



TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MAY 1, 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 April 17, 2019, be Approved.
- (12) b. [Committee of the Whole Meeting Minutes](#)
That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday April 24, 2019, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Andy Merrick - Request to name a park or street after Comox's third Mayor](#)
That the request from Andy Merrick, asking that a park or a street be named after Comox's third Mayor (Dick Merrick), be referred to staff for followup.
- (2) [Adrien de Rodez \(Francophone Youth Council of BC\) Financial support](#)
That the Town waive the Park Use Fee for the Francophone Youth Council of BC event, for Marina Park on May 18, 2019,

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (14) a. [Management Report - May 1, 2019](#)
That the Management Report for May 1, 2019 be received and filed for information.

5. SPECIAL REPORTS:

- (17) 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, April 9, 2019; and
- Comox Strathcona Waste Management Board held on Thursday, April 11, 2019.

6. BYLAWS:

- (23) a. [Comox Planning Procedures Amendment Bylaw 1910 \(PR 19-2 Streamlined Applications for Side-By-Side Secondary Suites and Coach Houses\)](#)
That Comox Planning Procedures Amendment Bylaw 1910 be Adopted.

7. NEW BUSINESS:

- (28) a. [Rezoning Application RZ 19-2: Accessible Parking Standards](#)
That Comox Zoning Amendment Bylaw 1913 be given First, Second, and Third Readings.
- (34) b. [2019 Financial Plan and Tax Rates Bylaws](#)
1. *That the Comox Financial Plan Bylaw No. 1916, 2019 be given First, Second and Third Readings.*
2. *That the Comox Tax Rates Bylaw No. 1917, 2019 be given First, Second and Third Readings.*

8. CORRESPONDENCE:

- (43) a. [Wendy Laing - Speed, sidewalks and bikelanes on Comox Avenue](#)
- (45) b. [Sharon Gregson \(Coalition of Child Care Advocates of BC\) Suggestions for affordable child care expansion](#)
- (48) c. [Marilyn Armstong - Thank you for the new wood burning regulations](#)
- (49) d. [Scott Park \(Highland Senior Secondary\) Highland Grad Cruise - 2019](#)
- (51) e. [Walter Carroll - Parking on Murrelet from Land and Sea Brewery](#)
- (54) f. [Requests for Grants](#)
1. *Andrea Cupelli (Comox Valley Coalition to End Homelessness) Request for increase to affordable housing annual contribution*
2. *Nancy Milliken (St. George's United Church of Canada) Appeal for Financial Assistance*

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

ADJOURNMENT

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

Deputy Corporate Administrator

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday April 17, 2019

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

Absent: N. Minions

Call to Order:

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

The Agenda was Adopted.

There were 16 visitors in attendance.

1. DELEGATIONS:

- a. Ryan Hughes (Griffin Homes): Development Variance Permit Application DVP 19-2 - 2065 Beach Drive**

2065 Beach Drive

Mr. Hughes introduced himself and briefly described his client's project and the requested easements.

- b. Kris Nielsen (Mack Laing Heritage Society): Addressing concerns raised in Apr 4, 2019 correspondence**

Mack Laing Heritage Society

Mr. Nielsen advised that the Mack Laing Heritage Society has two core issues: the house and the trust money. He advised that he regrets that Town re-affirmed its motion to continue with the amendment of the trust. He advised that his presentation is focused on the issue of the trusts, and questioned how many trusts exist. He also asked why some of the other factors, such as the cost of the cairn, were not included in the calculation of the reimbursement to the trust. Mr. Nielsen also asked why their request for an audit on the trust funds is not being undertaken.

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 April 3, 2019, be Approved.

(2019.119) -- 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 April 10, 2019, be Received.

(2019.120) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Comox Archives and Museum Society Grant

CAMS Grant

That an additional \$7,500 per year be provided as a grant to the Comox Archives and Museum Society.

(2019.121) -- CARRIED

COMMITTEE RECOMMENDATIONS:

(2) Interim Report on Affordable Housing Initiatives

Affordable Housing Initiatives

That staff be directed to target a 15% affordable housing amenity contribution;

That staff be directed to seek opportunities to work with developers to create non-market affordable housing units within the Town of Comox;

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

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

That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of self-contained dwelling units in buildings in which each unit is not larger than 45 m²;

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

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

(2019.122) -- CARRIED

(3) Janice Sandholm (Royal LePage Snow to Surf Society) Permission for a flyby at Snow to Surf event

Snow to Surf Flyby

That permission be granted for a flyby over Marina Park by the Royal Canadian Air Force Snowbirds on Sunday April 28, 2019 between 1300 and 1500 hours.

(2019.123) -- CARRIED

c. Public Hearing Meeting Minutes

Public Hearing Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday April 3, 2019, be Approved.

(2019.124) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - April 17, 2019

Management Report

That the Management Report for April 17, 2019 be received and filed for information.

(2019.125) -- CARRIED

b. Electric Vehicle Charging Station - Grant Funding Opportunity

Electric Vehicle Charging Station

That the Town of Comox participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$6,000 to be funded from General Revenue, and representing the Town's portion of the cost of one (1) dual port public electric vehicle charging station at a Town owned site within the community and that the location of the charging station be referred to staff.

(2019.126) -- CARRIED

c. 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 Third Reading.*

(2019.127) -- CARRIED

2. *That Comox Official Community Plan Amendment Bylaw 1908 be Adopted.*

(2019.128) -- CARRIED

3. *That Comox Zoning Amendment Bylaw 1909 be given Third Reading.*

(2019.129) -- CARRIED

4. *That Comox Zoning Amendment Bylaw 1909 be Adopted.*

(2019.130) -- CARRIED

5. *That Comox Planning Procedures Amendment Bylaw 1910 be given Third Reading.*

(2019.131) -- CARRIED

5. SPECIAL REPORTS:

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, March 19 & Thursday March 21, 2019;*

(2019.132) -- CARRIED

6. BYLAWS: NIL

7. NEW BUSINESS AND NOTICES OF MOTION:

a. Development Variance Permit Application DVP 19-2 (2065 Beach Drive)

2065 Beach Drive

That Development Variance Permit DVP 19-2 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the April 17, 2019 Planning Report on DVP 19-2.

(2019.133) -- CARRIED

b. L. Tait - Highland Park Concession Licence to Occupy

Highland Concession Agreement

That Council authorizes the Corporate Administrator to execute the lease agreement between L. Tait and the Town of Comox for that portion of land legally described as Lot A, District Lot 194, Comox Land District, Except Plan 48028, Plan VIP43953 commonly known as Highland Park for the purposes of occupying and operating a concession stand in Highland Park for a two year term ending April 30, 2021.

(2019.134) -- CARRIED

c. Notice of Motion (Councillor Bissinger): Climate Emergency

Notice of Motion: Climate Emergency

Councillor Bissinger provided the following Notice of Motion:

That the Town of Comox formally recognize the Climate Emergency; and further,

That the Town of Comox take a leadership role to work towards achieving carbon neutrality in the region by 2030;

That the Town of Comox consider all projects, procurements and decisions going forward through a lens of climate change mitigation and adaptation;

That staff prepare a report to Council within six months with tangible actions the Mayor/Council and Town staff can take to address this emergency; and

That Council seek commitment and financial support from the Comox Valley Regional District and its member communities for a shared position of Sustainability and Long Range Planning Manager for the Comox Valley.

d. New Motion (Councillor McKenna): Communications Specialist

**New Motion:
Communications Specialist**

That staff include in the 2019 budget, the provision of salary to hire a communications specialist in the year 2019.

(2019.135) -- CARRIED

8. CORRESPONDENCE:

a. Correspondence regarding Shakesides and the Mack Laing Trust

Shakesides Correspondence

That the following items of correspondence regarding Shakesides and the Mack Laing Trust be received and filed for information:

- The March 31, 2019 email from James Taylor,
- The March 31, 2019 letter from Gloria and Les Herauf,
- The April 3, 2019 letter from John Tayless,
- The April 4, 2019 letter from J-Kristian Nielsen,
- The April 4, 2019 email from Barbara Martin,
- The April 5, 2019 letter from K'omoks First Nation Chief Nicole Rempel, and
- The April 7, 2019 email from Chris Carter.

(2019.136) -- CARRIED

b. RG Garnett: Development Variance Application DVP 19-2 Comments

2065 Beach Drive

That the letter received April 9, 2019 from RG Garnett, regarding Development Variance Permit Application DVP 19-2, be received and filed for information.

(2019.137) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor McGowan

Councillor McGowan advised that she attended:

- the water and sewer symposium,
- the Association of Vancouver Island and Coastal Communities Conference, and
- the Youth Environmental Action climate event with secondary students.

b. Councillor Swift

Councillor Swift advised that she attended:

- the Community Centre engagement session,
- the Economic Development Society Innovate 2030 event, and
- the Regional District board, sewer, water and committee of the whole meetings.

c. Councillor McKenna

Councillor McKenna advised that he attended:

- a volunteer connector event,
- the Association of Vancouver Island and Coastal Communities Conference, and
- the Youth Environmental Action climate event with secondary students.

d. Councillor Bissinger

Councillor Bissinger advised that she attended:

- the Community Centre engagement session,
- the Comox-Strathcona hospital and solid waste management board meetings, and
- the Youth Environmental Action climate event with secondary students.

e. Councillor Grant

Councillor Grant advised that he attended:

- the Regional District sewer, water and committee of the whole meetings,
- the Association of Vancouver Island and Coastal Communities Conference, and
- the Economic Development Society Innovate 2030 event.

f. Mayor Arnott

Mayor Arnott advised that he:

- attended the Economic Development Society Innovate 2030 event,
- met with a party interested in the industrial lands surrounding the airport,
- attended the Community Centre engagement session,
- met with residents on two occasions,
- attended a d'Esterre Seniors' Centre meeting,
- attended the Youth Environmental Action climate event with secondary students, and
- attended the Regional District sewer commission meeting.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:33 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 April 24, 2019

Present:

Mayor	R. Arnott
Councillors	A. Bissinger, K. Grant, S. McGowan, P. McKenna, N. Minions, M. Swift
Staff	R Kanigan, Chief Administrative Officer C. Freundlich, Director of Finance S. Russwurm, Deputy Corporate Administrator

Absent: Nil

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

The Agenda was Adopted.

1. Delegations: NIL

2. Minutes of Meetings: NIL

3. Department Reports: NIL

4. Staff Reports:

a. 2019 Preliminary Budget Updates

The April 18, 2019 report from the Director of Finance, titled "2019 Preliminary Budget Update", was received for information.

5. Correspondence:

a. Andy Merrick - Request to name a park or street after Comox's third Mayor

COMMITTEE RECOMMENDATION:

That the April 15, 2019 email from Andy Merrick, requesting that a park or a street be named after Comox's third Mayor (Dick Merrick), be referred to staff for followup.

CARRIED

- b. **Adrien de Rodez (Francophone Youth Council of BC) Financial support**

COMMITTEE RECOMMENDATION:

That the April 4, 2019 email from Adrien de Rodez, requesting financial and in-kind support for the Francophone Youth Council of BC event during May 2019, be received and that the Town waive the Park Use Fee for Marina Park on May 18, 2019.

CARRIED

6. 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 April 24, 2019, pursuant to the following sub-sections of the Community Charter:

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

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 4:23 P.M.

THE COMMITTEE OF THE WHOLE MEETING RECONVENED AT 4:27 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:27 p.m.

CARRIED

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

CHAIR

TOWN OF COMOX – MANAGEMENT REPORT
May 1, 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. Staff report examining implications of altering garbage collection for upcoming Committee of the Whole.
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 to be provided to 19 Wing Comox for facility. 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. History of project to be provided for Council.
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 held March 27, 2019.
5.	August 2, 2017	Wayfinding Signage	Implement wayfinding signage standards, prototypes and implement Phase 1 signage	Directional fingerboards continue to be installed as time and weather allow. Larger map and interpretive signs now complete, with full installation expected by the end of April.
6.	February 20, 2019	Ambulance Station	Relocation of Ambulance Station to Berwick Addition	Lease agreement approved and all parties signed off. Move date anticipated soon.
7.	March 20, 2019	Affordable Housing	That staff be directed to prepare a report on affordable housing initiatives.	Affordable housing initiatives approved by Council at April 17 RCM.

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

STRATEGIC PRIORITIES CHART

January 2019

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **MACK LAING: Future**
2. **5-YEAR CAPITAL PLAN: Priorities**
3. **NE INDUSTRIAL LANDS STRATEGY: Terms of Reference**
4. **AFFORDABLE HOUSING: Current Town Actions**
5. **OFF LEASH DOG PARK: Public Consultation**

TIMELINE

May
April
February
March
March/April

NEXT

- CLIMATE CHANGE ADAPTATION: Project
- LONG TERM CAPITAL PLAN
- DOWNTOWN REVITALIZATION: Zone Expansion
- ORGANICS COLLECTION PROGRAM: Review
- WATERFRONT WALKWAY: Options
- CLIMATE CHANGE ADAPTATION STRATEGY
- MARINA PARK: Phase II
- WOOD STOVE: Initiatives Update
- SHORT TERM RENTAL: Policy Options
- SHELF/SHOVEL-READY GRANT PROJECT

ADVOCACY / PARTNERSHIPS

- *Regional Organics Facility: Decision (RD)*
- *Wood Stove Air Quality: Options (RD)*
- *NE Industrial Land Strategy (CVEDS)*
- *Coalition to end Homelessness: Support*
- *Climate Change Grant (FCM)*
- *Regional Transit Review (RD)*
- *Regional Connectivity System (RD)*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. MACK LAING: Future – May
2. **NE INDUSTRIAL LAND STRATEGY: TOR** – February
3. CLIMATE CHANGE ADAPTATION: Project - April
 - WOOD STOVE: Initiatives Update

PLANNING SERVICES

1. Subdivision Bylaw: Update - June
2. NE Comox SWMP: Implementation - September
3. **AFFORDABLE HOUSING: Current Status** - March
 - Step Code
 - Anderton Corridor Land Use: Services

FINANCE

1. Office Space: April
2. **CAPITAL PLAN: Priorities** – February
3. IT Systems: Process Review – January
 - Payroll Software (replacement)
 - Fiber Optics

CORPORATE

1. Policy Manual: October
2. Procedure Bylaw: October
3. Records Management - Administration: December

PARKS

1. **DOG PARK: Options** – Public Consultation
2. Wayfinding Project – April
3. Pickle Ball Court: Completion - May
 - Ellis Street Walkway: Replacement
 - Greenway Development: Detailed Design

PUBLIC WORKS & ENGINEERING

1. Noel Avenue: Upgrade Design – March
2. Anderton Servicing Plan – May
3. Church Street: Upgrade Design - March
 - Foreshore Sanitary Replacement
 - Transportation Plan: Update

FIRE

1. POC / Volunteer Retention: Review - June
2. Full Time Staff: Review - March
3. Service Level Review – September

RECREATION

1. Site Master Plan: April - June
2. Fees / Charges: Review – March
3. Programmer Hours: Review – February
 - Fitness Studio: Capital Equipment
 - Regional Recreation Initiative



COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, April 9, 2019

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, April 09, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 1 pm.

MINUTES

Present:

Chair:	B. Wells	City of Courtenay
Vice-Chair:	A. Hamir	Lazo North (Area 'B')
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	D. Hillian	City of Courtenay
	D. Frisch	City of Courtenay
	M. Swift	Town of Comox
	J. Ketler	Village of Cumberland
	K. Grant	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	J. Warren	General Manager of Corporate Services

ATTENDANCE:

Vice-chair Hamir acted as the presiding member at this meeting as Chair Wells participated in this meeting by teleconference.

RECOGNITION OF TRADITIONAL TERRITORY:

Vice-chair Hamir acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

IN-CAMERA MEETING:

D. Frisch/E. Grieve: THAT the board adjourn to a restricted in-camera session pursuant to the following sub-section(s) of section 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; and

90(1)(c) Labour relations or employee negotiations.

208

Carried

Time: 1:00 pm.

RISE AND REPORT:

RCM Agenda May 1, 2019

The Board rose from its restricted in-camera session at 1:42 pm.

TERMINATION:

D. Frisch/J. Ketler: THAT the meeting terminate.
208

Carried

Time: 1:42 pm.

Confirmed this _____ day of _____ 20____:

Arzeena Hamir
Vice-Chair

Certified Correct and Recorded By:

James Warren
General Manager of Corporate Services



COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, April 11, 2019

Minutes of the meeting of the Comox Strathcona Waste Management Board of Directors held on Thursday, April 11, 2019 at the Campbell River Maritime Heritage Centre, 621 Island Highway, Campbell River, BC commencing at 10:46 am.

MINUTES

Present:

Chair:

B. Wells

City of Courtenay

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

J. Colborne

Village of Zeballos

C. Moglove

City of Campbell River

D. Frisch

City of Courtenay

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

B. Price

Lazo North (Area B)

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:

R. Dyson

Chief Administrative Officer

B. Dunlop

Corporate Financial Officer

M. Rutten

General Manager of Engineering Services

J. Warren

General Manager of Corporate Services

J. Martens

Manager of Legislative Services

Absent:

Directors:

E. Grieve

Puntledge/Black Creek (Area 'C')

ADJOURN AND RECONVENE:

M. Babchuk/J. Colborne: THAT the meeting adjourn and reconvene immediately following the Comox Strathcona Regional Hospital District Board meeting.

208

Carried

The board adjourned at 10:47 am and reconvened at 11:30 am.

IN-CAMERA MEETING:

J. Colborne/D. Frisch: THAT the board adjourn to an in-camera session pursuant to the following sub-section of section 90 of the Community Charter:

90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

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

ADOPTION OF MINUTES:

B. Leigh/J. Colborne: THAT the minutes of the Comox Strathcona Waste Management Board meeting dated March 1, 2019 be adopted.
208 Carried

B. Leigh/J. Colborne: THAT the minutes of the Comox Strathcona Waste Management Board meeting dated March 7, 2019 be adopted.
208 Carried

REPORTS:

REGIONAL ORGANICS COMPOSTING PROJECT – ANAEROBIC DIGESTION

J. Colborne/M. Babchuk: THAT the report dated April 4, 2019 regarding an overview of anaerobic digestion as an organic management technology for the Comox Strathcona Waste Management (CSWM) regional organics project be received.
209 Carried

D. Hillian/D. Frisch: THAT the Comox Strathcona Waste Management Board continue to support the use of an aerated compost technology for the Comox Strathcona Waste Management Regional Organics Composting project.
209 Carried

REGIONAL ORGANICS COMPOST PROJECT - APRIL 2019 UPDATE

D. Arbour/J. Colborne: THAT the report dated April 4, 2019 providing an update on the Regional Organics Composting project related to backhauling, facility size, site use and timeline, be received.
209 Carried

A. Adams/N. Anderson: THAT the correspondence dated March 26, 2019 from Mayor Leslie Baird, Village of Cumberland, providing a response to the board's request for feedback regarding the siting of a regional organics composting facility be received.
209 Carried

CAMPBELL RIVER HOST COMMUNITY AGREEMENT – EXTENSION

J. Colborne/D. Arbour: THAT the report dated April 2, 2019 regarding extension of the host community

agreement with the City of Campbell River for the ongoing operations of the Campbell River Waste Management Centre until the anticipated closure in 2023 be received.

209

Carried

J. Colborne/C. Evans: THAT the Comox Strathcona Waste Management Board approve the extension of the host agreement with the City of Campbell River;

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

210

Carried

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE – TERMS OF REFERENCE

A. Adams/B. Unger: THAT the report dated April 4, 2019 providing an overview of the Comox Strathcona Waste Management Advisory Committee and identifying Terms of Reference updates be received.

209

Carried

The board recessed at 12:02 pm and reconvened at 12:20 pm.

STRATEGIC PLANNING FOLLOW UP

A. Bissinger/D. Arbour: THAT the report dated April 3, 2019 regarding an outline and summary of the direction received at the CSWM Board Strategic Planning Session on March 1, 2019 be received.

209

Carried

B. Unger/D. Frisch: THAT the Comox Strathcona Waste Management Board include on every second meeting agenda a resolution to appoint the Strathcona Regional District Chair as the Chair for the meeting;

AND THAT the Chair of the Strathcona Regional District be included on the agenda review for all Comox Strathcona Waste Management Board meetings.

209

Carried

C. Evans/D. Frisch: THAT as a delegation, Comox Strathcona Waste Management staff endeavour to provide a service update to the Strathcona Regional District and Comox Valley Regional District boards twice annually.

209

Carried

D. Frisch/D. Arbour: THAT the June 2019 Comox Strathcona Waste Management Board meeting location be changed to the Campbell River Maritime Heritage Centre to accommodate a tour of Campbell River-based service facilities in advance of the meeting.

209

Carried

MANAGEMENT REPORT

J. Colborne/B. Unger: THAT the Comox Strathcona Waste Management Board management report dated April 2019 be received.

209

Carried

NEW BUSINESS:

RCM Agenda May 1, 2019

AVICC SPECIAL COMMITTEE OF SOLID WASTE – DIRECTOR REMUNERATION

B. Unger/M. Babchuk: THAT the correspondence dated April 2, 2019 requesting board consideration of providing remuneration and expenses for attendance at meetings of the AVICC Special Committee on Solid Waste be received.

208

Carried

M. Babchuk/D. Hillian: THAT the directors appointed to the Association of Vancouver Island Coastal Communities Special Committee on Solid Waste Management at the November 29, 2018 board meeting be paid remuneration and expenses for meeting attendance in accordance with CVRD Bylaw No. 236 being “Comox Valley Regional District Remuneration and Expenses Bylaw 2012”.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 12:42 pm.

RISE AND REPORT:

The board rose from its in-camera session at 12:51 pm.

TERMINATION:

D. Frisch/J. Colborne: THAT the meeting terminate.

208

Carried

Time: 12:51 pm.

Confirmed this _____ day of _____ 20____:

Bob Wells
Chair

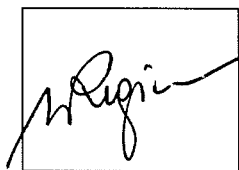
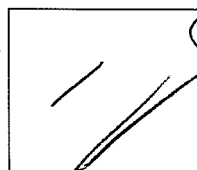
Certified Correct and Recorded By:

Jake Martens
Manager of Legislative Services



TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I
SUBJECT:	PR 19-2 STREAMLINED APPLICATIONS FOR SIDE-BY-SIDE SECONDARY SUITES AND COACH HOUSES
DATE:	MAY 1, 2019 RCM ADOPTION REPORT

		
Submitted by	Concurrence	Approval

Planner's Recommendation:

That Comox Planning Procedures Amendment Bylaw 1910 be Adopted (**Attachment 1**);

Background:

A public Hearing with respect of Bylaws 1908 and 1909 was held on April 3, 2019. Bylaws 1908 and 1909 have been adopted on April 17, 2019.

Processing Steps:

Attachment 2 outlines the remaining key processing steps, including the update of Town of Comox Housing Affordability Strategy to reflect Bylaws 1908, 1909 and 1910.

MK/RB

Attachments:

1. Proposed Bylaw 1910
2. Processing Procedures

TOWN OF COMOX

BYLAW 1910

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

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

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

1. Title

This bylaw may be cited as "Comox Planning Procedures Amendment Bylaw 1910".

2. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

(1) Replacing section 9(1) with the following text:

In circumstances where, under the *Local Government Act*, the delivery of notice of an Application to owners and tenants in occupation of land affected by an Application for an official community plan or a zoning bylaw amendment is required, except for a zoning bylaw amendment to permit a Bed and Breakfast Accommodation in addition to a Secondary Suite or Coach House on the same parcel,:

- a. the Applicant must, within 21 days of making the Application, post a Development Application Sign on the land that is the subject of the Application; and
- b. where a Development Application Sign is required, within 21 days of making the Application, the Applicant must provide to the Municipal Planner a site plan showing the location of the sign or signs and a legible photograph of each sign posted at its location.

(2) Replacing section 10(3)(b) with the following text:

of a scheduled public hearing on a zoning bylaw amendment to permit a Bed and Breakfast Accommodation in addition to a Secondary Suite or Coach House on the same parcel, or the date of third reading of a zoning bylaw amendment to permit a Bed and Breakfast Accommodation in addition to a Secondary Suite or Coach House on the same parcel in respect of which Council has waived a public hearing, in accordance with *Local Government Act* sections 466 or 467, the Town will mail or otherwise deliver individual notices advising of a public hearing or waiving of a public hearing to the owners and tenants in occupation of the property in respect of which an Application is made and all parcels of land abutting the property that is the subject of the Application; and for the purpose of this subsection "abutting" means sharing a

boundary with, or separated by a highway from and having any portion directly opposite, the property that is the subject of the Application.

- (3) Replacing Schedule "A" Table 1. Development Application Fees with Schedule "A" Table 1. Development Application Fees as contained in **Schedule "1"** attached to and forming part of this bylaw.
- (4) Comox Planning Procedures Bylaw 1780 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.

3. Adoption

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

Russ Arnott,
Mayor

Richard Kanigan,
Chief Administrative Officer

Bylaw 1910 Schedule "1"

SCHEDULE "A"

Table 1. Development Application Fees¹

Item	Application Type	Fee
1	Official Community Plan (OCP) Bylaw	
1.1	OCP Bylaw Amendment	\$2,020
1.2	Combined OPC and Zoning Bylaw Amendments	Rezoning application fee + \$870
2	Major Rezoning	
2.1	Major Zoning Bylaw Amendment	\$5,270
3	Minor Rezoning	
3.1	Zoning Bylaw Amendment to permit the creation of 4 or fewer additional residential units	\$2,520
3.2	Zoning Bylaw Amendment to permit a Bed and Breakfast Accommodation and Secondary Suite or Coach House	\$1020
3.3	Zoning Bylaw Text Amendment to add one permitted use in a commercial or industrial zone.	\$1,020
3.4	Zoning Bylaw Text Amendment to add one home occupation	\$520
4	Development Permits	
4.1	Development Permit Area #7 Riparian Area not combined with any other Development Permit Area	\$270
4.2	All other Development Permit Areas	\$870
4.3	Each amendment to a Development Permit for which the development that is the subject of the amendment has not commenced. ²	\$620
4.4	Each amendment to a Development Permit for which the development that is the subject of the amendment has been partially or wholly completed.	\$2,020
5	Development Variance Permits	
5.1	Development Variance Permit for one parcel pertaining to one Single-Family (with or without a Secondary Suite or Coach House) or one Two-Family Dwelling	\$520
5.2	All other Development Variance Permit applications	\$1,095
6	Flood Plain Exemption	
6.1	Flood Plain Exemption –pertaining to Single or Two Family Dwellings	\$1,020
6.2	Flood Plain Exemption – all other applications	\$1,620
7	Miscellaneous	
7.1	Board of Variance - All Application	\$320
7.2	Strata Conversion	\$845
7.3	Minimum highway frontage exemption	\$520
7.4	Modification or Discharge of Restrictive Covenant where a public hearing is required	\$1,020
7.5	Heritage Designation Repeal Bylaw	1,770
7.6	Heritage Alteration Permit – Single or Two-Family Dwellings	\$520
7.7	Heritage Alteration Permit – all other applications	\$1,095
8	Liquor or Cannabis Licence Review	
8.1	New Liquor Primary Licence	\$2,520
8.2	Amendment to an existing Liquor Primary Licence	\$2,020
8.3	Food Primary: Patron Participation Entertainment Licence; Liquor Service Past Midnight Licence; or Amendment to existing Food Primary Licence	\$2,020
8.4	New Winery Endorsement Licence	\$2,520
8.5	Amendment to existing Winery Licence Endorsement Licence	\$2,020
8.6	A Liquor Licence Review Application in conjunction with a Zoning Bylaw Amendment Application	Rezoning application fee +\$845
8.7	Issuance, Renewal, Amendment or Transfer of a Cannabis Sales Licence	\$2,520
9	Subdivision	
9.1	Subdivision- Preliminary Layout Review Issuance	\$825
9.2	Subdivision Approval – per additional parcel created	\$165
9.3	Subdivision - Phased Strata Plan Declaration	\$825

1. All fees include GST.

2. Does not apply where the amendment is to a permit issued for Development Permit Area #7 which is not combined with any other development permit area.

PR 19-2

STREAMLINE SECONDARY SUITE AND COACH HOUSE APPLICATIONS

MAY 1, 2019 RCM

ATTACHMENT 2

PROCESSING PROCEDURES

1. Adoption of proposed Bylaw 1910; and
2. Update Town of Comox Housing Affordability Strategy to reflect Bylaws 1908, 1909 and 1910.

TOWN OF COMOX PLANNING REPORT

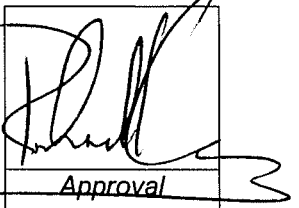
TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	RZ 19-2 ACCESSIBLE PARKING STANDARDS
DATE:	RCM MAY 1, 2019 FIRST, SECOND, AND THIRD READING REPORT



Submitted by



Concurrence



Approval

Recommendation:

1. That Comox Zoning Amendment Bylaw 1913 be given First, Second, and Third reading (**Attachment 2**);

Background:

The 2012 version of the BC Building Code states that one parking stall shall be provided for each accessible sleeping unit and viewing position and shall:

- (A) be at least 3.7 metres wide,
- (B) have a firm, slip-resistant and level surface,
- (C) be located close, and be accessible, to an accessible building entrance, and
- (D) be clearly identified as being solely for the use of persons with disabilities.

It also states that in all other occupancies, where more than 50 parking stalls are provided, parking stalls for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof.

In 2016, the Province approved accessible parking spaces as an unrestricted matter under the Building Act, for which local governments can establish their own requirements in bylaws.

In December 2018 the BC Building Code was updated. This update included the removal of accessible parking standards.

MAY 1, 2019

Zoning Bylaw Implications:

Town of Comox Zoning Bylaw 1850 Section 6.9 requires parking spaces for persons with disabilities be provided in accordance with the provisions of the British Columbia Building Code with the following additional requirements:

- in commercial zones where between 10 and 50 off-street parking spaces are required by the Zoning Bylaw, one of the required spaces must meet the requirements of the BC Building Code for parking spaces for persons with disabilities; and,
- provision of one parking stall for each Adaptable Dwelling Unit that meets the requirements of the BC Building Code for parking spaces for persons with disabilities.

As the current code does not contain any provisions in regards to accessible parking, it puts the enforceability of the Zoning Bylaw 1850 regulations into doubt.

Proposed Bylaw 1913 takes the 2012 BCBC accessible parking provisions and places them into the Zoning Bylaw to maintain status quo.

MK/ET

Attachment: 1. Process Steps
 2. Comox Zoning Amendment Bylaw 1913

MAY 1, 2019

ATTACHMENT 1

PROCESS STEPS

1. First, Second, and Third reading of proposed Zoning Amendment Bylaw 1913¹; and,
2. Adoption of Zoning Amendment Bylaw 1913.

¹ While parking requirements are contained within Comox Zoning Bylaw 1850, they are not a Zoning regulation. Rather, authority for their enactment is under Section 525 of the Local Government Act, Off-Street Parking and Loading Space Requirements. No Public Hearing requirement exists for enactment or amendments to off-street parking and loading space requirements.

MAY 1, 2019

ATTACHMENT 2
COMOX ZONING BYLAW AMENDMENT 1913

TOWN OF COMOX

BYLAW 1913

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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

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

1. Title

This bylaw may be cited for all purposes as "Comox Zoning Amendment Bylaw 1913".

2. Amendments

1. Comox Zoning Bylaw 1850 Section 5 General Regulations is hereby amended by deleting Section 5.20(19) Accessible Parking and replacing with the following:

(19) Accessible Parking

- (a) A minimum of 1 parking space for disabled persons shall be provided in accordance with Section 6.9(4)(a) and Section 6.9(4)(b) of this bylaw for each adaptable dwelling unit, including a path of travel in accordance with Section 5.20(1), for 4 or less adaptable dwelling units on a parcel, and at a ratio of 0.25 for each additional unit.

2. Comox Zoning Bylaw 1850 Section 6 Off-Street Parking and Loading is hereby amended by deleting Section 6.9 Parking Spaces for Persons with Disabilities and replacing with the following:

6.9 Parking Spaces for Persons with Disabilities

- (1) Where more than 50 off-street parking spaces are provided, off-street parking spaces for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof in accordance with Section 6.9(4).
- (2) In Commercial zones, where Section 6.14 or 6.15 requires between 10 and 50 off-street parking spaces, excluding those required for dwelling units, one of the required spaces shall be provided in accordance with Section 6.9(4).
- (3) Where Section 6.14 or 6.15 requires off-street parking spaces for an accessible sleeping unit or accessible viewing position as defined by the British Columbia Building Code, one parking stall for each accessible sleeping unit or accessible viewing position shall be provided in accordance with Section 6.9(4).
- (4) Parking spaces for persons with disabilities shall:

- (a) be no less than 3.7 metres wide;
- (b) have a firm, slip-resistant and level surface;
- (c) be located within 10 metres of an accessible entrance as defined in the British Columbia Building Code; and,
- (d) be clearly identified as being solely for the use of persons with disabilities.

3. Comox Zoning Bylaw 1850 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 this bylaw.

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this _____ day of _____, 2019
- (2) ADOPTED this _____ day of _____, 2019

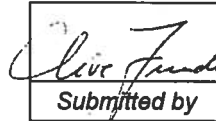
Russ Arnott,
Mayor

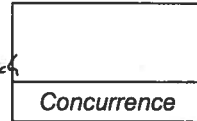
Richard Kanigan,
Corporate Officer

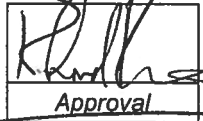


TOWN OF COMOX REGULAR COUNCIL MEETING

FROM:	Clive Freundlich, Director of Finance
SUBJECT:	2019 Financial Plan and Tax Rate Bylaws
MEETING DATE:	May 1, 2019
REPORT DATE:	April 26, 2019


Submitted by


Concurrence


Approval

RECOMMENDATIONS:

1. That the Comox Financial Plan Bylaw No. 1916, 2019 be given First, Second and Third Readings.
2. That the Comox Tax Rates Bylaw No. 1917, 2019 be given First, Second and Third Readings.

BACKGROUND:

Based on the revenues needed in the Financial Plan, the municipal property tax revenue is recommended to be increased 3.30% over the same properties taxed in 2018. Included in the recommended 3.30% increase, is a provision (1%) for the Town's long-term asset replacement program. The Town seeks to normalize property tax rates and avoid the likelihood of a sudden property tax rate spike in a future year.

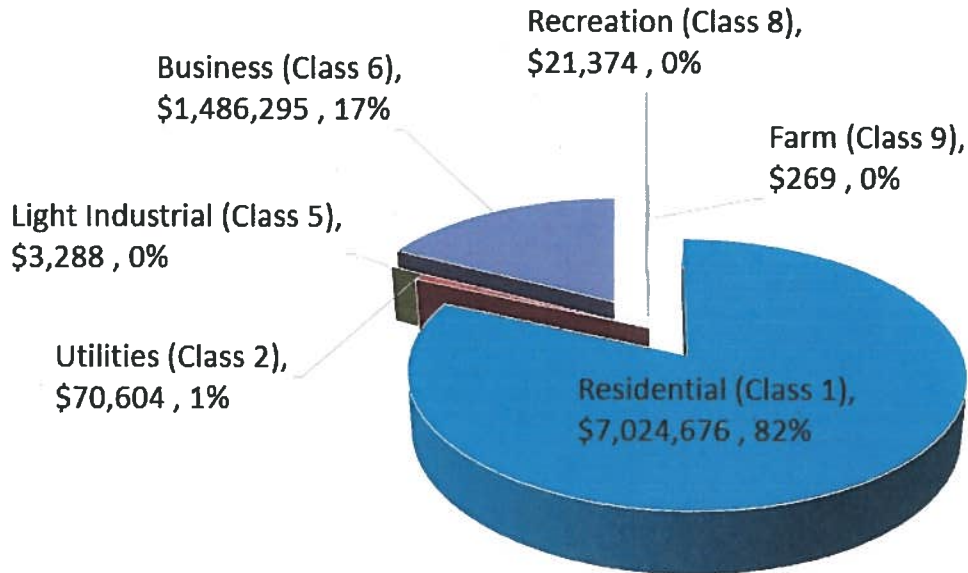
With the recommended overall 3.30% increase in 2019, the general municipal levy for the representative single family property will increase \$48.92 (3.99%). The representative business property will increase \$166.00 (2.96%).

All components of the 2019 property taxes are shown on the next page.

A Special Council Meeting will be scheduled for May 8, 2019 at 4:15 p.m. in order to adopt the Bylaws. The regularly scheduled Committee of the Whole meeting will follow immediately afterward.



2019 PROPERTY TAX LEVY BY PROPERTY CLASS



Total 2019 Levy: \$8,606,507
Market portion: \$8,515,623
Growth portion: \$ 90,884

Municipal property taxes for a representative property	2019 Average Market Value Assessment	2019 Average Property Tax Levy	2019 Property Tax Increases on Representative Properties	
Res.: Single Family	543,491	\$ 1,274.92	\$ 48.92	3.99%
1. Residential	511,489	\$ 1,199.85	\$ 36.85	3.17%
2. Utilities	147,092	\$ 5,883.67	\$ 1,238.67	26.67%
5. Light. Ind.	320,000	\$ 3,287.79	\$ 2,558.79	351.00%
6. Business	562,673	\$ 5,781.00	\$ 166.00	2.96%
8. Recreation	34,205	\$ 236.30	\$ 9.30	4.10%
9. Farm	21,182	\$ 67.32	\$ 2.32	3.57%

TOWN OF COMOX

BYLAW NO. 1916

**A BYLAW OF THE TOWN OF COMOX RESPECTING THE FINANCIAL PLAN FOR
THE FIVE-YEAR PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2023**

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Financial Plan Bylaw, 2019".

2. SCHEDULES "A" and "B"

- (1) SCHEDULE "A", attached hereto and made part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Comox for the years 2019 to 2023 inclusive.
- (2) SCHEDULE "B" attached hereto and made part of this Bylaw, is the 2019 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the Community Charter.

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this day of , 2019
- (2) ADOPTED this day of , 2019

MAYOR

CORPORATE OFFICER

Town of Comox 2019 - 2023 Financial Plan

Schedule A

Description	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast
Revenue					
Municipal Property taxes	\$ 11,050,766	\$ 11,676,235	\$ 12,048,197	\$ 12,431,139	\$ 12,806,813
Sales of Services	9,938,620	9,979,881	10,292,900	10,666,220	10,840,188
Government Transfers	2,405,842	1,489,260	3,907,240	1,913,240	1,052,880
Investment Income	450,000	400,000	400,000	400,000	400,000
Developer Contributions	709,140	543,100	9,500	18,000	425,880
Other	128,500	213,500	103,500	103,780	105,850
Total Revenues	24,682,868	24,301,976	26,761,337	25,532,379	25,631,611
Operating Expenses					
<u>Fiscal</u>					
Interest payments on debt	88,490	156,240	174,740	189,400	186,060
Amortization expense	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Other fiscal Adjustments	174,773	152,151	102,431	104,472	106,546
Total fiscal	3,263,263	3,308,391	3,277,171	3,293,872	3,292,606
General Municipal	14,252,289	13,938,193	14,351,263	14,448,675	14,792,719
Water Fund	2,661,997	2,761,654	2,848,189	2,884,184	2,920,482
Sewer Fund	2,419,531	2,551,466	2,673,434	2,803,722	2,859,823
Total Functions	19,333,817	19,251,313	19,872,886	20,136,581	20,573,024
Total operating expenses	22,597,080	22,559,704	23,150,057	23,430,453	23,865,630
Revenue over expenses	2,085,788	1,742,272	3,611,280	2,101,926	1,765,981
Add					
Add back amortization	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Transfers from reserves	7,433,462	4,102,401	3,718,241	4,622,021	4,750,892
Proceeds of debt	2,500,000	-	1,200,000	-	-
Total Additions	12,933,462	7,102,401	7,918,241	7,622,021	7,750,892
Deduct					
Transfers to reserves	4,327,024	3,667,172	3,676,300	3,782,766	4,119,401
Principal repayment on debt	38,010	205,480	205,480	310,160	295,700
Capital, General Municipal	8,618,216	3,936,021	3,386,741	5,546,021	4,725,572
Capital, Water Fund	470,000	964,000	4,020,000	50,000	316,200
Capital, Sewer Fund	1,566,000	72,000	241,000	35,000	60,000
Total Deductions	15,019,250	8,844,673	11,529,521	9,723,947	9,516,873
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Comox

2019 - 2023 Financial Plan

SCHEDULE "B" - Revenue Objectives & Policies

Funding Sources:

Objectives

1. Raise \$126,910,171 funding over this five-year Financial Plan to meet planned expenditures.
2. Increase both taxes and fees gradually over time to provide needed revenue.

Policies

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

Table 1 - Funding sources 2019 - 2023

	5 Year Total	Proportion
Municipal Property taxes	\$ 60,013,150	47.28%
Sales of Services	51,717,809	40.75%
Government Transfers	10,768,462	8.49%
Investment Income	2,050,000	1.62%
Developer Contributions	1,705,620	1.34%
Other	655,130	0.52%
Total Revenues	\$ 126,910,171	100.00%

Property Tax Distribution among classes:

Objectives

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

Policies

1. In 2019, the property tax increase for Class 6 will be 1% less than the increase in other classes.
2. The Town shall consider the effect of the distribution of taxes and resultant tax rates on both property taxes and Payments in Lieu of Tax (PILT) when setting tax rates.

Table 2 - Proportion of Property Value

Taxes by Property Class	Proportion
Class 1 Residential	81.62%
Class 2 Utilities	0.82%
Class 3 Supportive Housing	0.00%
Class 4 Major Industry	0.00%
Class 5 Light Industry	0.04%
Class 6 Business & Other	17.27%
Class 7 Managed Forest Land	0.00%
Class 8 Recreation / Non-profit	0.25%
Class 9 Farm	0.00%
	100.00%

Town of Comox
2019 - 2023 Financial Plan
SCHEDULE "B" - Revenue Objectives & Policies

Permissive Tax Exemptions:

Objectives

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

Policies

1. The Town will continue to consider grants of permissive tax exemptions annually.
2. The expected reduction on 2019 general taxes from permissive exemptions is approx. \$150,000.
3. The Town will continue to review its downtown revitalization tax exemptions at least annually.

TOWN OF COMOX

BYLAW NO. 1917

**A BYLAW ESTABLISHING PROPERTY VALUE TAX RATES
FOR MUNICIPAL, LIBRARY, REGIONAL DISTRICT, REGIONAL HOSPITAL
DISTRICT AND BUSINESS IMPROVEMENT AREA PURPOSES FOR 2019**

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

1. Title

This bylaw may be cited for all purposes as the "Comox Tax Rates Bylaw No. 1917, 2019".

2. Annual Rates

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

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this day of , 2019
- (2) ADOPTED this day of , 2019

MAYOR

CORPORATE OFFICER

**Comox Tax Rates Bylaw, 2019 Schedule “A”
2019 Property Value Tax Rates in Comox
(Dollars of tax per \$1,000 of Net Taxable Assessment)**

PROPERTY CLASS	A GENERAL MUNICIPAL	B VANCOUVE R ISLAND REGIONAL LIBRARY	C REGIONAL DISTRICT ON GENERAL ASSESSMENT	D REGIONAL DISTRICT ON HOSPITAL ASSESSMENT	E REGIONAL HOSPITAL DISTRICT	F DOWNTOWN BUSINESS IMPROVEMENT AREA
1. Residential	\$ 2.34579	\$ 0.18692	\$ 0.40956	\$ 0.36637	\$ 0.57843	–
2. Utility	\$ 36.81422	\$ 2.93352	\$ 6.42763	\$ 1.28230	\$ 2.02451	–
5. Light Industry	\$ 10.27434	\$ 0.81871	\$ 1.79387	\$ 1.24566	\$ 1.96666	–
6. Business	\$ 10.27418	\$ 0.81871	\$ 1.79387	\$ 0.89761	\$ 1.41715	\$ 1.37300
8. Recreational	\$ 6.90832	\$ 0.55048	\$ 1.20615	\$ 0.36637	\$ 0.57843	–
9. Farm	\$ 3.17801	\$ 0.25328	\$ 0.55495	\$ 0.36637	\$ 0.57843	–

RECEIVED

Town of Comox – Administration

April 12, 2019

From: Wendy Laing <walkingwendymich@aol.com>
Sent: Friday, April 12, 2019 11:52 AM
To: Town of Comox – Administration
Subject: To Mayor and Council, Re: Comox Avenue speed zone signs, sidewalk and bike lanes on Comox Ave entrance to Downtown.

TOWN OF COMOX

o-cfile

Dear Mayor Arnott and Councillors, copy - Mayor & Council
RK/SA/SR/agenda

LOG: 19-234	REFER:	AGENDA: RCM - May 1
FILE: 5460-06	ACTION: MR	

Thank you for the opportunity to write to you with my concerns and suggestions as a Comox homeowner. There are three:

1. More speed zone signs after the Anderton lights on Comox Avenue for traffic heading into Downtown; 2. Traffic-calming, beautification methods for the Comox Avenue entrance (Anderton to Ellis) to Downtown Comox; 3. A sidewalk or a sidewalk/bike lane combo installed on the South side of Comox Avenue between Anderton and Ellis Avenue.

We have lived at 1921 Comox Avenue for over 6 years and almost 30 years in the Valley. Moving from Union Bay to Comox Ave with young children, we were drawn to the lovely view and close proximity of town for walking. We immediately installed (expensive) electronic gates to keep the children in and the deer out of our garden. It was a start, but the issues we have with the traffic at our end of Comox Ave (between Ellis Ave and Anderton) have continued. We have seen both cats and deer killed, the elderly travelling on our (South) side of the road with their scooters in unsafe traffic and have dealt with countless speeding motorists while living on this busy stretch of road.

Several years ago, I contacted Town Hall asking for speed signs to try to slow down the traffic who, we think, are trying to make up time for the 1 minute having to stop at the Anderton lights. Speed zone signs for Downtown Comox are located far away at the top of Comox Hill and north of Noel, and in our experience, we can tell you that most drivers completely forget that the approach to Downtown is a 50 km zone. A speed zone sign directly after the lights and perhaps another after the corner at our western driveway could slow down the traffic and improve safety, especially in the summer when the speeds increase even more so.

Along with the safety of speed zone signs, I encourage the Council to take a drive into Cumberland and see how nicely they have changed and improved the Cumberland Road eastern entrance, off the Inland Hwy. Traffic-calming (flower beds?) in the centre of the road have given this industrial entrance to Cumberland a fantastic face-lift. The same face-lift can be said of the western entrance to Courtenay on Fifth Street coming from Lake Trail Middle, with fabulous shared bike lanes and sidewalks. What a welcome sight that would be if we had this look to the entrance to Downtown Comox!!

On the topic of sidewalks, we would very much like one!! As a person with mobility issues (I live with MS), I can speak for everyone who stumbles (and grumbles) along our South side of Comox Ave. As I mentioned earlier, due to the absence of a sidewalk, I have seen several instances of the elderly having to actually use the road with their scooters and the newspaper carrier every week having to navigate along the busy road with his heavy load. We moved into this house so we could walk, but during the winter the deep snow does not melt quickly on the grass (as opposed to concrete) and with my MS, it is impossible to walk safely down the road. When our children rode their bikes to École Robb Road, they would alternate cycling legally on the busy road with the dump trucks and buses, to finding more safety bumping along the grass until they could cross at the pedestrian light at Ellis (very

helpful, thank you ☺). The former mayor spoke of a combined sidewalk/cycling lane for Comox Avenue, like Fifth St (to Lake Trail Middle), but we are still waiting and hoping.

The lack of a sidewalk does not make for a aesthetic look for the entrance to Comox, or does all the beauty have to start at Ellis Ave? Every summer our international visitors say they love our home, the mountains, the Marina and the town of Comox, but have made comment to the fast-moving road and ankle-twisting walk into town from our house (to Ellis). We wish we could impress them with everything Comox has to give!

Thank you for your consideration and time reading this lengthy letter, Wendy Laing (and Al Johnson)
1921 Comox Ave.

[REDACTED]

[REDACTED]

Sent from my iPhone

April 15, 2019

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

LOG: 19-253	REFER:	AGENDA: RCM
FILE: 1855-03	ACTION: file	May 1/19

RECEIVED

APR 23 2019

Dear Mayor Arnott and Councillors,

*on chlc
copy to Mayor & Council
RK/CF/SR/agenda*

TOWN OF COMOX

The Coalition of Child Care Advocates of BC congratulates you and your council on receiving a municipal child care planning grant. As one of 55 local BC governments that support the \$10aDay Plan you know that families and communities need a quality, affordable child care system. You also know that the \$10aDay Plan provides the made-in-BC, evidence-based pathway for moving from the current child care chaos to this very system.

Now that the provincial government has made significant child care commitments, generally consistent with the \$10aDay Plan, you can finally begin a planning process to guide child care expansion in ways that meet the needs of families in your community.

We are pleased to share a few suggestions that we hope will assist you in this planning process. These suggestions integrate specific requirements of the planning grant with key elements of the community-led \$10aDay Child Care Plan (2019 edition attached). We trust this integration supports you to meet the planning grant requirements in ways that move your community towards the system envisioned in the Plan.

1. The importance of and need for quality, affordable child care is well established in research and evidence. Rather than revisit this question, **we encourage you to focus on identifying specific priority needs and opportunities for growth in your community.**
2. The planning grant calls on you to engage with local stakeholders including Indigenous organizations and child care providers. The \$10aDay Plan fully supports and respects the rights and processes of First Nations, Metis and Inuit peoples to restore their own authorities for their children, families and communities. The Plan calls on the federal and provincial government to ensure Indigenous peoples have the resources required to develop the services that meet their communities' needs. **We encourage you to ensure this is a grounding principle in your local planning process.**

The 2019 edition of the \$10aDay Plan also recommends the creation of **local child care councils** that bring together key public and community partners to assume responsibility for child care planning. If your community does not already have such a body – this grant is the perfect time to create it. **We encourage you to work with your local school districts and other key partners to convene a child care council to advise on this planning process and to play a local leadership role in guiding its implementation.**

3. The local planning grant requires that you undertake at least one community engagement process, including the option of a parent or provider survey. Be aware that the results of parental surveys about child care needs and preferences are highly influenced by access and affordability issues. Families are unlikely to identify a preference for a child care service they can't afford or have never experienced. **We encourage you to frame any parent surveys within the provincial commitment to move to universal, affordable child care.**

The grant also encourages you to examine current child care utilization rates in existing facilities. You may find that some providers are licensed for more spaces than they currently offer. This is usually because their fees are too high for many families, and/or because providers cannot recruit and retain qualified staff. The \$10aDay Plan recognizes that space creation must go hand in hand with a coordinated strategy to develop the workforce and reduce parent fees. **We encourage you to acknowledge and highlight the need for the provincial government to expedite this integrated approach in your planning process.**

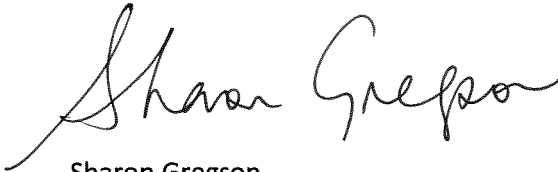
4. The local planning grant asks you to consider co-locating child care facilities with other public and community facilities such as schools, postsecondary institutions, libraries, recreation facilities, and family support programs. The \$10aDay Plan supports this approach and, overall, strongly recommends that all public capital funds are only used to create publicly-owned child care facilities. In the short-term, the Plan calls for a provincial program to design and purchase high quality modular child care facilities for placement on public lands. **We encourage you to focus on child care expansion with public partners in their facilities or on their lands and to support our modular purchase proposal.**
5. The local planning grant asks you to identify which organization(s) will be responsible for leading the creation of child care spaces. Based on international evidence, the \$10aDay Plan invites existing providers in as it grows a new public system. If you have a strong non-profit child care provider(s) in your community, consider contracting with them to deliver new child care services. If not – **we encourage your local government or school district to become the licensed operator of new child care – a step on the way to a public system.** A majority of BC School Districts have also endorsed and supported the \$10aDay Plan.
6. Finally, **we encourage you to ensure that the staff/consultants who work on your local action plan have the required child care expertise and a strong commitment to a quality affordable system as envisioned in the \$10aDay Plan.**

In closing, be assured that the \$10aDay Plan recognizes that no one community can solve the child care crisis alone. While local governments have an important role to play, this cannot lead to downloading of responsibility for child care without adequate financial and other resources in place.

That is why we have called on the province to create a Child Care Transformation Team to support communities. Building a new child care system requires specific expertise in planning, development and operational delivery. We encourage you to join with us in making this request of government.

We wish you well in your planning process and look forward to working with you and your community now and in the future.

Sincerely,

A handwritten signature in black ink, reading "Sharon Gregson". The signature is fluid and cursive, with the first name "Sharon" being more prominent than the last name "Gregson".

Sharon Gregson
Coalition of Child Care Advocates of BC

Twyla Slonski

From: Marilyn Armstrong <mefrombc@gmail.com>
Sent: April 24, 2019 4:07 PM
To: council
Cc: info@breathecleanair.ca
Subject: Prohibition of new wood burning appliances

RECEIVED

April 24, 2019

TOWN OF COMOX

Dear Mayor and Council,

A great big thank-you to you all for taking this important step. And please move as quickly as possible to take the next one.

I am 73 and live in Spinnaker West, the seniors patio home development at Balmoral and Pritchard. We have a neighbour just above us who burns regularly. The odour is very strong and some of us even smell it inside our homes. (We have complained to him.) We purchased an air purifier to help deal with it. Over the winter I went to Comox Rec 3 or 4 times per week. When I turned up Pritchard, I would immediately be greeted by a low haze of smoke up towards Noel. Driving to Robb and along it to the gym, I always saw too much smoke coming from most chimneys. It frequently entered my car so I would close the vent so as not to breathe the smokey air. And this isn't even about the PM2.5 which is such a serious health risk, even to the wood stove owners.

My request is that you establish a strongly enforced bylaw to regulate usage of wood stoves so that we who are affected have recourse when neighbours burn incorrectly, with green or wet wood and even garbage!, on poor venting days, and when there is an air-quality advisory. It is not fair that our health is compromised when most people burn for ambience and not necessity. I know such a by-law will not be popular with some and there will be the usual and sometimes vitriolic outcry. Please also know, that like myself, there will be many who will greatly appreciate such a decision.

Thank-you in advance for any action you take in this direction and for all the hard and often thank-less work you do for our wonderful town.

Appreciatively,

Marilyn Armstrong
17-1501 Balmoral Ave.
Comox

LOG: 19-254	REFER:	AGENDA:
FILE: 5280-01	ACTION: MR	RCM - May 1

o - cfile

copy - Mayor & Council

RK / MK / SR / agenda

SCOTT PARK
Highland Senior Secondary
Grad Cruise Coordinator
1920 RYAN ROAD EAST
COMOX, B.C.
V9M 4C9
TEL: (250) 339 - 9525
E-mail: shadetreeuph@shaw.ca

RECEIVED

APR 25 2019

TOWN OF COMOX

April 26, 2019

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

LOG: 19-257	REFER:	AGENDA: RCM
FILE: 8100-01	ACTION: MR	May 1'19

on file

copy to Mayor & Council
RK/SR/SA/AF/GS

To whom it may concern,

RE: Highland Grad Cruise – 2019

The Tenth Annual Highland Grad Cruise will be taking place on Saturday June 1, 2019.

This year, as in past years, there will be around 40 vintage and classic cars chauffeuring the Grads. The cars will depart Highland Secondary School's parking lot (750 Prichard Ave) around 4:00. The cars will proceed along a pre-planned route (see attached map) and arrive at the Filberg Heritage Lodge (weather permitting) or back to Highland Secondary School around 5:00 PM. In past years we have received support and permission from the Town of Comox to proceed with our Cruise and are requesting same this year.

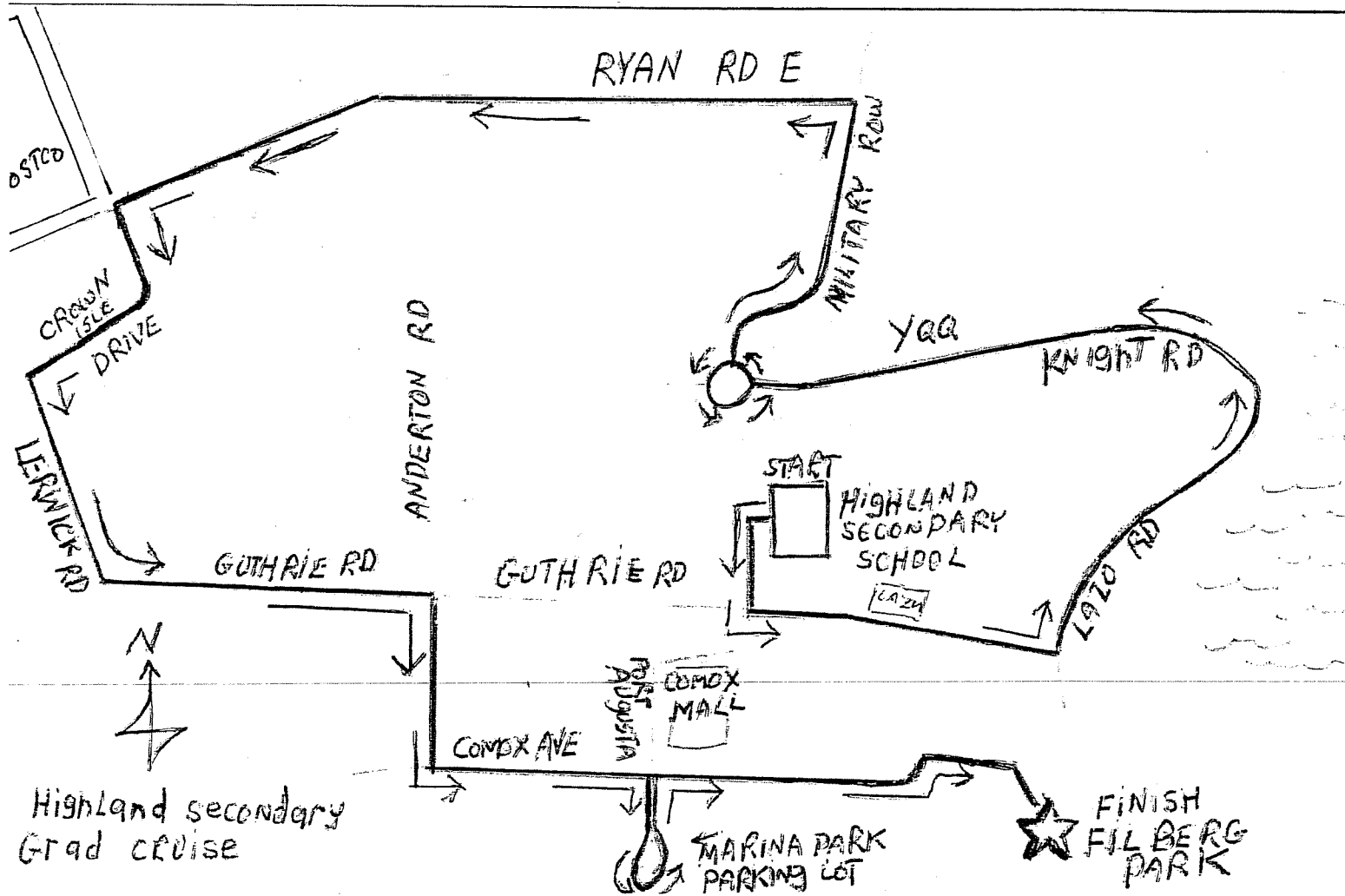
I appreciate your attention to this matter,

Yours truly,



Scott Park

Attached: Map of Route



Walter Carroll
689 Murrelet Dr
Comox BC
V9M 3P1

LOG 19-258	REFER:	AGENDA: RCM May 1 '19
FILE: 5480-02	ACTION: MR	

RECEIVED

APR 26 2019

Mayor and Council
Town of Comox
1809 Beaufort Avenue
Comox BC
V9M 1R9

on cfile
copy ~ Mayor + Council
RK/SA/MK/SR/agenda TOWN OF COMOX

22 April 2019

Residential Parking Congestion

Reference - Town of Comox RCM Sept 5 2018

I am writing to file a complaint regarding the parking situation that has developed as a result of the opening of Land and Sea Brewing Co. (herein after known as "the Brewery"), located at 2400 Guthrie Comox. This complaint does not specifically lie with the Brewery but rather with the town in its rationalization of provided parking spaces and the problems it has created. The Brewery however must acknowledge their share of the responsibility of the problem.

As stated in the reference document, the Brewery would provide 8 parking spaces, despite the provided site plan showing a total of 11. The letter goes on to say that occupancy would be up to 99 people. This parking allocation falls short of the required 4 spaces per person of occupancy set out in official Town policy. Regardless of the final amount of limited parking spaces (8-11) and occupancy numbers, a severe parking shortage has now developed. The addition of bicycle racks at the Brewery has done nothing to alleviate this problem.

The parking shortfall was immediately felt by local businesses. Businesses adjacent and across from the Brewery found their parking occupied by non-patrons. These businesses have had to resort to Tow Trucks removing non-patrons and erect signs stating customer parking only. The Times Square complex at 2100 Guthrie attached signs to their existing property sign stating parking is for residents only. The signs are ad-hoc and detract from the scheme of Times Square.

Parking has now been pushed to the residential area of Murrelet Dr, specifically a walk-through path from the Southwest corner of Times Square to Murrelet Drive where the street takes a 90-degree corner.

This residential zoned area (R1.1 & RM3.1) of Murrelet Dr has now become parking for a commercially zoned (C3.2) business. The following is a list of issues that have been created by the lack of Brewery parking spaces:

- a) Patrons who park across the street from the Brewery at Shamrock Place do not walk the extra distance to the crosswalk but rather run across Guthrie Road to get to the Brewery. This creates a dangerous situation as Guthrie Road is a busy 4 lane road. One inattentive driver and/or inebriated patron could cause a serious accident;
- b) Staff and Patrons of the Brewery park on both sides of Murrelet Dr. This part of Murrelet Dr is a 90-degree corner. Vehicles parked on both sides of the road narrow the road to a single lane road and create a blind corner and blind driveway(s);
- c) Vehicles are parking adjacent to a children's play area. Although this is not a playground by the Town's definition, the end result is the same: Congested parking from a drinking establishment immediately adjacent to a play area for children;
- d) Violations of Town Parking Bylaws (1358) occur on a daily basis;
 - i) Vehicles park at the edge of a driveways (7.3(e));
 - ii) Vehicles park with wheels on the side walk and/or property owners lawns(7.3(a)); and
 - iii) Vehicles park in front of a fire hydrant (7.3(d)).
- e) The Townhomes on Murrelet have limited on-site guest parking. Guests of Townhome residents use Murrelet Dr. The addition of parking from staff and patrons of the Brewery add to the congestion of the street, creating additional noise and affecting the livability of the area.

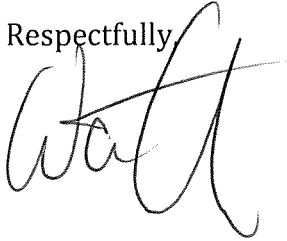
I am requesting that the Town investigate a solution to reduce this parking problem, specifically that of Murrelet Dr becoming a parking lot for a commercially zoned business. There are easy solutions that could alleviate the Murrelet Parking immediately and solutions that could address parking for the long term. Suggestions are as follows:

- a) Direct the business owner to open all parking spaces on the property. Everyday there are 1-2 parking stalls closed off by parking cones;
- b) Erect signs on Murrelet Dr at the corner in question stating "**Local Residential Parking Only - By Order of the Town of Comox**". These signs would be identical to those on Highridge Drive in Comox where the former Mayor resides;
- c) Close the walk-through path from Murrelet Dr to Times Square. This would be least desirable as it would alleviate the parking at the same time negatively affecting the patronage of businesses in the immediate area;
- d) Investigate making more parking available by converting the empty lot on the South East corner of the Guthrie/Anderton Intersection; and

- e) Have the Brewery owner or Town of Comox investigate a shared parking arrangement with the owner of the parking spaces available at the former Leeward Pub. This is a purpose built facility that could easily accommodate all the patrons of the Brewery and become a mutually beneficial business arrangement.

The Land and Sea Brewery is understandably a popular establishment with Comox residents. I support the idea of this business, however anyone who was following the development of the Brewery could easily see that parking was going to be an issue. Pushing the problem into a residential neighborhood is not the answer.

Respectfully

A handwritten signature in black ink, appearing to read 'Walter', with a large, stylized flourish extending from the end.

Walter Carroll

Twyla Slonski

From: Andrea Cupelli <comoxvalleyhousing@gmail.com>
Sent: April 22, 2019 11:58 AM
To: council
Subject: Affordable Housing Annual Contribution Increase Request
Attachments: CVCEH -Comox Affordable Housing Funding Requisition.pdf

RECEIVED

April 22, 2019

TOWN OF COMOX

Dear Mayor and Council,

Please find attached an official letter from the Comox Valley Coalition to End Homelessness. We are writing to request the Town of Comox increase its annual \$30,000 contribution in keeping with the recent increase the CVRD has made to their Homelessness Support Service Fund (HSS).

Please let me know should you have any questions about this request and thank you for your consideration.

Thanks,

Andrea

--

Andrea Cupelli

Coordinator

cvhousing.ca

250-897-6432 (mobile phone)

LOG: 19-250	REFER:	AGENDA: RCM - May 1
FILE: 1850-20	ACTION: MR	

o - cfile 1850-20-CVCEH

copy - Mayor & Council

RK / CF / agenda



We are honoured and privileged to live and work on the traditional unceded territory of the K'omoks First Nation.

**Pronouns; she/her*

Note: If you do not wish to receive these emails, simply reply stating you wish to be removed from our distribution list.



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

April 18th, 2019

Dear Town of Comox Mayor and Council,

The Comox Valley Coalition to End Homelessness (Coalition) is a collective of 24 member agencies who plan, coordinate, recommend and implement community responses to homelessness. We are writing to request the Town of Comox increase its annual \$30,000 contribution in keeping with the recent increase the CVRD has made to the Homelessness Support Service Fund (HSS).

Background

In 2015, the CVRD's Homelessness Supports Service Bylaw No. 389 was established. The City of Courtenay, the Village of Cumberland, Electoral Area A (excluding Denman and Hornby Islands), Electoral Area B and Electoral Area C participate in the HSS Fund service.

The HSS allows for the CVRD to annually fund one or more non-governmental organization(s) in the Comox Valley based on recommendations from the Coalition after a collaborative process amongst our member agencies to identify projects, timelines, costs and deliverables outlined in our annually updated Five Year Plan to End Homelessness. These recommendations are considered and approved by the CVRD board, and the CVRD enters into contracts with the agencies leading the approved projects.

The Town of Comox chose not to be included in the HSS Fund service in 2015 but committed to contribute \$30,000 annually which (to our understanding) is what the amount would have been had Comox participated directly in the HSS at the rate then set by the CVRD. This \$30,000 is funded annually through contracts with agencies leading projects who have been recommended by the Coalition in the same manner as the HSS Fund.

CVRD HSS Fund Increase

On February 26th, 2019 the annual budget for the CVRD's HSS fund was increased by \$80,000. The total fund has increased by approximately 48% from \$165,000 to \$245,000 and is to be implemented in the 2019-2020 fiscal year.

The Coalition is asking that the Town of Comox consider increasing their \$30,000 annual contribution by approximately the same percentage as the CVRD to \$45,000 annually, to be implemented in the 2019-2020 fiscal year.

Since 2016, these contributions from the CVRD and Town of Comox have helped the Coalition's member agencies leverage funding to build 62 units of affordable housing from across the housing continuum. The Coalition appreciates the support from The Town of Comox as it ensures our community's most vulnerable people have access to safe, stable and affordable housing.

Thank you for taking the time to consider this request. Please do not hesitate to contact me should you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Andrea Cupelli".

Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness

Comox Valley Coalition to End Homelessness
www.cvhousing.ca – comoxvalleyhousing@gmail.com

April 14, 2019

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

LOG: 19-256	REFER:	AGENDA: Rcm May 1
FILE: 1850-01	ACTION: MR	

RECEIVED

APR 23 2019

TOWN OF COMOX

RE: APPEAL FOR FINANCIAL ASSISTANCE

The Property Committee of St. George's United Church wishes to appeal to the Town of Comox to consider our current need for funding assistance toward the renovation of our kitchen and 2 adjacent washrooms. We are making an appeal for a grant in aid of \$5,000.

The Sonshine Lunch Club, consisting of volunteers from 5 local churches, has been serving hot meals 5 days a week out of the kitchen of St. George's for 24 years. Recently, we are welcoming 100 to 130 of the Comox Valley's homeless and marginalized citizens per day to a hot meal and a chance to warm up and dry out. It was recently calculated that the cost of each meal is \$1.99 and that this program involves 600 volunteer hours per month. All in all, this represents a huge contribution to the wellbeing of those less fortunate in our Valley.

Our kitchen dates back to the 1960's and no longer meets all the requirements of the Environmental Health and Safety Authority who issue our permit to operate. Our 2 washrooms are not accessible to people in wheelchairs or otherwise challenged with mobility issues. In early June of this year our contractor (who has given us a quote of \$124,500) is available to start work on our renovation and finish in 10 to 12 weeks. Thus far, we have raised \$102,800 thanks to the congregation at St. George's, The Sonshine Lunch Club and the Comox Valley Community Foundation. We have recently been awarded a \$20,000 grant from the Rick Hansen Foundation to contribute towards making our washrooms wheelchair accessible which leaves us short \$21,700 short of our contractor's quote. (We await a response on a grant application to the CV Regional District for \$15,000.)

In summary, we strongly believe in the very significant contribution that the Sonshine Lunch Club program makes to the health, both physical and mental, of the less fortunate citizens of the Comox Valley. Aside from providing people with a hot, nutritious meal, the venue facilitates weekly visit from the CareAVan,

You belong here.

www.stgeorgesunited.com

opportunities for other volunteer organizations to provide free haircuts, warm clothing and personal hygiene products. All these services are provided with a respectful and caring attitude by many, many volunteers. We strongly feel that this program deserves the assistance we are now asking the Town of Comox for.

We look forward to your response to this request and would be happy to provide more information or have further discussion.

Yours respectfully,



Nancy Milliken, Chair
Property Committee, St. George's United Church