 Coach Houses

	EXISTING	PROPOSED
Zoning:	R2.1 Single/ Two - Family	R4.1 Single-Family—350 m ² Parcel
Permitted uses:	Accessory structures and uses B&B Home occupations Secondary suites Single-family dwellings Two-family dwellings	Accessory structures and uses Home occupations Secondary suites Single-family dwellings
Minimum parcel area:	900 m ²	350 m ²
Minimum parcel frontage:	20.0 m	13.0 m
Minimum parcel depth:	26.0 m	24.0 m
Maximum parcel coverage:	35%	35%
Maximum Height & Storeys:	9.0 m	8.0 m and maximum 2 stories And 50% of building frontage shall be a maximum of 1 story for a minimum depth of 3 metres
Minimum setbacks:		
front:	7.5 m	4.5m for living areas of the home 7.5m for garages
rear:	7.5 m	9.3m
side (interior):	2.0 m	1.8 m
side (exterior):	3.5 m	n/a

JANUARY 16, 2019

Proposed DVP

Subdivision and Development Servicing Bylaw, 1261, Schedule C.1

Appendix C, Table C-1 Sidewalk Provision	From: both sides of the road	Along north side of the road
Curbing	Roll over concrete curb	Low profile asphalt water containment curb
Appendix G, Section 1.2.1	Require underground wiring	Not require underground wiring of transmission lines along the frontage of the subject property; proposed lots to be serviced underground with a drop from an existing pole on the north side of Bolt Avenue.

Surrounding Land Uses: Single-family dwellings to the west, south, north and east.

**RZ 17-12 DVP 17-9
1961 BOLT AVENUE**

JANUARY 16, 2019

**ATTACHMENT 2
APPLICANTS SUBMISSION**

December 4, 2017

MCSL File: 2211-47505-0

Mr. Marvin Kamenz, Planner
Town of Comox
1810 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mr. Kamenz,

PROPOSED DEVELOPMENT OF LOT 1, SECTION 70, COMOX DISTRICT, PLAN 18732 (1961 BOLT AVENUE) – ZONING AMENDMENT RATIONALE

This letter is provided in support of the proposed zoning amendment of the western portion of the above noted parcel to R4.1 Single Family from R2.1 Single/ Two Family.

Proposed Development

The existing R2.1 zoned lot contains an existing house and asphalt driveway. The development proposes to rezone the western portion of the existing lot to R4.1 Single Family – 350m² Parcel, and then subdivide the parent parcel into two lots; the new lot will be zoned R4.1 and the remainder being R2.1.

The development will retain the existing house on the remainder lot. We expect that the existing home will have a secondary suite added.

R4.1 Single-Family - 350 m² Parcel Zoning

The proposed R4.1 Single-Family - 350 m² Parcel zoning, as outlined in the document entitled: "R4.1 Single-Family – 350m² Parcel new zone in the Town of Comox", is intended to:

- Provide wider housing choices within Comox.
- Allow downsizing or upsizing within the same neighbourhood.
- Improve affordability – including the initial investment and the future maintenance of the property.
- Present opportunities for infill within established neighbourhoods, while retaining the existing character homes.

Page 1 of 3



Zoning Amendment Benefits

The proposed zoning amendment and subsequent subdivision will provide the following benefits to the Town of Comox:

- A new single-family lot will be created within an established neighborhood, utilizing existing municipal infrastructure capacity.
- Population density and housing variety will be increased.
- Provides more ground infill housing and smaller detached lots in an established neighborhood.
- Provides new housing options that are more accessible and affordable (due to its size), and also presents an opportunity to downsize or upsize within the same neighborhood.
- Continuity/ form and character of the existing neighborhood will be maintained with the retention of the existing character house.

Sustainability of the Proposed Development

The development proposes to retain the existing house, which will maintain the form and character of the neighborhood. The developer also proposes to install a secondary suite within the existing house which, along with retaining the existing house, will also decrease the amount of new construction material needed and decrease the amount of waste directed to the landfill, meeting the Town's Sustainability Policy.

The development intends to retain as many existing trees as possible and has engaged the Town of Comox to identify retention candidates.

Infrastructure Available to the Proposed Development

BC Hydro, Telus communications and Shaw communications infrastructure service the existing house via overhead from poles aligned along the north side of Bolt Avenue. As per the requirements of Town of Comox Bylaws, the developer will contact each of the above noted utilities to coordinate underground servicing of the proposed lots (including converting the service for the existing house to an underground service, if feasible). Overhead services will only be implemented if an additional pole(s) are required.

Water, sanitary and storm services are readily accessible along the Bolt Avenue frontage. The development will maintain the existing municipal services to the existing house. We expect that the Town of Comox will provide municipal services to the proposed lot at the bylaw rate.

According to legal Plan 18732, the existing road dedication width of Bolt Avenue is 20.11m (66 feet), meeting the required 20m road dedication width for urban roads per the Subdivision and Development Servicing Bylaws.



Sidewalk exists on the north side of Bolt Avenue. The subject property frontage is along the south side of Bolt Avenue, which has an asphalt curb.

Village Park, Tot Lot Park, Village Park Elementary and the Comox Community Centre are all located within 600m of the subject property.

Off-Street Parking

Off-street parking for the existing house will be provided by means of a proposed 6m wide asphalt driveway. We expect the owner to provide secondary suite parking details concurrent with that application.

It is understood that the new R4.1 zoned lot must meet applicable off-street parking requirements, and that future building permit application will detail compliance with this specification.

Yours truly,

MCELHANNEY CONSULTING SERVICES LTD.

Neil Penner, E.I.T.
Civil Engineer
npenner@mcelhanney.com

Reviewed by:

Derek Jensen, ASCT
djensen@mcelhanney.com

NP/njg

Enclosure

Cc: Town of Comox, Regina Bozerocka
Property Owner, Aaron Handford

December 4, 2017

Our File: 2211-47505-0

Mr. Marvin Kamenz, Planner
Town of Comox
1810 Beaufort Ave
Comox, BC V9M 1R9

Dear Mr. Kamenz,

PROPOSED DEVELOPMENT OF LOT 1, SECTION 70, COMOX DISTRICT, PLAN 18732 (1961 BOLT AVENUE) - DEVELOPMENT VARIANCE PERMIT APPLICATION PROPOSAL RATIONALE

This letter is provided in support of a Development Variance permit application pertaining to the above noted development.

The development proposal seeks to subdivide the existing property into two (2) single family lots. One lot will be zoned R4.1 and the other lot will retain the existing house and retain the existing R2.1 zoning. Further, a secondary suite will be created within the existing house. To facilitate the development proposal, the following variances to Subdivision and Development Servicing Bylaw 1261 are required:

- Schedule C.1, Appendix "C" (Specifications for Highways), Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks):
 - Change the type of curb from concrete roll-over curb to asphalt curb on an urban road;
 - Change the number of sidewalks from a local urban road from two sides to one side only (North).
- Schedule C.1, Appendix "G" (Specifications for Underground Wiring and Street Lighting), Section 1.2.1:
 - Not require underground wiring across the Bolt Avenue frontage of the subject property;
 - The proposed subdivision is to be serviced with an underground wiring drop from an existing pole for on-site wiring; however
 - If this is not possible without the erection of an additional service pole, on-site aerial servicing is permitted.

The above noted variances are requested in light of the following:

- In discussions with Town staff, Bolt Avenue has not been identified as being in the Town's immediate plans for infrastructure upgrading (concrete curb and sidewalk both sides).
- Approval of the requested variances will allow for overhead servicing of the proposed lots if underground servicing is not viable or if underground servicing is only possible by means of installing another pole.



December 4, 2017
Mr. Marvin Kamenz, Planner
DVP Rationale for 1961 Bolt Avenue

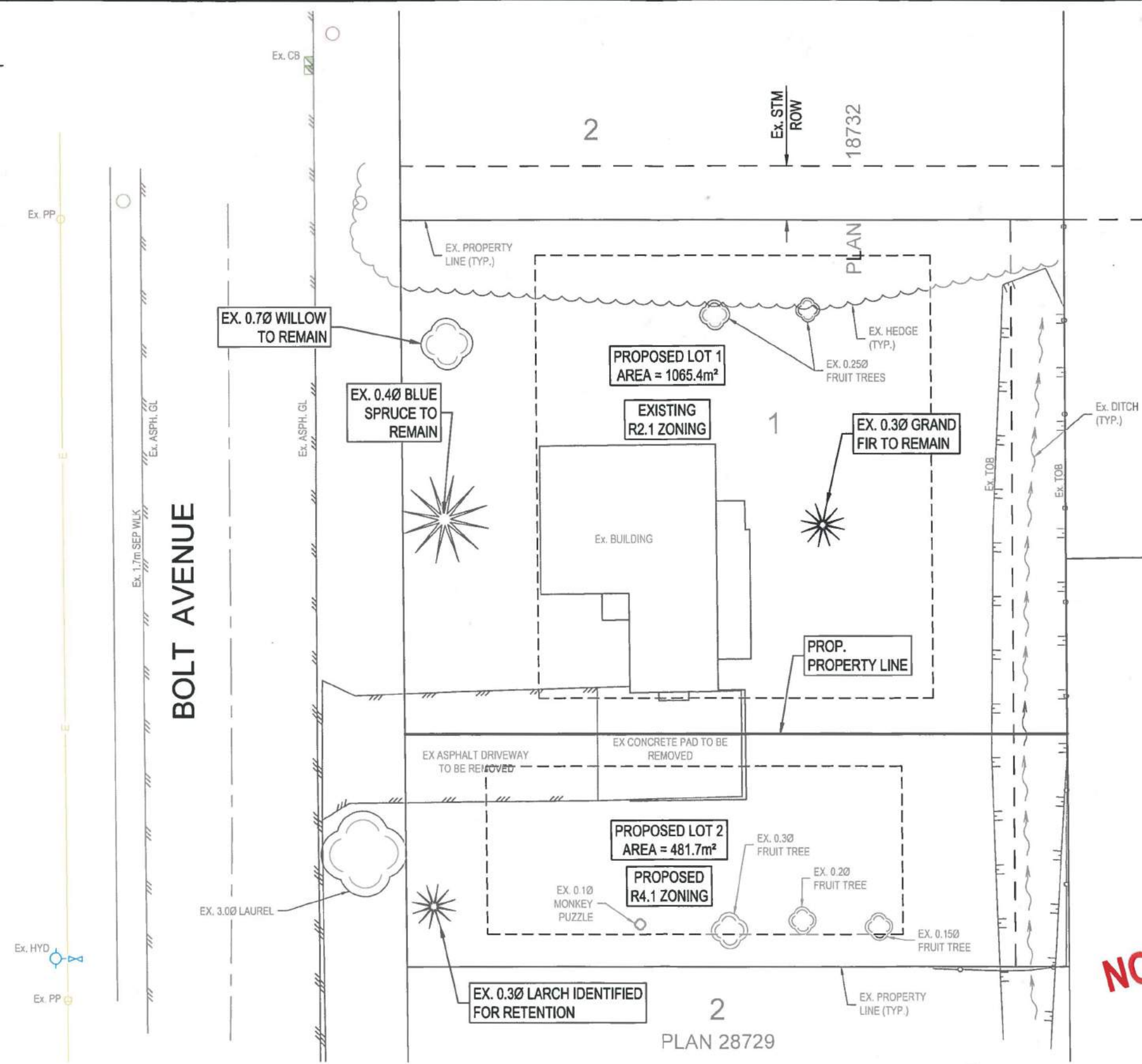
Yours truly,

MCELHANNEY CONSULTING SERVICES LTD.

Neil Penner, E.I.T.
NP/njg

QMS Reviewed by:
Derek Jensen, ASCT

McElhanney ANSB - 311225-9
 McElhanney 1700 - 478647205 568 Ave 110 0000001.1 Engineering\18.2.1 Sheets\750-00-0001.dwg
 2018-01-09 13:40 FILE: C:\2011\Engineering\1700 - 478647205 568 Ave 110 0000001.1\18.2.1 Sheets\750-00-0001.dwg



NOT FOR CONSTRUCTION
 ISSUED FOR REZONING

Rev	Date	Description	By	App'd
01	2018-01-09	UPDATED LOT 2 SETBACKS PER TOWN COMMENTS	NP	NP
02	2018-12-05	ISSUED FOR REZONING	NP	NP

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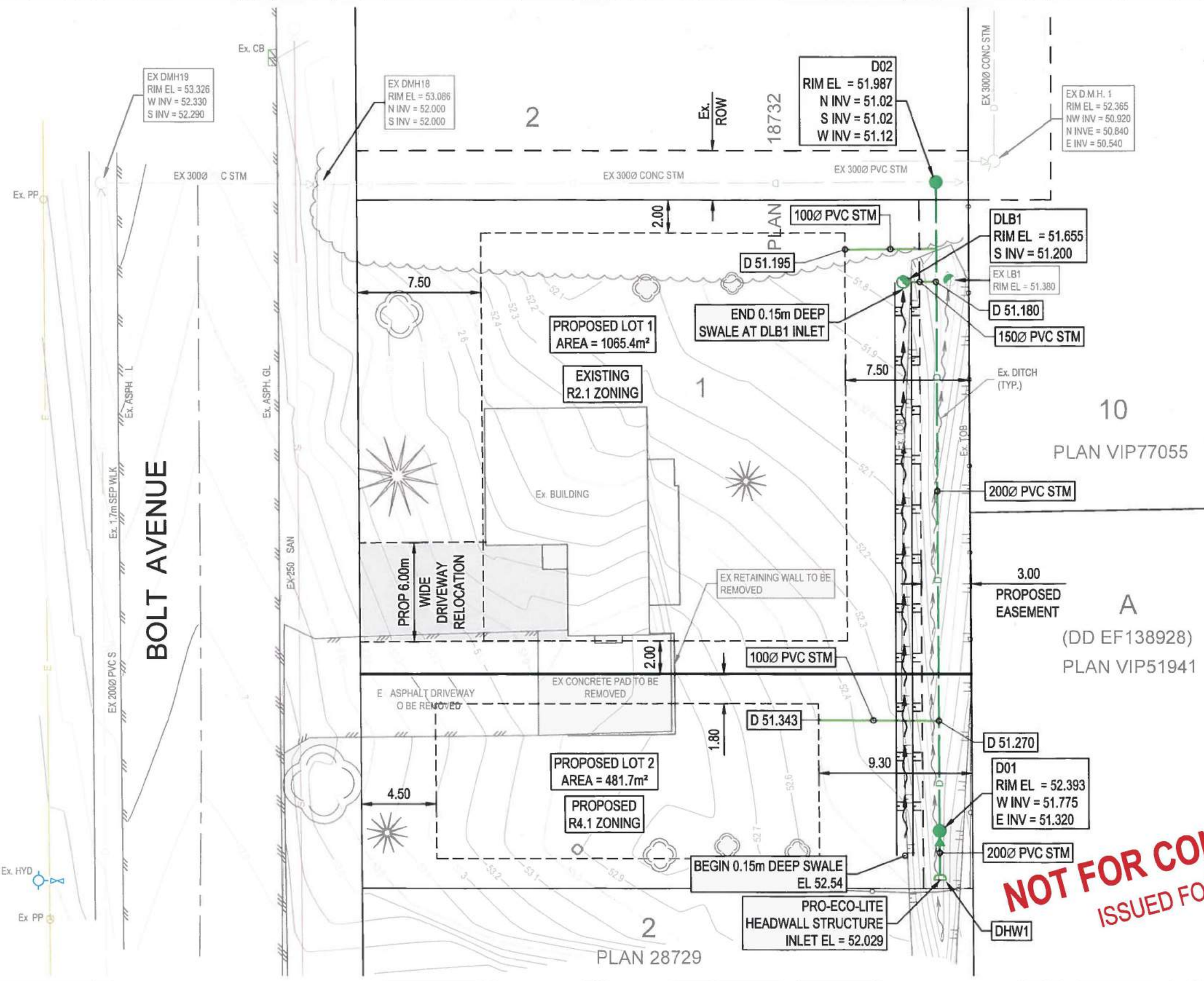
ORIGINAL DWG SIZE: ANSI 9 (11' x 17')

McElhanney
 McElhanney Consulting Services Ltd.
 1211 Ryan Road
 Courtenay BC
 Canada V9N 3R6
 Tel 250 338 9195

FLOATING WORLD WEB DEVELOPMENT INC.
 VANCOUVER, BC
 1961 BOLT AVE
 TREE RETENTION PLAN
 COMOX, BC

Drawing No. C-003
 Project Number 2018-01-09
 Rev 01
 Date 2018-01-09

2019-01-13 13:45 FILE: 02011_Engineering\7200 - 1759\1756 - 1759\1756.dwg
 2019-01-13 13:45 FILE: 02011_Engineering\7200 - 1759\1756 - 1759\1756.dwg
 2019-01-13 13:45 FILE: 02011_Engineering\7200 - 1759\1756 - 1759\1756.dwg



NOT FOR CONSTRUCTION
ISSUED FOR REZONING

PD	2019-01-09	UPDATED LOT B SETBACKS PER TOWN COMMENTS	NP	NP	RW
PC	2018/01/31	PRELIMINARY STORM DESIGN FOR REZONING APPLICATION	SS	NP	RW
PR	2017-12-04	ISSUED FOR REZONING/ DVP APPLICATION	NP	PW	RW
PA	2017-11-01	ISSUED FOR CLIENT REVIEW	PW	PW	RW

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ORIGINAL DWG SIZE: ANSI B (11" x 17")

McElhanney
 McElhanney Consulting Services Ltd.
 1211 Ryan Road
 Courtenay BC
 Canada V9N 3R6
 Tel 250 338 5495

FLOATING WORLD WEB DEVELOPMENT INC.
 VANCOUVER, BC
 1961 BOLT 2 LOT REZONING, DVP
 AND SUBDIVISION PLAN
 CCMOX BC

Drawing No. **C-001**
 Project Number **2019-01-09**
 Rev **PD**

JANUARY 16, 2019

**ATTACHMENT 3
PROPOSED ZONING AMENDMENT BYLAW 1894**

TOWN OF COMOX

BYLAW 1894

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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 Zoning Amendment Bylaw 1894"

2. Amendments

- (1) Comox Zoning Bylaw 1850, Schedule B (Zoning Map) is hereby amended by rezoning that portion of **LOT 1, SECTION 70, COMOX DISTRICT, PLAN 18732** shown shaded on SCHEDULE "1" which is attached to and forms part of this Bylaw, from R2.1 Single / Two-Family, to R4.1 Single-Family – 350 m² Parcel.

3. Adoption

- | | |
|-----------------------------------|-------------------------------|
| (1) READ A FIRST time this | x th day of , 2019 |
| (2) READ A SECOND time this | x th day of , 2019 |
| (3) ADVERTISED A FIRST time this | x th day of , 2019 |
| (4) ADVERTISED A SECOND time this | x th day of , 2019 |
| (5) PUBLIC HEARING HELD this | x th day of , 2019 |
| (6) READ A THIRD time this | x th day of , 2019 |
| (7) ADOPTED this | x th day of , 2019 |

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Officer

BOLT AVENUE

SCHEDULE 1



PLAN 28729

2

EX. PROPERTY LINE (TYP.)

PROPOSED LOT 2

PROPOSED R4.1 ZONING

Ex. BUILDING

PROPOSED LOT 1

EXISTING R2.1 ZONING

1

PROP. PROPERTY LINE

PLAN

Ex. STM ROW

2

18732

EX. PROPERTY LINE (TYP.)

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LOT 1, SECTION 70, COMOX DISTRICT, PLAN 18732

No.	Date	Description	By	Check	Appr.
1	2019-01-09	UPDATED LOT 2 SETBACKS PER TOWN COMMENTS	NP	NP	RW
2	2019-01-09	ISSUED FOR PERMITTING	NP	NP	RW
3	2019-01-09	ISSUED FOR PERMITTING	NP	NP	RW

McElhanney
McElhanney Consulting Services Ltd.

1211 Ryan Road
Courtenay BC
Canada V9N 3R6
Tel 250 338 5495

FLOATING WORLD WEB DEVELOPMENT INC.
VANCOUVER, BC
1961 BOLT AVE.
REZONING SKETCH

Drawing No.
SK-2

Project Number
27-1-18-015

Rev.
1

COMOX, BC

JANUARY 16, 2019

**ATTACHMENT 4
PROCESSING PROCEDURES**

1. First and Second Reading of proposed Zoning Amendment Bylaw 1894;
2. Public notification of Public Hearing on Zoning Amendment Bylaw 1894 and Development Variance Permit DPV 17-9;
3. Public hearing;
4. Third Reading of proposed Zoning Amendment Bylaw 1894;
5. Completion of any outstanding items including confirmation from Land Title Survey Authority of registration of Tree Retention and Green Building Certification covenants;
and
6. Adoption of proposed Zoning Amendment Bylaw 1894 and issuance of DVP 17-9.

1 **Comox Valley Snow to Surf Society**
121-750 Comox Road, Courtenay BC
V9N 3P6 250-334-3124 rick@rickgibson.ca

November 27, 2018

The Town of Comox
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

Dear Council:

18-404
8100-01 MR
archie
copy Mayor's Council
11/28/18 / 12/13/18 / 1/16/19

We, the members of the Comox Valley Snow to Surf Society formally request permission to use Marina Park on Sunday April 28, 2019 between the hours of 09:00am and 4:00pm for the finish of our annual event . In view of the ever increasing popularity of the event we feel it is essential for the smooth running of the race that the boat launch facilities be closed to the public from 700am to 5:00pm on that day. At this time we also request the use of bleachers and traffic barricades for crowd control. The exact number can be determined at a later date.

We have had serious parking issues in the past so this year we will ONLY be allowing parking to designated volunteers and VIP's in the parking lot by the boat ramp. Other vehicles will be able to drive down to the Park to remove their canoe but will not be allowed to park. We are trying to discourage the concept of "tail gate parties". Our understanding is that the parking lot on the east side is reserved for those using the public wharf.

We would also like to extend you an invitation to attend the finish festivities and awards ceremonies following the 2019 event. The post race festivities commence on the lawns of the Comox Marina at noon, with the first team expected to arrive after 12:30. The prize giving ceremonies will commence as soon after 4:00pm as possible.

This year the limit of teams will be easily reached and with nine members per team involved in Alpine & Nordic Skiing, Running, Cycling, kayaking and Canoeing from Mt. Washington to Comox Marina Park, this ranks the largest annual community participation event in the Comox Valley and the largest Race of its kind in Canada and the Pacific Northwest. We are anticipating a crowd of approximately 2500 people at Marina Park.

We would like to thank the Town of Comox for its help and support in putting on this worthwhile community event and look forward to the successful 2019 Royal Lepape Comox Valley Snow to Surf Race.

Yours Sincerely,



Rick Gibson
Race Chairman

RECEIVED



December 10, 2018

DEC 17 2018

Mayor Russ Arnott
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

TOWN OF COMOX

LOG: 18-428	REFER:	AGENDA: Rent
FILE: 1855-02	ACTION: file	Jan. 16

Dear Mayor Russ Arnott:

on file
copy ~ Mayor + Council

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

RK/CF/JP

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$328,622.94 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Very best,

Arjun Singh
UBCM President

Pc: Clive Freundlich, Director of Finance

Twyla Slonski

From: Jacqueline Zweng <jacqueline@woundedwarriors.ca>
Sent: December 17, 2018 10:48 AM
To: council
Cc: Jackie Cummings; Susan Marcotte
Subject: Wounded Warrior Run BC - February 25th to March 3rd, 2019
Attachments: Comox.pdf

RECEIVED

December 17, 2018

TOWN OF COMOX

Dear Mayor Arnott & Council,

Please see the attached letter detailing the 6th annual Wounded Warrior Run BC. We are so excited to head to your community again and thank you so much for the incredible support that Comox always provides. It is truly a highlight for our team to come through Comox.

Much respect,

Jacqueline Zweng
Director
Wounded Warrior Run BC
250-661-4333

LOG: 18-429	REFER:	AGENDA: RCM - Jan. 16
FILE: 8100-01	ACTION: MR	

o ~ cfile

copy ~ Mayor & Council

RK / SA / AF / SR / agenda

Wounded Warrior Run BC
15 – 1500 Glentana Rd
Victoria, BC V9A 7A1



16 December, 2018

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

RE: Wounded Warrior Run BC – February 25th – March 3rd, 2019

Dear Mayor Arnott & Council,

Wounded Warriors Canada is on a mission to honour Canada's ill and injured Canadian Armed Forces, Veterans, First Responders and their families. To accomplish this mission, Wounded Warriors Canada provides innovative, life changing programs that enable the organization to carry out the guiding ethos: Honour the Fallen, Help the Living.

Wounded Warriors Canada was born in 2006 after a suicide bomber travelling on a bicycle near Kandahar City killed four Canadians and injured a number of others. The wounded soldiers were transported to Germany for outstanding medical care, however it became very apparent in the months following this incident that our troops needed a little more of Canada to assist in their recovery. The original intent of the charity was to help members wounded on operations improve their general morale and welfare. As the charity has evolved, the scope of the mission has increased and become our nation's leading, wholly independent, Veteran's and First Responder's charity focussing on mental health.

Our innovative and wide-ranging programming is changing the lives of ill and injured Veterans, First Responders and their families. Right here in BC and specifically on Vancouver Island, Wounded Warriors Canada offers the COPE Program (Couples Overcoming PTSD Everyday) at Bear Mountain, the Trauma Resiliency Program in Sooke and the PTSD Service Dog Program via Vancouver Island Compassion Dogs in Qualicum Beach.

In 2014, sadly there was a rash of suicides in Canada by Veterans suffering from PTSD and Operational Stress Injuries. This sparked two of our serving members to take action. They decided to gather a small group of athletes and run the length of Vancouver Island from Port Hardy to Victoria in only seven days to raise awareness and money to give to Wounded Warriors Canada. In 2019, we will be embarking on the 6th annual Wounded Warrior Run BC. This event has become the largest fund raiser for Wounded Warriors Canada on Vancouver Island and we are expanding our goal to \$100,000 this year. We need your help in reaching this goal. Please consider a minimum \$1,000 donation.

Our team will be starting on February 25th, 2019 in Port Hardy and running almost 600kms until we reach the final destination at the Legislature on March 3rd, 2019. As we make our way down the island we stop at various Legions and community halls to raise awareness to the support Wounded

Warriors Canada offers. We provide a source of hope as we reach out and talk about the wounds that are not visible. Our final destination to end the run is the Legislative grounds. We arrive in Comox on Thursday, February 28th, 2019. This stop is a highlight for our team as we close off the day running to the Airforce Association of Canada 888 Komox Wing. We brought in over \$4000 alone at this stop and we would be honoured to have you join us here to meet our team and add to the donations that your community members are stepping up and giving. Please come and allow us to thank you in person for your added support.

Thank you for the support your communities have already shown to the Wounded Warrior Run BC and for considering a donation this year. Please direct any questions to the undersigned.

Sincerely,



Jacqueline Zweng

Director

Wounded Warrior Run BC

250-661-4333

jacqueline@woundedwarriors.ca

Twyla Slonski

From: Andrew Cole <acole@campaign-office.com>
Sent: December 17, 2018 10:14 AM
To: Twyla Slonski
Subject: B.C. / Yukon Command Royal Canadian Legion
Attachments: letter&rates.pdf

RECEIVED

December 17, 2018

TOWN OF COMOX

Hi Twyla, Mayor, and Council,

Thank you for taking a moment to talk with me on the phone earlier today.

Please find enclosed the letter and rate sheet that you requested regarding the **BC Yukon Command Legion's** 15th Annual Military Service Recognition Book.

This annual publication includes pictures and stories of many of BC's and the Yukon's brave Veterans who have sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and is also be available on-line to view or print.

The Military Service Recognition Book is a fitting tribute to our Veterans and is an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

Proceeds raised from this annual campaign also provide funding for the benefit of Veterans and Military Service Personnel including programs for trauma and post-traumatic stress injuries of modern day veterans in addition to supporting the Legion's Community Activities in the more than the 150 communities that they serve throughout BC and the Yukon.

We would like to invite the **TOWN OF COMOX** to join us again this year in showing support and appreciation for our Veterans by way of sponsoring an ad in our next edition. Our most popular sized ad has always been our quarter page, but of course any level of support is greatly appreciated.

Here's a copy of your previous 1/10(bus.card) support ad.



LOG: 18-430	REFER:	AGENDA: RCM - Jan. 16
FILE: 0230-01	ACTION: MR	

o ~ cfile
copy ~ Mayor & Council
RK / CF / SR / agenda

If you have any questions or concerns, please do not hesitate to contact me.

Best Regards,

Andrew Cole

Advertising Rep/ Military Service Recognition Book

BC/Yukon Command

Royal Canadian Legion Campaign Office

☎ 1-866-354-6277

✉ <mailto:bccl@fenety.com>





Legion 

www.legionbcyukon.ca

**British Columbia / Yukon Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **9,000 copies** of our Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2019, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this project allow us to fund the printing of this unique publication and helps our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service Organizations”, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a supporter letter outlining the many community activities of our over 45,000 Legion Members in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,



Glenn Hodge
President of BC/Yukon Command of The Royal Canadian Legion



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$1,885.71	+ \$94.29	= \$1,980.00
Inside Front/Back Cover (Full Colour)	\$1,676.19	+ \$83.81	= \$1,760.00
Full Colour 2-Page Spread	\$3,138.10	+ \$156.90	= \$3,295.00
Full Page (Full Colour) 7" X 9.735"	\$1,571.43	+ \$78.57	= \$1,650.00
Full Page 7" X 9.735"	\$1,047.62	+ \$52.38	= \$1,100.00
½ Page (Full Colour) 7" X 4.735"	\$909.52	+ \$45.48	= \$955.00
½ Page 7" X 4.735"	\$623.81	+ \$31.19	= \$655.00
¼ Page (Full Colour) 3.375" X 4.735"	\$566.67	+ \$28.33	= \$595.00
¼ Page 3.375" X 4.735"	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Business Card-Full Colour)	\$309.52	+ \$15.48	= \$325.00
1/10 Page (Business Card) 3.375" X 1.735"	\$261.90	+ \$13.10	= \$275.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:

BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5





Dear Valued Supporter,

Thank you very much for your pledge of support of The BC/Yukon Royal Canadian Legion's Military Service Recognition Book Project. This annual publication recognizes the Veterans and Service Personnel of BC and the Yukon who have so honourably served our country. This keepsake book helps us to remember their selfless contributions. Your vital and generous contribution makes it possible to print 9,000 copies of this book free of charge to distribute to communities throughout BC and the Yukon.

The Royal Canadian Legion plays an active role in communities throughout BC and the Yukon. There is barely a citizen within our Command whose life isn't touched by The Royal Canadian Legion. Often times the public isn't aware of the extent of our work.

Who we are and what do we do?

The Royal Canadian Legion receives no Government funding for our operations. We rely on our member's dues, donations from the public and in-house fundraising activities. The over 45,000 Legion members in BC/Yukon are dedicated to assisting Veterans and local communities. Here are some ways we give back:

- \$1,000,000 commitment to sponsor the Veterans' transition and trauma counseling program at UBC for Veterans.
- The Legion has contributed to the education of over 200 rural family doctors through UBC Chair of Family Practice.
- \$250,000 commitment to providing education transition services for Veterans at BCIT.
- Over \$500,000 donated annually for Veterans' hospitals and extended care facilities.
- Over \$350,000 donated to Youth Programs, sponsoring a variety of sports teams.
- Over \$275,000 in Bursaries and Scholarships.
- Sponsor over 5,000 cubs, scouts, guides and cadet groups.
- \$25,000 donated annually to send youth athletes to National Athletic Camps.
- Over \$500,000 from poppy funds in direct assistance to Veterans and their dependents in need.

Again, we thank you for your sponsorship and support of this very important project. Consider the Legion for your charitable giving, volunteer opportunities and even for a great place to meet new friends when you join as a member of your friendly local branch!

Sincerely,

Glenn Hodge,
President of BC/Yukon Command of The Royal Canadian Legion

P.S. Check out our organization at www.legionbcyukon.ca

RECEIVED

January 2, 2019

TOWN OF COMOX

LOG: 19-001	REFER:	AGENDA: RCM - Jan. 16
FILE: 6340-01	ACTION: MR	

- o ~ cfile 6340-01
- o copy ~ Mayor & Council
RK / CF / AF / SA / SR

January 2, 2019

Dear Mayor and Council;

I am writing today to request that you re-visit the feasibility of lengthening the sea-walk from Marina Park towards Port Augusta Park and/or the Filberg Park instead of expanding the Pier as was proposed last year in the list of capital plans. The sea-walk has been discussed for decades. It is quite likely that the walk built below the 30 year old condos at 1841 Beaufort Ave. was part of the developer’s proposal to obtain a permit. Unfortunately this walk ends abruptly and nothing was ever done to extend it.

The waterfront is one of our most valuable assets and it seems we are ignoring its potential. It would certainly address many of the points in the 2011 Vision in the OCP. A brief look at most waterfront communities, large and small, located on Vancouver Island indicate some form of seaside walkway.

It appears that the majority of the properties along the beach are zoned R 1.1 which I understand would likely create opposition from most of the residents living along the water. There are, however, ways to address those concerns (privacy, property value, safety to name a few) while maintaining the “natural” shoreline and allowing access to the other residents of Comox, as well as visitors arriving by boat, car, bike, or plane. It would be like another sidewalk going past those properties.

I urge you to take a look at the sea-walk in the Town of Crofton, population approximately 1,400 people. This small town has developed a lengthy sea-walk linking the marina and ferry terminal with a municipal park and is now working towards an expansion beyond the park. The design they have used recognizes private property concerns as well as environmental ones. They have constructed a raised walkway with access points only at publicly owned properties or right of ways. You can find many pictures of this walk at TripAdvisor as it is one of the towns’ major attractions. I refer you to the web address below for pictures and other details.

In closing, I am a frequent user of Marina Park and have spoken to many people who have asked if there is a walking route along the beach. I have often seen people making their way through the mud at low tide to reach a public access. As a new and diverse Council, I respectfully ask that you consider the potential of a seaside walkway linking the existing, publically owned parks and trails. This project has been discussed for decades, has been a platform in many elections, and is a priority for many residents and visitors.

Sincerely;

Kerri Medley

https://www.tripadvisor.ca/Attraction_Review-g2613795-d8639188-Reviews-Crofton_Seawalk-Crofton_Vancouver_Island_British_Columbia.html

RECEIVED

JAN 03 2019

TOWN OF COMOX

LOG: 19-006	REFER:	AGENDA: RCN
FILE: 2430-20	ACTION: MR	Jan. 16

on file 2430-20-MLT
copy ~ Mayor & Council
RK/AF/SR/CF/agenda

January 3, 2019

Town of Comox
1809 Beaufort Avenue
Comox B.C. V9M 1R9

For circulation to: **Mayor Arnott and Councillors, Maureen Swift, Ken Grant, Alex Bissinger, Stephanie McGowan, Pat McKenna, Nicole Minions**

Re : Analysis of the Realistic Business Plan for Shakesides Nature House

I am one of many Comox residents supporting the removal of Shakesides and maintaining Mack Laing Nature Park in its natural state, as it was always intended to be.

Therefore I have reviewed the report submitted by the Mack Laing Heritage Society to the Town of Comox entitled "**Realistic Business Plan for Shakesides Nature House**", and have a few comments to share, although no doubt you have already come to the same conclusions.

The Bates Engineering Report:

1. Only extracts of the Bates Engineering Report are included in the business plan, and so does not provide a complete picture regarding the condition of Shakesides.
2. The engineering report was written over 3 years ago, and since that time, it is fair to say that Shakesides has deteriorated to an even greater degree.
3. The engineering report includes significant caveats in its findings due to a lack of examination behind walls and other obstructions, and thus does not provide a complete picture of the structure's deterioration. Consequently there are unknown costs for any restoration.
4. The report's summary states in part that "... and (if) the loads on the building are unchanged, the building will continue to perform adequately in the future". However since the intended use of Shakesides is to function as a nature house, with occupancy changing from a single resident to several people in the structure at the same time, this conclusion negates any use as a public access building, including as a museum. This indicates that further unknown costs for the restoration are in order.
5. The report includes suggestions for improvements to the deteriorating foundation. Since Shakesides rests on a midden, any work done on and in the soil will likely require an archeology report – another cost not included in the business plan.

Other Concerns:

1. When Mack Laing transferred his land and premises to the Town of Comox in 1973, the agreement included terms that the property be used in perpetuity as a nature park, for recreation and conservation purposes, and left to the greatest extent possible in its natural state. This confirms his intent that the park be left undeveloped. He further expresses his wish that any development within the park be restricted or controlled to enhance the comfort and convenience of those members of the public to enjoy the quiet beauty of a nature park.

2. His will, dated 1981, includes a clause where he expresses a desire that his home be converted to a natural history museum. However the Realistic Business Plan indicates that the Mack Laing Heritage Society has broadened this intent and plans to convert Shakesides as a nature house instead. While there might be some connection between those two terms, the fact remains that the business plan (under the section Business Model and Objectives) includes the hosting of events, such as art demonstrations and musical interludes. This is not what Mack Laing had envisioned and these proposed activities are hardly conducive to enhancing the quiet beauty of the nature park. Even more concerning is the plan's list of upward of twenty potential groups which may be invited to use the facility.

Overriding Concern – Financial Cost to the Taxpayers of Comox

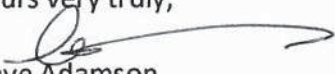
The Realistic business plan indicates that the Society's only interest is with the restoration and operation of Shakesides, suggesting that the Town will be responsible for any other costs associated with that project. This means that Comox taxpayers will be on the hook for either direct funding or the costs of additional services by Town employees and staff for the following:

- (a) infrastructure costs during the restoration phase such as improvement to the road, bridge, water and sewer lines.
- (b) the services of an building inspector on behalf of the Town to ensure the reconstruction is done to code.
- (c) either completing the restoration project or assuming management of the facility in future years should the Society disband and renege on its promised obligations.

In conclusion, it is clear that the Realistic Business Plan does not even come close to being "realistic". It is built strictly on hopes that there will be sufficient and qualified volunteers, that the companies which have provided expression of interests will actually step up to the plate, that grant funding will be realized, and that if Shakesides is built, that volunteers will be available long into the future to manage the facility and raise funds for its continued operations.

This business plan is in fact a pipe dream, and the Town should not be swayed by these hopes and dreams.

There is only one rational plan, and that is to continue with the exercise of modifying the terms of the will, tearing down this relic of a building and using the trust funds in other ways to honour Mack Laing . Otherwise, one day the Town will have to start this process all over again, and the taxpayers will not be happy with that.

Yours very truly,

Dave Adamson
(80 Orchard Park Drive, Comox)

Twyla Slonski

From: Jon Pascoe <jpascoe@pascoemanagement.ca>
Sent: January 7, 2019 3:52 PM
To: council
Subject: The Future of Mack Laing Park

RECEIVED

January 7, 2019

TOWN OF COMOX

Hello, my family have lived on Baybrook Drive for the past 8 ½ years, and have watched the saga of the "Mack Laing Historical Society" unfold. This has included a blizzard of misinformation regrettably directed by the MLHS at previous Councils, continually maligning Baybrook Drive residents, and intermittent MLHS presentations of entirely unrealistic business plans.

While objections from most Baybrook Drive residents may erroneously be seen to be a "not in my backyard" mentality, our concerns are far more extensive. One need not be a professional engineer or architect to see that the present dilapidated structure is just not salvageable. It has been vacant for many years, the structure has been vandalized, and the basement is often underwater.

The house has been in a state of disrepair for decades. Mack Laing's previous house is largely inaccessible, with the narrow footbridge at times submerged.

Among our many concerns is the significant financial and other liabilities the Town will inherit with any consideration of rebuilding. There are a considerable number of precedents in Canada and elsewhere of volunteers and other contributors leaving municipalities to cover major and ongoing capital and operating deficits with these types of proposed arrangements.

Please honour Mack Laing's wishes in a way that respects the fragile ecosystem in the area - that will be undermined with rebuilding the structure. There are instead numerous opportunities for the MLHS to construct one or more viewing platforms, plaques and other displays, including in the local museum.

Please accept the prior recommendations of the 2016 advisor committee and continue petitioning the Courts to alter Mack Laing's trust.

Sincerely,

Jon Pascoe

Jon Pascoe, Fellow Certified Management Consultant
Chartered Professional in Human Resources
Pascoe Management Consulting Inc.

Registrar, Certified Management Consultants – Global Institute
<http://www.cmcgi.org/content/welcome-cmc-global-institute>

Electronic Mail: jpascoe@pascoemanagement.ca
Telephone: 780-990-2825
Address: 1516 Baybrook Drive, Comox
British Columbia, Canada V9M 2S8
pascoemanagement Minus 8 UTC Time
Skype: pascoemanagement
LinkedIn: <http://ca.linkedin.com/pub/jon-pascoe/12/4b6/309>
Website: www.pascoemanagement.ca

The Certified Management Consultant (CMC) and *Fellow CMC (FCMC)* designations are protected international certification marks. These designations are recognized in 48 countries around the world, including the Certified Management Consultants – Global Institute.

LOG: 19-010	REFER:	AGENDA: RCM - Jan. 16
FILE: 2430-20	ACTION: MR	

o ~ cfile 2430-20-MLP
copy ~ Mayor & Council
RK / SA / AF / SR / agenda

January 11, 2019

Twyla Slonski

TOWN OF COMOX

From: AVICC <avicc@ubcm.ca>
Sent: January 11, 2019 9:26 AM
To: AVICC
Subject: AVICC January Update - 2nd Call for Resolutions and Nominations, Interim Electoral Area Representative, DFO Shellfish Aquaculture Committee Representative, Convention Registration
Attachments: 2019 Call for Resolutions with sample.pdf; 2019 Nominations Package.pdf; Shellfish AMAC ToR final.pdf

Please forward this email to elected officials, the CAO and Corporate Officer:

1. Resolutions and Nominations Deadline

The AVICC Executive would like to remind members that the deadline for resolutions to be submitted for the 2019 AVICC AGM & Convention is February 7, 2019. The call for resolutions that was initially sent out in November is included again with this email. The package provides guidelines for drafting clear resolutions and a sample resolution.

Also attached is the Nomination package for positions on the AVICC Executive. Signed nomination and consent forms need to be received by the AVICC office by February 7, 2019 in order for candidates to be included in the report on nominations. Candidates may also be nominated from the floor at the Convention.

2. Interim Electoral Area Representative

Director Vanessa Craig, representing Electoral Area B in the Regional District of Nanaimo, has joined the AVICC Executive as interim Electoral Area Representative. This position became available when former Sunshine Coast Regional District Director Ian Winn did not seek re-election. Director Craig will serve in this role until the Convention in April, and is eligible to be re-elected to this role during the Convention. The Executive welcomes Director Craig, and is looking forward to working with her.

3. Call for an AVICC Representative on the Aquaculture Management Advisory Committee (AMAC) for Shellfish.

An Aquaculture Management Advisory Committee (AMAC) for shellfish was established by Fisheries and Oceans Canada to provide advice and make recommendations on planning, policy and operational decisions related to the aquaculture management of shellfish in BC. The full terms of reference for the committee including details on the committee composition and goals are attached to this email.

AVICC is seeking expressions of interest from elected officials from our region to act as AVICC’s representative on this committee. Members interested in serving as the representative should review the attached terms of reference, and email an application to avicc@ubcm.ca by February 2nd. The application should describe the member's background and experience as it relates to shellfish aquaculture. The next meeting of the AMAC is scheduled for April 30th in Courtenay, and applicants should confirm that they will be available to attend that meeting.

The member appointed will be expected to report back to the AVICC Executive on the discussions and outcomes of the committee’s work. The member appointed will be responsible for representing the full AVICC membership, and responsible for obtaining and communicating to AMAC the input and guidance of AVICC members. Minutes from the last two AMAC Shellfish meetings are available to interested members by request to avicc@ubcm.ca

4. Convention Registration

The AVICC Executive is reviewing the excellent proposals received for sessions at the upcoming convention. The program is being developed, and registration will be opening early in February. There will be another member update sent out with information about the convention sessions, with a link for delegates to register online through CivicInfo.

AVICC
Local Government House

LOG:	REFER:	AGENDA:
FILE: 0230-20	ACTION: File	RCM - Jan. 16

o ~ cfile 0230-20-AVICC
copy ~ Mayor & Council
RK / SA / SR / agenda



2019 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy submitted as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

LATE RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 10th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late Resolutions require a special motion to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

3. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

4. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following formats:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to the council or board along with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

5. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

6. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.
Draft your resolution to be as readable as possible within these guidelines.*



2019 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2019 Nominating Committee is Past President Mary Marcotte.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received By FEBRUARY 7, 2019**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Mary Marcotte, Chair, 2019 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Mary Marcotte, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE (AMAC) TERMS OF REFERENCE (TOR)

Background

The marine finfish Aquaculture Management Advisory Committee (AMAC) is being established by Fisheries and Oceans Canada (DFO) Pacific Region to provide formal advice and make recommendations to the Department on planning, policy and operational decisions related to aquaculture management in British Columbia. This process is designed to be stream-lined, representative, and cross-sectoral.

Purpose of Aquaculture Management Advisory Committees (AMAC)

AMACs are the mechanism which will bring together a range of interests related to aquaculture to provide coordinated analysis and advice to DFO with regard to aquaculture in British Columbia. AMACs provide a venue for discussion and dialogue, both between and among industry, First Nations, stakeholders and local/provincial and federal governments. This advice will play an important role in DFO's ongoing development of the marine finfish Integrated Management of Aquaculture Plan (IMAP). Consistent with advisory committee processes established to support other fisheries, AMACs provide a transparent opportunity for all interested groups to better understand and participate in the planning and management cycle for aquaculture.

DFO has also developed bilateral processes with First Nations and the aquaculture industry. It is envisioned that these processes will complement, inform and support work being done within the AMACs, and allow for more targeted discussions to identify and address specific issues. DFO also participates in other bilateral processes already in place in the Pacific Region with environmental non-governmental organization groups, recreational fishing advisory boards and commercial fishing industry advisory boards.

Consistent with legal obligations related to consultation and accommodation, DFO undertakes First Nations consultations outside of the AMAC process. Dealings with respect to consultation on Rights and Title as it relates to aquaculture licensing and management take place directly between DFO and local communities/Nations, outside of the aquaculture advisory processes.

AMAC Goal and Objectives

The goal of the AMAC is to provide regular and ongoing advice to DFO on the management of aquaculture in British Columbia. AMACs are one tool that government uses to make decisions related to aquaculture management, and are the main venue for external stakeholders and aggregate First Nations groups to provide input into the management cycle.

AMACs serve as a vehicle to strengthen the management of aquaculture in British Columbia, through the following draft objectives:

- Set out, according to a determined planning cycle, key management issues and associated plans (set objectives, implementation, measure progress, evaluate) for the IMAPs;
- Provide input and advice regarding DFO aquaculture policies, the development of area and ecosystem-based planning processes, and general Conditions of Licence;
- Serve as a forum for collaborative dialogue and work aimed at improving Canada's management of aquaculture and performance of the industry from both an environmental and economic standpoint; and;

- Provide overall general advice to DFO on the overall management of aquaculture which reflects a variety of perspectives from key groups.

Guiding Principles

In general, DFO advisory processes operate according to an accepted set of principles, designed to guide participation of the parties in the advisory committee process. Drawing on many decades of experience, and with reference to other policies and processes, DFO provides the following principles to guide discussion and decisions on how AMACs are structured and will operate:

- Environmental and Social Sustainability
 - Participants will work to increase their individual and collective knowledge about the aquaculture industry and its possible impacts on the environment. The committee members will provide input to the process which seeks to ensure sustainable aquatic ecosystems, while recognizing that the activity of aquaculture and the success of the industry economically is broadly beneficial to the people of Canada.
- Respect for Process:
 - All participants will respect the terms of reference established for the role and conduct of advisory structures in general and this advisory committee in particular. The AMAC is not intended to duplicate or interfere with any other consultation process within Fisheries and Oceans Canada. The department should refer stakeholders and other outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate advisory body contact. The department will inform the AMAC of any unsolicited advice it receives.
- Transparent:
 - There should be transparency throughout the process based on open lines of communication and the provision of timely, accurate, accessible, clear and objective information by both the department and participants. This information will be available to all participants in the process on an equal basis. Organizers will provide access to agendas and information needed as a starting point for an informed discussion well in advance of the meetings. In addition, this information and meeting summary notes will be made available to the public to ensure accountability to all Canadians.
- Accountable:
 - Participants who are representatives of a constituency are expected to bring to the discussions the general views, knowledge and experience of those they represent, and bring back an awareness and understanding to their constituencies about deliberations of the consultation activity and reasons for decisions taken. All participants share accountability for explaining how their input/advice was used and why and how decisions are taken.
- Broad Representation:
 - Representation on the advisory committee should relate to the mandate and function of the committee. Participation in advisory committees should reflect a broad range of interests in aquaculture issues in Pacific Region, so that to the extent possible, a diversity of perspectives are engaged.

Respectful participation:

- Participation in the advisory committee process involves responsibilities. Members participate in good faith. Members of the advisory committee will establish an operating environment that promotes and supports civil and productive discussions.
- Effective:
 - All participants should be satisfied that the process can achieve the objectives of the committee. The process will not force consensus, but will seek consensus where possible through the collaboration of participants. This does not mean that participants will always agree with the final advice, outcome, or recommendation. Where there is disagreement, or conflicting opinion with respect to the work of the committee, these variations in opinion will be captured in the meeting notes. The process must be cost-effective, and set out and respect realistic timeframes.

Management Cycle

The timing of the management cycle for IMAPs will relate to the timeframe for required decision-making. Issues include the frequency of required science and policy reviews, and the length of aquaculture licences and related need for review of conditions of licence. Meetings are expected to take place in the spring and fall of each year.

Committee Composition

DFO's objective is that AMACs will be moderate in size, and comprised of a range of interests that would work together within the committee structure to advise DFO on matters related to aquaculture. Groups with interests peripheral to aquaculture, who have established linkages to DFO through other established processes, may link to the AMACs through a designated DFO staff aquaculture liaison. Non-members may also be invited to participate in specific meetings of the AMAC, either as observers or guests.

Membership and Participation

Aquaculture industry	7 seats
First Nations	7 seats
Environmental Organizations	3 seats
Aquaculture Associations	1-2 seats
<u>Regional Districts</u>	<u>2 seats</u>
TOTAL:	20-21 seats

The Government of Canada and the Government of British Columbia will participate in the process of the committee, providing ex-officio representatives as required, but will not have seats on the committee, which is expected to provide advice and recommendations to government.

In addition to the regular participants, the Department or committee members may wish to invite guests or observers to participate in the process. This may include other government departments with jurisdictions related to aquaculture, or other interest groups without seats on the Committee.

Meetings of the AMACs will be open to general observers, but only appointed members, invited guests, and governmental staff will be able to actively participate in the meetings.

The AMACs will link with other processes, for example those where DFO works directly with industry or First Nations. These processes will continue to be part of the ongoing dialogue between DFO and various partners related to aquaculture and may help limit the need for extensive representation on the advisory committees themselves. Items that are shared in these processes may be shared at the AMAC.

Alternates

Each of the participating organizations can identify alternate members for each sitting AMAC member, or for a group of members. Only these alternates will be able to replace the members, should they be unable to attend a meeting.

Committee Appointments

Selection of Committee Members

The following selection method will be used to appoint participants to the AMAC process:

- Participants nominated by their sector/organization
- Nominations forwarded to the Department
- Department appoints nominees

Term of Members

Each member or alternate will serve at the pleasure of the nominating host organization. The normal duration of an appointment will be three years, but if a member resigns or loses the support of their nominating organization a term may be shorter than three years. Decisions of this nature should take place through discussions between the nominating organization and DFO.

Ad Hoc Working Groups

The Aquaculture Management Advisory Committee may convene ad-hoc working groups comprised of members, alternates, and other persons whose perspectives it may determine are required. In all circumstances where the AMAC agrees that a Working Group is to be instituted, the Committee will develop a written implementation plan, including a timeline for the working group that details the task to be undertaken and the reporting requirement.

Selection of a Facilitator

The AMAC will be facilitated by a person that has the capacity and skills to manage the process. This person will not be required to fill another function related to the committee simultaneously and will not participate in content discussions. The facilitator may be a DFO representative, a member of the AMAC, or an independent individual. DFO will engage the members of the committee in process of selecting the facilitator.

Roles and Responsibilities

In terms of the functioning of the Committee, the AMAC will:

- I. Conduct meetings consistent with its Terms of Reference;
- II. Establish an annual meeting plan consisting of a schedule of meetings and anticipated agenda items;
- III. Develop feedback (advice and/or recommendations) relating to the management framework for aquaculture in British Columbia, including the development of the marine finfish Integrated Management of Aquaculture Plan (IMAP), taking into account departmental priorities, the views of the interests represented on the committee, and supporting data and documentation where possible;
- IV. Provide advice to the Department of Fisheries and Oceans;
- V. Fully explore all matters on its agenda in a manner that seeks to understand the interests of all concerned. The committee will seek, but not force consensus, and if it becomes apparent to the facilitator that further dialogue on a specific issue is not productive, the varying opinions of committee members will be recorded and discussion will move forward;
- VI. Review and provide feedback on records of meetings within a limited time frame and accept those records of meetings before the records are made publicly available; and;
- VII. Review its Terms of Reference and engage in an evaluation at the completion of every two years.

AMAC Members will:

- I. Clearly articulate the interest and concerns of their interest group and incorporate them into the committee's discussions;
- II. Contribute to clarifying perspectives and concerns in all discussions by listening carefully, asking pertinent questions, and educating themselves regarding the interests of other members whether or not they are in agreement with them;
- III. Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
- IV. Keep their constituencies informed of the role of the advisory committee;
- V. Obtain the input and guidance of their constituencies on the issues of discussion at meetings;
- VI. Encourage the engagement of their constituencies in dialogue which will contribute to the discussions at the committee table;
- VII. Represent information, views and outcomes of committee discussions accurately and appropriately, and;
- VIII. Share responsibility for the success of the committee.

Fisheries and Oceans Canada (DFO) staff will:

- I. Respect the process by referring stakeholders and other outside parties who offer unsolicited advice outside of the process to the appropriate advisory committee contact;
- II. Respect the process by directing any unsolicited advice to the appropriate committee members;
- III. Respect the process by informing the committee of any unsolicited advice the department receives;
- IV. Provide logistical support the scheduling, preparing agendas, securing facilities, copying materials, managing discussions, and drafting summary minutes of the advisory committee meetings;
- V. Present information to the committee that enables it to engage in informed discussions on issues for which the department is currently seeking advice, or that the advisory committee has included on its agenda;

- VI. Identify when issues are impacting upon the department's legislative, policy, or program mandates;
- VII. Communicate the outcomes of the advisory committee deliberations, including both common positions, and diverging perspectives, to other staff, other programs, and senior managers as appropriate; and;
- VIII. Provide updates on how the department responds to the advice received during advisory committee meetings in a timely, open, and transparent manner that outlined the rationale for the department's response.

The Province of BC will:

- I. Respect the process by referring stakeholders and other outside parties who offer recommendations and advice outside of the established process to the appropriate advisory body contact;
- II. Identify when issues are impacting on the province's legislative, policy or program mandates;
- III. Communicate the outcomes of the advisory committee deliberations throughout the provincial ministries; and;
- IV. Respond to questions and requests for information arising from the deliberations of the advisory committee in a timely manner.

The process facilitator will:

- I. Manage the process consistent with the Terms of Reference and agreed upon agenda; promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- II. Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the advice and recommendations of the committee, and acknowledgement of any outstanding issues or concerns;
- III. Identify areas where there are conflicts and support processes through which those conflicts can be addressed; and;
- IV. Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the committee.