



TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MARCH 20, 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: NIL

2. MINUTES OF MEETINGS:

- (7) a. [Regular Council Meeting Minutes](#)
That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday March 6, 2019, be Approved.
- (14) b. [Committee of the Whole Meeting Minutes](#)
That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday March 13, 2019, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [CVRD Comox Valley Community Justice Contribution Extended Service Bylaw No. 2262, 2000, Amendment No. 2](#)

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 576 being "Comox Valley Community Justice Contribution Extended Service Bylaw No. 2262, 2000, Amendment No. 2".

- (2) [RCMP Appreciation Day in BC](#)

That a letter of support be provided to the RCMP Day - Vernon Committee, acknowledging February 1 of each year as Royal Canadian Mounted Police Day to honour and recognize members for their dedication and service.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (16) a. [Management Report - March 20, 2019](#)
That the Management Report for March 20, 2019 be received and filed for information.

- (17) b. [Planning Report PR 19-2: Streamlined Applications for Side-By-Side Secondary Suites and Coach Houses](#)
1. *That Council rescind Second Reading of Comox Official Community Plan Amendment Bylaw 1908;*
 2. *That Comox Official Community Plan Amendment Bylaw 1908 be amended by deleting Schedule "2" and replacing it with Schedule "2" as contained in Attachment 1 to the March 20, 2019 Planning Report PR 19-2;*
 3. *That, having considered the impact on the Financial Plan and the Comox Strathcona Waste Management 2012 Solid Waste Management Plan, Comox Official Community Plan Amendment Bylaw 1908, as amended, be given Second Reading.*

5. SPECIAL REPORTS:

- (34) 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, February 26, 2019;*
 - *Comox Valley Regional District (Comox Strathcona Waste Management) Board held on Friday, March 1 & Thursday, March 7, 2019; and*
 - *Comox Strathcona Regional Hospital District Board held on Thursday, March 7, 2019.*

6. BYLAWS:

- (53) a. [Comox Building Amendment Bylaw 1903](#)
- That Comox Building Amendment Bylaw 1903 be Adopted.*

7. NEW BUSINESS:

- (68) a. [Development Variance Permit Application: DVP 18-15 \(1990 Robb Avenue\)](#)
- That Development Variance Permit DVP 18-15 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the March 20, 2019 Planning Report on DVP 18-15.*

- (80) b. [Planning Report PR 19-4: Affordable Housing, Town Initiatives](#)
1. *That the Planning Report PR 19-4, dated March 20, 2019, be received for information.*
 2. *That staff be instructed to prepare a report on:*
 - a. *Options for local government provision of affordable housing;*
 - b. *Options for the use of rental zoning; and*
 - c. *Feasibility of the following:*
 - i. *Increasing developer affordable housing contributions; and*
 - ii. *Obtaining land within the Town to partner with the provincial government*

and a non-profit affordable housing agency for the construction and operation of an affordable housing project.

8. CORRESPONDENCE:

- (89) a. [Colin Charles - Support for DVP 18-15](#)

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MARCH 20, 2019

- (90) b. [Stephanie Cadieux & Michelle Stilwell \(BC Liberal Caucus\) Wheelchair Accessible Parking](#)
- (93) c. [Deborah Hall \(Immigrant Welcome Centre\) Requesting a letter of support](#)
- (95) d. [Elana Zysblat and John Atkin \(ANCE Building Services Co. Inc.\) Letter of support to retain Shakesides as a community resource/nature museum as per Mack Laing's Trust](#)
- (96) e. [Lawrence Buser - Support for Mack Laing's Trust and gift to the Town of Comox](#)

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:

- a. [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 Wednesday March 20, 2019, pursuant to the following sub-section of the Community Charter:

90(1)(g) litigation or potential litigation affecting the municipality.

ADJOURNMENT



Deputy Corporate Administrator

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday March 6, 2019

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

Absent: P. McKenna

Call to Order:

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

The Agenda was Amended to include a Late Item regarding the Mack Laing Heritage Society, and Approved as Amended.

There were 10 visitors 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 February 20, 2019, be Approved.

(2019.058) -- 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 Wednesday February 27, 2019, be Received.

(2019.059) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Mack Laing Trust Modification - Public Meeting

Mack Laing Trust - Public Meeting

That a facilitated Public Meeting be held during Council's March 27, 2019 Committee of the Whole meeting in order to hear presentations from the Mack Laing Heritage Society and the Friends of Mack Laing Nature Park, as well as engage in a discussion of issues and compromises related to the matter; and further,

That the meeting be held at the Comox Community Centre, between 5:00 and 7:00 p.m.

(2019.060) -- TABLED UNTIL AFTER CONSIDERATION OF LATE ITEM

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - March 6, 2019

Management Report

That the Management Report for March 6, 2019 be received and filed for information.

(2019.061) -- CARRIED

b. Planning Report PR 19-3 Non-Medical Cannabis Licence Application Review (City Cannabis Corporation) 215 Port Augusta Street - Comox Mall

215 Port Augusta Street

1. *Be it resolved that the Town of Comox Council's comments on the prescribed considerations regarding the request for a Non-Medical Cannabis Retail Sales Licence for the City Cannabis Corp. at commercial Unit 16a/b, 215 Port Augusta St., Comox (Lot A, Section 56, Comox District, Plan VIP75741) are as follows:*

a. The location of the proposed store:

i) The subject property is located within the Comox Centre Mall at the corner of Comox Avenue, an arterial road, and Port Augusta Street in downtown Comox. Surrounding uses include Comox Golf Course to the west and northwest, multi-family residential to the north across Balmoral Avenue, adjacent multi-family (congregate care) to the east, and commercial development to the east and south.

b. The general impact on the community if the application is approved:

i) If the application is approved, the impact is expected to be generally positive in that it will:

a. diversify services available to Comox residents, particularly as a walkable destination for the growing residential neighbourhood within the Town's downtown core;

b. strengthen Downtown Comox's commercial base with proposed hours of operation (10:00 am to 10:00 pm) comparable to that of the following Comox Centre Mall businesses:

- i. John's Independent grocery store (8:00 am to 10:00 pm)*
- ii. BC Liquor Store (typically 9:30 am to 7:00-9:00 pm) and*
- iii. New Tradition Brewery (proposed 9:00 a.m. to 12:00 midnight)*

c. The method the Town used to gather the views of the residents:

i) A notice, as contained in Attachment 5 of the March 6, 2019 Planning Report PR 19-3 for 215 Port Augusta Street was:

- a. posted on the Town's website and Town Hall notice board;*
- b. published in two consecutive editions of the Comox Valley Record newspaper (February 21, 2019 and February 26, 2019); and*
- c. mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.*

ii) A sign advertising the Non-Medical Cannabis Retail Store Licence application was installed on each of the three abutting street frontages of the subject property.

iii) Written submissions from the public, were provided to Council for Council's consideration of this application, copies of which will be forwarded to the General Manager of the Liquor and Cannabis Regulation Branch with this resolution.

(2019.062) -- CARRIED

b. Planning Report PR 19-3 Non-Medical Cannabis Licence Application Review (City Cannabis Corporation) 215 Port Augusta Street - Comox Mall

215 Port Augusta Street

2. *The Town of Comox Council recommends that a Non-Medical Cannabis Retail Store Licence be issued for the City Cannabis Corp., located at commercial Unit 16a/b, 215 Port Augusta Street in Comox as this will provide Comox residents with a local Non-Medical Cannabis Retail Store in a location that supports Comox Official Community Plan Bylaw, 2011 Policies 2.1.3.3(b)(d) and (e).*

(2019.063) -- CARRIED

5. SPECIAL REPORTS:

a. Rise and Report: Strategic Priorities 2019

Rise and Report

The March 1, 2019 report from the Deputy Corporate Administrator, titled "RISE AND REPORT: Strategic Priorities 2019", was received for information.

6. BYLAWS:

a. Rezoning Application: RZ 18-9 / Development Variance Permit Application: DVP 18-8 (1548 Dogwood Avenue)

1548 Dogwood Avenue

1. *That Comox Zoning Amendment Bylaw 1901 be given Third Reading.*
2. *That Comox Zoning Amendment Bylaw 1901 be Adopted.*
3. *That Development Variance Permit DVP 18-8 be issued, subject to the Development Permit conditions listed in Schedule 1 of the March 6, 2019 Planning Report on RZ 18-9 and DVP 18-8.*

(2019.064) -- CARRIED

(2019.065) -- CARRIED

(2019.066) -- CARRIED

b. Rezoning Application: RZ 18-11 / Development Variance Permit Application: DVP 18-12 (1622 Ascot Avenue)

1622 Ascot Avenue

1. *That Comox Zoning Amendment Bylaw 1871 be given Third Reading.*
2. *That Comox Zoning Amendment Bylaw 1871 be Adopted.*
3. *That Development Variance Permit DVP 18-12 be issued subject to the Development Variance Permit conditions listed in Schedule 1 of the March 6, 2019 Planning Report on RZ 18-11 and DVP 18-12.*

(2019.067) -- CARRIED

(2019.068) -- CARRIED

(2019.069) -- CARRIED

c. Planning Report PR 18-13: Comox Building Bylaw Amendment

Building Bylaw Amendment

1. *That Third Reading of Comox Building Amendment Bylaw 1903 be repealed.*

(2019.070) -- CARRIED

c. Planning Report PR 18-13: Comox Building Bylaw Amendment

Building Bylaw Amendment

2. *That Comox Building Amendment Bylaw 1903 be amended as follows:*

a. *by adding as section (11) the following text:*

"Section 27 Wood Burning Appliances is amended by:

a) *adding the following as sub-section (3):*

No person shall design or construct a building or building addition whose heating system or service water heating system relies in whole or in part on the use of a wood burning appliance, install a wood burning appliance in a new building or building addition, or install a wood burning appliance in any other building.

b) *adding the following as sub-section (4):*

Despite Section 27(3), a wood burning appliance may be installed in a building that existed on April 30, 2019 in replacement for an existing wood burning appliance, provided that the replacement appliance has a higher fuel efficiency rating than the existing appliance, and for the purpose of comparing fuel efficiency ratings the owner shall, after replacement, retain the existing appliance on the premises until the building official has authorized its removal."

b. *by deleting section 1(A)(S) from Schedule F;*

c. *by making such consequential changes as are required to reflect the foregoing amendment, including without limitation changes in the numbering and order of the sections of the bylaw;*

(2019.071) -- CARRIED

3. *That Comox Building Amendment Bylaw 1903, as amended, be given Third Reading.*

(2019.072) -- CARRIED

7. NEW BUSINESS:

a. Regional Mid-Island Electric Vehicle Charging Network

EV Charging Network

1. *That the Town of Comox submit a letter of support for Community Energy Association's application to the Emotive Community Outreach Incentive Program on behalf of mid-island communities, for coordinating the collaboration on behalf of mid-island communities.*

(2019.073) -- CARRIED

2. *That the Town of Comox support the Regional District of Nanaimo acting as the lead applicant in a CleanBC Communities Fund application on behalf of multiple mid-island municipalities and regional districts.*

(2019.074) -- CARRIED

b. Planning Report PR 19-2: Streamlined Applications for Side-By-Side Secondary Suites and Coach Houses

Secondary Suites / Coach Houses

1. *That Comox Official Community Plan Amendment Bylaw 1908 be given First Reading.*

(2019.075) -- CARRIED

b. Planning Report PR 19-2: Streamlined Applications for Side-By-Side Secondary Suites and Coach Houses

Secondary Suites / Coach Houses

2. *That, having considered the impact on the Financial Plan and the Comox Strathcona Waste Management 2012 Solid Waste Management Plan, Comox Official Community Plan Amendment Bylaw 1908 be given Second Reading.*
(2019.076) -- CARRIED
3. *That Comox Zoning Amendment Bylaw 1909 be given First and Second Readings.*
(2019.077) -- CARRIED
4. *That Comox Planning Procedures Amendment Bylaw 1910 be given First and Second Readings.*
(2019.078) -- CARRIED
5. *That a Public Hearing in respect of Comox Official Community Plan Amendment Bylaw 1908 and Comox Zoning Amendment Bylaw 1909 be scheduled for April 3, 2019 at 6:30 p.m., located at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the Local Government Act.*
(2019.079) -- CARRIED

8. CORRESPONDENCE:

a. Ben Henderson (FCM) Town of Comox Water Metering Feasibility Study

Water Meter Feasibility Grant Funding

That the February 8, 2019 letter from Ben Henderson, Chair of the Green Municipal Fund Council, advising of Council's successful funding application for a Water Metering Feasibility Study, and of a grant approval for up to \$23,000, be received and filed for information.
(2019.080) -- CARRIED

b. Emma Tillotson - Coach House 1622 Ascot

1622 Ascot Avenue

That the February 25, 2019 email from Emma Tillotson of 1605 Ascot Avenue, advising of her objection to the proposed coach house at 1622 Ascot Avenue, be received and filed for information.
(2019.081) -- CARRIED

c. James Derry (The Alberni Project Society) Funding

The Alberni Project

That the February 3, 2019 letter from James Derry of The Alberni Project Society, requesting a grant-in-aid of \$2000 in order to continue their mobile education work, be received and referred to the budget process.
(2019.082) -- CARRIED

9. LATE ITEMS:

a. Correspondence from Mack Laing Heritage Society- March 1, 2019

Mack Laing Trust - Public Meeting

1. *That the March 5, 2019 report from the Chief Administrative Officer, titled "Correspondence from Mack Laing Heritage Society - March 1, 2019" be received; and further,*

That Council invite only the Mack Laing Heritage Society to present any additional information they may wish to present on their proposed Business Plan at the March 27, 2019 Committee of the Whole, and that they be prepared to answer any questions the Committee may have regarding the proposed Business Plan.

(2019.083) -- DEFEATED

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

2. *That Council continues with the modification of the trust in its current format or a modified proposal.*

(2019.084) -- CARRIED

b. Mack Laing Trust Modification - Public Meeting

Mack Laing Trust - Public Meeting

1. *That the motion from Item 2.b.(1), regarding the modification of the Mack Laing Trust, be removed from the table.*

(2019.085) -- CARRIED

2. *That a facilitated Public Meeting be held during Council's March 27, 2019 Committee of the Whole meeting in order to hear presentations from the Mack Laing Heritage Society and the Friends of Mack Laing Nature Park, as well as engage in a discussion of issues and compromises related to the matter; and further,*

That the meeting be held at the Comox Community Centre, between 5:00 and 7:00 p.m.

That the main motion be amended to add the text "and workshop" after the text "Public Meeting", and to remove the text "hear presentations from the Mack Laing Heritage Society and the Friends of Mack Laing Nature Park, as well as".

(2019.086) -- CARRIED

3. *That a facilitated Public Meeting and Workshop be held during Council's March 27, 2019 Committee of the Whole meeting in order to engage in a discussion of issues and compromises related to the matter; and further,*

That the meeting be held at the Comox Community Centre, between 5:00 and 7:00 p.m.

(2019.087) -- CARRIED

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Bissinger

Councillor Bissinger advised that she attended:

- the Wounded Warriors Run event,
- the Integrated Regional Transportation Select Committee meeting,
- the regional solid waste management strategic planning session, and
- the solid waste advanced technology meeting.

b. Councillor Grant

Councillor Grant advised that he attended:

- the Regional District board (budget) meeting, sports commission meeting and water committee meeting, and
- the Coldest Night of the Year event.

c. Councillor Minions

Councillor Minions advised that she attended the regional solid waste management meeting.

d. Councillor McGowan

Councillor McGowan advised that she attended:

- the Comox Archives and Museum Society meeting,
- the plaque unveiling for former Councillor Shirley McLoughlin,
- the Coldest Night of the Year event,
- the Community to Community forum with K'omoks First Nation,
- an affordable housing 101 webinar, and
- the Comox Valley Social Planning Society meeting.

e. Councillor Swift

Councillor Swift advised that she attended:

- the plaque unveiling for former Councillor Shirley McLoughlin,
- the regional district sewage commission meeting,
- the Filberg Heritage Lodge and Park Association meeting,
- the Community to Community forum with K'omoks First Nation,
- the Regional District board (budget) meeting, water committee meeting and sports commission meeting, and
- a Filberg volunteer appreciation coffee.

f. Mayor Arnott

Mayor Arnott advised that he attended:

- a Mayor's lunch,
- a meeting with Providence Health along with the CAO,
- the plaque unveiling for former Councillor Shirley McLoughlin, and
- the Coldest Night of the Year event.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:10 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 March 13, 2019

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

Absent: R. Arnott

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

The Agenda was Adopted.

1. DELEGATIONS:

a. Rachel Blaney (Member of Parliament for North Island-Powell River) Introduction to New Town Council

Ms. Blaney introduced herself and advised that she was available to answer any questions of Council.

b. Audrey Craig & Tom Blackburn (Filberg Heritage Lodge & Park Association) Plans for the Future

Ms. Craig and Mr. Blackburn advised that the Association has a new board with a redesigned mission and vision. They highlighted some of the park buildings and functions, discussed their budget and some of the upcoming projects, and advised of their open house in June.

2. Minutes of Meetings: NIL

3. Department Reports: NIL

4. Staff Reports:

a. 2019-2023 Preliminary Financial Plan

Mr. Freundlich, Director of Finance, introduced the first draft of the Financial Plan. He advised that he started with the general property tax increase of 2.11%, as identified for year 2 in the 2018 Financial Plan. He advised that there are three themes that he built into the budget this year: operational capacity, infrastructure projects and Council initiatives.

The March 8, 2019 report from the Director of Finance, titled "2019 Preliminary Financial Plan" was received for information.

5. Correspondence:

- a. **Jake Martens (CVRD) Comox Valley Community Justice Contribution Extended Service Bylaw No. 2262, 2000, Amendment No. 2**

COMMITTEE RECOMMENDATION:

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 576 being "Comox Valley Community Justice Contribution Extended Service Bylaw No. 2262, 2000, Amendment No. 2.

CARRIED

- b. **Liz Condon (District of Highlands) Municipal Survivor Climate Challenge**

The March 5, 2019 email from Liz Condon of the District of Highlands, regarding their Municipal Survivor Climate Challenge, was received and filed for information.

- c. **Martin von Holst (RCMP) RCMP Appreciation Day in BC**

COMMITTEE RECOMMENDATION:

That the February 28, 2019 letter from Martin von Holst, Chair of the RCMP Day - Vernon Committee, asking for a letter of support in acknowledging February 1 of each year as Royal Canadian Mounted Police Day to honour and recognize members for their dedication and service, be received and a letter of support provided.

CARRIED

- d. **Emma & Maeve (Brooklyn Elementary School) Increase the Amount of Sidewalks in the Comox Valley**

<div>The February 6, 2019 Sidewalk Proposal from Maeve Traux and Emma Hrysio, to increase the amount of sidewalks on busy streets in the Comox Valley, was received and filed for information.</div>

6. Exclude the Public: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:53 p.m.

CARRIED

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

CHAIR

**TOWN OF COMOX – MANAGEMENT REPORT
March 20, 2019**

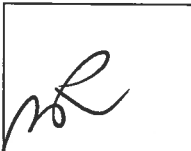
| Item | DATE ADDED | SUBJECT | COUNCIL DIRECTION | STATUS |
|-------------|--------------------------|--|--|---|
| 1. | Mar 7, 2007 | Organic Waste Collection Service | Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay | Regional District continuing to investigate options. 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. Expected building completion by July 2019. |
| 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, 2018 RCM. Staff working on bylaws, to be introduced to Council in the Fall. |
| 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. Court proceedings put into abeyance for up to three months in order that Council facilitate discussions with all interested parties. Facilitated Public Meeting and Workshop to be held March 27, 2019 at the Community Centre. |
| 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. |
| 6. | February 20, 2019 | Ambulance Station | Relocation of Ambulance Station to Berwick Addition | Lease agreement approved, awaiting final consent from Berwick . |


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



TOWN OF COMOX PLANNING REPORT

| | |
|-----------------|--|
| TO: | RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER |
| FROM: | MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I |
| SUBJECT: | PR 19-2 STREAMLINED APPLICATIONS FOR SIDE-BY-SIDE SECONDARY SUITES AND COACH HOUSES |
| DATE: | MARCH 20, 2019 RCM BYLAW 1908 SECOND READING REPORT |


 Submitted by


 Concurrence


 Approval

Planner's Recommendation:

1. That Council rescind Second Reading of Comox Official Community Plan Amendment Bylaw 1908;
2. That Comox Official Community Plan Amendment Bylaw 1908 be amended by deleting Schedule "2" and replacing it with Schedule "2" as contained in **Attachment 1** to the March 20, 2019 Planning Report PR 19-2;
3. That, having considered the impact on the Financial Plan and the Comox Strathcona Waste Management 2012 Solid Waste Management Plan, Comox Official Community Plan Amendment Bylaw 1908, as amended, be given Second Reading;

Background:

Comox Official Community Plan Amendment Bylaw 1908 was given First and Second Reading at the March 6, 2019 Regular Council Meeting. A copy of Comox Official Community Plan Amendment Bylaw 1908 as given Second Reading on March 6, 2019 is contained in **Attachment 2**. The purpose of Schedule "2" to Bylaw 1908 is to include all lands identified in the Official Community Plan as allowing secondary suites to be contained within the new Development Permit Area #18 – Secondary Suites.

U:\Dev App\2019\PR\PR 19-2 Streamlined sec suites and coach houses\Reports\3_PR 19-2_RCM_March 20 2019_repeal & 2 Read_streamlined sec suites and coach houses.docx

PR 19-2

STREAMLINE SECONDARY SUITE AND COACH HOUSE APPLICATIONS

MARCH 20, 2019 RCM

In reviewing proposed Comox Official Community Plan Amendment Bylaw 1908 it was noted that Schedule "2" does not include all parcels in the Point Holmes area where the Official Community Plan allows secondary suites. An updated Schedule "2" to include these parcels is contained in **Attachment 1**.

The replacement of Schedule "2" of proposed Comox Official Community Plan Amendment Bylaw 1908 and Second Reading of the Bylaw 1908 as amended would not affect the notification schedule and planned Public Hearing date of April 3, 2019.

Staff have referred proposed Bylaw 1908 to School Districts, SD 71 and SD93 (Francophone) by email on February 28, 2018 noting that if comments are not received by March 15, 2019, the Town will assume that School Districts have no concerns. No responses have been received.

Processing Steps:

Attachment 3 outlines the key processing steps, including updating Schedule "2" of proposed Comox Official Community Plan Amendment Bylaw 1908, that will allow Council's concurrent consideration of the proposed bylaws. The steps that have been completed to date are shown in crossed out text.

Financial Plan and Waste Management Plan Implications:

Staff are of the opinion that proposed Comox Official Community Plan Amendment Bylaw 1908 as amended, is not of sufficient magnitude to impact the current Financial Plan, nor the Comox Strathcona, 2012 Solid Waste Management Plan.

MK/RB

Attachments:

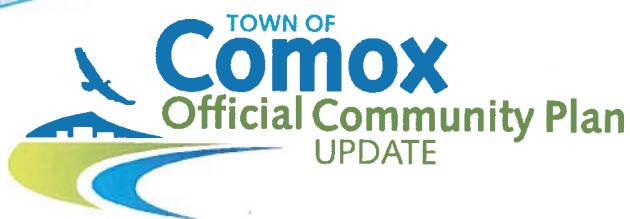
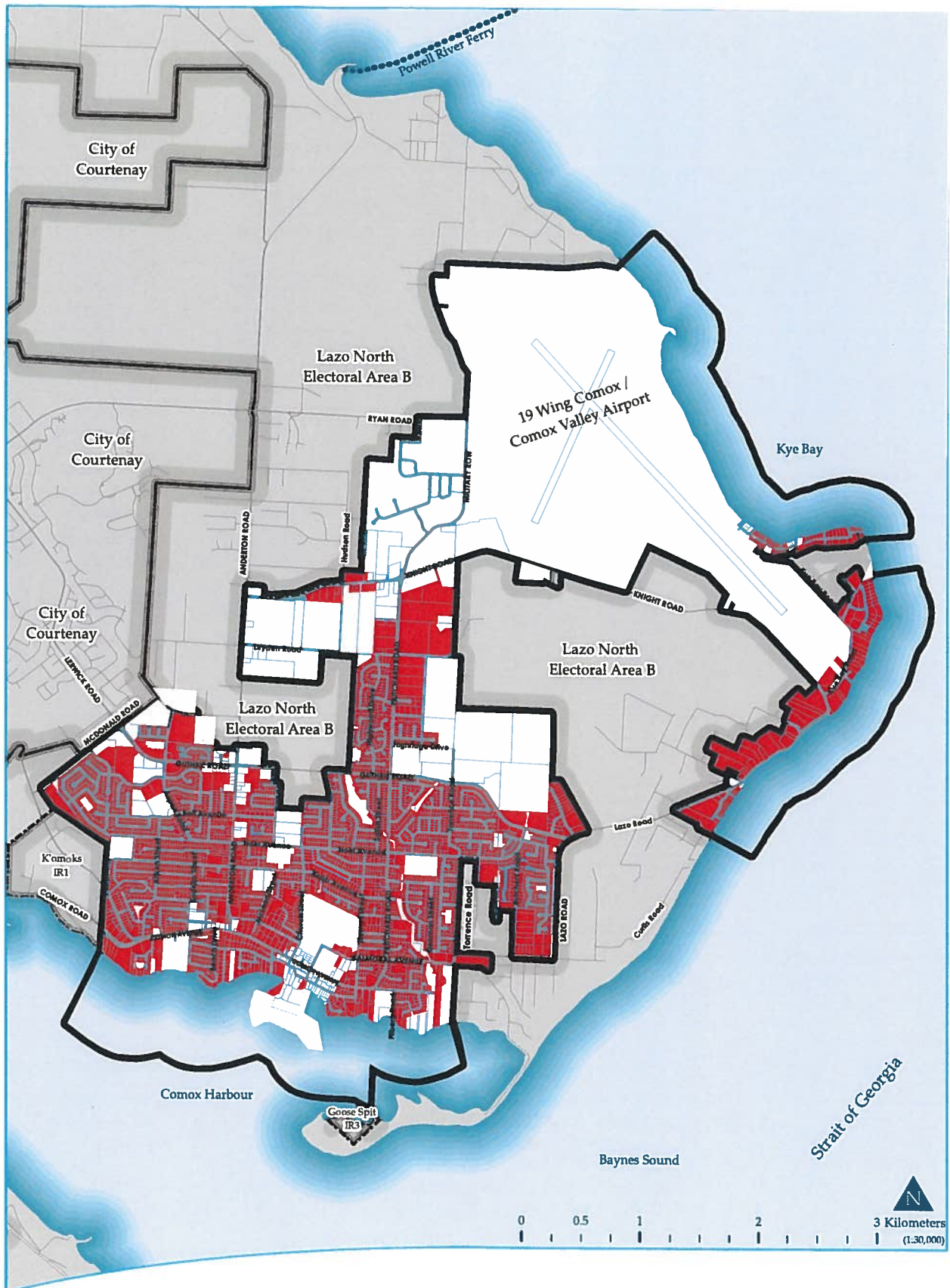
1. Updated Schedule "2" to proposed Bylaw 1908
2. Proposed Bylaw 1908, as at Second Reading on March 6, 2019
3. Processing Procedures

**PR 19-2
STREAMLINE SECONDARY SUITE AND COACH HOUSE APPLICATIONS**

MARCH 20, 2019 RCM

ATTACHMENT 1

UPDATED SCHEDULE "2"



Development Permit Areas

■ DPA # 18 Secondary Suites

OCP Amendment Bylaw 1908, 2019

map created by the Town of Comox

data provided by:

Town of Comox, Comox Valley Regional District, Province of British Columbia,

Department of Natural Resources Canada © All rights reserved

DEVELOPMENT PERMIT AREAS

**PR 19-2
STREAMLINE SECONDARY SUITE AND COACH HOUSE APPLICATIONS**

MARCH 20, 2019 RCM

ATTACHMENT 2

**PROPOSED COMOX OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW 1908
AS AT SECOND READING ON MARCH 6, 2019**

TOWN OF COMOX

BYLAW 1908

A BYLAW TO AMEND COMOX OFFICIAL COMMUNITY PLAN BYLAW, 2011

WHEREAS Council has the authority under the provisions of the Local Government Act to amend the Official Community Plan Bylaw;

AND WHEREAS Council has considered the amendments in conjunction with its financial plan and any waste management plan that is applicable in the municipality or regional district;

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

Title

1. This Bylaw may be cited for all purposes as "Comox Official Community Plan Amendment Bylaw 1908".

Amendments

2. Comox Official Community Plan Bylaw, 2011 is hereby amended as follows:

- (1) Section 1. Title, by deleting the following text in its entirety:

This Bylaw may be cited for all purposes as "Comox Official Community Plan Bylaw, 2011",

- (2) Section 1. Title by adding the following text:

This Bylaw may be cited for all purposes as "Comox Official Community Plan Bylaw 1685"

- (3) Schedule "A" Part 1: Introduction, Vision & Goals:

- a. Section 1.5 Official Community Plan Structure, by deleting the following text in its entirety:

"Part 3 consists of Development Permit Areas (DPAs) and requirements. There are a total of 17 Development Permit Areas. Seven address protection of the natural environment, its ecosystems and biological diversity. Eight concern the form and character of commercial, industrial or residential development. One (DPA #13) specifically addresses the protection of development from hazardous conditions. The final Development Permit Area addresses energy conservation, water conservation and the reduction of greenhouse gas (GHG) emissions. Means of reducing GHG emissions have also been included in a number of form and character

DPA. Each Development Permit Area includes objectives to justify the designation and specifies guidelines to address these objectives.”

- b. Section 1.5 Official Community Plan Structure, by adding the following text immediately after “Part 2 also addresses economic development, historical and cultural resources, future boundary expansion, and inter-jurisdictional co-operation.”:

“Part 3 consists of Development Permit Areas (DPAs) and requirements. There are a total of 18 Development Permit Areas. Seven address protection of the natural environment, its ecosystems and biological diversity. Nine concern the form and character of commercial, industrial or residential development. One (DPA #13) specifically addresses the protection of development from hazardous conditions. The final Development Permit Area addresses energy conservation, water conservation and the reduction of greenhouse gas (GHG) emissions. Means of reducing GHG emissions have also been included in a number of form and character DPAs. Each Development Permit Area includes objectives to justify the designation and specifies guidelines to address these objectives.”

- c. Section 1.5 Official Community Plan Structure, Table 1 – Maps and Figures in this OCP, by adding the following text:

| | |
|---------|------------------|
| DPA #18 | Secondary Suites |
|---------|------------------|

(4) Schedule “A” Part 2: Objectives and Policies

- a. Section 2.1.1.3 Residential Policies, by adding the following text as Section 2.1.1.3(e) and renumbering accordingly the subsequent sections:

Land designated to accommodate secondary suites is included in Development Permit Area #18 – Secondary Suites. The objectives and guidelines for DPA #18 are specified in Part 3 and the map showing areas designated in DPA #18 is contained in Part 5. In these areas, the property owner or authorized agent must first obtain a development permit prior to the issuance of a building permit, subdivision of land; alteration of land, including vegetation; or construction of, addition to or alteration of a building or structure pursuant to Section 489 of the *Local Government Act* unless exempted in this OCP under Section 488(4) of the *Local Government Act*.

- b. Section 2.1.1.4(b) Residential: Detached Policies, by deleting the following text in its entirety:

Coach houses may be considered on a site by site basis subject to the following:

- i. Owner occupation of either the principal dwelling or coach house;
- ii. Minimum site area of 500 square metres;
- iii. Maximum building area of 70 square metres, for larger parcels (over 1000 square metres) an increase to 90 square metres may be considered, where appropriate;
- iv. No increase in the maximum allowable parcel coverage; and
- v. Siting of coach house in the rear yard or visually screened from the front yard.

- c. Section 2.1.1.4 Residential: Detached Policies, by adding the following text as subsection (b):

Coach houses may be considered, subject to the following:

- i. Owner occupation of either the principal dwelling or coach house;
- ii. Minimum site area of 500 square metres;
- iii. Maximum building area of 70 square metres, for larger parcels (over 1,000 square metres) an increase to 90 square metres may be considered, where appropriate;
- iv. No increase in the maximum allowable parcel coverage; and
- v. Siting of coach house in the rear yard or visually screened from the front yard.

(5) Schedule "A" Part 3: Development Permit Areas

- a. Section 3.17.4 E by deleting the following text in its entirety:

- I. Changes are consistent with the general character of the development as previously approved in terms of colour, materials, form, landscaping and open space;
- IV. Changes in the exterior design of a building on any one side involve an area less than 50%; or

- b. By adding as Section 3.17.4 E(I) the following text:

Changes are consistent with a previously approved Development Permit, in terms of colour, materials, form, landscaping and open space.

- c. By adding as Section 3.17.4 E(IV) the following text:

Changes in the exterior design of a building on any one side involve an area less than 50%.

- d. By adding as Section 3.18 Development Permit Area (DPA) #18 Secondary Suites, as shown on **Schedule "1"**, which is attached to and forms part of this bylaw; and renumbering accordingly the subsequent sections.

(6) Schedule "A" Part 4: Plan Implementation and Monitoring

- a. By deleting the following bold text in Section 4.2 "Focus/ Implementation/ Action" table:

| | |
|--|--|
| Section 2.1.1.4 Residential: Detached Policies | |
| Policy b: Coach Houses | Amend Zoning Bylaw to enable coach houses on a site by site basis |

- (7) Schedule "A" Part 5: Maps
 - a. By adding the following text to the list of maps after "DPA #17 Coach Houses":
"DPA #18 Secondary Suites"; and
 - b. By adding the map for Development Permit Area #18 Secondary Suites, as shown on **Schedule "2"**, which is attached to and forms part of this bylaw.
3. Comox Official Community Plan Bylaw, 2011 is further amended by making the following revisions:
 - (1) References to section numbers in the *Local Government Act*, RSBC 1996 chapter 323 are updated to reflect the equivalent section numbers in the *Local Government Act*, RSBC 2015, chapter 1; and
 - (2) Such consequential changes, as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

Adoption

| | |
|-------------------------------|---------------|
| READ A FIRST time this | day of , 2019 |
| READ A SECOND time this | day of , 2019 |
| ADVERTISED A FIRST time this | day of , 2019 |
| ADVERTISED A SECOND time this | day of , 2019 |
| PUBLIC HEARING HELD this | day of , 2019 |
| READ A THIRD time this | day of , 2019 |
| ADOPTED this | day of , 2019 |

Russ Arnott
Mayor

Richard Kanigan
Chief Administrative Officer

BYLAW 1908
SCHEDULE "1"

3.18 Development Permit Area (DPA) #18 Secondary Suites

3.18.1 Area Affected

DPA #18 – Secondary Suites applies to all areas as shown on the map *DPA #18 – Secondary Suites*.

3.18.2 Purpose

In accordance with sections 488, 489, 490 and 491 of the *Local Government Act*, the purpose of DPA #18 is to establish objectives:

- For the form and character of intensive residential development consisting of side-by-side secondary suites;
- To promote energy and water conservation; and
- To promote a reduction in greenhouse gas emissions.

3.18.3 Justification

Secondary suite development presents the possibility to create a range of housing opportunities in both “greenfield” sites and already established neighbourhoods. Secondary suites should be compatible with surrounding areas that typically contain a predominance of single detached dwellings. Appropriate site planning and landscaping can result in energy and water conservation and lead to a reduction in a community’s greenhouse gas emissions.

3.18.4 Exemptions

A development permit is not required for the following actions:

- A. Construction of, addition to, or alteration of buildings and structures other than a single detached dwelling with a secondary suite; or
- B. Alteration of land, including vegetation.

Written confirmation of exemption from the Town is available prior to the commencement of the following actions:

- C. Construction of, addition to, or alteration of a single detached dwelling with a secondary suite, provided that the secondary suite is located above or below the principal dwelling, shared utility and storage areas are excluded from this requirement;
- D. Construction of, addition to, or alteration of a single detached dwelling with a secondary suite, provided that:
 - I. The exterior materials of secondary suite addition match the existing building exterior materials or are brick, fibre cement siding, stone masonry, wood, stucco or concrete and no building face is more than 20% unfinished concrete. Metal trim and architectural hardware and details are permitted;
 - II. Each secondary suite elevation facing a street:
 - a. provide no entrance doors, except on exterior side elevation;

- b. not exceed 30% of total building frontage of the single-detached dwelling;
 - c. door and window trim match the existing building materials and style; and
 - d. window glazing not exceed 30% of secondary suite elevation area;
- III. Both the secondary suite and the principal dwelling have separate at grade outdoor space, or deck with a minimum depth of 2.5 metres, a minimum area of 15 square metres and not located closer than 2.0 to a lot line. For the secondary suite:
- a. the open space must abut an exterior secondary suite wall and be directly accessible from the secondary suite; and
 - b. an exterior faucet is provided to facilitate optional gardening by residents;
- IV. Existing trees with a DBH of more than 20 centimetres are retained, unless removal is necessary to allow for a secondary suite of the Zoning Bylaw maximum permitted gross floor area, in conformance with DPA #18 exemption criteria. In this case a replacement tree of comparable species of minimum 5 cm DBH for deciduous trees and 1.5 meter minimum height for coniferous trees is provided for each mature tree removed; and
- V. All new onsite wiring services are underground;
- E. Minor external additions or alterations to existing side-by-side secondary suites provided that:
- I. Changes are consistent with a previously approved Development Permit, in terms of colour, materials, form, landscaping and open space.
 - II. External additions or alterations are valued less than \$10,000 for materials and labour;
 - III. Additions or alterations do not exceed 30% of the existing secondary suite floor area to a maximum of 30 square metres; and
 - IV. changes in the exterior design of a single-family building on any one side involve an area less than 50%; and
- F. Subdivision of land.

3.18.5 Guidelines

Unless exempt under Section 3.18.4, no alteration of land, including vegetation; construction of, addition to, or alteration of a building or other structure is to occur unless the applicant first obtains a development permit. A development permit shall not be issued except in compliance with the following guidelines.

Use of the word "should" in a guideline does not indicate that compliance is at the option of the applicant. Rather compliance to the guideline will be required as a condition of issuance of a development permit unless there are exceptional reasons why the guideline should not be applied to its fullest extent.

Use of the term “encourage” indicates that compliance with the guideline may at the discretion of the Council be required as a condition of issuance of a development permit.

3.18.5.1 Site Services and Access

- 1) All new onsite services should be underground; and
- 2) Vehicle access and egress from a parcel should be limited to one common driveway, except where secondary access is from a lane.

3.17.5.2 Building Guidelines

- 1) Buildings should not give the appearance of a mirror image duplex as viewed from a street;
- 2) Buildings over 1 storey should be massed to reduce the appearance of height and increase ground floor weight through terracing or tapering of building mass and rooflines;
- 3) The exterior materials of secondary suites should be brick, fibre cement siding, stone masonry, wood, stucco or concrete. No building elevation should be more than 20% of unfinished concrete. The use of vinyl siding may be permitted only to match the existing building and where sufficient architectural details are provided to ensure visual interest. Metal trim and architectural hardware and details are permitted;
- 4) Exterior trim and architectural features should be robust and weather resistant;
- 5) Pedestrian access to a secondary suite is encouraged to be designed for universal access, to accommodate persons with mobility impairment;
- 6) Building siting and design should encourage crime prevention by using passive security design elements including, where applicable, the location of habitable rooms with windows that face streets, sidewalks, pathways and secondary suite associated open space, to promote informal surveillance through a high level of visual oversight;
- 7) Principal elevation of the principal dwelling should be orientated to a street and designed in such a manner as to promote a lively, energetic, pedestrian-oriented, streetscape including the provision of a strongly articulated, pedestrian entrance to the principal dwelling accentuated by:
 - a. door design, trim, and hardware;
 - b. provision of a door window or sidelight;
 - c. porch, dormer or recessing; and
 - d. a direct hard surfaced pedestrian pathway to the street. Use of smooth, level non-slip permeable surfacing suitable for use by those with mobility impairment (e.g. walkers, wheelchairs) is also permitted.

Other building elevations which are visible from adjacent streets should be treated similarly, excluding the pedestrian entrance requirement. On these building elevations, any pedestrian entrance should be clearly secondary and should not be strongly articulated or accentuated; and

- 8) All exterior building and site lighting fixtures should:
 - a. produce illumination levels in accordance with common engineering practices and standards;
 - b. be of a metal halide type or provide a similar light spectrum;
 - c. minimize illumination of adjacent properties;
 - d. consist of full cut off/flat lens pole lighting or fully shielded wall lighting;
 - e. be arranged so rays of light are directed upon the parking, walking, areas and not upon adjacent land or streets; and
 - f. be so arranged that no part of any fixture is more than 4.5 metres above finished grade level of off-street parking areas.

3.18.5.3 Integration with the Existing Development:

- 1) The design, siting and orientation of a secondary suite should reflect that of a secondary unit;
- 2) Secondary suite design, siting and orientation, should provide visual privacy between neighbouring properties; and
- 3) Secondary suite design, siting and orientation should be compatible with surrounding development.

3.18.5.4 Energy, Water Conservation and Greenhouse Gas Reduction:

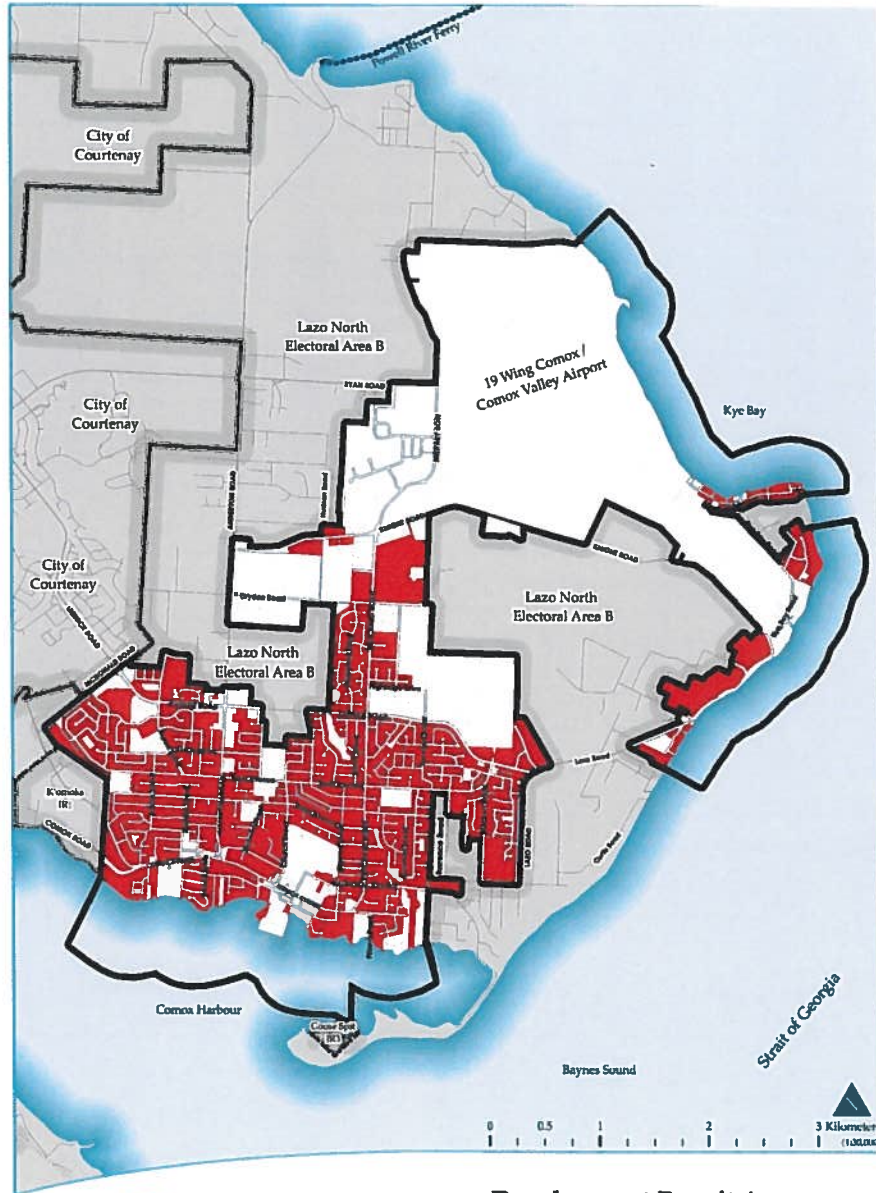
- 1) Secondary suites are encouraged to be sited, designed and landscaped to take advantage of passive solar exposure in wintertime and reduce sun penetration in summer. This guideline does not apply to sites which do not receive substantial solar exposure;
- 2) Incorporation of solar panels as a supplementary or alternative energy and geothermal heating is encouraged; and
- 3) Drought resistant landscaping and xeriscaping are encouraged.

3.18.5.5 Landscape Guidelines

- 1) Both the secondary suite and principal dwelling should be provided with their own separate outdoor space, balcony or deck, each with:
 - a. a minimum depth of 2.5 metres, a minimum area of 15 square metres and not located closer than 2.0 to a lot line;
 - b. located in a suitable location adjacent to the unit, serviced with direct access thereto; and
 - c. the secondary suite outdoor space should be provided with an exterior faucet to facilitate optional container gardening by residents;

- 2) Existing mature trees should be retained wherever possible. Owners should employ the principle of “no net loss” of significant plant material in any development. Where it is necessary to remove significant plant material in order to build a secondary suite on a property, replacement plantings should be provided of a sufficient number, size, type, suitability and maturity to off-set its removal; and
- 3) Fences should be aesthetically designed and be compatible with adjacent developments. Fencing should be robust. Wood fencing should have minimum 4” x 4” posts and 2” x 4” horizontal supports at the top and bottom of fence panels. All wooden fencing and other wooden landscape components should be treated with paint, stain, or other preservative, or contain a natural preservative (i.e. cedar).

BYLAW NO. 1908
SCHEDULE "2"



Development Permit Areas

#18: Secondary Suites

Bylaw #1908

map created by the Town of Comox

data provided by:
 Town of Comox, Comox Valley Regional District,
 Province of British Columbia,
 Department of Natural Resources Canada © All rights reserved

DEVELOPMENT PERMIT AREAS

PR 19-2

STREAMLINE SECONDARY SUITE AND COACH HOUSE APPLICATIONS

MARCH 20, 2019 RCM

ATTACHMENT 3

PROCESSING PROCEDURES

- ~~1. First and Second Reading of proposed Bylaws 1908, 1909 and 1910;~~
- ~~2. Referral of Bylaw 1908 to affected School Districts in accordance with LGA s. 476;~~
3. Council notification of School District referral responses;
4. Rescinding the Second Reading of proposed Bylaw 1908;
5. Second Reading of proposed Bylaw 1908, as amended;
6. Public notification of Public Hearing on proposed Bylaws 1908 and 1909;
7. Public Hearing;
8. Third Reading of proposed Bylaws 1908, 1909 and 1910;
9. Resolution of any outstanding items; and
10. Adoption of proposed Bylaws 1908, 1909 and 1910.
11. Update Town of Comox Housing Affordability Strategy to reflect Bylaws 1908, 1909 and 1910.

Tuesday, February 26, 2019

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, February 26, 2019 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') |
| Director: | J. Ketler | Village of Cumberland |
| 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 |
| 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 |

IN-CAMERA MEETING:

E. Grieve/K. Grant: 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 regional district or another position appointed by the regional district;

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

90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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

ADOPTION OF MINUTES:

K. Grant/D. Arbour: THAT the Comox Valley Regional District Board minutes dated January 29, 2019, be adopted.

208

Carried

REPORTS:**COMOX VALLEY SPORTS CENTRE COMMISSION - JANUARY 29, 2019**

D. Arbour/E. Grieve: THAT the Comox Valley Sports Centre Commission minutes dated January 29, 2019 be received.

208

Carried

COMMITTEE OF THE WHOLE - JANUARY 29, 2019

D. Arbour/E. Grieve: THAT the Committee of the Whole minutes dated January 29, 2019 be received.

208

Carried

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - FEBRUARY 4, 2019

K. Grant/D. Arbour: THAT the Black Creek - Oyster Bay Services Committee minutes dated February 4, 2019 be received.

208

Carried

K. Grant/D. Arbour: THAT an application based annual rebate program for properties with farm status be developed and implemented for the Black Creek/ Oyster Bay Water Local Service Area;

AND FURTHER THAT that the program be re-evaluated in one year to ensure that the decrease in revenue resultant from the farm status rebate is not more than three percent of the total annual revenue for the service.

209

Carried

ELECTORAL AREAS SERVICES COMMITTEE - FEBRUARY 4, 2019

K. Grant/D. Arbour: THAT the Electoral Areas Services Committee minutes dated February 4, 2019 be received.

208

Carried

E. Grieve/K. Grant: THAT the board approve the Development Variance Permit DV 1B 19 (Cornish) to:

1. reduce the minimum front yard setback for a proposed deck from 7.5 metres to 4.1 metres; and
2. reduce the minimum front yard setback for the eaves of the proposed deck from 5.5 metres to 3.6 metres;

for property described as Lot 4, District Lot 206, Comox District, Plan 35732, PID 000-216-151 (1327 Clipper Place);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit upon receipt of a setback permit from the Ministry of Transportation and Infrastructure.

208 and 213

Carried

D. Arbour/E. Grieve: THAT the following three late correspondence items be received:

- Correspondence dated January 24, 2019 from Glenn and Tanis Morris regarding DV 9C 18 - 1176 Alexandra Avenue (McGeehan);

- Correspondence dated February 11, 2019 from James and Linda Graham regarding DV 9C 18 - 1176 Alexandra Avenue (McGeehan); and

- Correspondence dated February 18, 2019 from Bob Shires regarding DV 9C 18 - 1176 Alexandra Avenue (McGeehan).
208 and 213

Carried

K. Grant/D. Arbour: THAT the board approve the Development Variance Permit DV 9C 18 (McGeehan) to increase the maximum building height from 10.0 metres to 11.9 metres for a proposed single detached dwelling for a property described as Strata Lot 61, Block 1450, Comox District, Strata Plan 799 (Phase 1), Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1, PID 000-761-630 (1176 Alexandra Avenue);

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

Carried

K. Grant/E. Grieve: THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix A of staff report dated January 23, 2019, and direct staff to start the external agency referral process for Amended Lot 1 (DD 20594-N), Block 29, Comox District, Plan 3139 Except That Part of Said Lot Bounded on the North by Plan 5517 and East by the Island Highway as Said Highway is Shown on Plan 4267 and Except Those Parts in Plans 3747, 3865, 4267, 4417, 5517, 7148, 9836, 10102, 10943, 13270, 15600, 15674, 15722, 15775, 16502, 16520, 17359, 18493 1N3 19356, PID 006-281-222 (Wilfred Road - Unger) as part of a proposed amendment (RZ 5C 18) of Bylaw No. 2781, being the "Comox Valley Zoning Bylaw, 2005";

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

Carried

D. Arbour/K. Grant: THAT staff report back to the Comox Valley Regional District Board with a draft board policy on voluntary community amenity contributions per Section 72 of Bylaw No. 337, being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014" and the Ministry of Municipal Affairs and Housing Guidebook, "Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability."
208 and 213

Carried

D. Arbour/E. Grieve: THAT the board support an application to the Union of BC Municipalities Community Preparedness Fund in the amount of \$25,000.00 for acquisition of a 15-20 kW portable diesel generator under the Emergency Program Electoral Areas Service, function 271 and provide support for overall grant management.
209

Carried

D. Arbour/K. Grant: THAT the Seal Bay Regional Nature Park and Forest Management Plan update dated January 2019 be approved and adopted as a policy.
209

Carried

D. Arbour/K. Grant: THAT the Comox Valley Regional District Board confirm the dissolution of the South

Sewer Select Committee in accordance with the terms of reference.

208

Carried

D. Arbour/K. Grant: THAT the existing Baynes Sound – Denman/Hornby Islands (Electoral Area A) and Puntledge – Black Creek (Electoral Area C) community works funds allocations to the South Sewer Project (December 31, 2018, balances of \$834,392 and \$410,969 respectively) be held for a period of one year in consideration of a feasible alternative before being considered for re-allocation;

AND FURTHER THAT staff prepare a report which identifies options for continued project planning and development including a comprehensive public and stakeholder engagement plan.

209

Carried

D. Arbour/E. Grieve: THAT \$35,000 in Community Works Funds from Puntledge-Black Creek (Area C) be committed for the Phase two Tsolum River watershed study, contingent upon a successful grant application under the Investment Agriculture Foundation of British Columbia program for matching funds.

207

E. Grieve/K. Grant: THAT the matter regarding a \$35,000 commitment in Community Works Funds from Puntledge-Black Creek (Area C) for the Phase two Tsolum River watershed study be referred to the March 11, 2019 Electoral Areas Services Committee.

207

Carried

D. Arbour/D. Frisch: THAT the proposed 2019- 2023 Financial Plan for Puntledge – Black Creek (Area C) Feasibility Studies Service, function 153 be amended to include \$35,000 in grant revenue from Community Works Funds and \$35,000 in grant revenue from the Investment Agriculture Foundation of British Columbia program for a pending grant application for Phase two Tsolum River watershed study;

AND FURTHER THAT the proposed 2019 - 2023 Financial Plan for Puntledge – Black Creek (Electoral Area C) Feasibility Studies Service, Function 153 be approved as amended.

207

Carried

D. Arbour/K. Grant: THAT staff negotiate a one year term service agreement with the 2019 Electoral Areas Arts and Culture Grant recipients with an option of a one year renewal.

209

Carried

SEWAGE COMMISSION - FEBRUARY 5, 2019

D. Frisch/K. Grant: THAT the Sewage Commission minutes dated February 5, 2019 be received.

208

Carried

COMOX VALLEY WATER COMMITTEE - FEBRUARY 5, 2019

K. Grant/D. Frisch: THAT the Comox Valley Water Committee minutes dated February 5, 2019, as amended to include Director Frisch in the attendance list, be received.

208

Carried

COMMITTEE OF THE WHOLE - FEBRUARY 5, 2019

K. Grant/E. Grieve: THAT the Committee of the Whole minutes dated February 5, 2019 be received.

208

Carried

K. Grant/D. Arbour: THAT the Comox Valley Regional District Board appoint Director Grieve (and Director Hamir as the alternate) to the Comox Valley Multiplex Association for the 2018 - 2022 term;

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. Arbour: THAT the board consider three readings and subsequent adoption of an amendment to Bylaw No. 2262, being "Comox Valley Community Justice Contribution Extended Service Area Establishment Bylaw No. 2262, 2000", to increase the maximum requisition by 25 per cent, to be available for the 2020 fiscal year, in accordance with the Local Government Act and the Regional Districts Establishing Bylaw Approval Exemption Regulation;

AND FURTHER THAT written consent to the amendment of Bylaw No. 2262, on behalf of the electors, be sought from the City of Courtenay, Town of Comox, Village of Cumberland and the Directors for Electoral Areas A, B and C, being the participants in the service.

209

Carried

K. Grant/E. Grieve: THAT actions be initiated in 2019 to repeal the Pesticide Awareness Service, which includes obtaining consent for the service repeal from the participants in writing from the Electoral Area A, B and C directors and by resolution from the Village of Cumberland Council.

209

Carried

PARCEL TAX ROLL REVIEW PANEL - FEBRUARY 20, 2019

B. Leigh/W. Morin: THAT the Parcel Tax Roll Review Panel minutes dated February 20, 2019 be received.

208

Carried

Director Leigh and Director Grieve left the meeting at 4:19 pm.

2019-2023 FINANCIAL PLAN - REGIONAL GROWTH STRATEGY SERVICE - FUNCTION 512

D. Arbour/K. Grant: THAT the report dated February 21, 2019 providing the board with the recommended 2019 - 2023 Financial Plan and work plan highlights for the Regional Growth Strategy Service, Function 512, be received.

208 and 212

Carried

D. Arbour/K. Grant: THAT the recommended 2019 - 2023 financial plan for the Regional Growth Strategy Service be approved.

208 and 212

Carried

Director Grieve returned to the meeting at 4:27 pm.

2019-2023 FINANCIAL PLAN - COMOX VALLEY HOMELESSNESS SUPPORTS - FUNCTION 451

D. Hillian/K. Grant: THAT the report dated February 13, 2019 providing the board with options, and related financial plan implications, for an increase in the 2019 requisition for the Homelessness Supports service, Function 451, be received.

209 Carried

E. Grieve/J. Ketler: THAT the recommended budget for the Homelessness Supports Service, function 451, be increased by \$80,000, outlined as option B, in the staff report dated February 13, 2019;

AND FINALLY THAT the Comox Valley Coalition to End Homelessness come back to the Board with a recommendation on allocation of the additional funds.

209 Carried

2019-2023 FINANCIAL PLAN - VICTIM SERVICES, AIRPORT, EMERGENCY SHELTER, CEMETARY - FUNCTIONS 200, 795, 450, 400

D. Arbour/D. Hillian: THAT the report dated February 21, 2019 providing the board with background and the proposed 2019 - 2023 financial plans and work plan highlights for the following four services:

- Victim Services Program / Crime Stoppers service, function 200;
- Cemetery service, function 400;
- Emergency Shelter Land Acquisition service, function 450; and
- Comox Valley Airport service, function 795; be received.

209 Carried

D. Hillian/W. Morin: THAT the proposed 2019 - 2023 financial plan for the Victim Services Program, function 200, be approved.

209 Carried

D. Frisch/E. Grieve: THAT the proposed 2019 - 2023 financial plans for the Emergency Shelter Land Acquisition service, function 450, be approved.

209 Carried

E. Grieve/K. Grant: THAT the proposed 2019 - 2023 financial plans for the Comox Valley Airport service, function 795, be approved.

209 Carried

D. Hillian/K. Grant: THAT the proposed 2019 – 2023 financial plan for the Cemetery service, function 400, be approved.

209 Carried

K. Grant/J. Ketler: THAT staff provide a report on the Emergency Shelter Land Acquisition (Function 450) Service that outlines the current scope of the service and the ability of the CVRD to accept lands under this function.

209 Carried

BYLAWS AND RESOLUTIONS:

K. Grant/D. Frisch: THAT the Board rescind first, second, and third readings of Bylaw No. 496 being “Comox Valley Regional District Water Supply Development Cost Charges Bylaw 2001, Amendment No. 2”.

209 Carried

D. Frisch/K. Grant: THAT the Board rescind first, second and third readings of Bylaw No. 497 being “Comox Valley Water Supply System Capital Improvement Cost Charge Bylaw No. 2350, 2001 Amendment No. 3”.

209 Carried

D. Frisch/E. Grieve: THAT Bylaw No. 572 being "Comox Valley Sewerage Service Development Cost Charges Bylaw No. 572, 2019" be given first and second readings concurrently.

209 Carried

K. Grant/D. Hillian: THAT Bylaw No. 572 being "Comox Valley Sewerage Service Development Cost Charges Bylaw No. 572, 2019" be read a third time.

209 Carried

D. Arbour/K. Grant: THAT Bylaw No. 573 being "Comox Valley Sewerage System Capital Improvement Cost Charge Bylaw No. 3008, 2007, Amendment No. 3" be given first and second readings concurrently.

209 Carried

D. Hillian/K. Grant: THAT Bylaw No. 573 being "Comox Valley Sewerage System Capital Improvement Cost Charge Bylaw No. 3008, 2007, Amendment No. 3" be read a third time.

209 Carried

E. Grieve/K. Grant: THAT Bylaw No. 571 being "Comox Valley Water Supply System Development Cost Charges Bylaw No. 571, 2019" be given first and second readings concurrently.

209 Carried

E. Grieve/K. Grant: THAT Bylaw No. 571 being "Comox Valley Water Supply System Development Cost Charges Bylaw No. 571, 2019" be read a third time.

209 Carried

K. Grant/W. Morin: THAT Bylaw No. 574 being "Comox Valley Water Supply Capital Improvement Charge Bylaw No. 2350, 2001, Amendment No. 4" be given first and second readings concurrently.

209 Carried

D. Hillian/K. Grant: THAT Bylaw No. 574 being "Comox Valley Water Supply Capital Improvement Charge Bylaw No. 2350, 2001, Amendment No. 4" be read a third time.

209 Carried

K. Grant/D. Hillian: THAT Bylaw No. 492 being "Unightly Premises Extended Service Establishment Bylaw 2051, 1998, Amendment No. 3" be given first and second readings concurrently.

208 Carried

K. Grant/A. Hamir: THAT Bylaw No. 492 being "Unightly Premises Extended Service Establishment Bylaw 2051, 1998, Amendment No. 3" be read a third time.

208

K. Grant/J. Ketler: THAT Bylaw No. 575 being "Regional District Pesticide Awareness Service Repeal Bylaw No. 575, 2019" be given first and second readings concurrently.

208 Carried

D. Hillian/K. Grant: THAT Bylaw No. 575 being "Regional District Pesticide Awareness Service Repeal Bylaw No. 575, 2019" be read a third time.

208 Carried

K. Grant/W. Morin: THAT Bylaw No. 576 being "Comox Valley Community Justice Contribution Extended Service Bylaw No. 2262, 2000, Amendment No. 2" be given first and second readings concurrently.

208 Carried

D. Hillian/E. Grieve: THAT Bylaw No. 576 being "Comox Valley Community Justice Contribution Extended Service Bylaw No. 2262, 2000, Amendment No. 2" be read a third time.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:17 pm.

RISE AND REPORT:

The board rose from its in-camera session at 6:10 pm and reported the following resolutions:

"THAT the board make the following appointments for the 2019 to 2022 term:

- Electoral Area A Advisory Planning Commission: Bill Trussler, Jane Yetter, Karen Fouracre, Lindsay Clement, Glen Loxam and Rebecca Kayfetz;
- Electoral Area B Advisory Planning Commission: Michael Obal, David Battle, Ian McIntyre, Cari McIntyre, Francie Cochran, Robert Lowey and Stan Hartfelder;
- Electoral Area C Advisory Planning Commission: Lesley Krainer, William Thompson, David Pacholuk, Grant Gordon, Mike Larock, Murray Presley, and Kip Keylock;

AND FURTHER THAT the board rise and report on this resolution."

"THAT the board appoint Georgina Price to the Integrated Regional Transportation Select Committee;

AND FURTHER THAT the board rise and report on this resolution."

"THAT the Comox Valley Regional District Board appoint:

- Chris Brown
- Andrea Burch
- Jan Slomp
- Gerry McClintock
- Megan Halstead
- Wendy Prothero
- David Page
- Robin Poirier, and
- Bill Thompson;

to the Agricultural Advisory Planning Commission for the 2019 - 2022 term;

AND FURTHER THAT the board rise and report on this resolution."

"THAT the board appoint Andrew Thomas to the Board of Variance for a three-year term, expiring December 31, 2021;

AND FURTHER THAT the board rise and report on this resolution."

TERMINATION:

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

208

Carried

Time: 6:10 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**

Friday, March 1, 2019

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on Friday, March 01, 2019 at the Campbell River Maritime Heritage Centre, 621 Island Highway, Campbell River, BC commencing at 9:06 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') |
| | N. Anderson | Cortes (Area 'B') |
| | M. Babchuk | City of Campbell River |
| | C. Cornfield | City of Campbell River |
| | D. Frisch | City of Courtenay |
| | E. Grieve | Puntledge/Black Creek (Area 'C') |
| | D. Hillian | City of Courtenay |
| | R. Kerr | City of Campbell River |
| | B. Leigh | Oyster Bay – Buttle Lake (Area 'D') |
| | A. Adams | City of Campbell River |
| | W. Cole-Hamilton | City of Courtenay |
| | B. Unger | Village of Gold River |
| | G. Whalley | Kyuquot – Nootka/Sayward (Area 'A') |
| | C. Moglove | City of Campbell River |
| Alt. Directors: | B. Ives | Village of Sayward |
| | M. Davis | Village of Tahsis |
| | A. Bissinger | Town of Comox |
| | G. Sproule | Village of Cumberland |
| | N. Minions | Town of Comox |
| Staff: | R. Dyson | Chief Administrative Officer |
| | M. Rutten | General Manager of Engineering Services |
| | J. Warren | General Manager of Corporate Services |
| | A. McGifford | Senior Manager of CSWM Services |
| | C. Wile | Manager of External Relations |

Absent:

| | | |
|-------------------|-------------|---------------------|
| Directors: | J. Colborne | Village of Zeballos |
|-------------------|-------------|---------------------|

ATTENDANCE:

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

REPORTS:

STRATEGIC PLANNING WORKSHOP

Allison Habkirk, consultant, facilitated a strategic planning session of the Comox Strathcona Waste Management (CSWM) Board to explore future directions and initiatives.

Director Frisch entered the meeting at 9:36 am.

The meeting recessed at 11:50 a.m. and reconvened at 12:34 p.m.

Director Babchuk left the meeting at 2:00 pm.

Director Anderson left the meeting at 2:10 pm.

Director Adams left the meeting at 2:22 pm.

D. Arbour/B. Unger: THAT the Comox Strathcona Waste Management Board approve the following points of action and information in an effort to address and improve governance and trust by preparing reports with context and/or options for the Board's consideration:

Governance and Trust

- Review Letters Patent, clarify organizational structure, clarify voting structure and weighted voting; CVRD policies applied to CSWM business
- Describe shared services from other jurisdictions
- Tours (Norm Wood, Block J, CSWM facilities) and team building
- Information: improving staff reports and presentations – relevant and concise information
- Shared leadership, co-chair by CVRD and SRD; electing a CSWM chair;
- Meeting procedures: agenda ownership/production, length of speaking time, number of speakers, staff/consultant presentations
- Management advisory – representation from all jurisdictions, advisory role vs decision-making, influence
- Meeting duration and frequency: Allow for deeper discussions
- CSWM communicating with SRD on regular basis to encourage dialogue and info sharing;
- Liaison/communications between staff and elected officials
- Consultants selection and management

209

Carried

TERMINATION:

E. Grieve/D. Arbour: THAT the meeting terminate.

208

Carried

Time: 2:48 pm.

Confirmed this _____ day of _____ 20__:

Bob Wells
Chair

Certified Correct and Recorded By:

James Warren
General Manager of Corporate Services



**COMOX VALLEY REGIONAL DISTRICT (COMOX STRATHCONA WASTE MANAGEMENT)
BOARD**

Thursday, March 7, 2019

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on Thursday, March 07, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 8:30 a.m.

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') |
| | N. Anderson | Cortes (Area 'B') |
| | M. Babchuk | City of Campbell River |
| | C. Cornfield | City of Campbell River |
| | D. Frisch | City of Courtenay |
| | E. Grieve | Puntledge/Black Creek (Area 'C') |
| | D. Hillian | City of Courtenay |
| | R. Kerr | City of Campbell River |
| | B. Leigh | Oyster Bay – Buttle Lake (Area 'D') |
| | A. Adams | City of Campbell River |
| | W. Cole-Hamilton | City of Courtenay |
| | B. Unger | Village of Gold River |
| | G. Whalley | Kyuquot – Nootka/Sayward (Area 'A') |
| Alt. Directors: | B. Ives | Village of Sayward |
| | M. Davis | Village of Tahsis |
| | C. Evans | 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 |
| | J. Lee | Manager of CSWM Transfer Facility Operations |
| | 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 |
| | A. Baldwin | Legislative Services Assistant |

Absent:

| | | |
|-------------------|-------------|---------------------|
| Directors: | J. Colborne | Village of Zeballos |
|-------------------|-------------|---------------------|

ATTENDANCE:

Directors Whalley, Kerr, Abrams, Babchuk, Cornfield, Grieve and Arbour were not in attendance when the meeting was called to order and did not participate in the facility tour.

TOUR OF COMOX VALLEY WASTE MANAGEMENT CENTRE

The board conducted a tour of the Comox Valley Waste Management Centre from 8:30 a.m. - 10:51 a.m.

The board reconvened at 11:00 a.m. and Directors Whalley, Kerr, Abrams, Babchuk, Cornfield, Grieve and Arbour were present at this time.

ADOPTION OF MINUTES:

C. Cornfield/M. Babchuk: THAT the minutes of the Comox Strathcona Waste Management Board meeting dated February 7, 2019 be adopted.

208

Carried

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

M. Babchuk/D. Arbour: THAT the Comox Strathcona Waste Management Advisory Committee minutes dated February 21, 2019 be received.

208

Carried

COMOX STRATHCONA SOLID WASTE ADVANCED TECHNOLOGY SELECT COMMITTEE - FEBRUARY 22, 2019

B. Leigh/M. Babchuk: THAT the Comox Strathcona Solid Waste Advanced Technology Select Committee minutes dated February 22, 2019 be received.

208

Carried

REGIONAL ORGANICS COMPOST PROJECT – OIP GRANT APPLICATION

B. Unger/M. Babchuk: THAT the report dated February 28, 2019 regarding a grant application under the Organics Infrastructure Program be received.

209

Carried

A. McGifford, Senior Manager of CSWM Services, presented information regarding a grant application under the Organics Infrastructure Program.

D. Arbour/M. Babchuk: THAT the Comox Valley Regional District on behalf of the Comox Strathcona Waste Management service submit a grant application for the Regional Organics Compost facility expansion project through the Organics Infrastructure Program;

AND FURTHER THAT the Comox Valley Regional District (Comox Strathcona Waste Management) Board confirm its support of the project and commits to fund its share of the \$1,364,450 project cost.

209

Carried

REGIONAL ORGANICS COMPOST PROJECT – MARCH 2019 UPDATE

E. Grieve/M. Babchuk: THAT the report dated February 28, 2019 regarding a project update related to siting analysis and backhauling options be received.

209

Carried

A. McGifford, Senior Manager of CSWM Services, presented information regarding a project update related to siting analysis and backhauling options.

ADDITIONAL REGIONAL ORGANICS SITING ANALYSIS

C. Cornfield/M. Babchuk: THAT the report dated February 28, 2019 regarding previous siting analysis completed for the regional organics project be received.

209

Carried

A. Adams/M. Babchuk: THAT the Chair write to the Village of Cumberland to request their feedback on the potential siting of an organics composting facility at the Comox Valley Waste Management Centre.

209

Carried

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

M. Babchuk/C. Cornfield: THAT the report dated February 28, 2019 regarding the recommended 2019-2023 Financial Plan for the regional solid waste service, Functions 391-393 be received.

209

Carried

A. McGifford, Senior Manager of CSWM Services, presented information regarding the recommended 2019-2023 Financial Plan for the regional solid waste service, Functions 391-393.

E. Grieve/C. Cornfield: THAT the recommended 2019-2023 Financial Plan for the Comox Strathcona Waste Management Service, Function 391, (Comox Strathcona Waste Management) be approved.

209

J. Abram/G. Whalley: THAT the motion be amended to read as follows:

"THAT the recommended 2019-2023 Financial Plan for the Comox Strathcona Waste Management Service, Function 391, be amended to utilize \$1 million from the 2018 surplus to reduce the 2019 tax requisition from \$6 million to \$5 million;

AND FURTHER THAT the recommended 2019-2023 Financial Plan for the Comox Strathcona Waste Management Service, Function 391, (Comox Strathcona Waste Management) be approved as amended."

209

Defeated

The dissenting votes for the above motion were as follows: B. Wells, A. Hamir, D. Arbour, N. Anderson, M. Babchuk, C. Cornfield, D. Frisch, E. Grieve, D. Hillian, B. Ives, W. Cole-Hamilton, B. Unger, C. Evans, M. Davis, A. Bissinger, B. Leigh, G. Sproule, N. Minions and R. Kerr.

Vote on the main motion as follows:

THAT the recommended 2019-2023 Financial Plan for the Comox Strathcona Waste Management Service, Function 391, (Comox Strathcona Waste Management) be approved.

209 Carried NAY: A. Adams, G. Whalley, J. Abram

MANAGEMENT REPORT

C. Cornfield/M. Babchuk: THAT the CSWM management report dated March 2019 be received.

209 Carried

TERMINATION:

E. Grieve/B. Unger: THAT the meeting terminate.

208 Carried

Time: 12:35 pm.

Confirmed this _____ day of _____ 20__:

Bob Wells
Chair

Certified Correct:

Jake Martens
Manager of Legislative Services

Recorded By:

Antoinette Baldwin
Recording Secretary



Thursday, March 7, 2019

Minutes of the meeting of the Comox Strathcona Regional Hospital District Board of Directors held on March 7, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 2:00 pm.

MINUTES

Present:

| | | |
|------------------------|------------------|---|
| Chair: | C. Cornfield | City of Campbell River |
| Vice-Chair: | D. Hillian | City of Courtenay |
| Directors: | D. Frisch | City of Courtenay |
| | J. Abram | Discovery Islands - Mainland Inlets (Area 'C') |
| | N. Anderson | Cortes (Area 'B') |
| | M. Babchuk | City of Campbell River |
| | D. Arbour | Baynes Sound-Denman/Hornby Islands (Area 'A') |
| | E. Grieve | Puntledge/Black Creek (Area 'C') |
| | R. Kerr | City of Campbell River |
| | B. Leigh | Oyster Bay – Buttle Lake (Area 'D') |
| | A. Hamir | Lazo North (Area 'B') |
| | M. Davis | Village of Tahsis |
| | B. Unger | Village of Gold River |
| | B. Wells | City of Courtenay |
| | G. Whalley | Kyuquot – Nootka/Sayward (Area 'A') |
| | A. Adams | City of Campbell River |
| Alt. Directors: | C. Evans | City of Campbell River |
| | W. Cole-Hamilton | City of Courtenay |
| | A. Bissinger | Town of Comox |
| | G. Sproule | Village of Cumberland |
| | B. Ives | Village of Sayward |
| | N. Minions | Town of Comox |
| Staff: | R. Dyson | Chief Administrative Officer |
| | B. Dunlop | Corporate Financial Officer |
| | J. Warren | General Manager of Corporate Services |
| | J. Martens | Manager of Legislative Services |
| | L. Dennis | Legislative Services Assistant |
| Other: | S. Christiansen | Ka:'yu : 'k't'h / Che : k'tles7et'h First Nations |

Absent:

| | | |
|-------------------|-------------|---------------------|
| Directors: | J. Colborne | Village of Zeballos |
|-------------------|-------------|---------------------|

ADOPTION OF MINUTES:

B. Leigh/A. Adams: THAT the minutes of the Comox Strathcona Regional Hospital District Board meeting

held February 7, 2019 be adopted.

HDA (9)

Carried

REPORTS:

ANNUAL BUDGET BYLAW NO, 290, 2019

B. Wells/M. Babchuk: THAT the report dated February 28, 2019 providing the board with information regarding the Annual Budget Bylaw No. 290, 2019 for the Comox Strathcona Regional Hospital District (CSRHD) be received.

HDA (9)

Carried

B. Leigh/B. Wells: THAT the Annual Budget Bylaw No. 290, 2019 and the Capital Expenditure Bylaw No. 291, 2019 for the Comox Strathcona Regional Hospital District be considered for first, second and third reading and final adoption.

HDA (9)

Carried

DEBT REPAYMENT AND SURPLUS OPTIONS

A. Adams/B. Unger: THAT the report dated February 27, 2019 provided at the request of the board regarding maintaining the requisition at the \$17 million level and using any surplus for Municipal Finance Authority (MFA) debt repayments or reserve contributions on an ongoing basis, be received.

HDA (9)

Carried

A. Adams/M. Babchuk: THAT staff provide a report at a future meeting of the board regarding the establishment of a maximum for the future expenditure reserve and establishing a debt repayment reserve.

HDA (9)

Carried

MANAGEMENT REPORT

B. Wells/M. Babchuk: THAT the Comox Strathcona Regional Hospital District management report dated March 2019 be received.

HDA (9)

Carried

BYLAWS AND RESOLUTIONS:

B. Leigh/M. Babchuk: THAT Bylaw No. 290 being "Annual Budget Bylaw No. 290, 2019" be given first and second readings concurrently.

LGA (196 and 197)

Carried

B. Wells/B. Leigh: THAT Bylaw No. 290 being "Annual Budget Bylaw No. 290, 2019" be given third reading.

LGA (196 and 197)

Carried

B. Leigh/M. Babchuk: THAT Bylaw No. 290 being "Annual Budget Bylaw No. 290, 2019" be adopted.

LGA (196 and 197)

Carried

Note: the above resolution received at least two-thirds of the votes cast.

B. Unger/A. Adams: THAT Bylaw No. 291 being "Comox Strathcona Regional Hospital District Capital Expenditure Bylaw No. 291, 2019" be given first and second readings concurrently.

LGA (196 and 197)

Carried

B. Wells/A. Adams: THAT Bylaw No. 291 being "Comox Strathcona Regional Hospital District Capital Expenditure Bylaw No. 291, 2019" be given third reading.
LGA (196 and 197) Carried

E. Grieve/M. Babchuk: THAT Bylaw No. 291 being "Comox Strathcona Regional Hospital District Capital Expenditure Bylaw No. 291, 2019" be adopted.
LGA (196 and 197) Carried

Note: the above resolution received at least two-thirds of the votes cast.

TERMINATION:

R. Kerr/D. Frisch: THAT the meeting termniate.
HDA (9) Carried

Time: 2:20 pm

Confirmed this _____ day of _____ 20__:

Charles J. Cornfield
Chair

Certified Correct:

Jake Martens
Manager of Legislative Services


Recorded By:


Lisa Dennis
Recording Secretary



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: | PR 18-13 COMOX BUILDING BYLAW AMENDMENT |
| DATE: | MARCH 20, 2019 RCM ADOPTION REPORT |


Submitted by


Concurrence


Approval

Recommendation:

1. That Comox Building Amendment Bylaw 1903 (**Attachment 1**) be adopted.

Proposal:

The PR 18-13 proposal is to amend Comox Building Bylaw No. 1472 (Building Bylaw) to include updated section references to the BC Building Code, an updated Owner’s Declaration for secondary suite construction, a new Owner’s Declaration for coach house construction, ban wood burning appliances in new and existing construction (with an exemption for upgrades to existing wood burning appliances), and other minor amendments.

Background:

At the March 6, 2019 RCM Council repealed third reading of Comox Building Amendment Bylaw 1903, amended the bylaw to include the following, and gave the amended bylaw third reading:

1. Removal of a clause from Schedule F (Owner’s Declaration of Secondary Suite) stating that a secondary suite shall be located above or below the other dwelling unit; and
2. Addition of wording to ban wood burning appliances from new and existing construction (with an exemption for upgrades to existing wood burning appliances) to address greenhouse gas emissions.

As a point of clarification, the current definition of a wood burning appliance under Comox Building Bylaw No. 1472 includes fireplaces and fireplace inserts, as well as wood stoves: "Wood Burning Appliance' means a device designed for wood combustion producing usable heat for the interior of a **building** or **structure** and includes, but is not limited to, wood stoves, fireplaces, fireplace inserts and combination fuel furnaces."

MK/GA/ET

Attachments:

1. Comox Building Amendment Bylaw 1903.

ATTACHMENT 1
COMOX BUILDING AMENDMENT BYLAW 1903

TOWN OF COMOX

BYLAW NO. 1903

A BYLAW TO AMEND TOWN OF COMOX BUILDING BYLAW No. 1472

WHEREAS Council has adopted a Building Bylaw and has the authority under the provisions of the *Community Charter* to amend the Building 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 "Comox Building Amendment Bylaw 1903".

2. Amendments

"Comox Building Bylaw No. 1472" is amended as follows:

- (1) Section 1 Title is deleted and replaced with the following:

This Bylaw may be cited for all purposes as Comox Building Bylaw 1472.

- (2) Section 2 Definitions is amended by:

- a) replacing sub-section (1) with the following:

In this Bylaw, the following words and terms have the meanings set out in Section 1.4 of the **Building Code: assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, plumbing system, registered professional, and residential occupancy.**

- b) replacing sub-section (1)(a) with the following:

"Building Code" means the current *British Columbia Building Code* as adopted by the Minister pursuant to the *Building Act*.

- (3) Section 7 Building Officials is amended by replacing sub-section (1)(c) with the following:

keep records of permit applications, permits, notices and orders issued, inspections and tests made, and retain copies of documents related to the administration of this bylaw;

- (4) Section 9 Applications for Complex Buildings is amended by:

- a) replacing sub-section (1)(c) with the following:

include a copy of a title search made within 30 days of the date of the application and copies of all charges on title in favour of the Town;

- b) replacing sub-section (1)(j) with the following:

include a letter of assurance in the form of Schedule A as referred to in Division C Part 2.2.7 of the **Building Code**, signed by the **owner**, or a signing officer of the **owner** if the **owner** is a corporation, and the **coordinating registered professional**;

- c) replacing sub-section (1)(k) with the following:

include letters of assurance in the form of Schedule B as referred to in Division C Part 2.2.7 of the **Building Code**, each signed by such **registered professionals** as the **building official** or **Building Code** may require to prepare the design for and conduct **field reviews of the construction of the building or structure**;

- (5) Section 10 Applications for Standard Buildings is amended by:

- a) replacing sub-section (1)(c) with the following:

include a copy of a title search made within 30 days of the date of the application and copies of all charges on title in favour of the Town;

- b) replacing sub-section (4)(f) with the following:

letters of assurance in the form of Schedule B as referred to in Division C Part 2.2.7 of the **Building Code**, signed by the **registered professional**;
and

(6) Section 12 Professional Plan Certification is amended by replacing sub-section (1) with the following:

The letters of assurance in the form of Schedule B referred to in Division C Part 2.2.7 of the **Building Code** and provided pursuant to this bylaw are relied upon by the Town of Comox and its **building officials** as certification that the design and plans to which the letters of assurance relate comply with the **Building Code** and other applicable enactments relating to safety.

(7) Section 17(2) is amended by adding the following as sub-section (c) and renumbering the following sub-section as (d): "in the case of a dwelling with a secondary suite or a property with a coach house, an executed **owner's** declaration in the form of Form VIII or Form IX, respectively; and".

(8) Section 18(1)(b) is amended by replacing the phrase "and any applicable Development Permit" with the phrase "and any applicable Development Permit, Development Variance Permit, Temporary Use Permit, Heritage Alteration Permit, Board of Variance order and any covenant or statutory right of way granted to the Town under the *Land Title Act*;".

(9) Section 19 Applications for Retaining Structures is amended by replacing sub-section (1)(d) with the following:

include letters of assurance in the form of Schedule B as referred to in Division C Part 2.2.7 of the **Building Code**, signed by the **registered professional**.

(10) Section 23 Professional Design and Field Review is amended by:

a) replacing sub-section (1)(c) with the following:

letters of assurance in the form of Schedule B, C-A and C-B as referred to in Division C Part 2.2.7 of the **Building Code**, and

b) replacing sub-section (2) with the following:

Prior to the issuance of an occupancy permit for a **complex building**, or **standard building** in circumstances where letters of assurance have been required by this bylaw, the owner shall provide the Town of Comox with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in Division C Part 2.2.7 of the **Building Code**, or in the form of Form IV to this bylaw in the case of **building** foundation field reviews and Form VI to this bylaw in the case of **building** envelope **field reviews**.

- c) replacing sub-section (4) with the following:

When an applicant proposes to move a **building** including a **floating building** into the Town, move a **building** from one parcel of land to another within the Town, or relocate a **building** on the same parcel within the Town, the **building official** may require that a **registered professional** certify that the **building** meets or exceeds the requirements of the **Building Code** for the proposed class of **occupancy** of the **building** as of the time the **building** was constructed; that the **building** requires the modifications and alterations specified in the certification in order to be safely occupied in cases where the **building** does not comply with the current edition of the **Building Code**, and that the new **building** foundation and attachment of the **building** to its new foundation will comply with the structural requirements of the current **Building Code** for the proposed **occupancy** of the **building**, and provide letters of assurance as referred to in section 23(1)(c).

- (11) Section 27 Wood Burning Appliances is amended by:

- a) adding the following as sub-section (3):

No person shall design or construct a building or building addition whose heating system or service water heating system relies in whole or in part on the use of a **wood burning appliance**, install a **wood burning appliance** in a new building or building addition, or install a **wood burning appliance** in any other building.

- b) adding the following as sub-section (4):

Despite Section 27(3), a **wood burning appliance** may be installed in a building that existed on April 30, 2019 in replacement for an existing **wood burning appliance**, provided that the replacement appliance has a higher fuel efficiency rating than the existing appliance, and for the purpose of comparing fuel efficiency ratings the owner shall, after replacement, retain the existing appliance on the premises until the **building official** has authorized its removal.

- (12) Section 31 Forms and Schedules is amended by:

- a) replacing sub-section (1) with the following:

Forms 1 through IX and Schedules 1, 2 and 3 form a part of this Bylaw.

- (13) Form I is replaced with the form in Schedule A.

- (14) Form II is replaced with the form in Schedule B.
- (15) Form V is replaced with the form in Schedule C.
- (16) Form VI is replaced with the form in Schedule D.
- (17) Form VII is replaced with the form in Schedule E.
- (18) Form VIII is replaced with the form in Schedule F.
- (19) Form IX in Schedule F is added to the bylaw in Schedule G.
- (20) Comox Building Bylaw No. 1472 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.
- (21) Schedules A to G form part of this Bylaw.

3. Adoption

- (1) READ A FIRST and SECOND time this 20th day of February, 2019
- (2) READ A THIRD time this 6th day of March, 2019
- (3) ADOPTED this ___day of ____, 2019

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Office

SCHEDULE A

FORM I

Owner's Authorization of Agent

The undersigned registered owner of land in the Town of Comox legally described as

_____ and having a civic address of _____

hereby makes the acknowledgements set out below and authorizes _____ to:

1. apply for and obtain as my agent a building permit in respect of the land from the Town of Comox under the provisions of Comox Building Bylaw 1472; and
2. provide to the Town as my agent all information and documents required by the bylaw for such an application.

Name of Registered Owner (please print)

*Signature of Registered Owner or
Authorized Signatory of Corporate Owner*

Date of Authorization

Acknowledgements of Owner

I acknowledge that as the owner of the land in respect of which this permit application is made, I will be solely responsible for carrying out the work authorized by the permit in accordance with the Building Code and other applicable laws respecting health and safety.

I acknowledge that as the owner I will be solely responsible for determining whether the work authorized by the permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the Town provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by a building permit complies in every or any respect with the Building Code or any other applicable laws respecting health and safety.

If the Town so indicates on the permit, I acknowledge that the Town has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town, by issuing the permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

SCHEDULE B

FORM II

Acknowledgements of Owner or Owner's Agent

NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Town for that purpose.

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the Town provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting health and safety.

If the Town so indicates in issuing a building permit, I acknowledge that the Town has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the Town that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting health and safety.

Name of Registered Owner or Agent (please print)

Signature of Registered Owner or Agent or
Authorized Signatory of Corporate Owner

Date of Acknowledgement

SCHEDULE C

FORM V

**Building Envelope Professional Design Review
and Building Envelope Field Review**

- Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.
2) This letter must be submitted prior to the issuance of a building permit.

To : The Building Official
Town of Comox
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Date: _____

Re: _____
Name of Project

Address of Project

Legal Description of Project

The undersigned *registered professional* hereby gives assurance that he/she has completed the design review of the *building* envelope components of the plans and supporting documents prepared by:

(Print name of *registered professional* who signed for the "Architectural" components of the B.C. Building Code Schedule B)

in support of the application for the *building* permit, and that the *building* envelope components of such plans and documents substantially comply with the applicable requirements of the B.C. Building Code.

The undersigned hereby undertakes to be responsible for the *field reviews* of the *building* envelope components during construction and to prepare and distribute written field reports of such reviews to the above referenced *registered professional* who signed for the "Architectural" components of the B.C. Building Code Schedule B.

The undersigned hereby undertakes to notify the *building official* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

The undersigned confirms that their professional liability, errors and omissions insurance policy covers them for water penetration claims and proof of such coverage has been sent with this letter.

Name (Print)

Date

Signature

(Affix PROFESSIONAL SEAL here)

Name of firm if applicable

Address (Print)

Phone

SCHEDULE D

FORM VI
Building Envelope Professional
Field Review and Compliance

- Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.
2) This letter must be submitted after completion of the project but before the final inspection is made by the *building official*.

To : The Building Official
Town of Comox
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Date: _____

Re: _____
Name of Project

Address of Project

Legal Description of Project

The undersigned *registered professional* hereby gives assurance that:

1. he/she has fulfilled their obligations for *field reviews* as outlined in the previously submitted Town of Comox Form V, "Building Envelope Professional Design Review and Building Envelope Field Review";
2. the *building* envelope components of the project substantially comply in all material respects with the applicable requirements of the B.C. Building Code, and the plans and documents submitted in support of the application for building permit; and
3. he/she has submitted any final design plans and supporting documents prepared by him/her for this project, to the *registered professional* who signed for the "Architectural" components of the B.C. Building Code Schedule B, for submission to the Town of Comox.

Name (Print)

Date

Signature

Name of firm if applicable

(Affix PROFESSIONAL SEAL here)

Address (Print)

Phone

SCHEDULE E

FORM VII

Proof of Registered Professional's Insurance Coverage

(This document requires the attachment of a current certificate of insurance coverage and may not be altered in any way)

Town of Comox
1809 Beaufort Avenue
Comox, British Columbia
V9M 1R9

Attention: Chief Building Official

Re: Address of Project _____

Legal Description of Project _____

The undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain a current policy of professional liability or errors and omissions insurance as specified in section 23.3 of Comox Building Bylaw 1472.
2. I have enclosed a copy of my certificate of insurance indicating the particulars of such coverage.
3. I am a registered professional as defined by the British Columbia Building Code.
4. I will notify the Chief Building Official immediately if this insurance coverage is reduced or terminated at any time during construction.
5. If the scope of my certifications under the Building Code or the Building Bylaw extends to building foundation or building envelope matters, my insurance policy contains no exclusions or limitations in relation to such matters.

Signature

Print Name: _____

Name of Firm: _____

Date: _____

Attachment: Certificate of Insurance



SCHEDULE F

FORM VIII

OWNER'S DECLARATION OF SECONDARY SUITE

BUILDING PERMIT NUMBER: _____

DATE: _____

Please Print

I/We, _____ being the registered
NAME OF REGISTERED PROPERTY OWNER(S)
 Property Owner and residing at _____, have a suite
PROPERTY ADDRESS
 located _____, and hereby declare:
LOCATION OF SECONDARY SUITE WITHIN THE DWELLING

1. That I understand that the suite located within the dwelling, as stated above, can be occupied and used as a secondary suite only in accordance with the following provisions of Comox Zoning Bylaw 1850:
 - A. Section 3.2 Definitions:

"Secondary Suite: a dwelling unit that is secondary to another dwelling unit. Single-family dwellings containing a secondary suite shall be owner occupied. Secondary suites shall:

 - (1) Be located only in single-family dwellings;
 - (2) Be limited to one (1) per single-family dwelling;
 - (3) Be completely contained within the principal buildings;
 - (4) Have a dwelling unit gross floor area not exceeding 40% of the gross floor area of the principal building, or 90 m² whichever is the lesser; and
 - (5) Have their own entrance separate from that of the other dwelling unit."
 - B. Section 6 Off-Street Parking and Loading:

Two individually accessible off-street parking spaces must be provided.
2. That I understand that the registered owner(s) of the property must occupy either the primary dwelling unit, or the secondary suite, as their permanent residence.
3. That I understand that the secondary suite must be constructed in accordance with the requirements of the British Columbia Building Code.
4. That I understand that no person may occupy a secondary suite and no person shall permit or suffer a secondary suite to be occupied, unless an occupancy permit has been issued under Comox Building Bylaw 1472.

 Signature of owner(s)

 Address of Owner(s)

{ DECLARED BEFORE ME in _____
 { _____ (municipality)
 { in the Province of British Columbia, on _____
 { _____ (date),
 { _____ (signature)
 { a commissioner for taking affidavits for British
 { Columbia / a Notary Public in and for the
 { Province of British Columbia.

SCHEDULE G
FORM IX



OWNER'S DECLARATION OF COACH HOUSE

BUILDING PERMIT NUMBER: _____

DATE: _____

Please Print

I/We, _____ being the registered
NAME OF REGISTERED PROPERTY OWNER(S)

Property Owner and residing at _____, have a coach house
PROPERTY ADDRESS

located _____, and hereby declare:
LOCATION OF COACH HOUSE ON THE PROPERTY

1. That I understand that the coach house can be located on the property as stated above, and be occupied and used as a coach house only in accordance with the following provisions of Comox Zoning Bylaw 1850:

A. Section 3.2 Definitions:

"Coach House: a building consisting of one dwelling unit or one modular unit.

Coach houses shall:

- (1) Only be permitted on a parcel on which a single family dwelling exists;
- (2) Only be permitted on a parcel where either the single family dwelling or the coach house is owner occupied;
- (3) Be located only in a rear yard; and
- (4) Be limited to one (1) per parcel."

B. Section 6 Off-Street Parking and Loading:

Two individually accessible off-street parking spaces to the maximum aggregate width of 6.20 metres must be provided.

2. That I understand that the registered owner(s) of the property must occupy either the primary dwelling unit, or the coach house, as their permanent residence.

3. That I understand that the coach house must be constructed in accordance with the requirements of the British Columbia Building Code.

4. That I understand that no person may occupy a coach house and no person shall permit or suffer a coach house to be occupied, unless an occupancy permit has been issued under Comox Building Bylaw 1472.

Signature of owner(s)


Address of Owner(s)

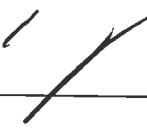
{ DECLARED BEFORE ME in _____
{ _____ (municipality)
{ in the Province of British Columbia, on _____
{ _____ (date),
{ _____ (signature)
{ a commissioner for taking affidavits for British
{ Columbia / a Notary Public in and for the
{ Province of British Columbia.



TOWN OF COMOX PLANNING REPORT

| | |
|-----------------|--|
| TO: | RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER |
| FROM: | MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN |
| SUBJECT: | DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 18-15 1990 ROBB AVENUE |
| DATE: | MARCH 20, 2019 - RCM |


Submitted by


Concurrence


Approval

Planner's recommendation:

That Development Variance Permit DVP 18-15 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the March 20, 2019 Planning Report on DVP 18-15.

Proposal:

The proposal is to vary Comox Zoning Bylaw 1850 to permit a deck with wheelchair elevator within 5.0m of the rear (east) lot line.

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

Background:

In accordance with standard procedures, notification of Council's intent to consider this Development Variance Permit at the March 20, 2019 Regular Council Meeting was mailed to abutting property owners and tenants.

Correspondence received in advance of the March 20, 2019 RCM will be distributed to Council prior to commencement of the March 20, 2019 RCM.

OCP Implications:

The subject property's OCP designation is Residential: Townhouses and Ground Oriented Infill. This designation is intended to accommodate the following land uses: townhouses, single detached dwellings, secondary suites, coach houses, duplexes, triplexes and patio homes.

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

Zoning Implications:

The subject property is zoned R1.1 – Single Family under Comox Zoning Bylaw 1850. The lot is an approximately 692m² corner lot with an existing single family dwelling.

Construction of the proposed deck and wheelchair elevator was started without a building permit resulting in the issuance of a stop work order and do not occupy notice for the deck with wheelchair elevator.

On corner lots, Zoning Bylaw 1850 designates the lot line with the shortest length as the front lot line. In the case of the subject property, the front lot line is along Anderton Road and the rear lot line is the east lot line. The proposed deck with wheelchair elevator would create an approximately 2.5m encroachment into the required 7.5m rear setback, resulting in a proposed 5m rear setback.

The proposed structure is approximately 4.0m above grade (including railings) to allow a functional entrance to the second storey of the existing home for the owner who uses a wheelchair.

The impact of this encroachment is limited as it is facing the side of the neighbouring single-family dwelling to the east (i.e. the interior side lot line of the neighbouring property). The interior side setback for this abutting parcel is 2.0m.

Photos of the proposed structure are located in **Attachment 3**.

MK/ET

Attachments:

1. Application Summary
2. Applicant's Submission
3. Photos of Structure

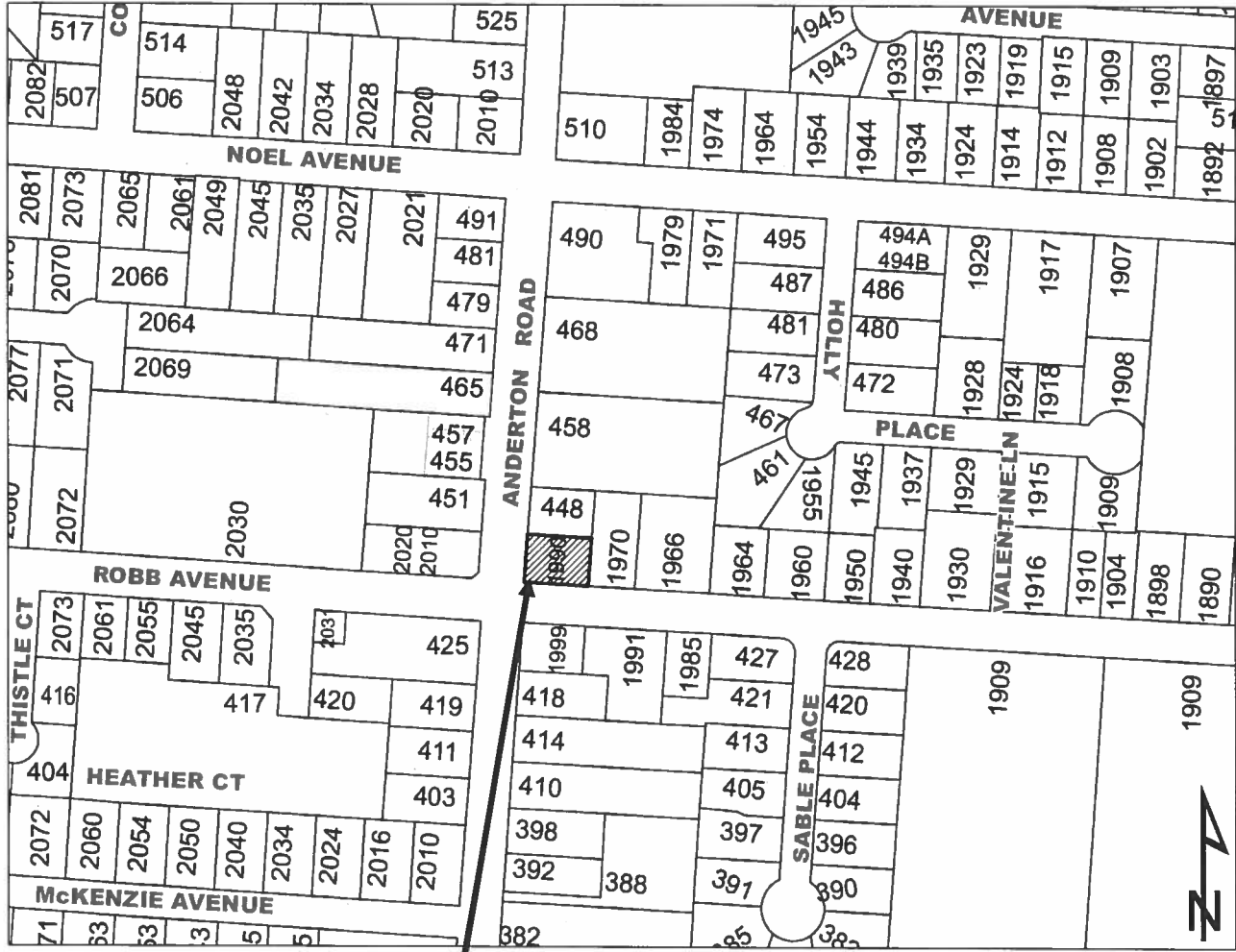
cc: Wayne Williams, 1990 Robb Avenue, Comox, BC V9M 2E4

SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) This Development Variance Permit is to permit the construction of a deck with wheelchair elevator in the rear yard in accordance with the drawings in Attachment 2;
and
- (2) This Development Variance Permit is to vary Comox Zoning Bylaw 1850, Schedule "A":
 - a. Section 101.9(2) – Rear Setback
 - From:
Rear setback shall not be less than 7.5m
 - To:
Deck with wheelchair elevator – Rear setback shall not be less than 5m.
All other uses – Rear setback shall not be less than 7.5m

ATTACHMENT 1
 APPLICATION SUMMARY



Subject Property:
 1990 Robb Avenue
 PARCEL A (DD 401129I) OF LOT B, SECTION 53, COMOX DISTRICT, PLAN 16398

| | | |
|---------------------------------|--|--|
| Proposal: | The proposal is to vary Comox Zoning Bylaw 1850 to permit a deck with wheelchair elevator within 5.0m of the rear lot line. | |
| Applicant: | Wayne Williams | |
| Legal Description: | PARCEL A (DD 401129I) OF LOT B, SECTION 53, COMOX DISTRICT, PLAN 16398 | |
| Civic Addresses: | 1990 Robb Avenue | |
| OCP: | Residential: Townhouses and Ground Oriented Infill DPA #2 Ground Oriented Infill, DPA #17 Coach Houses (exempt from both) | |
| Zoning Bylaw: | R1.1 – Single Family | |
| Permitted uses include: | Accessory structures and uses, Bed and Breakfast accommodations, Coach houses, Home occupations, Secondary suites, Single-family dwellings. | |
| | Existing | Proposed Variance |
| Section 101.9(2) – Rear Setback | Rear setback shall not be less than 7.5m | Rear setback shall not be less than 5.0m only for a deck with wheelchair elevator. |
| Surrounding Uses: | The subject property is surrounded by: <ul style="list-style-type: none"> ▪ Single-family residential development on all sides. | |

**ATTACHMENT 2
APPLICANT'S SUBMISSION**

Development Rationale

1990 Robb Avenue

I am applying for a variance to Comox Zoning Bylaw 1850 to allow a deck with elevator within five metres of the rear property line. The deck is around four metres above grade to allow access to the second storey of the home.

The deck and elevator are for my uncle who owns and resides at 1990 Robb Avenue and is currently wheelchair bound. The elevator will allow him to continue to use the home and age in place. All living portions of the home are on the second storey.

I hired a contractor to complete the work and apply for all required permits. Unknown to me, he did not complete the required permitting process of the Town of Comox. I am now trying to complete the process for the structure, which is nearly complete. I cannot use or finish construction until the proper permits are in place.

The deck with elevator will provide a new accessible dwelling in the Town and benefit future residents when it is sold.

I have spoken to my neighbours who have not voiced any concerns with the structure.

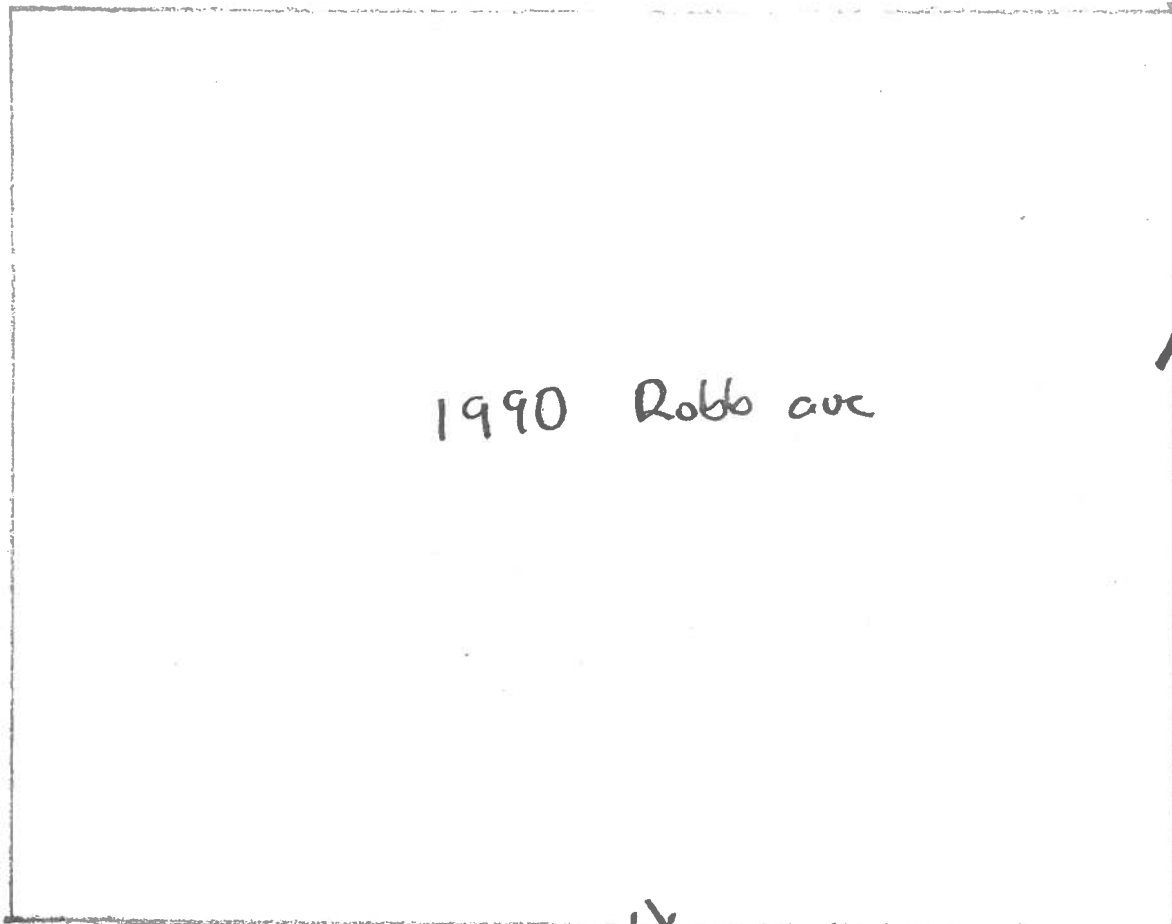
Wayne Williams

A handwritten signature in black ink, appearing to read 'Wayne Williams', with a long horizontal stroke extending to the right.

Anderton

Fence ↑

Fence →



1990 Robb ave

elevator

6.2
5.6

Walkway

Front Stoop

Robb st.

Driveway →

**ATTACHMENT 3
PHOTOS OF STRUCTURE**



View from Robb Avenue (looking north)



View from side lot line (looking south)

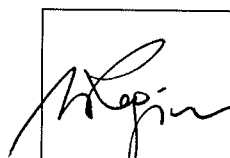

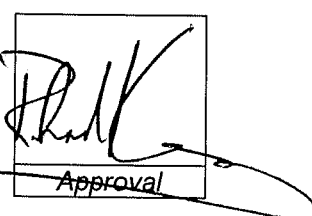


View from rear yard (looking northwest)



TOWN OF COMOX PLANNING REPORT

| | |
|-----------------|---|
| TO: | RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER |
| FROM: | MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I |
| SUBJECT: | PR 19-4 AFFORDABLE HOUSING, TOWN INITIATIVES |
| DATE: | MARCH 20, 2019 RCM |

| | | |
|--|--|---|
|  Submitted by |  Concurrence |  Approval |
|--|--|---|

Planner's Recommendation:

1. That the Planning Report PR 19-4 dated March 20, 2019 be received for information; and
2. That staff be instructed to prepare a report on:
 - a. Options for local government provision of affordable housing;
 - b. Options for the use of rental zoning; and
 - c. Feasibility of the following:
 - i. Increasing developer affordable housing contributions; and
 - ii. Obtaining land within the Town to partner with the provincial government and a non-profit affordable housing agency for the construction and operation of an affordable housing project.

Purpose:

The purpose of this report is to summarize the Town's affordable housing initiatives to date and outline possible next steps.

Overview of Affordable Housing Initiatives to Date:

In November of 2007, Council adopted a Housing Affordability Strategy. The Strategy focused on the following four key areas. Subsequent Town implication actions are shown in italics.

1. Increasing the Affordability of Market Ownership and Rental Housing

- Smaller single-family lots with narrower frontages to reduce land and servicing costs:
 - *2007, R3.2 zone with a minimum 450 m² parcel area and 15.0 m frontage became the standard for new single-family rezonings (previously the standard was the R1.1 zone with a minimum 650 m² parcel area and 20.0 m frontage);*
 - *2011, new Official Community Plan introduced the concept of 350 m² single-family lots;*
 - *2012, Zoning Bylaw amended to create the new R4.1 zone with a minimum 350 m² parcel area and 13.0 m frontage; and*
 - *To date, 332 lots have been created under the R3.2 zone; and three lots, under the R4.1 zone, with instream applications for an additional 17 R4.1 lots.*

- Legalization of secondary suites:
 - *2007, R3.2 zone, which included secondary suites as a permitted use, became the standard for new single-family rezonings;*
 - *2007, priority processing and reduced rezoning application fee instituted for secondary suites within existing neighbourhoods;*
 - *2012, Zoning Bylaw amended to allow secondary suites in existing neighbourhoods; and*
 - *To date, approximately 130 legal secondary suites have been constructed.*

- Coach Houses:
 - *2011, new Official Community Plan introduced the concept of allowing coach houses on a case by case rezoning basis;*
 - *2013, Official Community Plan amended to create a new Development Permit Area # 17 - Coach Houses;*
 - *2013, Zoning Bylaw amended to establish standardized coach house zoning regulations;*
 - *2019, proposed Official Community Plan amendment introduced to create a new Development Permit Area # 18 - Secondary Suites*
 - *2019, proposed Zoning Bylaw amendment introduced and to allow coach houses in single-family zones as an outright use; and*
 - *To date, 7 coach houses have been constructed, with instream applications for an additional 2 coach houses.*

- *Development Cost Charges (DCCs):*
 - *2016, new Town DCC Bylaw adopted:*
 - *additional charges for construction of secondary suites or coach houses explicitly prohibited; and*
 - *maximum dwelling unit size for DCC exemption increased from the provincial default of 29 m² to 45 m² to reflect realities of local housing market;*
 - *2016, CVRD confirmed that no additional CVRD DCCs apply to the construction of secondary suites or coach houses; and*
 - *2018, discussions initiated with the CVRD to increase CVRD maximum dwelling unit size for DCC exemption from 29 to 45 m².*

2. Strata Conversion Policy to Protect Existing Market Rental Housing

- strata conversion prohibited in developments of 3 or more units when vacancy rates are less than 4% (individual duplex strata conversions considered independent of vacancy rate);
- Tenant Plan¹ required when vacancy rate is 4% or higher; and
- 2013, policy updated to prohibit strata conversions of secondary suites and coach houses.

3. Affordable Housing Contributions (land, cash or units) when Proposed Rezoning Results in more than 4 Additional Residential Units or Parcels

- *2007, staff negotiation initiated for contributions based on 10% of additional units (e.g. if land rezoned from one single family unit to allow 51 unit apartment, contribution equal to land area necessary for 5 non-profit apartment units);*
- *2010, Affordable Housing Reserve Fund created for contributions received (use of fund limited to capital expenditures for the acquisition of land, or for the construction of, or acquisition of residential housing units that will be used to provide affordable housing in Comox);*
- *2014, Downtown Vitalization Program created - developments where a minimum of 50% of the units meet adaptable housing standards exempt from providing an affordable housing contribution;*
- *2011 to 2014, Town provided an annual Affordable Housing Fund contribution of \$33,500 from General Revenue; and*
- *To date, contributions to the Affordable Housing Fund total \$487,000 (\$317,000 from developer contributions, \$170,000 from Town General Revenue);*

¹ Tenant Plan must contain a complete list of tenants, certifying that the owner or developer has notified tenants of the conversion application, and state options that have been offered to potentially displaced tenants, such as an agreement not to evict tenants as a result of the strata conversion, an option to purchase the unit, or any monetary assistance to be offered, such as a rent-free period, or moving expenses.

4. Partnerships – Town to Seek Partnerships with private sector, senior levels of government and non-profit housing organizations for construction and management of below market housing

- *Prior to 2011, Town contributed approximately \$120,000 to the CVRD for the recently completed 35 unit Braidwood affordable house project (Originally the funds were given to the CVRD for the construction of non-market housing in Courtenay. The CVRD project did not proceed and the funds accumulated by the CVRD for this project were transferred to the City of Courtenay);*
- *2016 - 2018, Town provided annual \$30,000 funding from General Revenue to the following affordable housing projects on the recommendation of the Comox Valley Coalition to End Homelessness²:*
 - *4 units subsidized housing (Lead Agency - Comox Valley Transition Society);*
 - *2 units subsidized housing (Dawn to Dawn Action on Homelessness Society);*
 - *4 units affordable home ownership (Habitat for Humanity)*

Possible Next Steps:

The recent increase in the cost of housing throughout the province in conjunction with renewed interest and funding from senior levels of government in the provision of affordable housing has resulted in an expansion of local government initiatives which can be grouped into the following 3 categories:

a. Local Government Provision of Affordable Housing:

- Creation of a Local Government Housing Authority to construct and manage non-market, rental housing, typically in partnership with provincial or federal funding (e.g. Vancouver Housing Authority);
- Local government provision of assistance to a non-profit housing organization for the construction and management of affordable housing, typically in partnership with provincial or federal funding (e.g. local government provides long term lease of land to the non-profit at minimal cost for the ongoing provision of affordable housing, or provides financial assistance);
- Housing agreements whereby the local government enters into an agreement with the owner regarding the occupancy of housing units which may address tenure, who can occupy (e.g. seniors, families.); rent rates and sale price; and
- Hybrid models such as the Whistler Housing Authority which, as a local government housing authority, uses housing agreements to construct units and then control sale and resale prices.

² Established in 2015, the Coalition is a collective of 22 member agencies who plan, coordinate, recommend, advocate for, and implement community responses to homelessness.

b. Rental Zoning:

In 2018, the province amended the *Local Government Act* to give local governments the ability to use their zoning powers to limit the tenure of multi-family residential development to rental in relation to a specific number, portion or percentage of units in a building.³ In relation to existing rental development, this new provision can be used to ensure any future redevelopment is rental, all or in part.

c. Local Government Funding of Affordable Housing

The two primary sources of local government funding of affordable housing is through taxation and developer amenity contributions.

MK/RB

1. Attachment: Housing Affordability Strategy, as updated in 2013.

³ The rental zoning requirement can be used in zones that are strictly multi-family residential, or within comprehensive development or multi-use zones where multi-family residential is one of several permitted uses. A local government can only limit tenure to residential *rental* tenure (i.e. it cannot not limit tenure to ownership and prevent rental). A local government may set different rental standards for different zones or locations within a zone.

Updated October 16, 2013



TOWN OF COMOX HOUSING AFFORDABILITY STRATEGY

This Housing Affordability Strategy includes the following: Provision of an Affordable Housing Amenity; Smaller Lots; Secondary Suites and Coach Houses; Strata Conversion Policy; and Reduced Fees and Processing times for Secondary Suites and Coach Houses. More information about this strategy is provided below.

All potential applicants are encouraged to contact staff directly to discuss their proposals in detail.

SECTION 1 – Background:

The spectrum of housing options available in a community generally includes market home ownership and market rental (where prices and rents are determined by supply and demand in the private sector), and often includes below-market subsidized rental or subsidized home ownership options. Any of these options can provide housing that is “affordable” for members of a community (“affordable” being defined as housing costs that do not compromise a household’s ability to meet other basic needs, such as transportation, clothing and nutrition).

Market home ownership is “affordable” for some households. For other households, particularly households of low to moderate income (households having incomes less than 80% of the average household income in the Town¹), affordable housing may be limited to market rental housing and below-market subsidized housing. This household segment includes a broad cross section of the community, including persons with disabilities, the elderly, single-parent families, students, and young workers.

Housing availability and affordability affects the ability to attract and retain the labour force and investment needed to care for an aging population, remain economically competitive not only nationally and internationally but also locally and provide local opportunities for our youth.

A municipality can implement policies and bylaws to improve the availability and “affordability” of market and below-market subsidized housing. The Housing Affordability Strategy presented in this report is intended to support the development of well-designed, safe and suitable housing that is integrated into the community. The approaches and strategies described in this report are not intended to lower standards to allow development of poor quality or inappropriately located housing, as substandard housing has community-wide negative social impacts and reduces economic competitiveness.

¹ This is a common definition for households of low to moderate income used by many municipalities in their housing strategies.

SECTION 2 – Approaches

Although the comprehensive provision of an appropriate range of housing options for a community is broad and complex and engages all levels of government, approaches that individual municipalities can use to facilitate development of market and below-market housing can be categorized into four categories.

- A. Identifying and removing regulatory barriers can stimulate the creation of more “affordable” market housing. This approach requires evaluation of the types of housing that a municipality wishes to encourage to meet the community’s needs, and identifying regulations that may hamper the development of these desirable types of housing. This approach is intended to stimulate the production of well-designed, well-integrated, suitable housing. It is not intended to relax regulations that would result in substandard housing.
- B. Municipalities can introduce policies to protect existing market rental housing. Section 242 of the *Strata Property Act* requires developers making application for conversion of a previously occupied building¹ (i.e.: a building where units are rented) to strata units to obtain approval from the local municipality. In making a decision regarding strata conversion, Council must consider, among other things, the priority of rental accommodation over privately-owned housing in the area, and any proposals for the relocation of persons occupying a residential building. Many municipalities have introduced strata conversion policies under Section 242 of the *Strata Property Act* to control the conversion of rental units to strata units when the rental vacancy rate in a community is very low.
- C. Allocating a portion of the value created by rezoning to increase housing affordability is a very effective and common approach used to create below-market housing for the community. Municipalities can use a variety of tools to require or negotiate for affordable housing amenities.
- D. Additionally, municipalities can partner with non-profit housing providers, other levels of government or the private sector to create and manage below-market affordable housing.

SECTION 3 - Housing Affordability Strategy

The strategy outlined below is intended to provide a multi-faceted approach to facilitate the development of a broad range of housing options by improving the affordability of market ownership, increasing the availability of market rental and supporting the development of below-market housing. The strategy is intended to be flexible to allow adaptation where necessary, and enhancement where possible. The Town of Comox is not a housing provider; the Strategy does not include municipal construction or management of housing, and seeks to minimize municipal administrative requirements.

A. Remove regulatory barriers to development of more “affordable” market housing

Small lot subdivision with narrow frontages

Market home ownership may be made more “affordable” for more people by introducing zoning that allows smaller lots. Narrower road frontages reduces per-lot infrastructure costs.

¹ new never-occupied buildings are not subject to this requirement

Implementation of this initiative started with the creation of the R3.2 Single-Family/ Secondary Suite zone, which reduced minimum parcel frontage from 20 metres to 15 metres and minimum parcel area from 650 m² to 450 m².

The allowance for bareland strata subdivision has been expanded to allow for the development of existing oversized residential lots with limited frontages on an existing road: bareland strata subdivision allows for the creation of lots fronting an internal private driveway.

In February 2013 the Town created a prototype zone to allow for 350 m² parcel sizes with a minimum frontage of 13 metres.

Legalization of secondary suites

Market home ownership may be made more “affordable” through legalization of secondary suites as “mortgage helpers.” Additionally, secondary suites can form an important component of a municipality’s market rental housing stock and allow for aging in place by providing an income source.

The creation of the R3.1 and R3.2 Single-Family/Secondary Suite zones allowed for secondary suites in new subdivisions and consideration of secondary suites in existing neighbourhoods on a case by case basis through rezoning. The Town used simplified procedures and reduced fees to streamline this process and to address the limited resources of the applicants, which were typically individual home owners.

In 2012, the requirement for case by case rezonings to permit secondary suites was removed. Secondary suites are now generally a permitted use in single-family neighbourhoods. A building permit is required to legalize existing secondary suites or for the creation of a new suite.

Introduction of coach houses

In the Town of Comox, a coach house is a small standalone residential unit typically located in the backyard of a single-family dwelling. Either the coach house or the single-family dwelling must be owner occupied. Similar to a secondary suite, a coach house increases housing affordability by providing rental housing and provides the option of aging in place.

In September 2013, Council adopted the necessary enabling bylaws to allow for the consideration of coach houses on a case by case basis through the rezoning process. Simplified procedures and reduced fees to streamline this process were introduced to address the limited resources of the applicants, which are typically individual home owners.

B. Support existing rental housing stock through strata conversion policies

Strata conversions of three or more residential units, or two or more residential units where these units comprise part of a larger development, are prohibited when the vacancy rates for rental units is very low: less than 4%. In tight rental markets where the vacancy rate is 4% or greater, an applicant for strata conversion is required to submit a “Tenant Plan,” containing a complete list of tenants, certifying that the owner or developer has notified tenants of the conversion application, providing options that have been offered to potentially displaced tenants, such as an agreement not to evict tenants as a result of the strata conversion, an option to purchase the unit, or any monetary assistance to be offered, such as a rent-free period, or moving expenses. A copy of the Tenant Plan, including the notice to tenants, as well as a statement from the owner regarding how the notice was distributed, must be submitted for Council’s review. Council is then able to evaluate whether or not the Tenant Plan is sufficient to allow conversion.

Applications for individual duplex strata conversions would be considered independent of the vacancy rate. This is because it is expected that the impact of isolated duplex conversions on the community would be minimal. For duplex conversions, occupants are sent notification of the date on which the application would be considered by Council.

Strata conversions of secondary suites and coach houses are prohibited.

Reasons for prohibiting secondary suite and coach house strata conversions; they:

- a. provide affordable rental in a ground orientated single-family context;
- b. may serve as a mortgage helper for the owners;
- c. provide infill units compatible with single-family neighbourhoods;
- d. provide options for aging in place; and
- e. provide options for young families.

In addition, coach houses provide for independent living and are required to meet the Town's adaptable housing standards.

C. Allocate a portion of the value created by rezoning to generate affordable housing

A municipality may use a variety of tools to facilitate the creation of affordable housing at the time of rezoning. The contribution for affordable housing may be in terms of on-site or off-site units, land or cash. Staff are directed to enter into negotiations for an affordable housing contribution where a rezoning process would result in more than 4 units or lots.

D. Create partnerships for provision of affordable housing

As contributions for affordable housing are obtained through the rezoning process, the Town would seek partnerships with the private sector, senior levels of government and non-profit housing organizations to allow for the construction and long-term management of below market housing units. Alternatively, funds or land dedicated for affordable housing could be collected until there are adequate resources to make formation of a partnership viable.

SECTION 4 – Implementation

Implementation of the Housing Affordability Strategy is a key component of the Town's Official Community Plan. This resulted in legalization of secondary suites, creation of a 350m² single-family zone and an allowance for coach houses. In addition, application procedures, application fees and processing times have been streamlined for secondary suite and coach house developments.

Twyla Slonski

From: Colin Charles <Colinac@hotmail.com>
Sent: March 11, 2019 6:00 PM
To: council
Subject: DVP 18-15 Support

RECEIVED

March 11, 2019

TOWN OF COMOX

Mayor and Council,

I would like to express my full support of the subject proposed variance. Our neighbor Wayne is an excellent neighbor to us, and is taking care of his uncle that has mobility barriers, therefore the wheelchair elevator will allow him to access the upstairs of his home a lot easier and with much more dignity.

Regards,

Colin Charles
1999 Robb Ave, Comox, BC V9M 2E3, Canada

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|-------------------|-----------------|------------------------------|
| LOG: 19-152 | REFER: | AGENDA: RCM - March 20 |
| FILE: Planning | ACTION: File | |

o - Planning Dept.
copy - Mayor & Council
RK / MK / SR / agenda

Twyla Slonski

From: Levett, Hannah <Hannah.Levett@leg.bc.ca>
Sent: March 13, 2019 10:13 AM
To: Russ Arnott
Subject: Letter from Stephanie Cadieux and Michelle Stilwell
Attachments: Russ_Arnott_Comox.pdf

RECEIVED

March 13, 2019

TOWN OF COMOX

Hello Mayor Arnott,

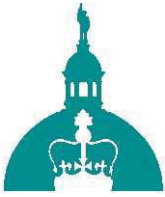
Please see the attached letter from MLAs Stephanie Cadieux and Michelle Stilwell.

Best,

Abigail Uher
Sessional Assistant
BC Liberal Caucus
T: (250) 356-6134 Email: abigail.uher@leg.bc.ca

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| LOG: 19-156 | REFER: | AGENDA: RCM - March 20 |
| FILE: 4810-01 | ACTION: MR | |

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LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

Russ Arnott
1809 Beaufort Avenue
Comox, BC V9M 1R9
Via Email: rarnott@comox.ca

February 26, 2019

Your Worship, Mayor Arnott,

As many as 55,000 British Columbians use a form of wheeled mobility, whether powered wheelchairs, scooters or manual wheelchairs. This number appears to have increased by 25% in a decade, and expected to increase as our population continues to age, technology continue to increase and facilitate individuals with disabilities to be mobile in their communities. BC is third among Canadian provinces in our population of users of wheelchairs and scooters, and higher than those populations in larger provinces of Ontario and Quebec.

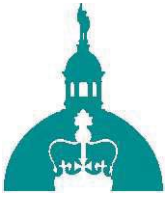
Wheelchair accessible parking is an essential piece of community infrastructure that enables people with disabilities to be included and mobile in their communities. With changes made to the BC Building Code last fall, specifically the removal of accessible parking requirements, on December 10th, municipalities became responsible for the regulation of accessible parking. This means of course that municipalities will now need to adopt bylaws that address this for their communities.

Therefore, we are writing to you today to inquire as to whether or not your municipality has a bylaw in place and if so, to please provide us a copy of said bylaw, and if not, to strongly recommend the adoption of a bylaw that references the CSA standard.

The Canadian Standards Association CAN/CSA Technical Standard B651 Accessibility in the Built Environment (CAN/CSA B651) uses a robust omnibus built-environment accessibility guideline that is recognized nationally. The Federal Treasury Board's Accessibility Standard for Real Property policy has required this technical standard for all new and renovated federal government real property, including leased property, since October 1, 2014. This is also the standard used by the Rick Hansen Foundation (www.rickhansen.com/become-accessible) as the benchmark to audit existing facilities and provide guidance in the design phase of new buildings.

It is imperative that accessible parking be built to these standards so that adapted vehicles with ramp access, such as those used by individuals with powered mobility devices such as power wheelchairs and scooters can be accommodated. As individuals with disabilities and as legislators, we are especially interested in this issue and as such also offer any assistance we can to you should you need it. In addition, SPARC BC (www.sparc.bc.ca), has offered to provide assistance to any municipality interested in having more information about the specific types of disabilities and accessibility needs in your community to help support their local planning and decision-making including specific needs around accessible parking. If you are interested in availing yourself of this service, please contact Alfiya Battalova, Manager, Accessibility Initiatives at 604-718-8509.

BC Liberal Official Opposition
Parliament Buildings
Victoria, BC V8V 1X4



LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

We are confident that you and your municipality understand the business case for accessibility. The Conference Board of Canada's The Business Case to Build Physically Accessible Environments, February 2018 suggests that:

- There are 2.9 million Canadians living with a physical disability that impairs their mobility, vision, or hearing, representing 10 percent of the country's population.
- That this number will rise by 1.8 per cent annually over the next 13 years, nearly double the pace of the population as a whole.
- That real spending by this group is set to rise from \$165 billion in 2017 to \$316 billion in 2030, increasing from 14 to 21 per cent of the total consumer market.

So, we are very anxious to receive your response to our inquiry about your bylaws. We believe it is imperative that all municipalities large and small adopt a best-practice standard and work towards ensuring that it is adopted and enforced widely across both new and existing (as possible) infrastructure. Again we offer any assistance we can provide in developing or enhancing your new or existing bylaws in this regard.

Sincerely,

Stephanie Cadieux MLA

Surrey South

Michelle Stilwell MLA

Parksville-Qualicum

Twyla Slonski

From: Deborah Hall <deborah.hall@immigrantwelcome.ca>
Sent: March 15, 2019 10:59 AM
To: Twyla Slonski
Subject: Action Requested - Letter of Support for Proposal
Attachments: Gen Ltr of Support Template.docx

RECEIVED

March 15, 2019

TOWN OF COMOX

Hello Twyla,

We are currently working on the Call for Proposal for Settlement Program Core Services (2020-2025) and are seeking a letter of support from the Comox Mayor/City Council.

Core Services Include:

- Settlement Services
- Language Instruction for Newcomers to Canada (LINC)
- Local Immigration Partnerships (LIPS), also known as Welcoming Communities Coalition

For your convenience, I have attached a letter of support template. Please submit your letter of support to deborah.hall@immigrantwelcome.ca by no later than Tuesday, March 26, 2019.

If you have questions or require additional information, please contact me at 250-830-0171 or deborah.hall@immigrantwelcome.ca. Thank you in advance for your continued support.

Regards,

Deb

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| LOG: 19-162 | REFER: | AGENDA: RCM - Mar. 20 |
| FILE: 0400-03 | ACTION: MR | |

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Serving Campbell River, Comox Valley and the North Island

Deborah Hall

Human Resources Manager
Immigrant Welcome Centre Campbell River Office
A114-740 Robron Road, Campbell River, BC, V9W 6J7
Tel: 250-830-0171 Fax: 250-830-1010
deborah.hall@immigrantwelcome.ca
www.ImmigrantWelcome.ca



Coast Salish, Kwakwaka'wakw and Nuu-chah-nulth Territory

Your Logo Here
Your Company Info. Here

Date

Immigration, Refugees and Citizenship Canada

Re: Letter of community support

To whom it may concern,

This letter is a confirmation of our long term organizational support for Multicultural and Immigrant Services Association of North Vancouver Island (MISA), known locally as the Immigrant Welcome Centre. We strongly support MISA's 2020-2025 proposal for delivery of Settlement services and programs.

MISA has been instrumental in assisting newcomers and their families adapt to our community and life in rural Canada. Local organizations also benefit from the support services that MISA provides to help us better understand, serve and connect with the immigrant population.

Paragraph description of why your organization is offering support and how your organization will collaborate with and support MISA. Name of your organization here is pleased to work with MISA. Immigrants can be a particularly vulnerable sector of our population and MISA helps us reach out and connect with these families to help them succeed and thrive in our community. We appreciate the opportunity to collaborate and support MISA on the following:

- o e.g. interagency referrals

As a result of all our combined efforts, our communities grow into a more welcoming and inclusive environment that enriches all of our lives. We look forward to continuing our joint community development efforts with MISA.

Sincerely,

Your Name Here
Your Title Here
Your Organization Here

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March 15, 2019

TOWN OF COMOX

ANCE Building Services Co. Inc.
739 Campbell Ave. Vancouver BC V6A 3K7

| | | |
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| LOG: 19-160 | REFER: | AGENDA: RCM - Mar. 20 |
| FILE: 2430-20 | ACTION: MR | |

March 15, 2019

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Town of Comox
Mayor and Council
Comox, BC

Dear Mayor and Council,

RE: Letter of support to retain Shakesides as a community resource/nature museum as per Mack Laing's Trust

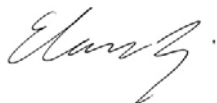
As the heritage consultants who wrote the Condition Assessment and Statement of Significance for Shakesides, a heritage building given in trust to the Town of Comox by Mack Laing for the purposes of adapting the building to a community nature museum, we are writing to urge this Mayor and Council of 2019 to honour the legal wording and intent of Laing's Trust and work with the Mack Laing Heritage Society to finally realize his vision.

We are heritage professionals who have been working with old buildings for a combined 45 years, and have intimate knowledge of the Shakesides building, its condition and the immense support within the Comox Valley community to provide pro-bono professional support, supervision, labour and materials towards the adaptive reuse of Shakesides into a community venue including a nature museum and education centre. We feel confident that such a project is not only doable, but has the potential to become a model for a community-led, award-winning heritage project which would attract cultural and nature tourism to Comox while giving the community a strong sense of ownership and pride.

We have volunteered our time to guide the conversion of the building and to be at the service of the project managers as soon as they are ready to start. We are so impressed with how much other professional support the Mack Laing Heritage Society has managed to bring on board, both locally and from around the province, creating a stable and diverse network of committed contacts and supporters ready to hit the ground running on this long overdue project.

Please don't hesitate to contact us directly with any questions about the above.

Yours Truly,



Elana Zysblat, Principal
heritage consultant, CAHP



John Atkin
heritage consultant

Twyla Slonski

From: Town of Comox – Administration
Sent: March 15, 2019 8:35 AM
To: Twyla Slonski
Cc: Shelly Russwurm: Town of Comox
Subject: FW: Comox Mayor and Council - re Mack Laing's trust and gift to the Town of Comox

RECEIVED

March 15, 2019

TOWN OF COMOX

From: Lawrence Buser <lbuser@shaw.ca>
Sent: March-14-19 9:51 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Comox Mayor and Council - re Mack Laing's trust and gift to the Town of Comox

To: Comox Mayor and Council

I ask that you support the use of Shakesides, as gifted by Mack Laing to the Town of Comox, for use as a nature museum.

Mack Laing is a great Canadian and his trust and will should be honoured.

He also gifted the land known as Mack Laing Park to the town. That shows his passion for this community.

To accept the park land and betray his wish for educating people in the house he built would be a travesty of trust.

This park is enjoyed by many people who walk its path to the ocean.

That's how people would access the Mack Laing Nature Museum (or House) - by walking through the park he donated.

What a beautiful way to get there.

Those people could visit the museum, learn about the bounty of nature that we live in, about Laing's extensive field work, writings and research.

We should be proud to do this. I am.

I am also willing to volunteer to help with its operation.

Respectfully,
Lawrence Buser
Comox BC

2264 Strathcona Cres.,
Comox, BC

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| LOG: 19-161 | REFER: | AGENDA: RCM - Mar. 20 |
| FILE: 2430-20 | ACTION: MR | |

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