



## 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 15, 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

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#### 1. DELEGATIONS:

- (9) a. [Tristan Rendell \(Boys and Girls Club of Central Vancouver Island\) Feed back to improve the Comox Marina Vendor experience](#)
- (10) b. [Mike Bell & Steve Faraher-Amidon \(Comox Valley Unitarian Fellowship\) Climate Emergency](#)
- (11) c. [Alexander Nataros - Climate Emergency](#)
- (12) d. [Jess and Stuart Aldred - Development Variance Permit Application DVP 19-4 \(1390 Zephyr Place\)](#)

#### 2. MINUTES OF MEETINGS:

- (13) a. [Regular Council Meeting Minutes](#)  
*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday May 1, 2019, be Approved.*
- (17) b. [Committee of the Whole Meeting Minutes](#)  
*That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday May 8, 2019, be Received.*

#### COMMITTEE RECOMMENDATIONS:

- (1) [Sareh Puetz \(Island Originals\) Request for Marina Park fees to be waived](#)  
*That the Marina Park fees be waived for the Island Originals event during August 10-11, 2019.*
- (2) [Tom O'Brien \(Outlook Engineering and Landscape Architecture\) - Shakesides Viewpoint Design Update](#)  
*That the revised design of the proposed Shakesides viewing platform, as included in the April 26, 2019 letter from Tim O'Brien of Outlook Engineering and Landscape Architecture, be approved.*



- (20) c. [Special Council Meeting Minutes](#)  
*That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday May 8, 2019, be Approved.*

**3. COMMITTEE REPORTS: NIL**

**4. UNFINISHED BUSINESS:**

- (22) a. [Management Report - May 15, 2019](#)  
*That the Management Report for May 15, 2019 be received and filed for information.*

**5. SPECIAL REPORTS:**

- (24) a. [Comox Valley Regional District Meeting Minutes](#)  
*That the following Comox Valley Regional District meeting minutes be received for information:*  
*- Comox Strathcona Regional Hospital District Board held on Thursday, April 11, 2019;and*  
*- Comox Valley Regional District Board held on Tuesday, April 30, 2019.*

**6. BYLAWS:**

- (34) a. [Comox Zoning Amendment Bylaw 1913](#)  
*That Comox Zoning Amendment Bylaw 1913 be Adopted.*
- (36) b. [Kye Bay Water and Sewer Service Debt Repayment Parcel Tax Bylaw No. 1918, 2019](#)  
*That the Kye Bay Water and Sewer Service Debt Repayment Parcel Tax Bylaw No. 1918, 2019 be Adopted.*

**7. NEW BUSINESS:**

- (40) a. [Climate Change](#)  
*For information only.*
- (63) b. [Climate Emergency \(April 17, 2019 Notice of Motion: Councillor Bissinger\)](#)  
*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.*
- (90) c. [Development Variance Permit Application: DVP 19-4 \(1390 Zephyr Place\)](#)  
*That Development Variance Permit DVP 19-4 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the May 15, 2019 Planning Report on DVP 19-4.*



- (104) d. [Regional Organics Composting Facility Expansion Project](#)

*Direction requested.*

- (110) e. [Planning Report 19-9 Housing Needs Report, Regional Approach](#)

*That the Town of Comox support the Comox Valley Regional District as the primary applicant to apply for, receive, and manage the Housing Needs Report program grant funding on the Town's behalf with the condition of Council's review and acceptance of a proposed Scope of Work prior to the initiation of any work by the Comox Valley Regional District on the Town's behalf.*

**8. CORRESPONDENCE:**

- (118) a. [Bob Wells, Chair \(Comox Valley Regional District\) Single Use Plastic Bag Ban](#)

- (120) b. [Mayor Mike Hurley \(City of Burnaby\) Expanding Investment Opportunities](#)

- (129) c. [Minister Selina Robinson \(Ministry of Municipal Affairs and Housing\) Increase the supply of affordable housing in our community](#)

- (135) d. [Mayor Leslie Baird \(Village of Cumberland\) Request for revenue sharing arrangement with Shares Casino revenue](#)

- (137) e. [Various correspondence regarding a climate emergency](#)

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

*- April 19, 2019 email from Barbara Berger supporting the declaration of a climate emergency*

*- April 23, 2019 email from Terry Choquette supporting the declaration of a climate emergency*

*- May 1, 2019 letter from Helen Boyd & Betty Tate supporting the declaration of a State of Climate Emergency*

*- May 4, 2019 email from Bruce Martin supporting the recognition of the current global climate emergency*

*- May 6, 2019 email from Tom Collins advising that the pursuit of actions, such as those related to a state of climate change emergency, should not be top of mind for Council*

*- May 7, 2019 letter from Wendy Prothero encouraging Council to advance progress in combating climate change*

*- May 7, 2019 letter from the Comox Valley Unitarian Fellowship Board of Directors asking Council to formally declare a State of Climate Emergency.*

**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 In-Camera Meeting on Wednesday May 15, 2019, pursuant to the following sub-sections of the Community Charter:*

*90(1)(c) labour relations or other employee relations.*

**ADJOURNMENT**



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Deputy Corporate Administrator





**REQUEST TO APPEAR AS A DELEGATION**

April 9, 2019

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

TOWN OF COMOX

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

Name(s) of person(s) speaking: Tristan Rendell

Organization you are representing: Boys and Girls Club of Central Vancouver Island

Primary purpose of Organization: Teen Entrepreneur Club Number of members: 15

Mailing address: 243 4<sup>th</sup> Street

City: Courtenay Postal Code: V9N 1G7

Contact name: Tristan Email: Tristan.Rendell@gmail.com

Phone: 250-898-9292 Fax: CW youth@bcgvis.ca

Subject matter: Feed back to improve the Comox Marina Vendor experience

Specific request of Council, if any (i.e., letter of support, funding): Establish an event Calendar for Vendors at the Comox Marina

Requested meeting and date: May 15<sup>th</sup> 2019

Audio-visual equipment required: No

Date of application: April 1, 2019 Signature of applicant: Tristan Rendell

or Print Name: Tristan Rendell

**Please Note:**

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

o - cfile 0550-20-DEL  
copy - Mayor & Council  
RK / SR / agenda

LOG: 19-230	REFER:	AGENDA:
FILE: 0550-20-D	ACTION: File	RCM - May 15

LOG: 14-274	REFER:	AGENDA: Rem -
FILE: 5280-01	ACTION: nrk	May 15

**RECEIVED**

May 8, 2019

**TOWN OF COMOX**



on file  
copy ~ Mayor + Cncl / nrk, senior Mgmt / agenda  
**REQUEST TO APPEAR AS A DELEGATION**

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

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

Name(s) of person(s) speaking: Mike Bell, Steve Faraher-Amidon

Organization you are representing: Comox Valley Unitarian Fellowship

Primary purpose of Organization: Working to transform ourselves and our world through compassionate action and our Unitarian Principles Number of members: 60

Mailing address: 250 Beach Drive

City: Comox, BC Postal Code: V9M 1P9

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

Phone: 250-941-2205 Fax: \_\_\_\_\_

Subject matter: Climate Emergency

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

That council take specific action(s) in support of dealing with the climate emergency we face

Requested meeting and date: May 15 / Regular Council Meeting

Audio-visual equipment required: \_\_\_\_\_

Date of application: May 7 / 2019 Signature of applicant: \_\_\_\_\_

**Please Note:**

or Print Name: Steven Faraher-Amidon  
Mike Bell

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REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX
1809 Beaufort Avenue Ph: (250) 339-2202
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RECEIVED

May 8, 2019

TOWN OF COMOX

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

Name(s) of person(s) speaking: Alexander Nataros

BSc (Environmental Chemistry), MD, CCFP

Organization you are representing: Self; family doctor at Port Augusta Medical Clinic, CAPE member

Primary purpose of Organization: Address Climate Crisis Number of members: 1

Mailing address: PO Box 1482

City: Comox Postal Code: V9M8A2

Contact name: Alexander Nataros Email: natarosa@myumanitoba.ca

Phone: 250-941-1194 Fax: 250-941-1193

Subject matter: Review World Health Organization declaration of Climate Change as the greatest global threat to human health; this presentation will include local health impact in Comox.

Presentation based on https://cape.ca/campaigns/climate-health-policy/climate-change-toolkit-for-health-professionals/

Specific request of Council, if any (i.e., letter of support, funding): none; an open ear and willingness to consider declaring a Climate Emergency (as other communities around the world have done)

Requested meeting and date: Wednesday, May 15, 2019

Audio-visual equipment required: None, although if powerpoint/computer projection is available grt

Date of application: May 7/2019 Signature of applicant:

Please Note: or Print Name: Alexander E. Nataros

- 1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 p.m. Delegations are dealt with at the beginning of each meeting.
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Table with 3 columns: LOG (19-275), REFER, AGENDA (RCM - May 15); FILE (5280-01), ACTION (MR)



# REQUEST TO APPEAR AS A DELEGATION

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

# RECEIVED

May 9, 2019

## TOWN OF COMOX

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

Name(s) of person(s) speaking: Jess or Stuart Aldred

Organization you are representing: personal - 1390 Zephyr Place, Comox

Primary purpose of Organization: \_\_\_\_\_ Number of members: \_\_\_\_\_

Mailing address: 1390 Zephyr Place

City: Comox Postal Code: V9M 4J6

Contact name: Jess Aldred Email: aldred.jess@gmail.com

Phone: 250 650 9928 Fax: \_\_\_\_\_

Subject matter: should there be any questions re our application to convert our detached shop to a legal coach house

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

Requested meeting and date: May 15th, 2019

Audio-visual equipment required: no

Date of application: May 9th, 2019 Signature of applicant: \_\_\_\_\_

**Please Note:** or Print Name: Jess Aldred

- Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 p.m. Delegations are dealt with at the beginning of each meeting.
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LOG: 19-277	REFER:	AGENDA:  RCM - May 15
FILE: DVP 19-4	ACTION: Planning	

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

**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday May 1, 2019**

**Present:** Mayor R. Arnott  
Councillors A. Bissinger, K. Grant, S. McGowan,  
N. Minions, M. Swift  
Staff R. Kanigan, Chief Administrative Officer  
S. Russwurm, Deputy Corporate Administrator  
C. Freundlich, Finance Director  
M. Kamenz, Planner  
G. Schreiner, Fire Chief

**Absent:** Councillor P. McKenna

**Call to Order:**

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

The Agenda was Amended to replace Schedule "A" of the proposed Comox Tax Rates Bylaw, and Adopted as Amended.

There were 0 visitors in attendance.

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**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 April 17, 2019, be Approved.*

(2019.138) -- 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 24, 2019, be Received.*

(2019.139) -- CARRIED

**COMMITTEE RECOMMENDATIONS:**

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

**Merrick Request - Street or Name after 3rd 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.*

(2019.140) -- CARRIED

- (2) Adrien de Rodez (Francophone Youth Council of BC) Financial support

**Francophone Youth Council Request**

*That the Town waive the Park Use Fee for the Francophone Youth Council of BC event, for Marina Park on May 18, 2019,*

(2019.141) -- CARRIED

**3. COMMITTEE REPORTS: NIL**

**4. UNFINISHED BUSINESS:**

**a. Management Report - May 1, 2019**

**Management Report**

*That the Management Report for May 1, 2019 be received and filed for information.*

(2019.142) -- CARRIED

**5. SPECIAL REPORTS:**

**a. Comox Valley Regional District Meeting Minutes**

**CVRD 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.*

(2019.143) -- CARRIED

**6. BYLAWS:**

**a. Comox Planning Procedures Amendment Bylaw 1910 (PR 19-2 Streamlined Applications for Side-By-Side Secondary Suites and Coach Houses)**

**Side by Side Secondary Suites and Coach Houses**

*That Comox Planning Procedures Amendment Bylaw 1910 be Adopted.*

(2019.144) -- CARRIED

**7. NEW BUSINESS:**

**a. Rezoning Application RZ 19-2: Accessible Parking Standards**

**Accessible Parking Standards**

*That Comox Zoning Amendment Bylaw 1913 be given First, Second, and Third Readings.*

(2019.145) -- CARRIED

**b. 2019 Financial Plan and Tax Rates Bylaws**

**Financial Plan and Tax Rates Bylaws**

1. *That the Comox Financial Plan Bylaw No. 1916, 2019 be given First, Second and Third Readings.*

(2019.146) -- CARRIED

2. *That the Comox Tax Rates Bylaw No. 1917, 2019 be given First, Second and Third Readings.*

(2019.147) -- CARRIED

**8. CORRESPONDENCE:**

**a. Wendy Laing - Speed, sidewalks and bikelanes on Comox Avenue**

**Comox Avenue Concerns**

*That the April 12, 2019 email from Wendy Laing, regarding concerns and suggestions related to speed, sidewalks and bikelanes on Comox Avenue, be received and referred to staff for followup.*

(2019.148) -- CARRIED

- b. Sharon Gregson (Coalition of Child Care Advocates of BC) Suggestions for affordable child care expansion**

**Affordable Child Care Expansion**

*That the April 15, 2019 letter from Sharon Gregson of the Coalition of Child Care Advocates of BC, offering suggestions for the expansion of affordable child care, be received and referred to staff for followup.*

(2019.149) -- CARRIED

- c. Marilyn Armstrong - Thank you for the new wood burning regulations**

**Wood Stove Regulation**

*That the April 24, 2019 email from Marilyn Armstrong, thanking Council for the prohibition of new wood-burning stoves and suggesting that Council establish a strongly enforced bylaw to regulate the use of wood stoves, be received and filed for information.*

(2019.150) -- CARRIED

- d. Scott Park (Highland Senior Secondary) Highland Grad Cruise - 2019**

**Highland Secondary Grad Cruise**

*That the April 26, 2019 letter from Scott Park, Highland Secondary Grad Cruise Coordinator, requesting permission to hold the Annual Highland Grad Cruise on Saturday June 1, 2019, be received and permission granted.*

(2019.151) -- CARRIED

- e. Walter Carroll - Parking on Murrelet from Land and Sea Brewery**

**Land and Sea Brewing**

*That the April 22, 2019 letter from Walter Carroll, regarding parking on Murrelet from the Land and Sea Brewery, be received and referred to staff for followup.*

(2019.152) -- CARRIED

- f. Requests for Grants**

**Requests for Grants**

1. *That the April 22, 2019 email from Andrea Cupelli of the Comox Valley Coalition to End Homelessness, requesting that the Town increase its annual \$30,000 homelessness support contribution, be received and filed for information.*

(2019.153) -- CARRIED

2. *That the April 14, 2019 request from the St. George's United Church of Canada (Courtenay), requesting financial assistance for the renovation of their kitchen and two washrooms, be received and filed for information.*

(2019.154) -- CARRIED

**9. LATE ITEMS: NIL**

**10. DELEGATIONS: NIL**

**11. REPORTS FROM MEMBERS OF COUNCIL:**

- a. Councillor McGowan**

Councillor McGowan advised that she attended:  
- a Comox Archives and Museum Society board meeting,  
- the Kus-Kus-Sum announcement,  
- a housing research workshop, and  
- spoke to various residents around Town.

**b. Councillor Swift**

Councillor Swift advised that she attended:

- the Kus-Kus-Sum announcement,
- the Regional District board meeting,
- a Filberg Heritage Lodge and Park Association meeting, and
- a Filberg coffee with volunteers event.

**c. Councillor Bissinger**

Councillor Bissinger advised that she attended an Integrated Regional Transportation Select Committee meeting.

**d. Councillor Grant**

Councillor Grant advised that he:

- went bowling for the Boys and Girls Club,
- attended the Regional District board meeting,
- met with small home builder Andy Thomas, and
- attended the Rotary Book Sale.

**e. Councillor Minions**

Councillor Minions advised that she:

- attended the Kus-Kus-Sum event,
- attended the Filberg Park Easter event,
- met with the Director of Finance regarding the budget, and
- met with members of the community.

**f. Mayor Arnott**

Mayor Arnott advised that he attended:

- the YANA Easter Egg Hunt,
- the Kus-Kus-Sum announcement,
- a Comox Valley Economic Development Society meeting,
- a lunch meeting with the Pickleball Association president, and
- a meeting with someone interested in establishing a K-12 school on Mount Washington.

**14. EXCLUDE THE PUBLIC: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:50 p.m.

*CARRIED*

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

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MAYOR

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CORPORATE OFFICER

**TOWN OF COMOX**  
**Minutes of the Committee of the Whole Meeting,**  
**held in Council Chambers on Wednesday May 8, 2019**

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**Present:**

Mayor	R. Arnott
Councillors	K. Grant, S. McGowan, P. McKenna, N. Minions, M. Swift
Staff	R. Kanigan, Chief Administrative Officer S. Russwurm, Deputy Corporate Administrator C. Freundlich, Director of Finance G. Schreiner, Fire Chief T. Hagmeier, Director of Recreation A. Fraser, Parks Superintendent S. Ashfield, Municipal Engineer

**Absent:** Councillor A. Bissinger

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

The Agenda was Adopted.

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**1. Delegations:**

**a. John Watson (Comox Valley Economic Development Society) - Quarter 1 Update and Highlights**

John Watson provided an update for the Committee on activities to date this year. He advised of their ongoing major project, Innovate 2030, which is moving along positively. He advised that a new project this year is a partnership with the Regional District to look at employee housing. Mr. Watson also advise of the positive partnership with the Filberg Park Association and the Town of Comox with respect to the Seafood Festival, and advised that the Downtown Ambassador Program is going ahead again this year.

**b. Sareh Puetz (Island Originals) Request for Marina Park fees to be waived**

Ms. Puetz advised that she is organizing the Island Originals event this year, that is replacing the Originals Only event. She asked if Council would consider waiving the fees for the event at Marina Park this year, August 10-11, 2019.

**COMMITTEE RECOMMENDATION:**

That the Marina Park fees be waived for the Island Originals event during August 10-11, 2019.

*CARRIED*

**c. AI Fraser (Parks Superintendent) Shakesides Viewing Platform Redesign**

Mr. Fraser provided a summary of the changes made to the Shakesides viewing platform, including the extension of the boardwalk, the opportunity for celebratory work to be engraved in the ceiling panels, a reduction in the number of interpretive panels on the floor, a change in the colour of the steel frame, the addition of large rounded boulders to better blend with the natural environment, the addition of a railing at the front that mimics the distinctive railing of Shakesides, the addition of mortared flagstone contained within the surveyed footprint of Shakesides, and the possibility of a bronze statue of Mack Laing.

**2. Minutes of Meetings: NIL**

**3. Department Reports: NIL**

**4. Staff Reports: NIL**

**5. Correspondence:**

**a. Tom O'Brien (Outlook Engineering and Landscape Architecture) - Shakesides Viewpoint Design Update**

The April 26, 2019 letter from Tim O'Brien of Outlook Engineering and Landscape Architecture, presenting a redesign of the proposed Shakesides viewing platform in Mack Laing Park, was received for information.

**COMMITTEE RECOMMENDATION:**

That the revised design of the proposed Shakesides viewing platform, as included in the April 26, 2019 letter from Tim O'Brien of Outlook Engineering and Landscape Architecture, be approved.

*CARRIED*

**b. Gordon Olsen (Mack Laing Heritage Society) Petition and Volunteer lists**

The April 29, 2019 letter and attached petition from Gord Olsen of the Mack Laing Heritage Society was received for information.

**c. George Penfold - Mack Laing Shakesides Proposal**

The April 30, 2019 email from George Penfold, regarding the Mack Laing Shakesides proposal, was received for information.

**6. Exclude the Public: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 4:58 p.m.

*CARRIED*

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

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CHAIR

**TOWN OF COMOX**  
**Minutes of the Special Council Meeting,**  
**held in Council Chambers on Wednesday May 8, 2019**

**Present:** Mayor R. Arnott  
Councillors K. Grant, S. McGowan, P. McKenna,  
N. Minions, M. Swift  
Staff R. Kanigan, Chief Administrative Officer  
S. Russwurm, Deputy Corporate Administrator  
C. Freundlich, Director of Finance  
G. Schreiner, Fire Chief  
T. Hagmeier, Director of Recreation  
A. Fraser, Parks Superintendent  
S. Ashfield, Municipal Engineer

**Absent:** Councillor A. Bissinger

**Call to Order:**

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

The Agenda was Amended to include 1 Late Item and Adopted as Amended.

There were 0 visitors in attendance.

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**1. BYLAWS:**

**a. 2019 Financial Plan and Tax Rates Bylaws**

**Financial Plan and Tax Rates  
Bylaws**

1. *That the Comox Financial Plan Bylaw No. 1916, 2019 be Adopted.*  
(2019.155) -- CARRIED
2. *That the Comox Tax Rates Bylaw No. 1917, 2019 be Adopted.*  
(2019.156) -- CARRIED

**2. LATE ITEMS:**

**a. Kye Bay Water and Sewer Service Debt Repayment Parcel Tax Bylaw No. 1918, 2019**

**Kye Bay Water and Sewer  
Service Debt Repayment**

*That the Kye Bay Water and Sewer Service Debt Repayment Parcel Tax Bylaw No. 1918,  
2019 be given First, Second and Third Readings.*  
(2019.157) -- CARRIED

**3. EXCLUDE THE PUBLIC:**

**a. Exclude the Public**

**Exclude the Public**

*That, pursuant to section 127 of the Community Charter, notice is hereby given that the Public  
be Excluded from the Special In-Camera Meeting on Wednesday May 8, 2019, pursuant to the  
following sub-sections of the Community Charter:*

*90(1)(g) litigation or potential litigation affecting the municipality.*  
(2019.158) -- CARRIED

**THE MEETING WAS CLOSED TO THE PUBLIC AT 5:05 P.M.**

**TOWN OF COMOX - SPECIAL COUNCIL MEETING MINUTES**

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**THE SPECIAL COUNCIL MEETING RECONVENED AT 5:27 P.M.**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:27 p.m.

*CARRIED*

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

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MAYOR

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CORPORATE OFFICER

**TOWN OF COMOX – MANAGEMENT REPORT**  
**May 15, 2019**

<b>Item</b>	<b>DATE ADDED</b>	<b>SUBJECT</b>	<b>COUNCIL DIRECTION</b>	<b>STATUS</b>
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 May.
6.	February 20, 2019	Ambulance Station	Relocation of Ambulance Station to Berwick Addition	Lease agreement approved and all parties signed off. Move date on May 13, 2019.
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)

<p><b>NOW</b></p> <ol style="list-style-type: none"> <li>1. <b>MACK LAING: Future</b></li> <li>2. <b>5-YEAR CAPITAL PLAN: Priorities</b></li> <li>3. <b>NE INDUSTRIAL LANDS STRATEGY: Terms of Reference</b></li> <li>4. <b>AFFORDABLE HOUSING: Current Town Actions</b></li> <li>5. <b>OFF LEASH DOG PARK: Public Consultation</b></li> </ol>	<p><b>TIMELINE</b></p> <p>May April February March March/April</p>
<p><b>NEXT</b></p> <ul style="list-style-type: none"> <li>• CLIMATE CHANGE ADAPTATION: Project</li> <li>• LONG TERM CAPITAL PLAN</li> <li>• DOWNTOWN REVITALIZATION: Zone Expansion</li> <li>• ORGANICS COLLECTION PROGRAM: Review</li> <li>• WATERFRONT WALKWAY: Options</li> <li>• CLIMATE CHANGE ADAPTATION STRATEGY</li> <li>• MARINA PARK: Phase II</li> <li>• WOOD STOVE: Initiatives Update</li> <li>• SHORT TERM RENTAL: Policy Options</li> <li>• SHELF/SHOVEL-READY GRANT PROJECT</li> </ul>	<p><b>ADVOCACY / PARTNERSHIPS</b></p> <ul style="list-style-type: none"> <li>• <i>Regional Organics Facility: Decision (RD)</i></li> <li>• <i>Wood Stove Air Quality: Options (RD)</i></li> <li>• <i>NE Industrial Land Strategy (CVEDS)</i></li> <li>• <i>Coalition to end Homelessness: Support</i></li> <li>• <i>Climate Change Grant (FCM)</i></li> <li>• <i>Regional Transit Review (RD)</i></li> <li>• <i>Regional Connectivity System (RD)</i></li> </ul>
<p><b>OPERATIONAL STRATEGIES (CAO/Staff)</b></p>	
<p><b>CHIEF ADMINISTRATIVE OFFICER</b></p> <ol style="list-style-type: none"> <li>1. MACK LAING: Future – May</li> <li>2. <b>NE INDUSTRIAL LAND STRATEGY: TOR</b> – February</li> <li>3. CLIMATE CHANGE ADAPTATION: Project - April             <ul style="list-style-type: none"> <li>• WOOD STOVE: Initiatives Update</li> </ul> </li> </ol>	<p><b>PLANNING SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Subdivision Bylaw: Update - June</li> <li>2. NE Comox SWMP: Implementation - September</li> <li>3. <b>AFFORDABLE HOUSING: Current Status</b> - March             <ul style="list-style-type: none"> <li>• Step Code</li> <li>• Anderton Corridor Land Use: Services</li> </ul> </li> </ol>
<p><b>FINANCE</b></p> <ol style="list-style-type: none"> <li>1. Office Space: April</li> <li>2. <b>CAPITAL PLAN: Priorities</b> – February</li> <li>3. IT Systems: Process Review – January             <ul style="list-style-type: none"> <li>• Payroll Software (replacement)</li> <li>• Fiber Optics</li> </ul> </li> </ol>	<p><b>CORPORATE</b></p> <ol style="list-style-type: none"> <li>1. Policy Manual: October</li> <li>2. Procedure Bylaw: October</li> <li>3. Records Management - Administration: December</li> </ol>
<p><b>PARKS</b></p> <ol style="list-style-type: none"> <li>1. <b>DOG PARK: Options</b> – Public Consultation</li> <li>2. Wayfinding Project – April</li> <li>3. Pickle Ball Court: Completion - May             <ul style="list-style-type: none"> <li>• Ellis Street Walkway: Replacement</li> <li>• Greenway Development: Detailed Design</li> </ul> </li> </ol>	<p><b>PUBLIC WORKS &amp; ENGINEERING</b></p> <ol style="list-style-type: none"> <li>1. Noel Avenue: Upgrade Design – March</li> <li>2. Anderton Servicing Plan – May</li> <li>3. Church Street: Upgrade Design - March             <ul style="list-style-type: none"> <li>• Foreshore Sanitary Replacement</li> <li>• Transportation Plan: Update</li> </ul> </li> </ol>
<p><b>FIRE</b></p> <ol style="list-style-type: none"> <li>1. POC / Volunteer Retention: Review - June</li> <li>2. Full Time Staff: Review - March</li> <li>3. Service Level Review – September</li> </ol>	<p><b>RECREATION</b></p> <ol style="list-style-type: none"> <li>1. Site Master Plan: April - June</li> <li>2. Fees / Charges: Review – March</li> <li>3. Programmer Hours: Review – February             <ul style="list-style-type: none"> <li>• Fitness Studio: Capital Equipment</li> <li>• Regional Recreation Initiative</li> </ul> </li> </ol>



Thursday, April 11, 2019

Minutes of the meeting of the Comox Strathcona Regional Hospital District Board of Directors held on April 11, 2019 at the Campbell River Maritime Heritage Centre, 621 Island Highway, Campbell River, BC commencing at 9:30 am.

## MINUTES

### Present:

<b>Chair:</b>	C. Cornfield	City of Campbell River
<b>Directors:</b>	D. Frisch	City of Courtenay
	J. Abram	Discovery Islands - Mainland Inlets (Area 'C')
	N. Anderson	Cortes (Area 'B')
	M. Babchuk	City of Campbell River
	J. Colborne	Village of Zeballos
	D. Hillian	City of Courtenay
	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area 'A')
	R. Kerr	City of Campbell River
	B. Leigh	Oyster Bay – Buttle Lake (Area 'D')
	B. Unger	Village of Gold River
	B. Wells	City of Courtenay
	G. Whalley	Kyuquot – Nootka/Sayward (Area 'A')
	A. Adams	City of Campbell River
<b>Alt. Directors:</b>	C. Evans	City of Campbell River
	M. Davis	Village of Tahsis
	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
	B. Price	Lazo North (Area B)
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services

### Absent:

<b>Directors:</b>	E. Grieve	Puntledge/Black Creek (Area 'C')
<b>Other:</b>	S. Christiansen	Ka: 'yu : ' k't'h / Che : k'tles7et'h First Nations

### ATTENDANCE:

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

**ADOPTION OF MINUTES:**

D. Arbour/D. Frisch: THAT the minutes of the Comox Strathcona Regional Hospital District board meeting held March 7, 2019 be adopted.

HDA (9)

Carried

**PETITIONS AND DELEGATIONS:****CAMPBELL RIVER MEDICAL STAFF ASSOCIATION**

Dr. Aref Tabarsi outlined concerns regarding changes to the hospital laboratory services at both the Campbell River and Comox Valley Campuses.

B. Wells/M. Babchuk: THAT the presentation from Dr. Aref Tabarsi be received.

HDA (9)

Carried

J. Abram/B. Leigh: THAT the Comox Strathcona Regional Hospital District Board write a letter of support to Island Health and the Minister of Health supporting the retention, the expansion and appropriate funding of pathological laboratory services at the North Island Hospital Campuses;

AND FURTHER THAT the third party contract be revisited and cancelled in consultation with local pathologists.

HDA (9)

Carried

**ADJOURN AND RECONVENE:**

B. Wells/J. Abram: THAT the meeting be adjourned to reconvene after the Comox Strathcona Waste Management Board meeting.

HDA (9)

Carried

The meeting adjourned at 10:34 am and reconvened at 10:47 am.

Director Davis was in attendance when the meeting reconvened.

D. Frisch/B. Unger: THAT the Comox Stathcona Regional Hospital District Board request a presentation from Island Health regarding the changes to laboratory services at the North Island Hospitals.

HDA (9)

Carried

**REPORTS:****FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE YEAR ENDED DECEMBER 31, 2018**

B. Unger/M. Babchuk: THAT the following items be received:

- report dated March 20, 2019 regarding the 2018 CSRHD financial statements and MNP LLP's audit report for the year ended December 31, 2018.

- Comox Strathcona Regional Hospital District (CSRHD) financial statements for the year ended December 31, 2018.

HDA (9) Carried

B. Wells/J. Colborne: THAT the financial statements of the Comox Strathcona Regional Hospital District for the year ended December 31, 2018 be approved.

HDA (9) Carried

#### **LISTING OF HOSPITAL AND HOSPITAL FACILITIES**

B. Leigh/D. Frisch: THAT the report dated April 3, 2019 regarding an updated listing of hospital and named hospital facilities within the boundaries of the Comox Strathcona Regional Hospital District (CSRHD) be received.

HDA (9) Carried

#### **FUTURE EXPENDITURE RESERVE AND DEBT REPAYMENT RESERVE**

A. Adams/M. Babchuk: THAT the report dated April 3, 2019 regarding information requested at the March 7, 2019 meeting regarding early repayment of the North Island Hospitals Project debt, the establishment of a maximum future expenditure reserve and establishment of a debt repayment reserve be received.

HDA (9) Carried

A. Adams/M. Babchuk: THAT the Comox Strathcona Regional Hospital District Board maintain the \$17 million requisition and contribute the excess funds to the reserve annually and explore investment options through the Municipal Finance Authority and determine a purpose for such funds.

HDA (9) Carried

#### **COMMUNITY LEADERS' MEETING WITH ISLAND HEALTH**

A. Adams/J. Colborne: THAT the verbal update from Chair Cornfield regarding the recent meeting with Island Health be received.

HDA (9) Carried

B. Wells/M. Davis: THAT a letter be sent to Island Health requesting the start of a serious dialogue regarding the expansion of the North Island Hospitals.

HDA (9) Carried

#### **MANAGEMENT REPORT**

J. Colborne/B. Wells: THAT the Comox Strathcona Regional Hospital District Board management report dated April 2019 be received.

HDA (9) Carried

#### **TERMINATION:**

B. Leigh/M. Babchuk: THAT the meeting terminate.

HDA (9) Carried

Time: 11:29 am.

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Charles J. Cornfield  
Chair

Certified Correct and Recorded by:

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Jake Martens  
Manager of Legislative Services



Tuesday, April 30, 2019

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, April 30, 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:

<b>Chair:</b>	B. Wells	City of Courtenay
<b>Vice-Chair:</b>	A. Hamir	Lazo North (Area 'B')
<b>Directors:</b>	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
<b>Staff:</b>	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

### ATTENDANCE:

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

### RECOGNITION OF TRADITIONAL TERRITORIES:

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

### IN-CAMERA MEETING:

A. Hamir/D. Frisch: THAT the board adjourn to an in-camera session pursuant to the following sub-sections 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;

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

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

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

**ADOPTION OF MINUTES:**

D. Frisch/E. Grieve: THAT the following minutes be adopted:

- Comox Valley Regional District Board minutes dated March 19, 2019.
- Comox Valley Regional District Board minutes dated March 21, 2019.
- Comox Valley Regional District Board minutes dated April 9, 2019.

208

Carried

**PETITIONS AND DELEGATIONS:**

**COMOX VALLEY COMMUNITY HEALTH NETWORK**

Lindsay McGinn and Nick Chowdhury, Comox Valley Community Health Network, provided an update on the work of the network including action on identified priorities.

D. Frisch/A. Hamir: THAT the delegation from Lindsay McGinn and Nick Chowdhury, Comox Valley Community Health Network, be received

208

Carried

**REPORTS:**

**COMOX VALLEY WATER COMMITTEE - APRIL 2, 2019**

K. Grant/W. Morin: THAT the Comox Valley Water Committee minutes dated April 2, 2019 be received.

208

Carried

**PUBLIC HEARING FOR BYLAW NO. 568 (2245 SCHULZ ROAD) - APRIL 9, 2019**

K. Grant/E. Grieve: THAT the public hearing minutes dated April 9, 2019 for Bylaw No. 568 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 78" (Pajak - 2245 Schulz Road) be received.

208

Carried

**ELECTORAL AREAS SERVICES COMMITTEE - APRIL 15, 2019**

K. Grant/E. Grieve: THAT the Electoral Areas Services Committee minutes dated April 15, 2019 be received.

208

Carried

A. Hamir/D. Frisch: THAT the board approve the Development Variance Permit DV 2A 19 (Aikman) to allow a carriage house to have access via an internal staircase, internal access to the accessory use below and to increase the maximum height from 7.0 metres to 8.0 metres for a property described as Lot 11, Block J,

buffer along the portion of the proposed carriage house be implemented and maintained for the life of this building;

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

208 and 213

Carried

K. Grant/D. Frisch: THAT the board approve the Development Variance Permit DV 3A 19 (Urquhart/Clayson) to allow the floor area of the ground level of a carriage house to exceed the floor area of the second storey for property described as Lot 30, District Lot 26, Newcastle District, Plan 18550, PID 000-412-392 (7927 Park Road);

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

208 and 213

Carried

K. Grant/E. Grieve: THAT the board approve the Development Variance Permit DV 3C 19 (Waldman) to allow a carriage house to have access via an internal staircase, internal access to the accessory use below and to increase the maximum height from 7.0 metres to 8.0 metres for a property described as Lot 4, Block F, District Lot 95, Comox District, Plan 13540, PID 004-571-461 (1325 Carron Road);

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

208 and 213

Carried

The Chair called for any members of the public that may wish to speak regarding TUP 2C 19 – 4627, 4635, 4639, 4745, 4749, 4751 and 4753 Forbidden Plateau Road (Griessel). There were no speakers.

K. Grant/D. Hillian: THAT the board approve issuance of a Temporary Use Permit (TUP 2C 19) to John Kevin Richard Griessel to allow an event organized by the Jeepapalooza Association of BC to be held from May 17 to 20, 2019 (with event setup starting May 15, 2019 and cleanup complete by May 21, 2019) with the expiry date of May 21, 2019, on the property described as Lot A, Township 9, Section 5, Comox District, Plan VIP80212, PID 026-537-206 (4627, 4635, 4639, 4745, 4749, 4751 and 4753 Forbidden Plateau Road);

AND FINALLY THAT the board authorize the Corporate Legislative Officer to execute the Temporary Use Permit subject to the receipt of proof that the event insurance has been renewed to cover this year's event.

208 and 213

Carried

E. Grieve/K. Grant: THAT the board provide a letter of support to Minister Doug Donaldson, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, encouraging the minister to meet with the Forbidden Plateau Reclamation Society to discuss the clean up of the old Forbidden Plateau ski hill site.

208

Carried

### **SEWAGE COMMISSION - APRIL 16, 2019**

K. Grant/W. Morin: THAT the Sewage Commission minutes dated April 16, 2019 be received.

208

Carried

### **COMOX VALLEY WATER COMMITTEE - APRIL 16, 2019**

D. Frisch/J. Ketler: THAT the Comox Valley Water Committee minutes dated April 16, 2019 be received.

208

Carried

**COMMITTEE OF THE WHOLE - APRIL 16, 2019**

K. Grant/D. Frisch: THAT the Committee of the Whole minutes dated April 16, 2019 be received.  
208 Carried

E. Grieve/A. Hamir: THAT the Comox Valley Regional District support the Coastal Communities Social Procurement Initiative and join as a member for two years for a cost of \$2,448 per year, to be funded by the electoral area administration service;

AND FURTHER THAT staff be authorized to select and pilot social and sustainable procurement concepts in future procurements and report back to the board in the fall on the outcomes.  
208 Carried

D. Hillian/J. Ketler: WHEREAS single use plastic bags are a major contributor to pollution;

AND WHEREAS it is in the best interest of the health and welfare of the residents of the Comox Valley to restrict the proliferation of single-use plastics;

THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District Board encourages its member municipalities and all businesses within the region to restrict the use of single-use plastic bags.  
208 Carried

D. Hillian/D. Frisch: THAT the Comox Valley Regional District write to the Province of British Columbia to request province-wide business regulations to reduce single-use plastic bags and disposable plastic packaging.  
208 Carried

A. Hamir/J. Ketler: THAT the matter of restricting single-use plastic bags be referred to the Comox Strathcona Waste Management Board for consideration of further action.  
208 Carried

E. Grieve/A. Hamir: THAT the Comox Valley Regional District (CVRD) Board support in principle the concept of a Comox Valley Food Policy Council (CVFPC);

AND FINALLY THAT the CVRD collaborate with the CVFPC in regards to its establishment with the terms of reference and other matters such as funding and in-kind support being brought back for board consideration.  
208 Carried

A. Hamir/W. Morin: THAT the CVRD directors appointed to the Vancouver Island Regional Library Board for 2019 be paid remuneration for board meeting attendance in accordance with CVRD Bylaw No. 236 being "Comox Valley Regional District Remuneration and Expenses Bylaw 2012".  
208 Carried

**BOARD OF VARIANCE - APRIL 24, 2019**

D. Hillian/K. Grant: THAT the Board of Variance minutes dated April 24, 2019 be received.  
208 Carried

**IMPROVE INTERNET CONNECTIVITY ON DENMAN AND HORNBY ISLANDS**

K. Grant/D. Hillian: THAT the report dated April 25, 2019 regarding a request for support for a funding initiative that would improve internet connectivity on Denman and Hornby Islands be received.

208

Carried

K. Grant/D. Hillian: THAT subject to the Hornby Island Community Economic Enhancement Corporation and the Denman Works! Economic Enhancement Society preparing the grant application and providing all reporting requirements, the board authorizes the Comox Valley Regional District to submit a grant application to the Connecting BC program, administered through the Northern Development Initiative Trust, for high speed internet connectivity on Denman and Hornby Islands;

AND FURTHER THAT, if the grant application is successful, the Comox Valley Regional District administer the grant funding on behalf of the Hornby Island Community Economic Enhancement Corporation and the Denman Works! Economic Enhancement Society for the high speed internet connectivity initiative.

208

Carried

Director Arbour entered the meeting at 4:41 pm.

**COMOX VALLEY REGIONAL DISTRICT 2018 ANNUAL REPORT**

K. Grant/A. Hamir: THAT the Comox Valley Regional District 2018 Annual Report be received.

208

Carried

J. Steel, Manager of Corporate Communications, presented an overview of the Comox Valley Regional District 2018 Annual Report.

**BYLAWS AND RESOLUTIONS:**

K. Grant/D. Arbour: THAT Bylaw No. 578 being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 15" be given first and second readings concurrently.

208

Carried

D. Frisch/K. Grant: THAT Bylaw No. 578 being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 15" be read a third time.

208

Carried

D. Arbour/K. Grant: THAT Bylaw No. 568 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 78" be given third reading.

208 and 213

Carried

J. Ketler/D. Frisch: THAT Bylaw No. 492 being "Unightly Premises Extended Service Establishment Bylaw 2051, 1998, Amendment No. 3" be finally adopted.

208

Carried

D. Frisch/A. Hamir: THAT Bylaw No. 571 being "Comox Valley Water Supply System Development Cost Charges Bylaw No. 571, 2019" be finally adopted.

209

Carried

W. Morin/K. Grant: THAT Bylaw No. 572 being "Comox Valley Sewerage Service Development Cost Charges Bylaw No. 572, 2019" be finally adopted.

209

Carried

K. Grant/D. Frisch: THAT Bylaw No. 573 being "Comox Valley Sewerage System Capital Improvement Cost Charge Bylaw No. 3008, 2007, Amendment No. 3" be finally adopted.

209

Carried

D. Hillian/K. Grant: THAT Bylaw No. 574 being "Comox Valley Water Supply System Capital Improvement Cost Charge Bylaw No. 2350, 2001 Amendment No. 4" be finally adopted.

209

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 finally adopted.

208

Carried

**ADJOURN TO IN-CAMERA:**

The board adjourned to its in-camera session at 4:51 pm.

**RISE AND REPORT:**

The board rose from its in-camera session at 5:27 pm.

**TERMINATION:**

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

208

Carried

Time: 5:28 pm.

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_:

\_\_\_\_\_  
Bob Wells  
Chair

Certified Correct and Recorded By:

\_\_\_\_\_  
Jake Martens  
Manager of Legislative Services

# TOWN OF COMOX

## BYLAW 1913

### A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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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:



**TOWN OF COMOX**

**BYLAW NO. 1918**

**A BYLAW TO REVISE PARCEL TAXES TO REPAY THE DEBT  
ON THE KYE BAY WATER AND SEWER SERVICES**

**WHEREAS** the Town of Comox has levied parcel taxes on properties in Kye Bay since 2004 to repay the debt incurred providing water and sanitary sewer local services;

**AND WHEREAS** the property owners of 48 parcels of land made commutation payments to the Town in 2003 in lieu of having to pay these parcel taxes over the term of the debenture debt (2004 – 2023);

**AND WHEREAS** the Municipal Finance Authority is providing the Town of Comox a repayment opportunity when the debenture is refinanced, and the owners of five (5) additional parcels of land have offered commutation payments to the Town so they would not have to pay these parcel taxes over the remaining term of the debenture debt (2014 – 2023);

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

1. **TITLE:**

This bylaw may be cited as the “Kye Bay Water and Sewer Service Debt Repayment Parcel Tax Bylaw No. 1918, 2019”.

2. **ESTABLISHMENT OF PARCEL TAXES:**

- a) Parcel taxes shall be levied for each of the Kye Bay Water Service and the Kye Bay Sewer Service in order to repay the debt incurred on behalf of those services, for as long as debt repayments are required.
- b) Each parcel of land within those services shall be subject to each of these parcel taxes, unless the parcel taxes were commuted by payment of Thirteen Thousand dollars (\$13,000.00) to the Town of Comox in 2003 or payment of Seven Thousand Two Hundred Sixty dollars (\$7,260.00) to the Town of Comox in September 2013, which parcels are listed on Schedule “A” attached to and forming part of this bylaw.
- c) For greater clarity, Schedule “B” attached to and forming part of this bylaw lists the parcels subject to these taxes at the time of adoption of this bylaw.
- d) Should a parcel, for which a commutation payment was received, be subsequently subdivided or converted to multiple parcels, only one of the resultant parcels will be deemed to have been commuted, and it will be the responsibility of the Financial Officer to determine which of the parcels is so deemed. The remaining parcel(s) would thereafter be subject to the Parcel Taxes established in this bylaw.

3. **AMOUNTS OF THE PARCEL TAXES:**

- a) For 2019 the annual parcel tax for the repayment of debt of the Kye Bay Water Service shall be Three Hundred Twelve dollars (\$312.00) per parcel.
- b) For 2019 the annual parcel tax for the repayment of debt of the Kye Bay Sewer Service shall be Three Hundred Fifty Five dollars (\$355.00) per parcel.
- c) For 2020 to 2023 the annual parcel tax for the repayment of debt of the Kye Bay Water Service shall be Three Hundred Fifteen dollars (\$315.00) per parcel.
- d) For 2020 to 2023 the annual parcel tax for the repayment of debt of the Kye Bay Sewer Service shall be Three Hundred Fifty Eight dollars (\$358.00) per parcel.

4. **REPEALING PRIOR PARCEL TAX RATES:**

The Kye Bay Water and Sewer Service Debt Repayment Parcel Tax Bylaw, 2013 (Bylaw No. 1757) is hereby repealed.

5. **ADOPTION:**

READ A FIRST, SECOND AND THIRD time this 8<sup>th</sup> day of May, 2019

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**BYLAW NO. 1918**

**SCHEDULE “A”**

**PARCELS COMMUTED IN 2005 (\$13,000 paid to Town of Comox):**

<b>PID</b>	<b>Street #</b>	<b>Street Name</b>	<b>Legal Description of Property:</b>
000-759-708	1400E	KYE BAY RD	Lot 1, Plan 783SP, District Lot 93, Comox Land District, UE 1916/10000 UI
000-475-858	1400C	KYE BAY RD	Lot 3, Plan 783SP, District Lot 93, Comox Land District, UE 2021/10000 UI
000-475-866	1400B	KYE BAY RD	Lot 4, Plan 783SP, District Lot 93, Comox Land District, UE 2021/10000 UI
000-122-602	486	WINDSLOW RD	Lot 8, Block 1, Plan 3739, District Lot 93, Comox Land District
006-122-990	496	WINDSLOW RD	Lot 1, Block 2, Plan 3739, District Lot 93, Comox Land District, AND DL 208.
006-076-068	504	WINDSLOW RD	Lot 3, Block 2, Plan 3739, District Lot 93, Comox Land District
006-123-104	508	WINDSLOW RD	Lot 4, Block 2, Plan 3739, District Lot 93, Comox Land District, AND DL 208.
001-938-959	518	WINDSLOW RD	Lot 6, Block 2, Plan 3739, District Lot 93, Comox Land District
000-927-066	469	WINDSLOW RD	Lot 4, Block 4, Plan 3739, District Lot 93, Comox Land District
006-124-011	491	WINDSLOW RD	Lot 8, Block 4, Plan 3739, District Lot 93, Comox Land District, AND DL 208
006-124-038	495	WINDSLOW RD	Lot 9, Block 4, Plan 3739, District Lot 93, Comox Land District, AND DL 208
006-124-101	501	WINDSLOW RD	Lot 10, Block 4, Plan 3739, District Lot 93, Comox Land District, & DL 208
000-165-131	507	WINDSLOW RD	Lot 12, Block 4, Plan 3739, District Lot 93, Comox Land District
006-124-518	537	WINDSLOW RD	Lot 18, Block 4, Plan 3739, District Lot 93, Comox Land District
005-494-826	539	WINDSLOW RD	Lot 19, Block 4, Plan 3739, District Lot 93, Comox Land District, & DL 208
001-736-876	543	WINDSLOW RD	Lot 20, Block 4, Plan 3739, District Lot 93, Comox Land District, & DL 208
006-124-569	553	WINDSLOW RD	Lot 22, Block 4, Plan 3739, District Lot 93, Comox Land District, AND D L 208
006-124-585	557	WINDSLOW RD	Lot 23, Block 4, Plan 3739, District Lot 93, Comox Land District, & DL 208
006-124-607	565	WINDSLOW RD	Lot 24, Block 4, Plan 3739, District Lot 208, Comox Land District
000-907-901	567	WINDSLOW RD	Lot 25, Block 4, Plan 3739, District Lot 208, Comox Land District, Except Plan 913 RW
004-372-379	1469	KYE BAY RD	Lot 14A, Plan 4276, District Lot 93, Comox Land District
005-582-440	276	LONGVIEW RD	Lot D, Plan 8620, District Lot 93, Comox Land District
000-351-946	272	LONGVIEW RD	Lot E, Plan 8620, District Lot 93, Comox Land District
004-309-723	261	LONGVIEW RD	Lot 1, Plan 18657, District Lot 93, Comox Land District, Except Plans 24459 & 25746
003-030-857	1520	KYE BAY RD	Lot A, Plan 24459, District Lot 93, Comox Land District
003-030-865	1530	KYE BAY RD	Lot B, Plan 24459, District Lot 93, Comox Land District
001-150-162	290	LONGVIEW RD	Lot 1, Plan 31627, District Lot 93, Comox Land District
001-150-189	282	LONGVIEW RD	Lot 3, Plan 31627, District Lot 93, Comox Land District
001-077-864	540	WINDSLOW RD	Lot A, Plan 32276, District Lot 93, Comox Land District
001-077-929	554	WINDSLOW RD	Lot D, Plan 32276, District Lot 93, Comox Land District, & DL 208
001-077-937	564	WINDSLOW RD	Lot F, Plan 32276, District Lot 93, Comox Land District, & DL 208
001-077-945	566	WINDSLOW RD	Lot G, Plan 32276, District Lot 208, Comox Land District
000-296-716	258	LONGVIEW RD	Lot B, Plan 34596, District Lot 93, Comox Land District
000-395-111	1478	KYE BAY RD	Lot A, Plan 36298, District Lot 93, Comox Land District
000-395-137	1498	KYE BAY RD	Lot C, Plan 36298, District Lot 93, Comox Land District
000-020-249	528	WINDSLOW RD	Lot A, Plan 39895, District Lot 93, Comox Land District
000-020-257	522	WINDSLOW RD	Lot B, Plan 39895, District Lot 93, Comox Land District
014-324-253	476	WINDSLOW RD	Lot A, Plan 48731, District Lot 93, Comox Land District
014-324-261	475	WINDSLOW RD	Lot B, Plan 48731, District Lot 93, Comox Land District
014-324-270	471	WINDSLOW RD	Lot C, Plan 48731, District Lot 93, Comox Land District
025-877-209	1428	KYE BAY RD	Lot 1, Plan VIP 75402, District Lot 93, Comox Land District
025-677-446	1444	KYE BAY RD	Lot 1, Plan VIP 75404, District Lot 93, Comox Land District
025-677-497	1452	KYE BAY RD	Lot A, Plan VIP 75405, District Lot 93, Comox Land District
025-677-667	1468	KYE BAY RD	Lot 1, Plan VIP 75406, District Lot 93, Comox Land District
001-193-961	598	WINDSLOW RD	Lot A, Plan 31006, District Lot 208, Comox Land District
001-193-970	592	WINDSLOW RD	Lot B, Plan 31006, District Lot 208, Comox Land District
017-681-847	588	WINDSLOW RD	Lot A, Plan 16085EF, District Lot 208, Comox Land District
025-677-110	1418	KYE BAY RD	Lot 1, Plan VIP 75401, District Lot 93, Comox Land District

**PARCELS COMMUTED IN 2013 (\$7,260 paid to Town of Comox):**

<b>PID</b>	<b>Street #</b>	<b>Street Name</b>	<b>Legal Description of Property:</b>
006-123-007	500	WINDSLOW RD	Lot 2, Block 2, Plan 3739, District Lot 93, Comox Land District
006-124-151	505	WINDSLOW RD	Lot 11, Block 4, Plan 3739, District Lot 93, Comox Land District
003-694-615	1551	KYE BAY RD	Lot 1, Plan 25746, District Lot 93, Comox Land District
000-395-129	1488	KYE BAY RD	Lot B, Plan 36298, District Lot 93, Comox Land District
025-677-225	1438	KYE BAY RD	Lot A, Plan VIP 75403, District Lot 93, Comox Land District

**BYLAW NO. 1918**

**SCHEDULE “B”**

**Kye Bay Parcels Subject to Parcel Taxation (2019 to 2023)**

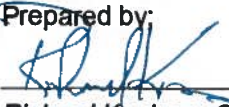
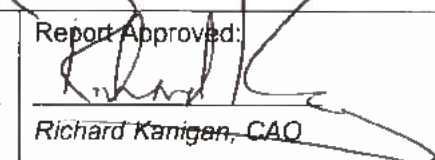
<b>Roll Number</b>	<b>Legal Description</b>	<b>Address</b>	<b>Kye Bay Water Parcel Tax</b>	<b>Kye Bay Sewer Parcel Tax2</b>	<b>Combined Parcel Tax</b>
1100122	Plan: VIS783, Lot: , Block: Section: District Lot: 93	D - 1400 KYE BAY RD	\$ 312.00	\$ 355.00	\$ 667.00
1100128	Plan: VIS783, Lot: , Block: Section: District Lot: 93	A - 1400 KYE BAY RD	312.00	355.00	667.00
1100132	Plan: VIP3739, Lot: 5, Block: 1 Section: District Lot: 93	468 WINDSLOW RD	312.00	355.00	667.00
1100144	Plan: VIP3739, Lot: 5, Block: 2 Section: District Lot: 93	514 WINDSLOW RD	312.00	355.00	667.00
1100148	Plan: VIP3739, Lot: 9, Block: 2 Section: District Lot: 93	536 WINDSLOW RD	312.00	355.00	667.00
1100154	Plan: VIP3739, Lot: 7, Block: 4 Section: District Lot: 93	483 WINDSLOW RD	312.00	355.00	667.00
1100166	Plan: VIP3739, Lot: A, Block: 4 Section: District Lot: 93	521 WINDSLOW RD	312.00	355.00	667.00
1100168	Plan: VIP3739, Lot: 17, Block: 4 Section: District Lot: 93	531 WINDSLOW RD	312.00	355.00	667.00
1100176	Plan: VIP3739, Lot: 21, Block: 4 Section: District Lot: 93	547 WINDSLOW RD	312.00	355.00	667.00
1100202	Plan: VIP31627, Lot: 2, Block: Section: District Lot: 93	286 LONGVIEW RD	312.00	355.00	667.00
1100208	Plan: VIP32276, Lot: B, Block: Section: District Lot: 93	544 WINDSLOW RD	312.00	355.00	667.00
1100210	Plan: VIP32276, Lot: C, Block: Section: District Lot: 93	548 WINDSLOW RD	312.00	355.00	667.00
1100214	Plan: VIP32276, Lot: E, Block: Section: District Lot: 93	560 WINDSLOW RD	312.00	355.00	667.00
1100220	Plan: VIP34596, Lot: A, Block: Section: District Lot: 93	266 LONGVIEW RD	312.00	355.00	667.00
1100230	Plan: VIP36298, Lot: D, Block: Section: District Lot: 93	1514 KYE BAY RD	312.00	355.00	667.00
1100236	Plan: VIP42626, Lot: 1, Block: Section: District Lot: 93	1517 KYE BAY RD	312.00	355.00	667.00
1100238	Plan: VIP42626, Lot: 2, Block: Section: District Lot: 93	1533 KYE BAY RD	312.00	355.00	667.00
1100246	Plan: VIP48936, Lot: 1, Block: Section: District Lot: 93	1545 KYE BAY RD	312.00	355.00	667.00
1100248	Plan: VIP48936, Lot: 2, Block: Section: District Lot: 93	1549 KYE BAY RD	312.00	355.00	667.00
1100250	Plan: VIP81250, Lot: 1, Block: Section: District Lot: 93	281 LONGVIEW RD	312.00	355.00	667.00
1100266	Plan: VIP31228, Lot: 1, Block: Section: District Lot: 208	590 WINDSLOW RD	312.00	355.00	667.00
1100270	Plan: VIP31653, Lot: 1, Block: Section: District Lot: 208	571 WINDSLOW RD	312.00	355.00	667.00
			<b>\$ 6,864.00</b>	<b>\$ 7,810.00</b>	<b>\$ 14,674.00</b>



**TOWN OF COMOX**  
**Regular Council Meeting**

STAFF REPORT  
 Meeting Date: May 15, 2019

<b>TO:</b> Mayor and Council	<b>FILE:</b> 5280-14
<b>FROM:</b> Richard Kanigan, Chief Administrative Officer	<b>DATE:</b> May 10, 2019
<b>SUBJECT:</b> Climate Change	

Prepared by:  Richard Kanigan, CAO	Financial Approved:  Clive Freundlich, Fin. Director	Report Approved:  Richard Kanigan, CAO
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**RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:**

For information only.

**PURPOSE**

To advise Council of to how current municipal departments have factored climate change into operations.

**STRATEGIC PLAN LINKAGE**

Climate Change Adaptation falls under Council's "NEXT" list of priorities on its Strategic Priorities Chart.

**BACKGROUND**

Council will be considering a motion regarding Climate Change on the May 15, 2019 Regular Meeting of Council agenda. In terms of providing some context as to how current municipal operations have factored in climate change into various departments, staff have provided a brief summary of some of the initiatives that have been completed and some that are ongoing. As additional background, the 2017 Greenhouse Gas Inventory and the Climate Action Revenue Incentive (CARIP) Public Report has been included for Council's information.

**Recreation Department:**

**Building Addition (2011) - Geothermal**

- Ground temperatures six to eight feet below the surface stay relatively constant throughout the year. The Community Centre uses a geothermal loop installed under Village Park to exploit this. Pumps circulate brine through the loop. The ground absorbs or rejects heat from the brine which is pumped back into the Community Centre where the HVAC system then uses the heated or cooled brine to regulate building temperature. This process provides extremely efficient heating or cooling all year long with very little carbon footprint.

**Building Addition (2011) – Other**

- Other initiatives: low flow toilets, Dyson hand dryers, water bottle filling stations and replacing burned out conventional lights with LED (when applicable).

**Cleaning Products**

- Products sourced from Planet Clean, environmentally friendly with low or no chemical ingredients. Fitness Studio cleaning wipes are compostable and bio-degradable.

**Site Master Plan**

- One of the three phases of the master plan is to address customer access to and through the site. A component of this is to recommend ways to enhance alternate access modes: pedestrian, bike and transit. That could mean better bike and pedestrian paths, a more robust and weather proof bike storage and better transit access including customers who use the handi-dart.
- Another feature discussed with the site master plan consultants are rain gardens to filter parking lot run-off to remove pollutants and improve water quality.

**Parks Department:**

- annual planting of 100 + native shrubs and trees
- routinely retrofit our irrigation controllers, spray nozzles and computer control software with water conservation values in mind
- install drip irrigation where possible
- experiment with new grass species (seed types) that respond better in drought conditions
- embrace xeriscape (drought tolerant garden design methods) and incorporate them into new and or retrofit landscape projects. Very successful projects include the Comox Community Center (Noel Avenue Entry), Marina Park (Twin Sails Boardwalk) and Marina Park (Parking Lot Bulb Out Planting Beds)
- permeable pathway building materials such as (Core Gravel Systems)
- geothermal energy (Comox Community Center)
- solar energy (supplemental) hot water generation (Marina Park Washrooms)
- very popular public bottle and can recycling stations
- design and construction of greenway connections conducive to pedestrian and cycling activity
- custom blend planting and turf bedding soils utilizing organic waste stream compost by-product

**Building Maintenance Department:**

- use of low V.O.C. (volatile organic compounds)
- use of recycled wood and rubber products where applicable
- higher R value insulation products
- use Low-E glass when replacing window assemblies
- incorporate occupancy motion sensors (lighting)
- install L.E.D. lighting where at all possible
- convert traditional T-12 fluorescent lamps to T-8 where possible (typically 40% more energy efficient)
- have installed 3 electric vehicle stations
- converted to more efficient HVAC systems in most Municipal Buildings
- incorporate reflective roofing treatments

**Fire Department:**

Electricity: We are constantly looking for ways to reduce our use of hydroelectricity.

- Upgraded lighting in truck bays. Removed 160 fluorescent tubes and replaced them with twelve magnetic induction lights.
- Upgraded lighting in large meeting room. Removed dozens of fluorescent tubes and replaced with LED fixtures.
- Installed occupancy sensors and LED lighting in smaller rooms (offices, bathrooms, kitchens, etc.
- Added photocells or timers to most outdoors lights.
- Have ordered solar power streetlights for training area.
- Have installed three heat pumps to manage heating and cooling.

Water: Constantly looking for ways to improve use of water.

- We capture rainwater from hard surfaces in training area and recycle this water at the training centre. This saves well over one million litre per year.
- Captured rainwater is used to water fire station garden. While our garden is small products grown there are used in house for our various meals.
- Bottled water: We have drastically reduce the amount of bottled water we purchase and use by providing all of our firefighters with re-fillable stainless water bottles and providing all students and guests with fillable water bottles.
- We wash our trucks less often.

Fuel: We operate a large fleet, which includes many large vehicles.

- Whenever possible we are using the smaller vehicles instead of the larger ones.
- Our newest, most used vehicle responses to most of the 700 emergencies we attend to every year and in many cases we are able to cancel the deployment of the larger vehicles (fire engines) as the very capable smaller vehicle can deal with many of these emergencies alone.
- We also try to reduce the amount of idling. When we can, we shut down our vehicles to reduce our use of fossil fuels.

Recycle: We recycle at the fire station. We typically have two large totes per week.

- All of our employees participate in recycling. Many of us use reusable containers for our lunches.
- We also asked companies shipping supplies to us to reduce the amount of packaging they send.
- We very seldom use disposal cups and plates opting to use reusable products instead.

Smoke: We have always been concerned about smoke.

- Our new rapid response vehicle allows us to action fires quicker. Putting out a fire quicker reduces the amount of smoke.
- Fire Smart, we spend considerable amount of time and energy promoting Fire Smart and other fire safety behaviour hoping our citizens will help us reduce the amount of fires we need to respond to.
- We use artificial smoke (rather than real smoke) when we can for training.
- Many of our training props are fueled with natural gas, which produces no smoke.

We have recently purchased a large fire blanket for use in controlling vehicle fires. The 20' X30' blanket covers a burning vehicle and stops the smoke almost immediately. This allows us to use far less water to extinguish a vehicle

**Public Works Department:**

GHG emissions:

- Narrower roads in proposed draft bylaw – less asphalt, reduce speed, etc.
- Installation of 7.7km of dedicated bike lanes – promote alternate modes of transportation
- Installation of 140km of sidewalk - promote alternate modes of transportation
- Working with RD with respect to improved transit services – promote alternate modes of transportation

Flooding

- sea level rise incorporated in laze rd foreshore and restoration project
- storm water study incorporated climate change in rain fall events overland route designed to 1:100 storm event

Drought

- All new Development to be water metered

Storm water Management

- NE Comox study incorporated 2050 climate data – water balance approach
- Anderton Storm water Study – in progress

Town Policy's

- Anti-idling

Regional Issues

- Staff expressing concern of regional compost facility in Campbell River – Comox Valley has majority of waste and future population growth is within Comox Valley south. Ongoing GHG emissions to truck to Campbell River.

2019 Capital Projects (all of which touch on improving GHG emissions)

- Noel Avenue Upgrade (Pritchard to Torrence) – 590 lm
- Balmoral Avenue and Torrence Road Resurfacing
- Lazo Greenway (Lazo/Lazo to Lazo Foreshore) – design
- Dryden Road water main and multi-use path - design
- Minor review of 2011 Comox Transportation Plan
- Update of Subdivision Bylaw and Engineering Standards

**Planning Department:**

- Town OCP vision statement: ... is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighborhoods, commercial/service areas and the waterfront through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability.
- OCP statement on transportation is “{improving transportation choices is critical significance in order to take advantage of existing underutilized infrastructure, forego extensive capital expenditures, and reduce GHG emission. The Comox OCP anticipates over three quarters of the population of Comox in 2030 will be within 400 m of an existing transit route.
- [2.4.1.3 Roads – Objectives](#)
- reduce carbon emissions, reduce the need to widen roads to 4 lanes, expand the life cycle of existing infrastructure, active community,

- To reduce dependence on private motor vehicles and increase transportation choice through public transit, walking and bicycling.

Comox Valley Sustainability Strategy: this document was not adopted or endorsed by Comox Council rather it was just received. There was considerable concern as to the achievability of the CVSS. The CVSS was considered as part of the creation of the Regional Growth Strategy (RGS). RGS Part 1: Introduction, 3rd paragraph summarizes the role of the CVSS and why the RGS and not the CVSS is the primary document (highlight added):

*By 2030, it is estimated that the population in the Comox Valley will grow to 88,500 people. This growth comes with associated needs and impacts that require regional coordination on issues that cross local government boundaries. These regional issues include provision of a range of housing options, protecting and enhancing the health of the natural environment and ecological connections, supporting the local economy, developing an efficient multi-modal transportation network, providing regional services, ensuring food security, public health planning and addressing climate change. Part 3 of this plan sets out goals and strategies for addressing these issues. The purpose of the regional growth strategy (RGS) is to promote coordination among the municipalities and regional district on these issues that cross municipal boundaries and create clear, reliable links with the provincial ministries and agencies whose resources are needed to carry out projects and programs to help implement the RGS.*

*The Comox Valley RGS is part of a partnership between the CVRD, the City of Courtenay, the Town of Comox and the Village of Cumberland. The RGS is one of four regional strategies that have been created to help guide future growth. The other regional strategies are the Regional Water Supply Strategy, the Regional Sewer Strategy and the Sustainability Strategy – all of which informed the RGS*

We have no studies of sea level rise. The province has revised its provincial floodplain guidelines with regards to sea level rise. Town Floodplain Bylaw setbacks and flood construction levels are based on the provincial guidelines prior to this revision. Staff have advised that any applications for a variance to the Town's Floodplain Bylaw in regards to in proximity to the sea will have to take into account the revised provincial standards.

Climate change risk assessment has been factored into the NE Comox Stormwater Management Plan.

OCP projects a per capita GHG reduction of 28% in comparison to the previous OCP through basing land use designations on Transit Orientated Design: densification within 400 m of transit routes. OCP also focuses on facilitating transportation through walking and cycling.

Consequently,

- Planning Reports on rezoning applications highlight the sustainability benefit of developments that are within walking distance of transit routes, community/commercial services and have ready access to the cycling network, and
- Town advocated for the frequent bus service to connect Downtown Comox, the Anderton Corridor and the west section of Guthrie to the new Hospital, NIC, Downtown Courtenay and Driftwood Mall / Walmart and the provision of a transit exchange in Downtown Comox.

Attached is the Town's 2017 Climate Action Revenue Incentive Program (CARIP) Report and 2017 Greenhouse Gas Emissions calculations. As noted in the CARIP Report, the Town was carbon neutral in 2017 (refer to Report for details):

### Corporate GHG Emissions Balance for 2017

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

**CORPORATE GHG EMISSIONS BALANCE FOR 2017 = (A – (B+C+D)) = 0 tCO<sub>2</sub>e**

(tCO<sub>2</sub>e = Tonnes of carbon dioxide equivalent)

We will be submitting our 2018 CARIP report by May 20th (due date June 1st, 2019).

Once again the Town of Comox was carbon neutral in 2018.

*ATTACHED: 2017 CLIMATE ACTION REVENUE INCENTIVE PROGRAM REPORT  
2017 GREENHOUSE GAS EMISSIONS CALCULATIONS*

# Climate Action Revenue Incentive (CARIP) Public Report for 2017



**Local Government:** Town of Comox

**Report Submitted by:**

**Name:** Clive Freundlich  
**Role:** Director of Finance  
**Email:** town@comox.ca  
**Phone:** 250-339-2202

**Date:** May 31, 2018

The Town of Comox has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

## 2017 BROAD PLANNING ACTIONS

### Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2017	
	Primary area of reduction in community GHG production through our Official Community Plan is projected to be through transit oriented development policies of the OCP. The resulting more compact development pattern in association with pedestrian and cycling infrastructure improvements also reduces GHG production.
	The Town continues to require energy efficient construction standards through the rezoning process.
	The Town has also enacted a Downtown Revitalization incentive program that requires energy efficient construction to qualify for full incentives.
Community-Wide Actions Proposed for 2018	
	As in prior years, our targets for community wide reductions from the OCP remain, along with requirements for rezoning and Downtown Revitalization incentives – at least until Dec 31 <sup>st</sup> .

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	

<b>Broad Planning</b>	
What is (are) your current GHG reduction target(s)?	2011 OCP Bylaw (section 2.3.11) identifies a 28% reduction (from 4.99 to 3.60 tCO <sub>2</sub> e per person) over a 20 year time frame in comparison to the previous OCP.
Are you familiar with your community's community energy and emissions inventory (e.g. CEEI or another inventory)?	No
What plans, policies or guidelines govern the implementation of climate mitigation in your community?	
• Community Energy and Emissions (CEE) Plan	No
• Climate Action Plan	No
• Integrated Community Sustainability Plan	No
• Official Community Plan (OCP)	Yes
• Regional Growth Strategy (RGS)	Yes
• Other:	No
Does your local government have a corporate GHG reduction plan?	No

## 2017 BUILDINGS AND LIGHTING ACTIONS

### Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

<b>Community-Wide Actions Taken in 2017</b>	
<b>Community-Wide Actions Proposed for 2018</b>	

<b>Corporate Actions Taken in 2017</b>	
	New Marina buildings completed in 2017 are heated by electricity instead of natural gas, reducing GHG impact of buildings. They were also built to current energy efficiency standards to minimize utility consumption.
<b>Corporate Actions Proposed for 2018</b>	
	The Town will consider the BC Hydro program for updating streetlights with energy efficient LED fixtures and is reviewing the option of 3000 kelvin LED (warm light) streetlight for the future.

**Building and Lighting**

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Is your local government aware of the BC Energy Step Cost?	Yes
Is your local government implementing the BC Energy Step Code?	Yes

## 2017 ENERGY GENERATION ACTIONS

### Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	

Energy Generation	
Is your local government developing, or constructing:	
• A district energy system	No
• A renewable energy system	No
Is your local government operating:	
• A district energy system	No
• A renewable energy system	No

Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you aware of the Integrated Resource Recovery guidance page on the <a href="#">BC Climate Action Toolkit</a> ?	Yes
Are you familiar with the 2017 " <a href="#">List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?</a> "	Yes

## 2017 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

### Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	
	North East Storm Water Management Plan to monitor surface and ground water flow to support agricultural sensitive areas.
	Anderton Corridor Storm Water Plan to protect downstream agriculture and fish habitat.

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	

Greenspace	
Does your local government have urban forest policies, plans or programs?	Yes
Does your local government have policies, plans or programs to support local food production?	No

## 2017 SOLID WASTE ACTIONS

### Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2017	
	We continue to participate in a pilot project to collect & compost (gore cover aerated) organics, and continue to encourage the Regional District to expand that program here in the Comox Valley.
Community-Wide Actions Proposed for 2018	
	We will continue with the organics pilot with our lobbying of the Regional District.

Corporate Actions Taken in 2017	
	Discussions with Recycle BC for residential recycling.
Corporate Actions Proposed for 2018	
	The Town signed an agreement with Recycle BC for residential recycling.

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

## 2017 TRANSPORTATION ACTIONS

### Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2017	
	We continue to work with the Regional District to implement its Transit Future Plan with the goal of increasing ridership in public transit.
	We completed phase 2 of widening a section of Robb Avenue (for bicycles) and added a sidewalk.
Community-Wide Actions Proposed for 2018	
	We will continue to work with the Regional District to implement its Transit Future Plan.


Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	

Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	No
• Cycling	No
• Transit Use	No
• Electric Vehicle Use	No
• Other (please specify)	No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	No

## 2017 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2017	
	In 2017 we installed 53 new residential water meters many in response to suspected leaks.
	We continued our program of reading meters monthly and contacting high use customers who may have leaks.
Community-Wide Actions Proposed for 2018	
	We will continue to install residential meters and follow up with high use customers to find and fix leaks.

<b>Corporate Actions Taken in 2017</b>	
	New leak detection equipment was purchased by Public Works.
	Billing threshold for high residential use was reduced from 600 m3 to 500 m3 per customer.
<b>Corporate Actions Proposed for 2018</b>	
	Purchasing new water meter software to manage measuring water use and detecting leaks.
	Hiring a consultant to provide a water meter feasibility study, which will address water savings for the Town.
<b>Water Conservation</b>	
Does your local government have water conservation policies, plans or programs?	Yes

## 2017 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

<b>Please identify the THREE climate impacts that are most relevant to your Local Government.</b>	
<ul style="list-style-type: none"> <li>Warmer winter temperatures reducing snowpack</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Changes to temperature and precipitation causing seasonal drought</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Heatwaves impacting population health</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Increased temperatures increasing wildfire activity</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Increased temperatures affecting air quality</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Changing temperatures influencing species migration and ecosystem shifts</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Extreme weather events contributing to urban and overland flooding</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Sea level rise and storms causing coastal flooding and/or erosion</li> </ul>	Yes
Other:	

<b>In 2017 has your local government addressed the impacts of a changing climate using any of the following?</b>	
Risk and Vulnerability Assessments	No
Risk Reduction Strategies	No
Emergency response planning	Yes
Asset management	Yes
Natural/Eco asset management strategies	No

Infrastructure upgrades (e.g. storm water system upgrades)	Yes
Beach Nourishment projects	No
Economic diversification initiatives	No
Strategic and financial planning	Yes
Cross-department working groups	No
OCP policy changes	Yes
Changes to zoning and other bylaws and regulations	Yes
Incentives for property owner (e.g. reducing storm water run-off)	No
Public education and awareness	No
Research	No
Mapping	No
Partnerships	No
Other:	

<b>Climate Change Adaptation Actions Taken in 2017</b>	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
	In 2017 we completed replanting native vegetation along the Lazo foreshore works.
<b>Climate Change Adaptation Actions Proposed for 2018</b>	
<b>For more information please contact:</b>	



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Other	
Are you familiar with the <a href="#">Community Lifecycle Infrastructure Costing Tool (CLIC)</a> ?	Yes
Have you used CLIC?	No

## INNOVATION AND PEER-TO-PEER LEARNING

### Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to repeat an action that has already been listed.

Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider raising their profile through applications to [CEA's Climate and Energy Action Awards](#), [UBCM Climate and Energy Action Award](#), [FCM Sustainable Communities Awards](#) or through submissions to [FCM's National Measures Report](#).

<b>Community-Wide Action</b>
<b>Corporate Action</b>

### Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

#### Mitigation

<b>Programs and Funding</b>
Community Works Funds (Federal Gas Tax transfers through UBCM) for bike lanes, paths & sidewalks Western Economic Diversification Canada (WEDC) and Island Coastal Economic Trust (ICET) for new marina energy efficient buildings.

## Adaptation

### Programs and Funding

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## 2017 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially the [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

*Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for greenhouse gas (GHG) emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.*

### Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2017?	Yes
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	337.35
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	248.8
<b>TOTAL A: CORPORATE GHG EMISSIONS FOR 2017</b>	<b>586.15 tCO<sub>2e</sub></b>

## Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake GCC-supported Option 1 Projects
- undertake GCC-supported Option 2 Projects (community GHG emissions reduction projects that meet project eligibility requirements)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	
178 t of kitchen scraps & 1,604 t of yard waste composted (calculation net of 75% landfill gas recapture standard)	55.43
Low Emission Vehicles	
1,350 km on electric vehicle	0.46
Avoided Forest Conversion	
<b>TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2017</b>	<b>55.89 tCO<sub>2</sub>e</b>

If applicable, please report the names and 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
<b>TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2017</b>	<b>0 tCO<sub>2</sub>e</b>

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2017 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS
3Degrees Group Inc	530.26 tCO2e
<b>TOTAL D: OFFSETS PURCHASED FOR 2017</b>	<b>530.26 tCO2e</b>

**TOTAL REDUCTIONS AND OFFSETS FOR 2017 (Total B+C+D) = 586.15 tCO2e**

### Corporate GHG Emissions Balance for 2017

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

**CORPORATE GHG EMISSIONS BALANCE FOR 2017 = (A – (B+C+D)) = 0 tCO2e**

**If your Corporate GHG Emissions Balance is negative or zero,  
your local government is carbon neutral.  
CONGRATULATIONS!**

If applicable, please record any emissions reductions you will be carrying over for future years and the source of the emissions reductions, including the year they were earned (E.g., Organics diversion, 2016 100 tCO2e).

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
<b>BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR</b>	<b>tCO2e</b>

Carbon Neutral Reporting	
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Does your local government have a climate reserve fund or something similar?	No
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## GCC CLIMATE ACTION RECOGNITION PROGRAM

### Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

**Level 1 – Demonstrating Progress on Charter Commitments:** for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

**Level 2 – Measuring GHG Emissions:** for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community’s energy and emissions inventory (i.e. CEEI)

**Level 3 – Accelerating Progress on Charter Commitments:** for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (i.e: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

**Level 4 - Achievement of Carbon Neutrality:** for local governments who achieve carbon neutrality in the reporting year.

**For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:**

<b>PROJECT NAME:</b>

Based on your local government's 2017 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

Level 1 – Demonstrating Progress on Charter Commitments	
Level 2 – Measuring GHG Emissions	
Level 3 – Accelerating Progress on Charter Commitments	
Level 4 - Achievement of Carbon Neutrality	<b>yes</b>
Not Sure	

## Town of Comox Greenhouse Gas Inventory

Prepared: J Proske May 28, 2018

Town of Comox	Total Town	Emterra	Total	Conversion Factor	tonnes CO2e
<b>2017 GHG inventory</b>					
Gasoline litres	42,027.1	5,065.5	47,092.6 litres	0.00241	113.49
Diesel litres	52,981.2	85,720.0	138,701.2 litres	0.00276	382.82
BioDiesel litres	183.9		183.9 litres	0	-
Nat Gas Gigajoules	553.4		553.4 Gigajoules	0.051	28.22
Propane litres	868.2		868.2 litres	0.00154	1.34
BC Hydro Total of kW.h reported on monthly statements			2,070,020 kW.h	0.000022	45.54
BC Hydro Streetlighting Annual kW.h Totals (kW.h not reported on stmts)			669,910 kW.h	0.000022	14.74
2017 Total					586.15
From 2012 to date Town has purchased more offsets than needed to offset GHGs.		<b>Electric Vehicle emissions saved on 1,350 km in yr</b>		-	0.46
		<b>178.27 t scraps diverted &amp; composted (Gore cover)</b>		-	19.33
		<b>1,604.40 t Yard diverted &amp; composted (Gore cover)</b>		-	36.10
NET Offsets required by Town for 2017					530.26

Break out Emterra emissions for Survey:

12.21
<u>236.59</u>
248.80 GHG Emissions only Emterra
<u>337.35</u> Direct GHG Emissions
586.15 Total

Town of Comox	Total Town	Emterra	Total	Conversion Factor	tonnes CO2e
<b>2016 GHG inventory</b>					
Gasoline litres	37,110.4	4,379.3	41,489.8 litres	0.00241	99.99
Diesel litres	51,719.6	87,007.6	138,727.2 litres	0.00276	382.89
BioDiesel litres	236.8		236.8 litres	0	-
Nat Gas Gigajoules	437.2		437.2 Gigajoules	0.051	22.30
Propane litres	425.0		425.0 litres	0.00154	0.65
BC Hydro Total of kW.h reported on monthly statements			1,949,339 kW.h	0.000022	42.89
BC Hydro Streetlighting Annual kW.h Totals (kW.h not reported on stmts)			669,910 kW.h	0.000022	14.74
2016 Total					563.45
From 2012 to date Town has purchased more offsets than needed to offset GHGs.		<b>Electric Vehicle emissions saved on 3,144 km in yr</b>		-	0.46
		<b>175 t scraps diverted &amp; composted (Gore cover)</b>		-	18.98
		<b>1,543.9 t Yard diverted &amp; composted (Gore cover)</b>		-	34.72
NET Offsets required by Town for 2016					509.29

Town of Comox	Total Town	Emterra	Total	Conversion Factor	tonnes CO2e
<b>2015 GHG inventory</b>					
Gasoline litres	32,311.1	4,909.9	37,221.1 litres	0.00241	89.70
Diesel litres	55,368.8	88,742.7	144,111.5 litres	0.00276	397.75
BioDiesel litres	166.1		166.1 litres	0	-
Nat Gas Gigajoules	368.0		368.0 Gigajoules	0.051	18.77
Propane litres	611.8		611.8 litres	0.00154	0.94
BC Hydro Total of kW.h reported on monthly statements			1,917,824 kW.h	0.000022	42.19
BC Hydro Streetlighting Annual kW.h Totals (kW.h not reported on stmts)			668,480 kW.h	0.000022	14.71
2015 Total					564.06
		<b>Electric Vehicle emissions saved on 3,144 km in yr</b>		-	1.06
		<b>150 t scraps diverted &amp; composted (Gore cover)</b>		-	76.10
		<b>1,280.6 t Yard diverted &amp; composted (Gore cover)</b>		-	115.30
NET Offsets required by Town for 2015					371.60

Town of Comox	Total Town	Emterra	Total	Conversion Factor	tonnes CO2e
<b>2014 GHG inventory</b>					
Gasoline litres	30,888.7	3,605.0	34,493.7 litres	0.00241	83.13
Diesel litres	58,384.4	88,235.6	146,620.0 litres	0.00276	404.67
BioDiesel litres	299.2		299.2 litres	0	-
Nat Gas Gigajoules	648.6		648.6 Gigajoules	0.051	33.08
Propane litres	733.6		733.6 litres	0.00154	1.13
BC Hydro Total of kW.h reported on monthly statements			1,679,693 kW.h	0.000022	36.95
BC Hydro Streetlighting Annual kW.h Totals (kW.h not reported on stmts)			666,960 kW.h	0.000022	14.67
2014 Total					573.64
In April 2014 we purchased 1,200 more MICO2e offsets from 3Degrees to offset future years 2014 onward as required		<b>Electric Vehicle emissions saved on 2,073 km in yr</b>		-	0.70
		<b>125 t scraps diverted &amp; composted (Gore cover)</b>		-	92.90
		<b>1,479 t Yard diverted &amp; composted (Gore cover)</b>		-	133.10
NET Offsets required by Town for 2014					346.94

Town of Comox	Total Town	Emterra	Total	Conversion Factor	tonnes CO2e
<b>2013 GHG inventory</b>					
Gasoline litres	27,657.739	4,207.240	31,864.979 litres	0.00241	76.79
Diesel litres	57,835.100	85,560.300	143,395.400 litres	0.00276	395.77
BioDiesel litres	966.200		966.200 litres	0	-
Nat Gas Gigajoules	991.600		991.600 Gigajoules	0.051	50.57
Propane litres	233.351		233.351 litres	0.00154	0.36
BC Hydro Total of kW.h reported on monthly statements			1,679,693 kW.h	0.000022	36.95
BC Hydro Streetlighting Annual kW.h Totals (kW.h not reported on stmts)			665,600 kW.h	0.000022	14.64
2013 Total					575.09
In April 2013 we purchased 1,300 MICO2e offsets from 3Degrees to offset our 2012 & 2013 corp emissions (1,015t =607+408)		<b>Electric Vehicle emissions saved on 4400 km in yr</b>		-	1.48
		<b>100t scraps diverted &amp; composted (Gore cover)</b>		-	87.50
		<b>871t Yard diverted &amp; composted (Gore cover)</b>		-	78.40
NET Offsets required by Town for 2013					407.71



**TOWN OF COMOX**  
**Regular Council Meeting**

REPORT TO COUNCIL  
 Meeting Date: May 15, 2019

<b>TO:</b> Mayor and Council	<b>FILE:</b> 5280-14
<b>FROM:</b> Alex Bissinger, Councillor	<b>DATE:</b> May 10, 2019
<b>SUBJECT:</b> Declaring a Climate Emergency	

**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.

**BACKGROUND**

In October of 2018 the Intergovernmental Panel on Climate Change (IPCC) published a special report on global warming of 1.5°C. The report highlights a number of climate change impacts that could be avoided by limiting global warming to 1.5°C compared to 2°C, or more.

In response to the IPCC report a number of local governments have started a climate emergency initiative. As of last week the following Canadian municipalities have declared a Climate Emergency:

- Vancouver, BC - Jan.26, 2019
- Halifax, NS - Jan26, 2019
- Mahone Bay, NS - Feb.12, 2019
- Capital Region District (13 municipalities, 3 Electoral Areas), S Vancouver Island - Feb.13, 2019
- Edmunston, NB - Feb.19, 2019
- Powell River, BC - Feb.21, 2019
- Kingston, ON - Mar.6, 2019
- Richmond, BC - Mar.25, 2019
- Hamilton, On - Mar.27, 2019
- Charlottetown, PEI - Apr. 8, 2019
- Nanaimo, BC- Apr. 29, 2019

In 2011 the Town of Comox was participatory to the CV sustainability Strategy, and the Town of Comox is one of more than 175 municipal signatories to the BC Climate Action Charter. Under this charter, the Town of Comox agreed to develop strategies and take actions to achieve the following goals:

Being carbon neutral in respect of their operations by 2012 (solid waste facilities regulated under the Environmental Management Act not included);  
Measuring and reporting on their community's GHG emissions profile; and  
Creating complete, compact, more energy efficient urban communities.

Since then the Town has done many things to contribute to GHG reductions including being part of the Climate Action Revenue Incentive Program (CARIP) and achieving carbon neutrality since 2017, creating an OCP that focuses on densification with the goal of having all residences within 400m of a public transit stop, creating bike lane in main transportation corridors, collaborating on electric vehicle charging station network, collecting of curbside organics through the pilot project, increasing air quality legislation, creating the NE Stormwater Management plan, and more.

The goal of the declaration of a Climate Emergency is the urgency and recognition that collectively our actions have not been sufficient to meet our previous climate targets and that we must redouble our efforts to attain the IPCC target of no more than 1.5°C rise in global temperature.

A Declaration of Climate Emergency is NOT the same as a Declaration of a State of Local Emergency and does NOT give the municipality emergency powers under the Provincial Emergency Program Act.

A declaration of climate emergency should entail an assessment of our current operations and policies in relation to GHG emissions and the setting of specific targets and timeline to achieve those targets. The Town would need to dedicate financial and staff resources to the creation of an action plan.

In our strategic planning session, it was determined our 6th immediate priority was a climate change adaptation project, and creating an Climate Action Plan, review of our policies and creation of a joint Long Range Planning and Sustainability Manager for the Comox Valley could be the actions related to our strategic goal.

Reference: [Comox Valley Sustainability Strategy](#)

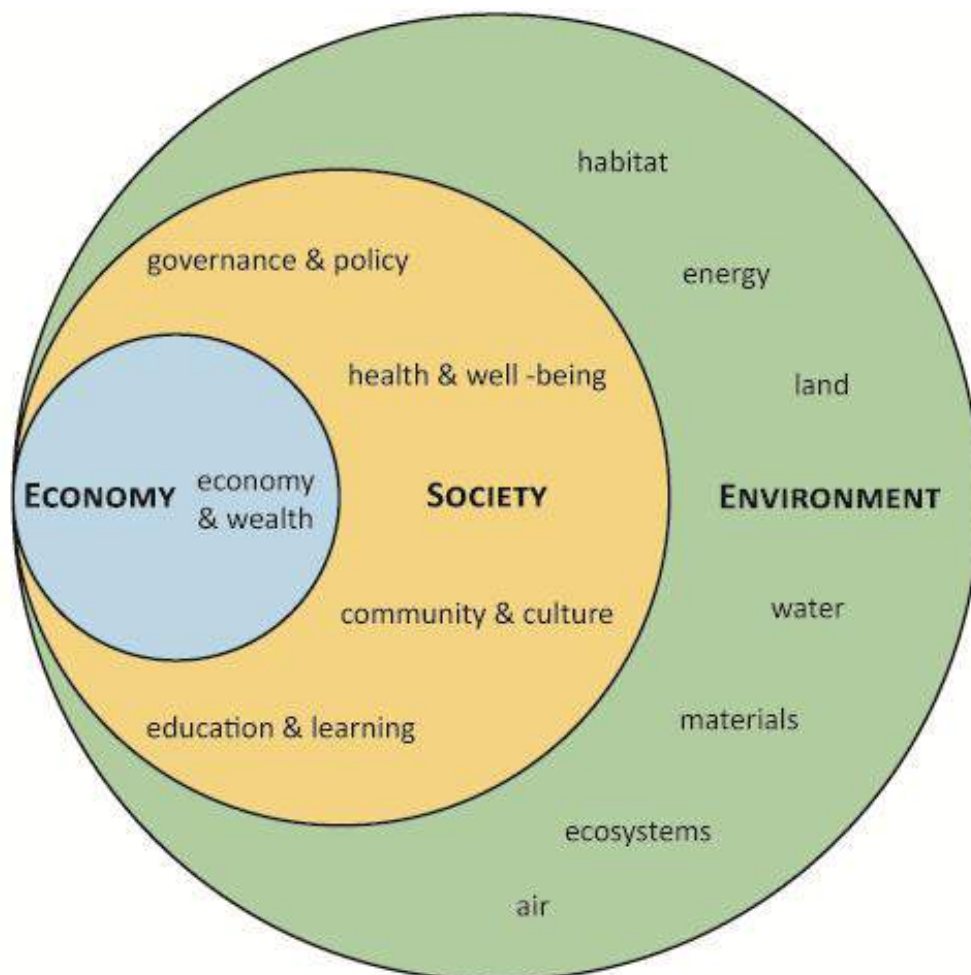
*ATTACHED: SECTION 2.3.9 OF THE TOWN OF COMOX OCP – PLANNING FOR SUSTAINABILITY  
SECTION 2.4 OF THE TOWN OF COMOX OCP - INFRASTRUCTURE*

### 2.3.9 Planning for Sustainability

Each day communities make choices about social policy, health delivery, educational strategies, economic initiatives, environmental management, resource allocation, land use, transportation, public works, housing and so on. Each decision is critical to sustaining and improving local quality of life. Community sustainability planning aims to recognize how these and other elements are connected to form a vibrant, resilient community.

Sustainability is a process, rather than a static outcome. Sustainability represents the relationships and interdependencies between the economy, society and the ecosystem and illustrates that one of these three aspects cannot be successfully addressed without consideration of the others. All are inextricably intertwined (see Figure 5, following).

Figure 5 - 3 Spheres of Sustainability



### *2.3.10 Climate Change*

In 2007, the Intergovernmental Panel on Climate Change (IPCC) published its fourth assessment on climate change findings, entitled Climate Change 2007. The IPCC concluded that:

- Average global temperatures are increasing as compared to historical records
- These changes are largely caused by the “heat-trapping” effect resulting from the increasing concentrations of greenhouse gas (GHG) emissions
- Human activities are the primary sources of these increases in emissions.

There are a variety of ways in which the Town of Comox may be affected by climate change. Some are physical changes such as warmer temperatures on land with resulting changes to vegetation. The bioclimatic zone may change if some tree species and vegetation are stressed due to warmer temperatures resulting in other species migrating north.

A second aspect of climate change is warmer ocean temperatures and a rise in sea levels. Driving mechanisms that contribute to a rise in sea level include increased ocean volumes due to the melting of mountain glaciers, ice caps and continental ice sheets. Increased ocean volumes will result from thermal and salinity effects on water density. The Intergovernmental Panel on Climate Change has estimated a sea level rise of between 0.18 metres and 0.59 metres by 2100 although more recent research indicates a much greater rise is likely.

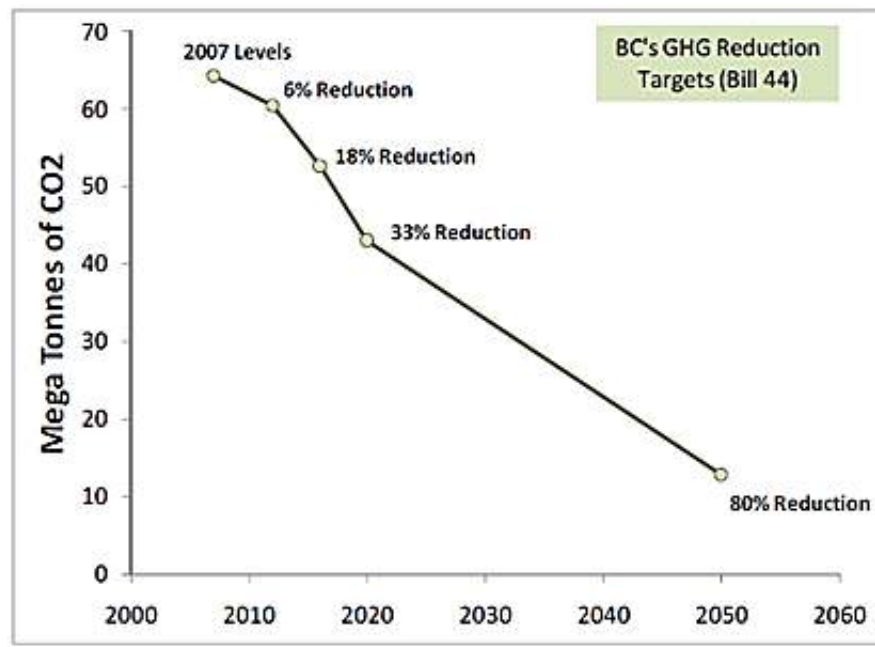
The Government of Canada and the Province of B.C. have identified other potential effects of climate change. They include more extreme heat events, an increased frequency and intensity of storms (including more intense tidal surges), changes in precipitation (i.e. more intense rainfalls with higher peak flows), increased acidity levels, reduced atmospheric protection, all of which could have far reaching effects on the food supply and human health. Proactive approaches to address these changes include increased on-site storage of water, reducing impervious surfaces and increasing flood construction levels and foundation protection measures for new development along low lying coastal areas.

The potential impacts of future climate change on human health are both direct (e.g. changes in temperature-related morbidity and mortality) and indirect (e.g., shifts in vector-borne diseases). Climate change poses significant challenges to an aging population. Some aspects of climate change may lead to adaptive behaviour and positive outcomes. This could include a longer growing season, higher agricultural productivity, a Mediterranean climate and lower heating costs.

### 2.3.11 Reduction of Green House Gas (GHG) Emissions

GHG emissions are a major concern as they are widely considered to be a major driver in climate change. The Province of B.C. has committed to reducing greenhouse gas emissions by 80% below 2007 levels by 2050<sup>10</sup>. These two targets are stated in Bill 44 (see Figure 6, following).

Figure 6 - BC's GHG Reduction Targets (Bill 44)<sup>11</sup>



The Province has required local governments to establish GHG emissions reduction targets, and include policies and actions indicating how they will achieve them under section 877(3) of the *Local Government Act*.

The Town of Comox is one of more than 175 municipal signatories to the BC Climate Action Charter. Under this charter, the Town of Comox agreed to develop strategies and take actions to achieve the following goals:

- Being carbon neutral in respect of their operations by 2012 (solid waste facilities regulated under the Environmental Management Act not included);
- Measuring and reporting on their community's GHG emissions profile; and
- Creating complete, compact, more energy efficient urban communities.

<sup>10</sup> Bill 44 enacts the *Greenhouse Gas Reductions Targets Act*, which establishes greenhouse gas reductions for 2020 and 2050 in relation to greenhouse gas emissions for British Columbia generally.

<sup>11</sup> From "Ministry of Community and Rural Development: Inventories, Targets and Actions" report, 2009.

The Federation of Canadian Municipalities has estimated that **close to 50% of the Canada's GHG emissions can be influenced by decisions made by municipal governments.** There are multiple actions that can be taken to reduce municipal corporate and community emissions. Some have more impact than others. In particular, considerable emissions reductions can be achieved through making appropriate land-use planning choices.

There is also an economic aspect to the reduction of carbon emissions. BC already has a carbon tax although the amount is a modest \$20.00/tonne. Communities that pursue low carbon growth will avoid the carbon penalties governments will increasingly seek to impose in a more carbon constrained future. The challenge in addressing GHG emissions is the fact they do not respect geographical or national boundaries. Success will require a comprehensive approach at the local, national and international levels.

In preparing the Plan, the greenhouse gas implications of the existing land use pattern of the Town of Comox were compared against future land use policies as proposed. The model translated the existing and future land use patterns into greenhouse gas emissions across four sectors:

#### **2.3.11.1 BUILDINGS**

- CO<sub>2</sub> emissions from heat and electricity demands of detached dwellings, attached dwellings, low-rise apartments and high-rise apartments.
- CO<sub>2</sub> emissions from heat and electricity demands of commercial buildings.
- CO<sub>2</sub> reductions resulting from more energy efficient building practices.
- CO<sub>2</sub> emission reductions in future land use scenarios where higher densities enhance the viability of renewable energy systems.

#### **2.3.11.2 TRANSPORTATION**

- CO<sub>2</sub> emitted from private vehicles based on the total vehicle trips and average trip distance.
- CO<sub>2</sub> reductions from the introduction of fuel efficiency standards.
- CO<sub>2</sub> reductions from modal shifts from automobiles to walking and public transit. This is based on the population within walking distance of common destinations and transit bus stops.
- CO<sub>2</sub> emitted from the transportation of imported food.

#### **2.3.11.3 WASTE**

- CO<sub>2</sub> emitted from waste disposal sites.
- CO<sub>2</sub> emitted from the treatment of liquid waste at centralized treatment facilities.

#### 2.3.11.4 BIOMASS

- CO<sub>2</sub> absorption from forest cover
- CO<sub>2</sub> emissions from farming practices, including machinery and livestock. In this exercise, however, emissions from Biomass were not considered in order to be consistent with the Ministry of Environment's Community and Emissions Inventory.

Three scenarios were considered with the baseline representing current conditions. The Business as Usual and Transit-Oriented Development scenarios were compared to the baseline. The population growth was distributed in the Town in the Business as Usual according to the previous OCP. In the Transit-Oriented Development scenario, dwellings were distributed according to the Plan (i.e. this OCP). A time frame of 20 years leading to a population of 19,780 was used in each case.

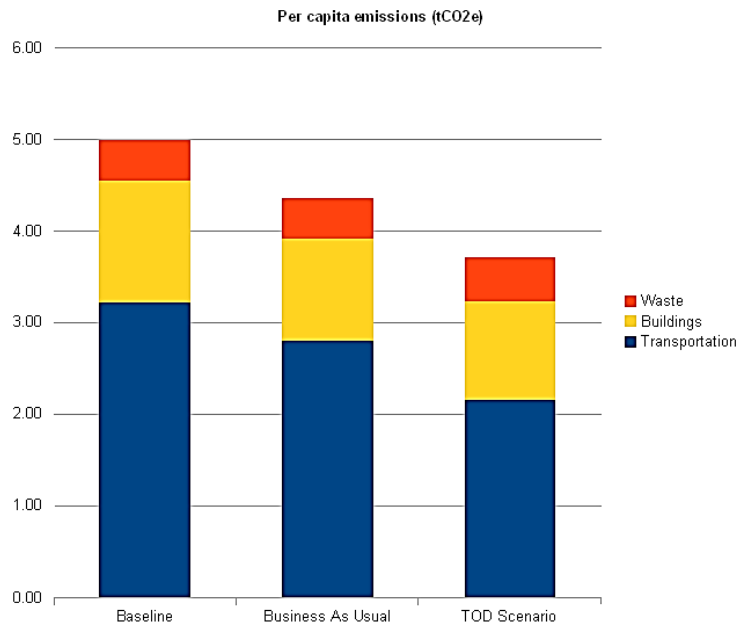
Although an increase in absolute emissions will occur in either scenario due to a projected population increase, the increase is much lower in the Transit-Oriented Development scenario. Per capita emissions decrease from the baseline to the Transit-Oriented Development scenario by 28%, from 4.99 tCO<sub>2</sub>e per person to 3.60 tCO<sub>2</sub>e. The most significant reduction occurs in transportation, as accessibility to public transit and use increase significantly. This assumes that with a more compact land use pattern and customer base, B.C. Transit will respond with an increased frequency of transit service. Other GHG reductions will occur due to improved pedestrian access, cycling routes and lanes and their proximity to commercial and other services.

Emissions from buildings are also reduced in the Transit-Oriented Development scenario due to an increase in the proportion of dwellings with shared walls and smaller footprints such as townhouses and apartments. Emissions from waste increase proportionately with the population; a further reduction would occur if methane capture is installed in the waste disposal site. This is an issue outside of the scope of the Plan but could be pursued by the CVRD.

The following Figure 7 illustrates the anticipated reduction in GHG emissions in the Plan.

In addition to a significant reduction in GHG emissions, the Transit-Oriented Development scenario offers other equally significant benefits. More efficient use of existing infrastructure will enable scarce tax dollars to go further. In addition, the changing needs of Comox can be addressed while respecting and avoiding development in environmentally sensitive areas.

Figure 7 - Comox per capita Emissions



Natural areas provide numerous social, environmental and economic benefits. Notwithstanding the intrinsic worth of natural ecosystems, numerous studies have attempted to measure the economic value and benefits attributed to trees, ecosystems and the services they provide. Many of these are “free” services, in the sense that they often provide a measurable economic benefit to people as a result of maintaining natural processes on the landscape. Some examples of these benefits include:

#### 2.3.11.5 ENVIRONMENTAL BENEFITS

- Carbon dioxide sequestration and emission reductions associated with decreased energy demands for heating and cooling;
- Improved air quality (absorption of pollutants, interception of particulates, oxygen release, ground level ozone reduction);
- Preservation of water quality (rainwater interception and storage, reduced runoff volumes; soil infiltration, filtration of overland and subsurface contaminants, wastewater treatment and recycling);
- Flood and drought mitigation;
- Erosion protection, soil conservation, slope stability;
- Weather and climate moderation (shading, windbreaks, reduction of urban heat island effect);
- Wildlife (provision of habitat, maintenance of biodiversity, protection of species at risk, pest control);
- Natural ‘green’ infrastructure (corridors, patches and linkages).

### 2.3.11.6 ECONOMIC BENEFITS

- Energy savings and reduced heating and cooling costs;
- Increased property values;
- Stormwater management (reduced treatment loads and infrastructure requirements);
- Wastewater management (natural filtration of overland and subsurface contaminants);
- Increased commercial activity (shoppers spend more time, take more trips and will spend more money in commercial districts with trees);
- Increased recreation/tourism opportunities.

Public education will play a vital role in determining the extent of reducing GHG emissions and conservation measures in general. Public education can include local, regional, provincial, national and global elements.

### 2.3.12 *Environment Objectives*

1. To balance the demand for development with the need to protect and maintain a healthy environment;
2. To identify, protect and enhance environmentally sensitive aquatic areas and terrestrial areas;
3. To encourage public stewardship of natural areas on private lands;
4. To preserve and enhance the scenic and environmental values of the waterfront;
5. To ensure that the natural environment is protected during the subdivision and development review processes.

### 2.3.13 *Environment Policies*

- a. The areas to which these policies pertain are noted on *Map 4 - Sensitive Ecosystem Inventory and Ecological Features* as documented by the CVRD and other sources.
- b. Riparian areas are included in *Development Permit Area #7 – Riparian Areas (DPA #7)*. The objectives and guidelines for DPA #7 are specified in Part 3 and the map showing areas designated in DPA #7 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.

- c. Georgia Strait waterfront environmentally sensitive areas are included in *Development Permit Area #8 – Waterfront Environment (DPA #8)*. The objectives and guidelines for DPA #8 are specified in Part 3 and the map showing areas designated in DPA #8 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- d. Georgia Strait Aquatic environmentally sensitive areas with a significant upland component are included in *Development Permit Area #9 – Upland Environment (DPA #9)*. The objectives and guidelines for DPA #9 are specified in Part 3 and the map showing areas designated in DPA #9 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- e. The protection of Bald Eagle and Great Blue Heron nesting sites and perching trees is provided in *Development Permit Area #10 – Eagle & Great Blue Heron Nesting Sites/Perching Trees (DPA #10)*. The objectives and guidelines for DPA #10 are specified in Part 3 and the map showing areas designated in DPA #10 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- f. Areas providing for wildlife movement within the Town of Comox are identified in *Development Permit Area #11 – Wildlife Corridor (DPA #11)*. The objectives and guidelines for DPA #11 are specified in Part 3 and the map showing areas designated in DPA #11 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.

- g. *Development Permit Area #12 – Garry Oak Habitat* (DPA #12) identifies areas of Garry Oak habitat. The objectives and guidelines for DPA #12 are specified in Part 3 and the map showing areas designated in DPA #12 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- h. *Development Permit Area #13 – Hazardous Areas* (DPA #13) identifies areas subject to potential hazards. The objectives and guidelines for DPA #13 are specified in Part 3 and the map showing areas designated in DPA #13 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- i. Marine Foreshore Areas are identified in *Development Permit Area #14 – Marine Foreshore* (DPA #14). The objectives and guidelines for DPA #14 are specified in Part 3 and the map showing areas designated in DPA #14 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- j. *Development Permit Area #16 – Energy and Water Conservation and Reduction of Greenhouse Gas Emissions* (DPA #16) is for the purposes of energy and water conservation and the reduction of greenhouse gases. The objectives and guidelines for DPA #16 are specified in Part 3 and the map showing areas designated in DPA #16 is contained in Part 5. In these areas, the property owner or authorized agent must first obtain a development permit prior to 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 920 of the *Local Government Act* unless exempted in this OCP under Section 919.1 (4) of the *Local Government Act*.
- k. External third party 'green building' certification will be sought for mixed use, commercial, and residential development at the time of rezoning in order to encourage energy and water conservation, solid waste reduction, attenuation of water run-off, and the reduction of GHG emissions. Third party 'green building' certification programs include BuiltGreen™ and Leadership in Energy and Environmental Design (LEED) Green Building Rating System™.

- l. The Town supports the Regional Growth Strategy objective of addressing environmental protection and policies around the principles of precaution, connectivity and restoration.
- m. The Town encourages the use of best management practices that reduce negative impacts of sedimentation on streams, vegetated areas and municipal works resulting from development and construction activity;
- n. New development within environmentally sensitive areas may be limited or prohibited. If new areas are incorporated into the Town, additional environmentally sensitive areas may be identified;
- o. The retention of pockets of natural areas is encouraged in new development areas.
- p. New developments may be required to demonstrate that post-development storm water flows will not have a negative impact on ground water that flows into Lazo Conservation Area or on fish habitat;
- q. The Town will consider expanding the scope of Tree Management and Protection Bylaw to include protection of mature trees in areas zoned for residential or mixed use development.
- r. The Town will work with the CVRD to develop consistent terminology for conservation planning.
- s. The Town will work with the CVRD to support shared regional environmental mapping and address ecosystem inventory gaps concerning species at risk, terrestrial ecosystems, detailed stream/wetland mapping, stand condition/tree cover assessment and wildlife movement corridors.
- t. The Town will consider changes to the Flood Plain Bylaw to address the impact of climate change.
- u. The Town will give consideration to reduced development cost charges for developments that provide a significant reduction in off- site infrastructure impacts when updating its Development Cost Charge Bylaw.
- v. Trails and walkways should be located above the natural boundary without encroaching on the natural foreshore or beach areas.
- w. Any required erosion protection measures should take place above the natural boundary.
- x. Parking areas in multi-family, commercial and institutional/public assembly developments where appropriate must incorporate oil separators to remove oil wastes from the water.
- y. To consider the development of an Urban Forest Management Strategy with a long term objective of increasing forest canopy cover including parkland, boulevard trees along roadways and on private land. Such a strategy would encourage the protection, planting and replacement of trees, primarily through public education and an expanded tree protection bylaw. Such a strategy would also be able to demonstrate how the Town will achieve Zero Net Deforestation, assess and track tree cover and enhance connectivity between forested areas.

THIS CONSOLIDATED OFFICIAL COMMUNITY PLAN BYLAW IS FOR CONVENIENCE PURPOSES ONLY AND SHOULD NOT BE USED FOR LEGAL OR INTERPRETIVE PURPOSES WITHOUT REFERENCE TO THE ORIGINAL BYLAW AND AMENDING BYLAWS.

## 2.4 Infrastructure

## **2.4.1 Transportation**

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This Plan takes a comprehensive approach to transportation. While recognizing the importance of private vehicle traffic, the Plan's objectives and policies encourage alternative forms of transportation. This section sets out objectives and policies in relation to: roads, transit, truck routes, parking, bikeways and pedestrians. These objectives and policies support the land use designations in *Map 1 – Land Use Designations*.

The Plan will require limited new road infrastructure except as required for 'greenfield' development by developers. The volume to capacity of the road system is generally low and the pace of redevelopment will generally be slow and incremental. This will enable a shift in favour of bikeway, pedestrian and transit infrastructure improvements.

### **2.4.1.1 General Transportation Objectives**

1. To facilitate a more compact land use pattern in Comox through the provision of appropriate multi-modal infrastructure; and
2. To reduce dependence on private motor vehicles and increase transportation choice through public transit, walking and bicycling.

### **2.4.1.2 General Transportation Policies**

- a. In general, priority will be given to pedestrians, cyclists and public transit when planning public realm improvements.
- b. The Town will work together with the K'ómoks First Nation to address transportation issues (vehicular, bicycle and pedestrian safety and connectivity) that directly affect both jurisdictions including Comox Road and Glacier View Road/Back Road.

### **2.4.1.3 Roads – Objectives**

1. To improve mobility and access for local travel by Comox residents;
2. To protect and enhance the functions of the road network;
3. To minimize intrusion of major traffic flows into neighbourhoods;
4. To develop a bicycle network to accommodate the safe use of roads by bicyclists; and
5. To enhance transit usage and service levels by accommodating additional development within walking distance of public transit and through the provision of age-friendly planning initiatives.

#### 2.4.1.4 Supporting Policies for Roads

- a. The road network consists of a classification of arterial, major collector, minor collector and local roads shown on *Map 5 – Road Network*. Downtown Comox refers to the portion of Comox Avenue with an arterial function but with constrained capacity. Ministry of Transportation responsibility refers to roads adjacent to or outside the Town of Comox whose responsibility for construction and maintenance rests with the Province of B.C.
- b. The road network as shown on *Map 5 – Road Network* is designed to service future anticipated growth and infill requirements to the year 2031 and beyond, providing a continuous and efficient road system. This network provides mobility and access through a hierarchy of arterial, major and minor collector, and local roads.
- c. The arterial and collector road network is based upon a rectangular grid system and this principle must be used in evaluating future amendments to the road network.
- d. The following principles must be used in determining the acceptability of new road dedications at time of subdivision:
  - i. within areas designated Downtown Comox, Commercial or Mixed Use: Commercial-Residential on *Map 1 – Land Use Designations*, the local road network must be based on a rectangular grid system; and
  - ii. within areas designated Residential on *Map 1 – Land Use Designations*, the local road network need not be based on a rectangular grid network but must provide for a high degree of connectivity with a limited reliance on cul-de-sacs and crescents.
- e. The use of the road network by multiple users is encouraged. This includes private and transit vehicles, cyclists, and pedestrians.
- f. The Transit Network on *Map 6 – Bus Routes* shows a 400 metre distance from transit routes. In this area residential redevelopment and infill and Mixed Use: Commercial-Residential and Commercial redevelopment in accordance with *Map 1 - Land Use Designations* will be considered.
- g. The Town will work with B.C. Transit to enhance the transit system through increased frequency of service and age-friendly planning. The Plan encourages pedestrian oriented mixed use redevelopment and residential redevelopment and infill within walking distance of transit routes to enhance transit ridership.
- h. The Town will work with B.C. Transit to provide direct connectivity between Downtown Comox, 19 Wing Comox and the Comox Valley Regional Airport over time as additional development takes place along Pritchard Road.
- i. The Town will work with B.C. Transit, the K'ómoks First Nation, and the City of Courtenay toward better transit service between Downtown Comox and Downtown Courtenay, including a transit stop on the K'ómoks IR 1.
- j. The Town will work with B.C. Transit toward securing a transit exchange in Downtown Comox.

- k. On collector roads, parking may be on one side only in order to accommodate bicycle traffic.
- l. Neighbourhood roads must provide safe and at the pedestrian level visually interesting and attractive street environments and where practical, convenient route connections and integration with greenways and the bikeway network.
- m. Sidewalks are required for all new developments in accordance with the Town's standards.
- n. The Town may require street trees in all new subdivisions upon completion of construction of 80% of the houses within each subdivision.
- o. The Town may vary road pavement width standards for local roads to improve boulevard design, increase on-site water retention and create more sustainable neighbourhoods.
- p. Access to arterial roads shall be limited in order to protect their traffic capacity. New detached housing, duplex and triplex lots shall not have direct access to arterial roads unless alternative access is impractical.
- q. Existing sidewalks and walkways may be enhanced as greenways through tree plantings and boulevard widening, where appropriate.
- r. The unconstructed Cottonwood Lane will be used as a greenway by pedestrians and cyclists and will not be used for vehicular access beyond that which already exists.
- s. Stewart Street will serve as an important pedestrian and cycling route between Central and Downtown Comox. In order to maintain the existing ambiance, Stewart Street between Cedar and Balsam Avenues will not be opened up to vehicular traffic.

#### *2.4.1.5 Truck Routes*

The movement of goods by truck is a feature of modern life. Within Comox, truck traffic originates locally (e.g. local industries, 19 Wing Comox). From outside Comox, truck traffic originates from major transportation corridors such as the Island Highway and Powell River ferry crossing and from nearby destinations in the City of Courtenay. It is important to provide truck routes within the Town of Comox to ensure safe, efficient and direct truck movements and to minimize their impact on residents.

#### *2.4.1.6 Truck Routes – Objectives*

1. To direct truck traffic along major routes most suited to provide access for trucks within the Town of Comox and from points outside the Town.
2. Where possible, to minimize the intrusion of trucks into residential areas.

#### *1.17.5.5 2.4.1.7 Supporting Policies for Truck Routes*

- a. Designated Truck Routes consist of those arterial and major collector roads highlighted on *Map 8 – Truck Routes*.

- b. All trucks are required to remain on designated truck routes until reaching a point that minimizes the travel distance on other roads to reach the truck's local delivery or collection location.

#### *2.4.1.8 Parking*

The Plan anticipates by 2031, over three quarters of all development will be within 400 metres of existing transit routes. With transit friendly redevelopment and increased service levels, some reduction of parking requirements may be warranted. This will need to be monitored over time.

Previous studies have determined parking demand is currently satisfied in Downtown Comox, with only the mall nearing capacity during peak demand periods. Additional parking facilities will be required to accommodate future development. Future demand can be satisfied through private on-site parking and, possibly, by community parking facilities. Retaining on-street parking in Downtown Comox is important, both for shoppers and businesses. However some reduction in on-site parking will occur due to exclusive uses such as drop-off zones, loading zones, and taxi zones as well as competing uses such as crosswalks, driveways and driveway approaches (with associated setbacks).

Recognizing the negative effects excessive parking areas can have on the aesthetics of Downtown and the cost of development, the Town's requirements for on-site parking will remain low compared to provincial standards. This is intended to promote alternative transportation and to encourage a more attractive and sustainable Downtown.

#### *2.4.1.9 Parking Objectives*

1. To ensure the continued availability of sufficient parking for residents and businesses; and
2. To avoid or mitigate the negative impacts of parking on aesthetics and livability.

#### *2.4.1.10 Supporting Policies for Parking*

- a. The Town may monitor the availability and convenience of parking for shoppers and people doing business in Downtown Comox in order to update parking regulations and facilities in response to changing needs.
- b. Surface parking areas should be landscaped.
- c. Underground parking is preferred for new Multi-family Residential, Downtown Comox and major Mixed Use: Commercial-Residential developments.
- d. The Town will consider a reduction in parking requirements within new developments, if dedicated spaces are provided for car-sharing.

- e. In Mixed Use: Commercial-Residential and other major developments within 400 metres of a transit route, the Town will consider a reduction of parking requirements subject to the provision of a parking study by an engineer or planner with expertise in transportation planning.
- f. The Town may consider joint ventures with developers for providing additional underground parking.
- g. The boundaries and configuration of the existing adjacent parking for marina and Marina Park users may change over time to accommodate improvements in road access, public open space, the waterfront walkway and marina-based activities, provided there is no net loss of 'green' space in Marina Park.

#### *2.4.1.11 Bikeways*

The use of bicycles is an important component of the Town of Comox transportation plan. Better facilities for cyclists encourage a greater use of bicycle travel, which potentially leads to reduced dependence on motor vehicles, better air quality and less need for parking.

Bikeways refer to bicycle lanes, routes and where appropriate, off-street trails. Bicycle routes are integrated with motor vehicle traffic and identified by signs posted along the road. Bicycle lanes are physically delineated from motor vehicle traffic with a painted line and identified by bicycle signs within the bike lane. Off-street trails are physically separated from roads and are intended to accommodate pedestrians and, where appropriate, cyclists.

The Town of Comox Bicycle Plan (1995) provided the initial emphasis for bicycle routes and lanes. These were chosen on the basis of their proximity to significant bicycle destination points, and their ability to meet the needs of each user group. The proposed network received strong support from the public. The Comox Valley Cycling Plan prepared for the Comox Valley Cycling Task Force in 2007 examined local, regional and provincial plans. The goal of the Cycling Plan was to make cycling a safer and more enjoyable experience throughout the CVRD by helping standardize terminology and design. The bikeway objectives and policies are intended to support the Town of Comox Bicycle Plan and the Comox Valley Cycling Plan. The importance of bikeways was confirmed in the Town of Comox 2011 Comprehensive Traffic Plan by the Boulevard Transportation Group.

#### *2.4.1.12 Bikeways – Objectives*

- 1. To promote a safe bicycling environment through a network of bicycle lanes, routes and off-street trails;
- 2. To ensure the varying needs of different types of cyclists – recreational/tourist; commuter, and competitor - are considered;
- 3. To encourage more people to use bicycles;

4. To provide good connectivity within the Town to all neighbourhoods and to Downtown Comox for recreational users and commuters;
5. To provide good connectivity between the Town of Comox and the City of Courtenay along Comox Avenue and Guthrie Road; and
6. To encourage developments to provide facilities to accommodate and facilitate the use of bicycles.

#### *2.4.1.13 Supporting Policies for Bikeways*

- a. The bikeway network is shown on *Map 7 – Bicycle Network*. The bicycle network consists of existing and proposed bicycle lanes and routes. Map 7 should be viewed in conjunction with *Map 3 – Parks, Trails and Open Space* which shows off-street trails suitable for use by pedestrians and where appropriate cyclists. Bicycle lanes, trails and off-street trails are defined in Section 1.8 of the Plan. The bicycle network is designed to accommodate the needs of cyclists for commuting, recreation and other purposes.
- b. The Town of Comox will provide signage on those roads shown on the Bicycle Network to encourage their use by cyclists and to advise motorists.
- c. Bicycles are permitted on other local roads not shown on *Map 7 – Bicycle Network*.
- d. Additional land to accommodate a safe bicycling environment may be required at subdivision or obtained at time of rezoning.
- e. **Where practical, bicycle lanes, routes, trails and paths must be continuous, providing an unbroken path to and from destination points and connecting with other bikeways.**
- f. **New residential developments** and redevelopments are encouraged to include secure bicycle storage to facilitate the increased use of bicycles.
- g. Businesses are encouraged to provide temporary bicycle parking for customers and secure storage for employees to facilitate the increased use of bicycles.
- h. Large developments are encouraged to provide temporary bicycle parking for customers and secure storage as well as shower/change rooms for employees to facilitate the increased use of bicycles. Expansion of the allowance for the provision of bike parking and storage and support facilities in lieu of vehicle parking will be considered.
- i. Because of the frequency of archaeological deposits along Lazo Road; the existing character of Lazo Road, Knight Road between Lazo Road and Pritchard Road, and Kye Bay Road; and because of the low density in the area of these roads, there is no expectation of widening Lazo Road, Knight Road or Kye Bay Road to provide a wider shoulder along the length of these roads.
- j. The off-street trail along Lazo Road from Torrence Road to Knight Road is intended to accommodate the needs of recreational cyclists and pedestrian.
- k. The Town will consider the phased implementation of the bicycle network through its annual capital budget and at the time of major road reconstruction.

- i. To the degree practical, the first stage of implementation of the bicycle network must focus on bicycle routes. Due to the need for continuous routes, implementation of the bikeway network may be based on completing one or more specific routes at a time.

#### *2.4.1.14 Pedestrians*

The needs of pedestrians are addressed throughout the Plan. They include Age Friendly Planning; Parks, Trails and Open Space; and specific land uses. Pedestrian objectives and supporting policies with respect to sidewalks and transportation connectivity are included in this section.

#### *2.4.1.15 Pedestrian Objectives*

1. To provide a safe and comprehensive network of sidewalks and off-street trails for pedestrians; and
2. To give priority to pedestrians in the provision of transportation options.

#### *2.4.1.16 Supporting Policies for Pedestrians*

- a. Sidewalks should be well-maintained, clear of obstructions, smooth, level, non-slip and wide enough to accommodate wheelchairs and scooters with curbs that taper off at intersections.
- b. Sidewalks should provide good connectivity within Downtown Comox and to all neighbourhoods along arterial or collector roads.
- c. Roads should be well-designed and appropriately placed physical structures, such as traffic islands, where applicable, to assist pedestrians to cross busy roads.
- d. Developments are encouraged to include on-site drop-off and pick-up bays close to buildings and transport stops for handicapped and older people.

## **2.4.2 Services: Utilities, Water Supply, Sewer, Storm Water.**

Most of the land within Comox is serviced by a water system, sanitary sewer system, and storm water collection system. The water and sanitary sewer systems have shared responsibilities between the Town and the CVRD. The Town provides the water distribution system and the CVRD provides bulkwater to the Town. The Town provides the sanitary sewerage collection system and the CVRD is responsible for wastewater treatment. Required system improvements to service the identified lands and land use designations in the Plan have been recognized in studies commissioned by the Town of Comox and are updated as needed.

### **2.4.2.1 Utilities and Services Objectives**

1. To set high standards for local utilities and services, particularly for existing and newly planned residential neighbourhoods.
2. To maintain existing municipal services and monitor the performance of these services.
3. To reduce post-development stormwater flows to pre-development levels.
4. To require new developments or redevelopment of existing sites to be responsible for required services without subsidy from the Town.
5. To ensure new growth is serviced by a sanitary sewerage system provided by the Town and CVRD.
6. To achieve a long-term target of diverting 75% of the solid waste by 2030 in accordance with the Regional Solid Waste Management Plan, recognizing the 2010 baseline of 48%.
7. To reduce per capita water consumption by 40%, recognizing the 2008 baseline of 600 litres per capita per day (600 l/c/d).
8. To work together with the K'ómoks First Nation to negotiate, coordinate and plan for needed infrastructure including servicing agreements that affect both jurisdictions.

### **2.4.2.2 Water Distribution System**

The Town of Comox operates a water distribution system in which water is supplied by the CVRD from Comox Lake or the Puntledge River. Although the water quality is high, steps are planned by the CVRD to install a new intake to reduce the threat to drinking water quality resulting from human activity. The CVRD is also responsible for an active water monitoring program. Average per capita residential water consumption (also referred to as domestic water consumption including light commercial uses) in the Town is 428 l/c/d. The potential for reduction through conservation measures is considerable given the national average of 327 l/c/d. Conservation measures are needed given existing water licence commitments from Comox Lake, a potential water shortfall in extreme drought conditions and limitations in the trunk and distribution system.

Overall, the Town has a well developed water supply and distribution system. The Town has been proactive in carrying out infrastructure upgrade projects to meet future population growth. The 2003 water study update projected water demands anticipated for the years 2010 (population of 16,904) and 2020 (population of 23,036) as well as the necessary infrastructure upgrades to maintain adequate service to the year 2020 and deliver fire flow demands. The Town's population growth since 2003 has been below these projections. The 2010 population of the Town was 13,644 as indicated by BC Stats.

In recent years, the Town has undertaken water conservation measures to reduce consumption, especially during the summer months when demands increase significantly and the infrastructure must be sized to meet the demand. As a result of the lower than projected population growth and the recent water conservation measures, annual and peak water demands should be less than projected. Additional upgrading works beyond what has been proposed in the 2003 water study are therefore not expected to be required to accommodate the population projections and land use distribution in the Plan.

For future subdivisions, watermain extensions are to be looped and dead-end mains are only to be in cul-de-sacs if looping is not possible as per the Town's subdivision specifications. Areas of vacant lands proposed for development include West Comox (Aspen\Hector\McDonald roads), North Comox (off Pritchard Road between Highridge Drive and Knight Road) and the Butchers Road area.

Water modelling is presently required by the Town for proposed subdivisions and for the redevelopment of serviced lots to ensure adequate fire flows can be provided. This practise should continue. Generally, upgrading works required in response to the proposed development would be the developer's responsibility if the work is not included in the Town's DCC project list.

#### *2.4.2.3 Water Service Supporting Policies*

- a. All new development and redevelopment requiring potable water service should be connected to the Town's water system.
- b. To upgrade the water distribution system as identified in the Town of Comox Water System report prepared by Koers & Associates Engineering Ltd. in February 2003 and update the report every five years, as required.
- c. To require watermain extensions to new subdivisions to be looped with dead-end mains in cul-de-sac only if looping is not possible.

- d. To encourage water conservation measures to achieve the Regional Growth Strategy objective of reducing residential per capita water consumption by 40% (using a 2008 baseline of 600 l/c/d) by the year 2030 through conservation measures. Conservation measures include public education, implementation of universal metering, pricing on a user pay basis, installation of low-flow plumbing fixtures in all new residential, commercial, industrial or institutional construction and renovations, use of grey water for toilets, lawns, and landscaping, and xeriscaping.
- e. To conduct a regular review of the Town's water service model to ensure adequate supply of water for future growth.

#### *2.4.2.4 Sanitary Sewerage Service*

The majority of the Town is serviced by a gravity sewer collection system. Main trunk sewers and waste water treatment are operated by the Comox Valley Regional District. The majority of gravity sewers drain to a pump station on Jane Place east of Downtown Comox. A force main connects to the Comox Valley Water Pollution Control Centre off Brent Road in Electoral Area B. There, the Comox Valley Regional District operates a secondary wastewater treatment facility serving Comox, Courtenay and part of Electoral Area B.

The 2006 Town of Comox Sanitary Sewer Study prepared by McElhanney Consulting Services identified upgrading works to meet the increase in flows resulting from the development of vacant lands in West Comox (Aspen\McDonald Road area), North Comox (Pritchard Road corridor) and parts of Electoral Area B. Most of the lands in West Comox have since been developed and upgrades to the sanitary sewer system were carried out to accommodate the future development. Lands in North Comox are largely undeveloped but the Knight Road sanitary sewer main has been constructed and is designed to service this area. Lands in East Comox (King Road area) still remain outside of the Town and thus are not provided municipal sewer service. The Plan for North West Comox in general is consistent with that of the previous OCP and thus no additional upgrades, beyond those identified in the 2006 study should be required.

Undeveloped lands in the Butchers Road area will contribute flows to the gravity sewer collection system draining to the pump station on Colby Road. This station has been sized to service the development of these lands consistent with the Plan and thus no upgrades should be required, other than replacing the pumps with greater pumping capacity when deemed necessary.

Densification and redevelopment along Comox Avenue and Anderton Road from Comox Avenue to Guthrie Road, is expected to be accommodated by the existing collection system with the implementation of the upgrading works proposed in the 2006 study, some of which have already been carried out.

Lands along Lazo Road between Brent Road and Knight Road are presently serviced by on-site sewage treatment and disposal systems. The Plan does not propose major redevelopment that will trigger the need for and extension of the municipal sewerage collection system. If significant densification were to occur in this area, a municipal collection system would be required. The collection system would consist of a series of gravity mains and municipal pump stations with associated forcemains in accordance with the Cape Lazo Water and Sanitary Sewer Study prepared by Koers & Associates Engineering Ltd. in 2008.

#### *2.4.2.5 Sanitary Sewerage Service Supporting Policies*

- a. With the exception of Cape Lazo/Point Holmes area, all new development and redevelopment should be connected to the Town's sanitary sewer system.
- b. On-site waste water treatment will continue to be provided in the Cape Lazo/Point Holmes area subject to compliance with applicable provincial regulations.
- c. The Town will operate a sewerage collection system that will discharge into the main trunk sewers and waste water treatment operated by the Comox Valley Regional District. The Town does not envision the need for waste water treatment or disposal within the Town's boundaries.

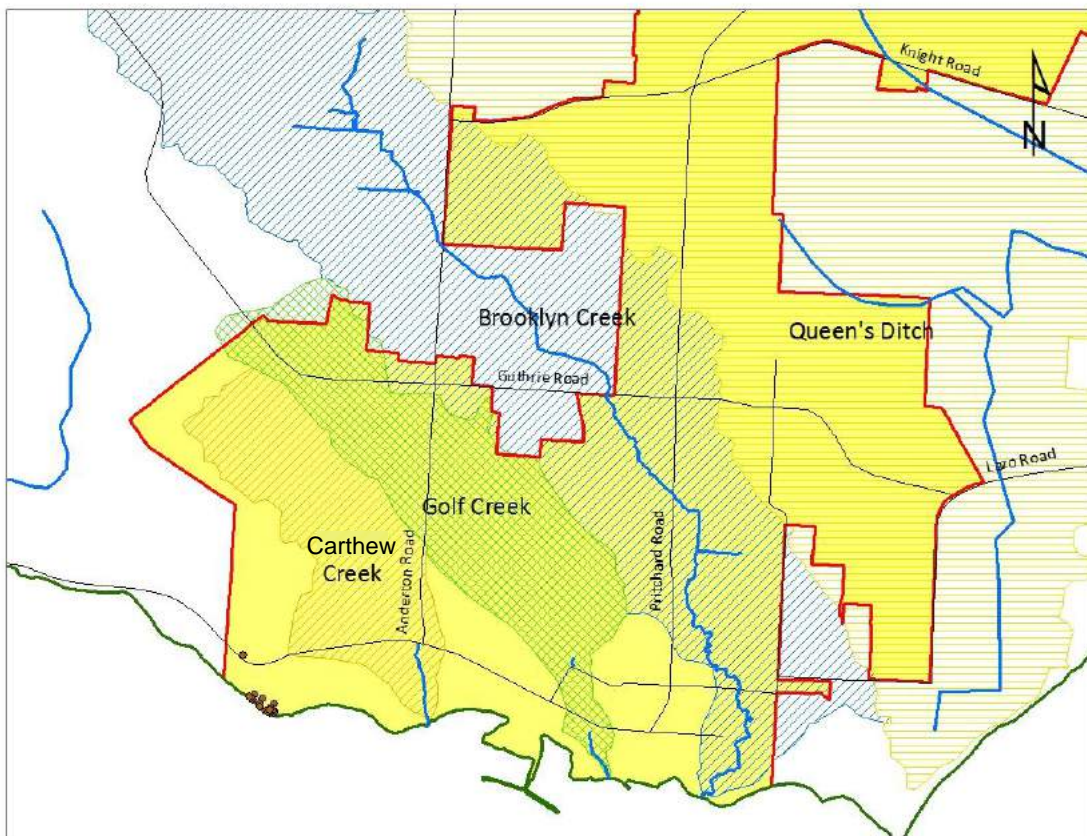
#### *2.4.2.6 Storm Drainage System*

The majority of the Town is serviced by underground storm drains conveying stormwater run-off south into Brooklyn Creek, Golf Course Creek, Carthew Creek in Port Augusta Park, or directly to the foreshore. Existing watersheds within the Town are shown on following Figure 8.

Exceptions include:

- Beckton Estates and the Butchers Road area, which drain to the south end of Lazo Marsh by underground storm drains and roadside ditches;
- North Comox, being the corridor of land along Pritchard Road generally north of Highridge Drive and lands along Knight Road, which drain by overland flow and farmland ditches to the north end of Lazo Marsh and by roadside ditches to the Queen's Ditch;
- Northwest Comox, where a portion of the land slopes north and east, draining to Brooklyn Creek by way of roadside ditches outside of the Town; and
- West Comox, where the recently developed lands at the west end of Noel Avenue in and around the water storage reservoir slope south and west which is serviced by the underground storm drain system which discharges to the roadside ditching along McDonald Road and Back Road for ultimate discharge to Comox Harbour.

Figure 8 - Watersheds in the Town of Comox



Overall, the Town has a well developed storm drainage system and has carried out a number of large and small infrastructure upgrade projects during the past 10 years. This includes the Anderton Road\Noel Avenue upgrade to accommodate the build-out of lands in Northwest Comox, the majority of which has occurred, and future redevelopment along Anderton Road. The upgrading work was based on the OCP land use in place at the time of the 1999 and 2001 studies. While this Plan accommodates additional densification along Anderton Road, it is anticipated adequate capacity is available for this to occur.

Proposed densification in Southeast Comox between Stewart Street and Pritchard Road, south of Cedar Avenue may require localized upgrading of mains. The responsibility would rest with the developer, if upgrading work is required. It is anticipated the proposed build-out of lands in the Butchers Road area, can be accommodated by the storm drain system servicing the area. It is anticipated the lands along Lazo Road between Brent Road and Knight Road, will be developed such that a municipal storm water collection system is not required, as is presently the case due to the highly permeable sandy soils. Development of lands along Kye Bay Road, between Knight Road and Simon Crescent, are expected to continue to be serviced by the roadside ditching in the area.

Development of North Comox along Pritchard Road, north of Highridge Drive and lands along Knight Road will require careful planning and design to protect the Lazo Conservation and Lazo Wildlife Management Areas. Additional drainage works will be required to ensure post development flows do not exceed pre-development levels. Water quality impacts on these environmentally sensitive areas will need to be minimized and historical issues relating to the Queen's Ditch, Hilton Springs at the east end of Cambridge Road, and farming of the low lying lands addressed. In order to protect these environmentally sensitive areas DPA #16 has been established.

In West Comox, development of the approximately 5 hectare forested parcel fronting on Aspen and Hector Roads, will also require careful planning and design due to historical issues relating to Brooklyn Creek and farming. A majority of this land drains east out of the Town and into Brooklyn Creek by way of roadside ditching along Hector and Anderton Roads. On-site stormwater management works will be necessary to address downstream impacts including the Birkdale Farm, which would be the responsibility of the developer.

#### *2.4.2.7 Storm Water Collection Supporting Policies*

- a. New developments are required to provide storm water collection to protect land and buildings from flooding; generally, storm water must connect to the Town's storm water collection systems.
- b. Stormwater management practices, which reduce the burden on infrastructure and enhance ecological and amenity values, including reducing impermeable areas, will be encouraged.
- c. Storm water run-off must be retained within its originating watershed, wherever feasible;
- d. On-site storm water retention facilities including rain gardens and rock pits are encouraged to minimize the downstream impact of storm water.
- e. The on-site collection and storage of rainwater from impervious surfaces including roofs for landscaping and gardens is encouraged.

- f. New developments will be required to provide facilities to limit negative impacts to fish and other aquatic habitat.
- g. Land in north-east Comox below the 30 metre Geodetic Datum, within 15 metres of the natural boundary of Hilton Springs and the Top of Bank of the conveyance ditch located along the road dedication of Cambridge Road are included in DPA #16 – Energy & Water Conservation and Reduction of Greenhouse Gas (GHG) Emissions. The objectives and guidelines for DPA #16 are specified in Part 3 and the map showing areas designated in DPA #16 is contained in Part 5. In these areas, the property owner or authorized agent must first obtain a development permit prior to 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 of section 920 of the *Local Government Act* unless exempted in the OCP under section 919.1 (4) of the *Local Government Act*.


#### 2.4.2.8 Other Infrastructure Services Supporting Policies

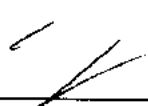
- a. The Town supports the implementation of various recycling initiatives, including the provision of recycling facilities in multi-family development;
- b. The phased undergrounding of electrical and communications services within Downtown Comox must be undertaken as part of downtown redevelopment.
- c. Within Downtown Comox, underground electrical and communications services (transmission lines and service connections) must be provided by the developer at the time of redevelopment. Outside Downtown Comox, overhead service connections should only be permitted for redevelopment or infill development in areas with existing overhead transmission lines.
- d. The Town supports recycling through curbside pickup, regular yard waste pickup, the provision of multi-material drop off depots by the CVRD, and public education including the CVRD operated Compost Education Centre in Courtenay.
- e. The Town relies on the Comox Valley Waste Management Centre for solid waste storage and does not envision the need for solid waste disposal within the Town's boundaries.

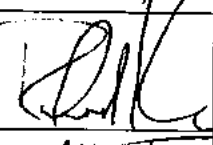


**TOWN OF COMOX  
PLANNING REPORT**

<b>TO:</b>	<b>RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER</b>
<b>FROM:</b>	<b>MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN</b>
<b>SUBJECT:</b>	<b>DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 19-4 1390 ZEPHYR PLACE</b>
<b>DATE:</b>	<b>MAY 15, 2019 – REGULAR COUNCIL MEETING</b>

  
Submitted by

  
Concurrence

  
Approval

**Recommendation:**

That Development Variance Permit DVP 19-4 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the May 15, 2019 Planning Report on DVP 19-4.

**Proposal:**

The proposal is to vary Comox Zoning Bylaw 1850 to facilitate the conversion of an accessory building into a coach house.

An Application Summary is contained in **Attachment 1**. The Applicant's Submission is contained in **Attachment 2**.

**Background:**

In accordance with standard procedures, notification was sent to abutting property owners and tenants regarding Council's intent to consider DVP 19-4 at the May 15, 2019 Regular Council Meeting.

Public submissions received prior to the May 15, 2019 Regular Council Meeting will be distributed to Council.

**OCP Implications:**

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

MAY 15, 2019

The subject property is located in Development Permit Areas #16 Energy and Water Conservation and Reduction of Greenhouse Gas Emissions, #17 Coach Houses, and #18 Secondary Suites. The proposal meets the exemption criteria of DPA #16 under Section 3.16.4(B)(II) and DPA #18 under Section 3.18.4(A) but does not meet DPA #17's standard exemption criteria:

- Section 3.17.4(D)(II) north elevation is closer than 7.5m to a rear lot line and has vertical glazing exceeding 10% of that elevation's area; and,
- Section 3.17.4(D)(III) east elevation exceeds 3.0 m in height as measured to the underside of the roof.

Section 2.1.1.4(b)(v) of the OCP states that coach houses may be supported provided that they are located in a rear yard or visually screened from that street. A small portion of the proposed coach house would be located in the side yard of the subject property. Given the proposed coach house location, screening is accomplished by the position of the existing home, as well as an extension of the existing fence on the east property line.

A Development Permit application has been received and will be processed at a staff level.

### **Zoning Implications:**

The subject property is zoned R1.1 – Single Family under Comox Zoning Bylaw 1850. The subject property is 1291m<sup>2</sup> with an existing 53m<sup>2</sup> accessory building. The applicant is proposing to convert the existing accessory building into a coach house and construct a 13m<sup>2</sup> addition for storage purposes. The total gross floor area of the proposed coach house would be 66m<sup>2</sup>, which is 4m<sup>2</sup> below the allowable maximum. Photos of the existing accessory building are contained in **Attachment 3**.

Zoning Bylaw 1850 only allows coach houses to be located in the rear yard. A corner of the existing accessory building and the proposed addition would be located in a side yard. As such, a variance for this location is required. The vast majority of the structure is in the rear yard, and site lines from the street are partially obscured by the existing home and a fence of the east property line. Currently, the front façade of the existing accessory building is dominated by a large garage door. Conversion to a coach house will result in the removal of this garage door. In addition, the coach house will be approximately 22m from the front property line. Both of these should minimize any impact on the street. The proposed entrance to the coach house will also be on the north (rear) elevation to maintain the appearance of a secondary dwelling.

Zoning Bylaw 1850 establishes a 1.2m interior side setback for accessory buildings. The existing accessory building is approximately 1.3m from the interior side lot line (east lot line). For coach houses, the interior side setback is 2.0m. As such, a variance is required.

The east lot line is fenced with an approximately 1.8m high wood fence in good condition. The proposed coach house would be next to another accessory building on the neighbouring property, which will further assist in the reduction of privacy issues. There is only one existing window on the east elevation. This window will be left as optional for the purpose of this permit as the privacy vs. security implications will be weighed at time of Development Permit.

MK/ET

Attachments:

1. Application Summary

MAY 15, 2019

2. Applicants' Submission
3. Photos

cc: Jess Aldred, 1390 Zephyr Pl, Comox, BC, V9M 4J6

MAY 15, 2019

SCHEDULE 1  
DEVELOPMENT VARIANCE PERMIT CONDITIONS

(1) This Development Variance Permit is to permit the conversion of an accessory building to a coach house in accordance with the Site Plan in **Attachment 2**;

(2) Elevations of the proposed coach house shall be in general conformance to the Elevations in **Attachment 2**;

(3) Comox Zoning Bylaw 1850, Schedule "A" is hereby varied as follows:

a. Section 8.11

From:

Where required in Schedule "A", a coach house located at a distance of less than 7.5 metres from a lot line shall be concealed along that lot line from abutting Residential zoned parcels in accordance with the following:

- (1) Materials: Landscape material, hedge, fence, or combination thereof, so as to be effective year round;
- (2) Height: Not less than 1.8 metres above finished ground level;
- (3) Location: Screening shall be located along and within 1.0 metre of a rear yard lot line shared with a Residential zoned parcel.

To:

Where required in Schedule "A", a coach house located at a distance of less than 7.5 metres from a lot line shall be concealed along that lot line from abutting Residential zoned parcels in accordance with the following:

- (1) Materials: Landscape material, hedge, fence, or combination thereof, so as to be effective year round;
- (2) Height: Not less than 1.8 metres above finished ground level;
- (3) Location: Screening shall be located along and within 1.0 metre of the:
  - i. east lot line extending from a point 10 metres from the east property corner to the northeast property corner as shown in the Site Plan in **Attachment 2**; and,
  - ii. rear yard lot line extending from the northern most property corner, west for a distance of 4.0 metres.

b. Section 101.2(2)(e)

From:

MAY 15, 2019

(e) be located in a rear yard

To:

Coach houses shall:

(e) be located in a rear or side yard provided that no coach house is located closer than 20 metres to a front lot line;

c. Section 101.2(2)(k)

From:

Coach houses shall:

(k) be excluded from required rear setback, provided that no coach house is located closer than 2.0 metres to a rear lot line, as shown in figure 101-1; and

To:

Coach houses shall:

(k) be excluded from:

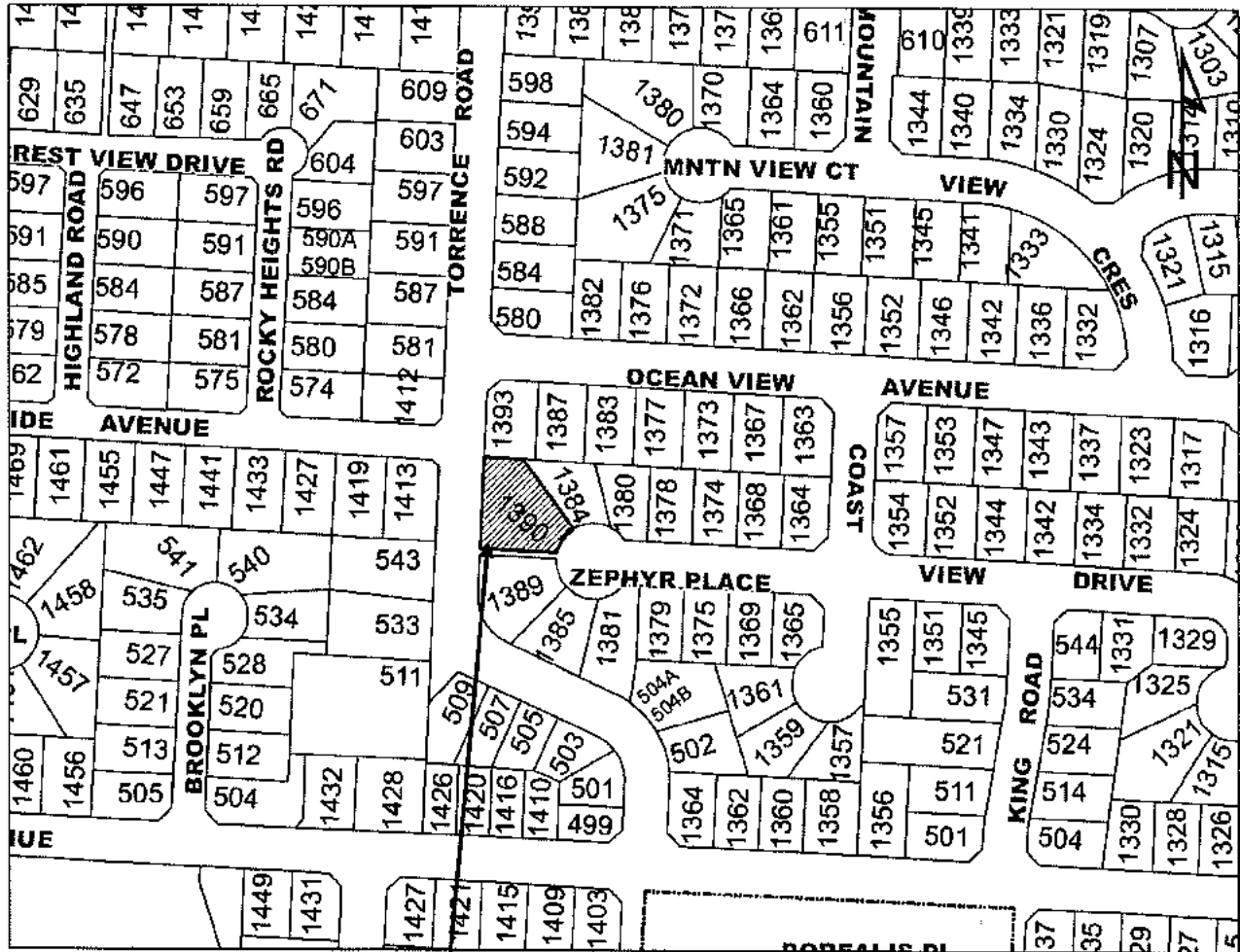
(i) required rear setback, provided that no coach house is located closer than 2.0 metres to a rear lot line, as shown in figure 101-1; and

(ii) required interior side setback, provided that no coach house is located closer than 1.3 metres to an interior side lot line.

MAY 15, 2019

ATTACHMENT 1

APPLICATION SUMMARY



**Subject Property:**  
1390 Zephyr Place  
PID: 027-077-381  
LOT 17 DISTRICT LOT 156 COMOX DISTRICT PLAN VIP83119

MAY 15, 2019

Proposal	The proposal is to vary Comox Zoning Bylaw 1850 to facilitate the conversion of an accessory building into a coach house.	
Owner/Applicant:	Jess Aldred	
Civic Address:	1390 Zephyr Place	
<b>OCP:</b>		
Land Use Designation:	Residential; Detached	
DPA's	DPA #16 Energy and Water Conservation and Reduction of GHG Emissions (exempt), DPA #17 Coach Houses (DP Application received), DPA #18 Secondary Suites (exempt)	
<b>Zoning Bylaw:</b>	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	<b>Proposed Variance</b>
Coach house location	Shall be located in a rear yard	Shall be located in a rear or side yard provided that no coach house is no closer than 20m to a front lot line
Coach house setbacks		
Interior side	2.0m	1.3m
Exterior side	3.5m	14m
Rear	2.0m	6.0m
Coach house height	4.4m	
Coach house area	70m <sup>2</sup> permitted	66m <sup>2</sup> proposed
Surrounding Uses:	Single family dwellings on all sides.	

**DVP 19-4  
1390 ZEPHYR PL**

**MAY 15, 2019**

**ATTACHMENT 2  
APPLICANT SUBMISSION**

March 1, 2019

Town of Comox, Planning Department

Re Coach House plans and application for variance

1390 Zephyr Place, Comox V9M 4J6

Thank you for reviewing our application for a variance in order to renovate our detached shop to create a legal coach house. The variance is needed given the existing structures proximity to the property line.

We have spoken with our neighbours at 1384 Zephyr Place whose property line is adjacent to ours. They have said that they have no concerns about our plans and are supportive of our intention to create a carriage house. I have said we would keep them informed of our plans as they evolve and discuss any additional privacy screening to ensure anything we implement is acceptable to them.

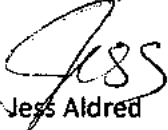
To mitigate the proximity to the property line, we intend to increase the height of the fence that separates our two properties thus creating more privacy for both a tenant and our neighbours. Privacy is already enhanced by the location of the detached shop on the neighbouring property. Currently there is a window in our detached shop that faces towards the property line and we would also remove this if deemed desirable by the Town.

Our existing driveway is wide enough to enable a tenant to drive past our parked vehicles and park directly in front of the carriage house. There is also room for them to have visitors park on the driveway too.

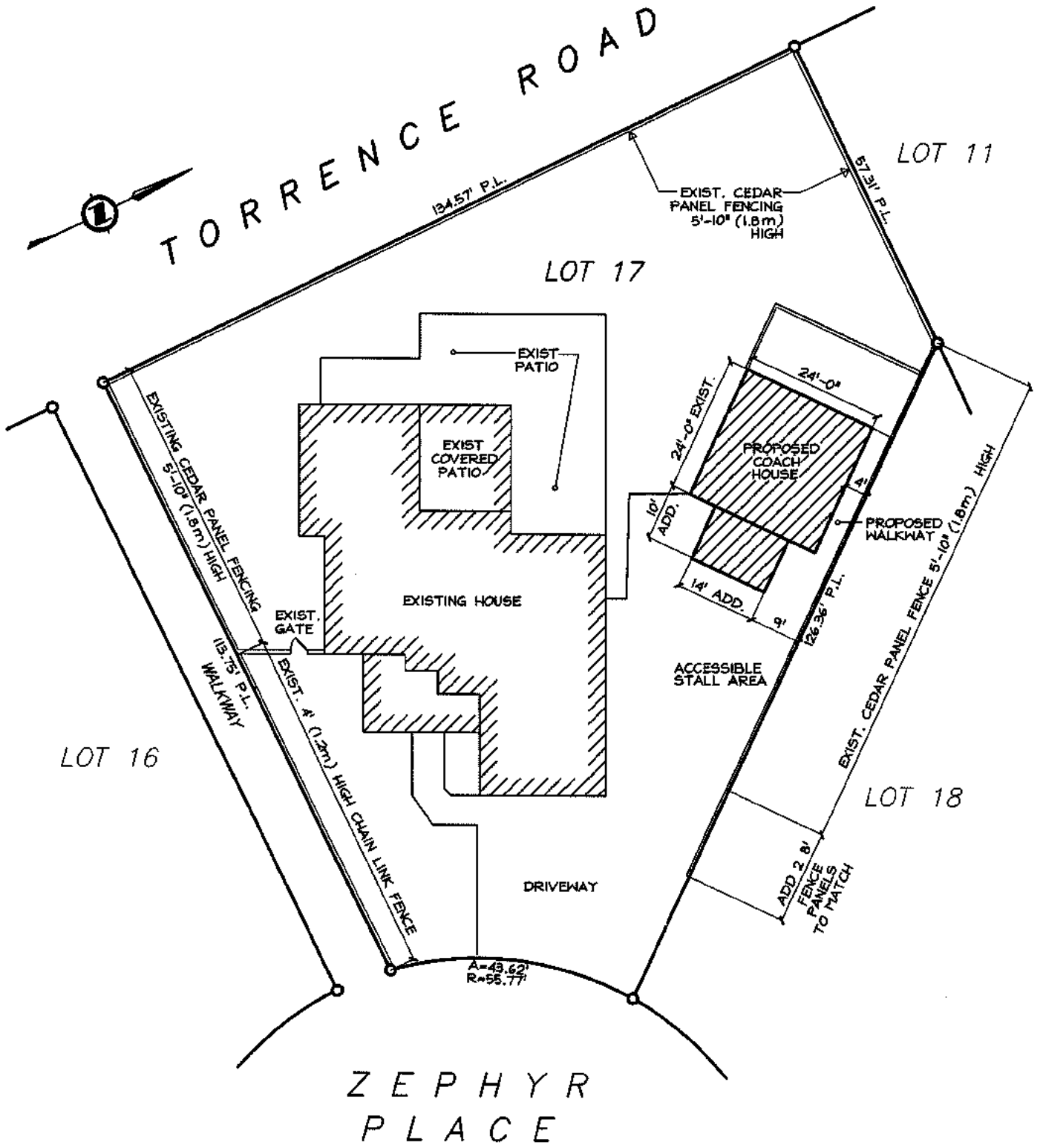
The creation of a coach house will offer additional rental housing within our community and allow for housing that accommodates different housing situations such as those downsizing or upsizing. The detached shop currently is a reflection of the exterior of our existing residence and thus maintains the character of the neighbourhood. It will be one level with no stairs so creates an accessible option in the rental market.

We would be pleased to provide any additional information that would be helpful in considering our application. Thank you again.

Sincerely,

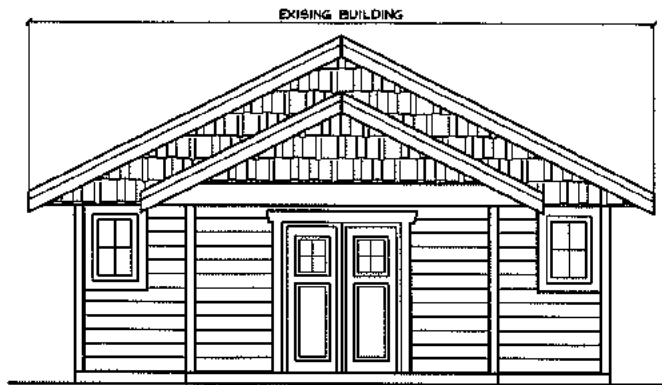


Jess Aldred



LOT SIZE - 13,919 SQ. FT.  
 EXIST. HOUSE/COVERED PATIO-2678 SQ.FT.  
 COACH HOUSE-716 SQ.FT.  
 TOTAL = 3394 SQ. FT. (24.4% COVERAGE)

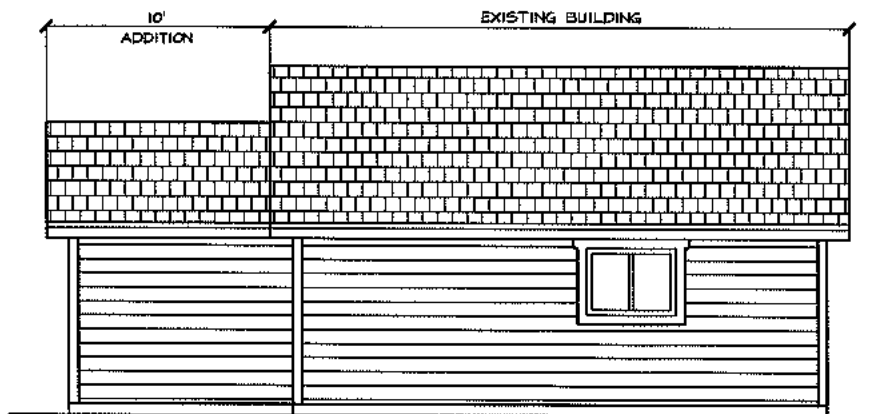




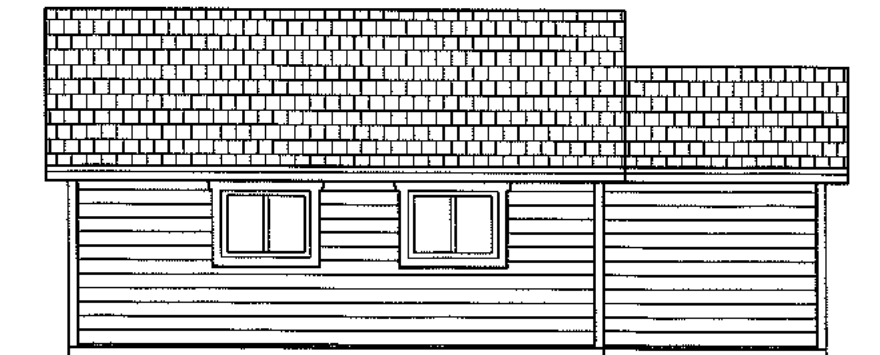
EXISTING BUILDING  
**FRONT ELEVATION**  
 1/4" = 1'-0"



**REAR ELEVATION**  
 1/4" = 1'-0"



10' ADDITION      EXISTING BUILDING  
**RIGHT ELEVATION**  
 1/4" = 1'-0"



**LEFT ELEVATION**  
 1/4" = 1'-0"

MAY 15, 2019

ATTACHMENT 3  
ACCESSORY BUILDING PHOTOS

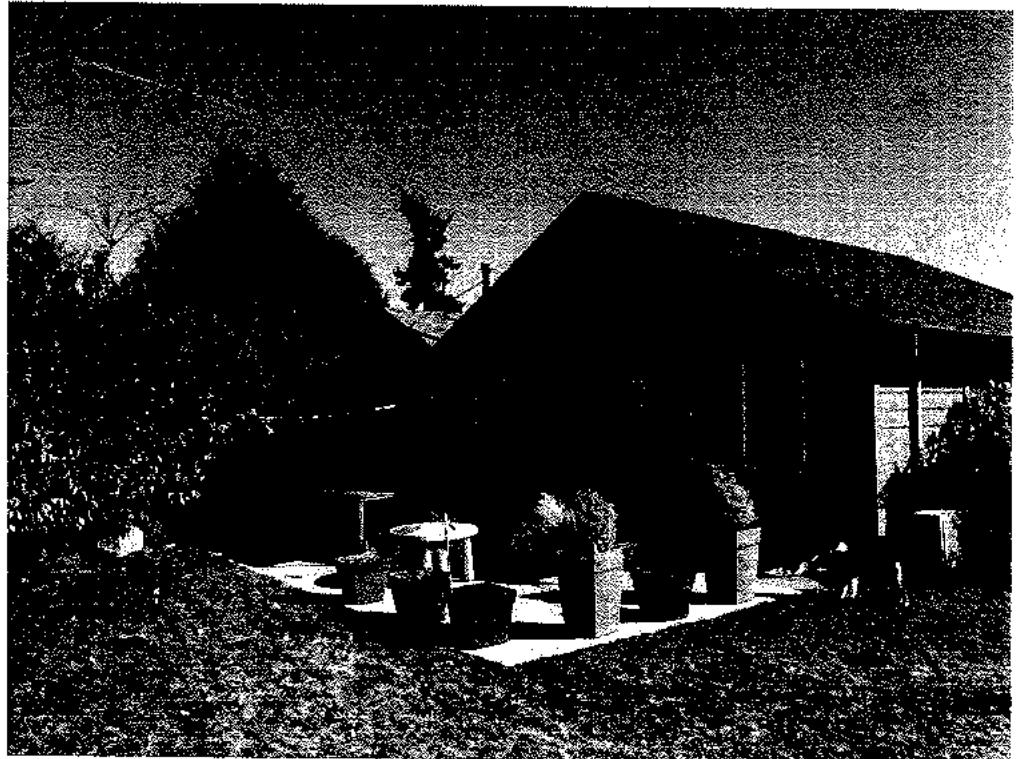


View from Street



Front (South) Elevation

MAY 15, 2019



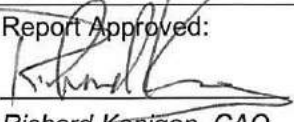
Rear (North) Elevation



**TOWN OF COMOX**  
**Regular Meeting of Council**

STAFF REPORT  
 Meeting Date: May 15, 2019

<b>TO:</b> Mayor & Council	<b>FILE:</b> 0114-20-391
<b>FROM:</b> Richard Kanigan, Chief Administrative Officer	<b>DATE:</b> May 9, 2019
<b>SUBJECT:</b> Regional Organics Composting Facility Expansion Project	

Prepared by: <u>R. KANIGAN</u>	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Richard Kanigan, CAO
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**RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:**  
 DIRECTION REQUESTED

**BACKGROUND:**

The Comox Strathcona Waste Management Board is seeking a letter of support from the Town of Comox for their grant application through the Organics Infrastructure Program [see attached letter from the CVRD dated May 8, 2019].

Also attached to this report is a copy of correspondence that was sent to the CVRD offering conditional support for the organics collection program subject to the CVRD completing a detailed cost comparative analysis for operating an organics processing facility in the Comox Valley or Campbell River or smaller facilities in both communities. The Town's request for this information appears to have been ignored as we have not received a response to our letter and they are once again asking for a letter of support for the organics collection program (albeit indirectly by seeking support for the grant application).

I do not believe that our request for the comparative cost analysis is an unreasonable one, however the decision to not provide this additional information may be political rather than technical. Therefore, staff are requesting direction from Council as to whether the Town provide a letter of support as outlined in the CVRDs letter dated May 8, 2019 to supplement their funding application through the Organics Infrastructure Program.

- ATTACHMENTS: CVRD CORRESPONDENCE DATED MAY 8, 2019  
 TOWN OF COMOX CORRESPONDENCE DATED AUGUST 23, 2018  
 STAFF REPORT – REGIONAL ORGANICS COMPOSTING FACILITY DATED JULY 24, 2018

Office of the Chief Administrative Officer

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



**RECEIVED**

File: 5380-03

May 8, 2019

May 8, 2019

**TOWN OF COMOX**

Sent via email only: [rkanigan@comox.ca](mailto:rkanigan@comox.ca)

Richard Kanigan  
Chief Administrative Officer  
Town of Comox  
1809 Beaufort Avenue  
Comox BC V9M 1R9

o - cfile 0114-20-391  
copy - RK / SA / agenda

Dear Mr. Kanigan:

**Re: Regional Organics Compost Facility Expansion Project – Organics Infrastructure Program**

Following the Comox Strathcona Waste Management Board direction in March of this year, we are planning to submit an application to the Organics Infrastructure Program (OIP). As part of the application process, we need to submit a letter of support from project partners before June 22, 2019.

At the March 7, 2019 Comox Strathcona Waste Management Board meeting, the following resolutions were approved:

*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.*

We would appreciate if the Town of Comox could prepare a letter of support for this application.

Enclosed is a letter of support template for your consideration.

Sincerely,

**R. Dyson**

Russell Dyson  
Chief Administrative Officer

Enclosure

cc: Shelley Ashfield, Municipal Engineer, Town of Comox  
Marc Rutten, General Manager of Engineering Services

May , 2019

Mr. Bob Wells, Chair  
Comox Strathcona Waste Management Service  
Comox Valley Regional District  
600 Comox Road  
Courtenay BC V9N 3P6

Dear Mr. Wells:

**Re: Regional Organics Compost Facility Expansion Project – Organics Infrastructure Program**

The XXX would like to express our support for an application by the Comox Strathcona Waste Management (CSWM) Service to the Organics Infrastructure Program, for the Regional Organics Compost facility expansion project, to increase organic diversion from being landfilled.

In 2017, the Comox Valley Regional District (CVRD) was awarded a grant of up to \$5.5 million from the New Building Canada Fund to construct a regional organics composting facility. Based on the current waste generation estimates, the compost facility requires an additional 1,625 tonnes/year of capacity over the initial planned organics project.

An organics processing facility would reduce methane greenhouse gas emissions from decomposing organic material and increase the lifespan of the CSWM service landfill.

The XXX is pleased to support the CVRD's application on behalf of the CSWM Service to the Organics Infrastructure Program for the Regional Organics Compost Facility expansion project.

Sincerely,

Name  
Title

cc.



## TOWN OF COMOX

Our File No. 0114-20-391

August 23, 2018

Comox Valley Regional District  
600 Comox Road  
Courtenay, BC V9N 3P6

**Attn: Russell Dyson, Chief Administrative Officer**

Dear Mr. Dyson

**Re: Regional Organics Composting Facility**

Further to your May 4, 2018 letter requesting a commitment from the Town of Comox regarding the residential food and yard waste that will be diverted and delivered to the regional organics compost program, I can advise that Council, at its Regular meeting held August 1, 2018 passed the following motion:

*"that Council of the Town of Comox provide conditional support to the Regional Organics Program and Option F subject to a detailed cost comparative analysis being completed by the CVRD and subsequently given full consideration by the Comox Strathcona Waste Management Board on a Regional Compost Facility site in the Comox Valley or smaller facilities in both Campbell River and the Comox Valley versus solely locating the compost facility in Campbell River at the Norm Wood Environmental Centre".*

We recognize the importance of working towards implementation of a co-mingled food and yard waste program and we too look forward to continuing to work with the other municipalities in achieving this objective with minimal costs to all participants.

Yours truly,

R. Kanigan  
Chief Administrative Officer

C: S. Ashfield, Municipal Engineer  
C. Freundlich, Director of Finance  
S. Russwurm, Deputy Corporate Administrator

K:\Admin\Council\Corr\2018\RCM08\_01\CVRD\_Regional\_Organics\_2018\_08\_23

*We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kastu ... Hay ch q' a'*  
1809 Beaufort Avenue, Comox, British Columbia V9M 1R9 • Tel. (250) 339-2202 Fax (250) 339-7110 • Email: town@comox.ca



**TOWN OF COMOX**  
**Regular Meeting of Council**

STAFF REPORT  
 Meeting Date: August 1, 2018

<b>TO:</b> Mayor & Council	<b>FILE:</b> 0114-20-391
<b>FROM:</b> Richard Kanigan, Chief Administrative Officer	<b>DATE:</b> July 24, 2018
<b>SUBJECT:</b> Regional Organics Composting Facility	

Prepared by: <i>R. KANIGAN</i>	Supervisor: _____	Financial Approved: _____	Report Approved: _____
		<i>Clive Freundlich, Fin. Director</i>	<i>Richard Kanigan, CAO</i>

**RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:**

That Council of the Town of Comox provide conditional support to the Regional Organics Program and Option F subject to a detailed cost comparative analysis being completed by the CVRD and given full consideration by the Comox Strathcona Waste Management Board on a Regional Compost Facility site in the Comox Valley or smaller facilities in both Campbell River and the Comox Valley versus solely locating the compost facility in Campbell River at the Norm Wood Environmental Centre.

**BACKGROUND:**

The Comox Valley Regional District is seeking a commitment from the Town of Comox regarding residential food and yard waste that will be diverted and delivered to the regional organics compost program. Prior to Council considering this request, I would like to raise a concern regarding the overall plan for the regional organics program.

From the initial application for grant funds for a regional organics facility, Town staff have raised concerns as to why the plan was based on a single location for a composting facility (in Campbell River at the Norm Wood Environmental Centre). It would seem logical that a cost comparison approach should have been part of the plan to ensure that taxpayer dollars are being utilized in an efficient manner.

The initial report on a possible location for a regional organics facility did a high-level analysis that suggested overall operating costs would not be significantly different if the facility was located in Campbell River or the Comox Valley. However, no further analysis was conducted that identified costs at a more detailed level. Currently the majority of the residential food and yard waste is being generated in the Comox Valley and under the Comox Strathcona Waste Management proposal, it would be shipped to the Campbell River facility which seems counterintuitive that costs would be less to move a majority of the product a further distance. Looking 20 years into the future, the Comox Valley is projected to grow at a faster rate than Campbell River, which would further distort the volumes in favour of the Comox Valley.

Staff have repeatedly requested that further analysis be conducted to prove out this is the best approach regarding costs over the long run, but those requests were halted when the Waste Management Board directed staff to not provide the comparative analysis and focus on developing a plan for the regional organics facility in Campbell River.

In addition to staff asking the questions at a technical level, Councillors Marg Grant and Maureen Swift who sit on the Board have been asking similar questions at the Regional Waste Board level with little success.

Some additional questions remain unanswered at this stage, which may have a greater effect on overall costs. It has not been definitively stated whether the City of Campbell River will be requesting a Host Community Agreement be entered into for hosting a regional organics facility. Host Community Agreements currently are in place with the Village of Cumberland for the Comox Valley Waste Management Centre and with the City of Campbell River for the Campbell River landfill. In addition, locating the Regional Organics facility in Campbell River at the Norm Woods Environmental Centre may require a land transfer or long term lease arrangements that would further increase costs.

**Discussion:**

Attached to this memo is the technical memo that provides various cost options for collection of residential food and yard waste, with the Comox Valley Regional District suggesting that the Town endorse Option F, which is \$7.05/per household/month.

Currently, Town residents are charged \$5.78/per household/month. The proposed costs are not out of line however, there are already reports that costs associated with establishing the Regional Organics facility have increased substantially, which raises doubt about the Regional District's ability to maintain these costs going forward.

Going forward, Council has several options to consider:

- 1) Endorse Option F to provide co-mingled residential food and yard waste to the Comox Valley Regional District Regional Organics program;
- 2) Conditionally support the Regional Organics program and Option F subject to a detailed cost comparative analysis being completed on a site in the Comox Valley or smaller facilities in both Campbell River and the Comox Valley; or
- 3) Not to offer support to the Regional Organics program as currently presented.

**SUMMARY:**


At this stage, staff are recommending that Council consider Option 2, offering conditional support and subject to the Comox Valley Regional District, providing cost comparisons for other options for the Regional Organics program. If Council endorses this option, it may be worthwhile to advise both the City of Courtenay and the Village of Cumberland of Council's approach and to see if they have similar concerns regarding the program.


ATTACHMENTS: CVRD CORRESPONDENCE DATED MAY 4, 2018 – REVIEW OF TECHNICAL MEMO SCENARIOS

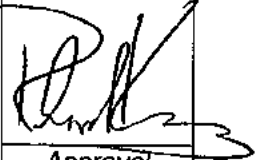


# TOWN OF COMOX PLANNING REPORT

<b>TO:</b>	<b>RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER</b>
<b>FROM:</b>	<b>MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN</b>
<b>SUBJECT:</b>	<b>PR 19-9 HOUSING NEEDS REPORT, REGIONAL APPROACH</b>
<b>DATE:</b>	<b>MAY 15, 2019 RCM</b>

  
Submitted by

  
Concurrence

  
Approval

### Planner's Recommendation:

1. That the Town of Comox support the Comox Valley Regional District as the primary applicant to apply for, receive, and manage the Housing Needs Report program grant funding on the Town's behalf with the condition of Council's review and acceptance of a proposed Scope of Work prior to the initiation of any work by the Comox Valley Regional District on the Town's behalf.

### Purpose:

The purpose of this report is to summarize recently adopted changes to the *Local Government Act* which require Local Governments to prepare Housing Assessment Reports and a potential regional approach to create the report as proposed by the Comox Valley Regional District.

### Background:

In 2018, the province introduced changes to the *Local Government Act* with the goal of strengthening the ability of Local Governments to address housing affordability challenges. Among these amendments is a new requirement for Local Governments to produce a Housing Needs Report at least once every five years, with a deadline for the first report of April 2022.

A Housing Needs Report is designed to help Local Governments understand and respond to housing needs in their communities. As a basis for determining current and projected housing needs, Local Governments are required to collect approximately 50 kinds of data about:

- current and projected population;
- household income;
- significant economic sectors; and,
- currently available and anticipated housing units.

This data should form the basis of the Housing Needs Report which must include:

- The number of housing units required to meet current housing and anticipated;
- Statements about key areas of local need;
- The numbers and percentage of households in core housing need and extreme core housing need; and,
- A standardized summary form.

A Housing Needs Report must be received by Council and considered when developing or amending an Official Community Plan.

For a full summary of Housing Needs Report requirements see **Attachment 1**.

### **Financial Implications**

To assist Local Governments with the preparation of Housing Assessment Reports, The Ministry of Municipal Affairs and Housing has confirmed \$5 million in funding over three years. Funding is provided based on the population size for each planning area (e.g. municipality). The Town of Comox alone would be eligible for a maximum \$20,000 in funding.

Beyond financial assistance, the province has also created a new website for easily accessible housing needs report data which would otherwise be difficult for Local Governments to obtain<sup>1</sup>.

### **Regional Approach**

Local Governments have the option to jointly prepare Housing Needs Reports. The Comox Valley Regional District has proposed to coordinate the preparation of a regional Housing Needs Report. This approach is supported by the province on the condition that that the required community-specific information and reporting is provided for each individual electoral area and participating municipality (i.e. the report must include specific to the Town of Comox rather than amalgamated into the region as a whole).

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<sup>1</sup> <https://catalogue.data.gov.bc.ca/group/housing-needs-reports>

Utilizing a regional approach would allow the CVRD to apply for a maximum of \$125,000 based on an application involving all three municipalities (Comox, Courtenay, and Cumberland). This amount is estimated to cover 100 percent of the cost of the report including preparation, outreach, and publication.

Given the May 31<sup>st</sup> 2018 application deadline for funding for the 2019 program, the CVRD is unable to provide a full scope of work at this time; as such, the recommendation to support a regional approach is based on Council's review and acceptance of a proposed scope of work prior to the initiation of any work by the CVRD on the Town's behalf. The CVRD estimates a scope of work will be available for review in Fall 2019.

MK/ET

Attachments:

1. Housing Needs Report Information

ATTACHMENT 1  
HOUSING NEEDS REPORT INFORMATION



## Housing Needs Reports

Local governments in B.C. are required to complete housing needs reports by April 2022 and every five years thereafter. These reports will help local governments and the Province better understand and respond to housing needs in communities throughout British Columbia.

Please learn more on this page:

[An Overview of Housing Need Reports](#)

[Information Collection Requirements](#)

[Report Content Requirements](#)

[Public Reporting Requirements](#)

[Relationship to Official Community Plans and Regional Growth Strategies](#)

[Guidance for Housing Needs Reports](#)

[Data for Housing Needs Reports](#)

[Funding for Housing Needs Reports](#)

[Jointly Prepared Housing Needs Reports](#)

[Housing Needs Reports Started Before April 2019](#)

[Legislative Authority](#)

### An Overview of Housing Need Reports

Provincial requirements took effect April 16, 2019 and require local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs in B.C. communities. [A three-year funding program](#), administered by the Union of B.C. Municipalities, along with data and guidance provided by the Province, will support communities to meet the new requirements.

Housing needs reports are a means for communities to better understand their current and future housing needs. These reports can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan.

Together, legislation and regulations specify requirements for local government related to housing needs reports. These requirements include:

- collecting information to identify current and projected housing needs;
- using that information to prepare and publish an online housing needs report which shows current and projected housing needs for at least the next five years; and,
- considering the most recently collected information and housing needs report when amending official community plans and regional growth strategies.

### Information Collection Requirements

To determine current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data about:

- current and projected population;
- household income;
- significant economic sectors; and,
- currently available and anticipated housing units.

Regional districts are required to collect this information for each electoral area.

Detailed requirements are summarized in the [\*\*Summary of Legislative and Regulatory Requirements for Housing Needs Reports\*\*](#) (pdf).

The majority of the required data will be made available to local governments; please see the [Data for Housing Needs Reports](#) below for more details.

## Report Content Requirements

All housing needs reports are required to contain the following, based on an analysis of the information collected:

- Statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness.
- The number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type. Housing 'type' is defined as dwelling size (number of bedrooms).
- The number and percentage of households in core housing need and extreme core housing need.

Local governments must also complete a standardized form that summarizes key pieces of data collected, consultation undertaken, and key findings from each local government on their housing needs. The form also provides space for local governments to identify other housing issues or needs that are not captured elsewhere. The intent of the form is to provide an easily-comparable snapshot of housing needs in each jurisdiction.

Regional districts must include this required content for each electoral area.

- detailed requirements are summarized in the [\*\*Summary of Legislative and Regulatory Requirements for Housing Needs Reports\*\*](#) (pdf)
- a downloadable copy of the standardized form (anticipated May 2019).

## Public Reporting Requirements

When a housing needs report is complete, a local government is required to:

- receive the report at a council or board meeting that is open to the public; and,
- publish the report on an internet site that is publicly and freely accessible.

Public reporting means that the public, First Nations, and stakeholders such as non-profit organizations, private developers, and other government agencies will have access to better information when making housing investment decisions.

Detailed requirements are summarized in the [\*\*Summary of Legislative and Regulatory Requirements for Housing Needs Reports\*\*](#) (pdf).

## Relationship to Official Community Plans and Regional Growth Strategies

A local government is required to consider its most recent housing needs report, and the housing information on which it is based, when:

- developing an official community plan or regional growth strategy;
- amending an official community plan in relation to housing statements, map designations or policies;
- amending a regional growth strategy in relation to proposed housing actions; and,
- considering every five years whether a regional growth strategy must be reviewed.

This will ensure that any updates to an official community plan or regional growth strategy are informed by the latest available housing needs information.

## Guidance for Housing Needs Reports

Below are resources for developing housing need reports:

- *Guide to Developing Housing Needs Reports* ([link to PDF, anticipated May 2019](#)) includes guidance and key considerations for local governments that are undertaking a housing needs report.
- [Summary of Legislative and Regulatory Requirements for Housing Needs Reports](#) (pdf).

## Data for Housing Needs Reports

The Province has created an easily accessible website for housing needs reports data at <https://catalogue.data.gov.bc.ca/group/housing-needs-reports>

It includes nearly all the data that local governments are required to collect, packaged on a community basis. This data includes:

- **BC Assessment data (anticipated late April 2019)** on assessed values and sales prices of housing;
- **BC Housing data (anticipated May 2019)** on non-market housing and new homes registered;
- **BC Stats data** on projected population and household demographics from 2018 to 2028;
- **Canada Mortgage and Housing Corporation (CMHC) data (anticipated May 2019)** on primary rental market prices, primary rental vacancy rates and some secondary rental market data;
- **Statistics Canada Census data (anticipated May 2019)** on population and household demographics, labour force, household income, housing units and core housing need.

This data can be supplemented by other sources, including local government data, community surveys and public engagement. Detailed data collection requirements, including the sources for each type of data are summarized in the [Summary of Legislative and Regulatory Requirements for Housing Needs Reports](#) (pdf).

## Funding for Housing Needs Reports

To assist local governments with the new requirements, the B.C. Government is providing a three-year \$5 million funding program which will be administered by the Union of BC Municipalities. [Learn more about the program](#) including application criteria and intake dates.

## Jointly Prepared Housing Needs Reports

Partnerships between two or more local governments to undertake this work could offer potential benefits and efficiencies. A regional district could also consider coordinating the collection and reporting of housing needs information on behalf of their members, as long as required community-specific information and reporting is provided for each individual electoral area and participating municipality.

## Housing Needs Reports Started Before April 2019

Local governments who are already working on, or who have recently completed a housing needs report (before April 2019), may be considered to have met the legislated requirement for their first report. Please contact ministry staff about whether these transitional provisions could apply to your local government.

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch  
Telephone: 250-387-3394  
Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)

## Legislative Authority

The requirements related to housing needs reports are detailed in legislation and associated regulations:

- Housing Needs Report Regulation (OIC, Order-in-Council 205)  
[http://www.bclaws.ca/civix/document/id/oic/oic\\_cur/0205\\_2019](http://www.bclaws.ca/civix/document/id/oic/oic_cur/0205_2019)
- Vancouver Housing Needs Report Regulation (OIC, Order-in-Council 206)  
[http://www.bclaws.ca/civix/document/id/oic/oic\\_cur/0206\\_2019](http://www.bclaws.ca/civix/document/id/oic/oic_cur/0206_2019)
- *Local Government Statutes (Housing Needs Reports) Amendment Act, 2018, S.B.C. 2018, c. 20*  
<http://www.bclaws.ca/civix/document/id/bills/billsprevious/3rd41st:gov18-3>

Links to the *Local Government Act* and the *Vancouver Charter* with the amendments for the Housing Needs Reports will be provided as soon as possible.

*The content on this website is periodically reviewed and updated by the Province of British Columbia as per the date noted on each page: April 17, 2019.*

## Resources

April 16, 2019 [news release on Housing Needs Reports](#)

## Contact Information

For more information please contact:

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch

Telephone: 250-387-3394

**RECEIVED**

File: 5280.01

May 3, 2019

**May 3, 2019**

**TOWN OF COMOX**

Sent via email only: russwurm@comox.ca

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

LOG: 19-265	REFER:	AGENDA:  RCM - May 15
FILE: 5280-01	ACTION: MR	

Dear Mayor and Council:

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

**Re: Single-Use Plastics Ban**

I am writing to encourage your support for implementing restrictions on the use of single-use plastic bags.

The Comox Valley Regional District (CVRD) Board, in response to a delegation from representatives of Comox Valley Nurses for Health and the Environment, is advocating for such changes, and passed the following resolution at its April 30, 2019 meeting:

“WHEREAS single use plastic bags are a major contributor to pollution;

AND WHEREAS it is in the best interest of the health and welfare of the residents of the Comox Valley to restrict the proliferation of single-use plastics;

THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District Board encourages its member municipalities and all businesses within the region to restrict the use of single-use plastic bags.”

The impact of single-use plastics on the environment and water systems is well understood and documented. Single-use bags and other items are now widely regarded as an ecological danger, leaching into soils, groundwater, and the ocean and harming marine wildlife as well as entering our food systems. As a coastal community, the Comox Valley is deeply connected to the natural environment economically, ecologically, socially and culturally. In short, a healthy environment is vital for the well-being of all local residents.

While the Village Cumberland is moving forward with checkout bag and other single-use plastic restrictions, the regional district does not have the legislated authority to regulate businesses and is therefore unable to enact similar regulations within our jurisdiction. Given the current trend, this may create a patchwork of regulations within the region that could cause public confusion and frustration and impact our ability to collectively reduce this harmful plastic waste. To this end, the board has resolved to send correspondence to the province requesting the implementation of province-wide single-use plastic regulations. In addition, the CVRD is encouraging the other local municipalities and businesses to undertake their own actions in support of this initiative.

Reducing single-use plastic bags and disposable plastic packaging is vital for protecting our oceans, lakes, waterways and natural environment and we encourage you to undertake whatever actions are within your ability to help advance this important issue.

Sincerely,



Bob Wells  
Chair

cc: Russell Dyson, Chief Administrative Officer  
Richard Kanigan, Chief Administrative Officer, Town of Comox



CITY OF BURNABY  
OFFICE OF THE MAYOR  
MIKE HURLEY  
MAYOR

RECEIVED

MAY 07 2019

TOWN OF COMOX

2019 May 02

Dear Mayor and Council:

**Subject: Expanding Investment Opportunities**  
(Item No. 6(J), Reports, Council 2019 April 29)

Burnaby City Council, at the Open Council meeting held on 2019 April 29, received the above noted report and adopted the following recommendations, **AS AMENDED**:

1. THAT Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. THAT Council request support from other municipalities and regional districts for the requested changes to the Community Charter.
3. THAT Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

In accordance with Recommendation No. 2, a copy of the report, containing text of the resolution, is *enclosed* for your information.

Burnaby City Council appreciates your support on this matter.

Yours truly,

Mike Hurley  
MAYOR

LOG: 19-27a	REFER:	AGENDA: Rent -
FILE: 0400-60	ACTION: file	May 15 '19

on file  
copy - Mayor + Council  
RK/CF/SR/agenda

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: EXPANDING INVESTMENT OPPORTUNITIES**

**RECOMMENDATIONS:**

1. THAT Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. THAT Council request support from other municipalities for the requested changes to the Community Charter.
3. THAT Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

**REPORT**

The Financial Management Committee, at its meeting held on 2019 April 24, received and adopted the attached report requesting Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	City Manager Director Finance
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2019 April 17

**FROM:** DIRECTOR FINANCE

**FILE:** 7500-01

**SUBJECT:** EXPANDING INVESTMENT OPPORTUNITIES

**PURPOSE:** To request Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

---

**RECOMMENDATIONS:**

1. **THAT** the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. **THAT** the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter.
3. **THAT** the Committee recommend Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities as outlined in this report.

**REPORT****1.0 INTRODUCTION**

Financial investments form a critical part of the activities of a municipality, providing a source of revenues for capital expenditures and to offset cash flow fluctuations. The allowable investment parameters as laid out in the Community Charter is considered a “prescribed” or a “closed” set of legislated guidelines designed to protect municipalities from taking unnecessary or undue risks. The concept being that the current regulations provide for a list of instruments that can be placed in the portfolio, instruments that are considered the most creditworthy and least risky, such as provincial debt obligations and investments in financial institutions in Canada. What occurs in a market such as Canada, which represents less than 3% of the global economy, is an over concentration of holdings and limited investment diversification due to the regulation limitations.

The parameters set and limitations for investment powers and opportunities has not changed for decades in British Columbia. The purpose of the proposed changes to Section 183 of the Community Charter is to provide municipalities with the ability to obtain improved returns

through asset class diversification, which in return can reduce tax implications and funding costs associated with capital funding; while also reducing investment risks. Analysis and discussion for structured governance will be critical to determine the scope of change and authority granted through legislated changes. However, the purpose of this report is to start the conversation with the Province.

## 2.0 POLICY SECTION

### Goal

- A Connected Community
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Dynamic Community
  - Economic opportunity –  
Foster an environment that attracts new and supports existing jobs, businesses and industries
  - Community development –  
Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
- A Thriving Organization
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

## 3.0 MUNICIPAL INVESTMENTS

### 3.1 Investment Funds

Part 6, Division 3, Section 183 of the Community Charter provides investment guidelines to British Columbia municipalities. These legislated guidelines state that municipalities may invest or reinvest money that is not immediately required for expenditures as follows:

**183** Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
- (c) securities of Canada or of a province;

- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- (h) other investments specifically authorized under this or another Act.

The British Columbia provincial government is responsible for the laws and framework that provide governance across the province. The *Municipal Act* has provided this guidance since the 1880's. In 1991, UBCM proposed the idea for the creation of a Bill of Rights for municipalities for the purpose of providing broader powers and greater freedoms for BC municipalities. The *Local Government Act* was then created and received Parliamentary approval in 1996. Finally, with Royal Assent in August 2001 of the *Community Charter Council Act*, a Community Charter Council was created for the purpose of developing the *Community Charter*.

BC municipalities have managed investment portfolios under these guidelines as a matter of fiduciary responsibility and with due diligence. Internal investment guidelines support each municipality's investment activities within the constraints of the *Community Charter*. While protectionist in nature, the regulations actually place inadvertent restrictions on the ability to generate higher rates of return and increased revenues, as well as limiting asset class diversification which is paramount to financial sustainability and risk diversification. Currently, BC municipalities can invest in two of the four main asset classes - money market (including cash equivalents) and fixed income (bonds). The other two asset classes include equities and real estate (or other tangible assets). This limitation in turn affects the portfolio real rate of return once inflation is considered and it affects annual taxation rates and other capital costs for a municipality.

### 3.2 Prudent Investor Rules

The prudent investor rule (aka prudent investor standard) requires the investment manager of an organization to conduct investment activities with care, skill and due-diligence for that which a prudent person would do when managing their own investments, such as property, cash or securities. Such a person would therefore deploy investments through a diversification strategy that can potentially reduce risks while enhancing returns.

A prudent investor would therefore have flexibility and seek opportunities based on market and economic cycles, as well as utilize diversification opportunities both in and outside of Canada. For a municipality, benefits from increased returns can reduce taxation requirements and fees. Without a change to provincial legislation, BC municipalities will continue to invest in

prescribed investment products which under varying market conditions, like the historical low interest rates experienced over the last 10 years that has in turn translated into the lowest yields and lower income.

### **3.3 Prudent Investor Rules – Other Jurisdictions**

Various municipalities and pensions maintain prudent investor rules such as the cities of Ottawa, Edmonton, Calgary, Medicine Hat and more recently the City of Toronto. In 2000, the Canada Pension Plan began investing in equities and other investment products (real estate, commodities and futures) with the main goal of seeking higher returns and to stabilize the Canada Pension Plan (CPP) program for future generations. This change meant a more diversified and global deployment of funds for capital appreciation, taking advantage of a much larger global market than just Canadian content.

When the Province of Ontario decided to make changes to the municipal legislation, it was for the purpose of providing municipalities more flexibility. Thus, allowing local governments more freedom to invest available funds in a larger pool of diversified investment products. Providing the added flexibility and freedom could potentially deliver higher returns while lowering or removing systemic risks, reinvestment risks and interest rate risks. The Ontario government put in place specific requirements that a local government must meet to permanently opt into the prudent investor program. The logic was to ensure appropriate governance and structure was in place with separate guidance from an independent board for the expanded portfolio.

The City of Toronto is currently preparing to place their initial investments into equities now that the legislated requirements for prudent standards have been met. The City of Ottawa however has been investing endowment funds of over \$200 million since 2007. Ottawa conducted an RFP and hired two fund managers to manage the investments of the endowment. Applying prudent investment standards to the endowment funds has allowed the City of Ottawa to generate much higher yields over the last decade when compared to the funds invested based on the prescribed legislation. Also, the City of Ottawa is watching Toronto's activities closely and will contemplate the opt-in decision for the remaining portfolio funds as they have first-hand knowledge of the large differential in returns between their funds.

The City of Edmonton began investing in equities in 1995 with the creation of an endowment fund. A May 2014 staff white paper identified that through the use of asset class diversification, the endowment fund has contributed well over \$700 million to the City of Edmonton's operating budget and the fund has grown from \$445 million to \$710 million. Staff reports indicate that the change to investment structure has allowed the city to achieve cost efficiencies and to better align the portfolios with specific risk profile needs and objectivity. This in turn allows for the creation of new asset class investing, such as global infrastructure and emerging market equities, while achieving the goals of increasing overall returns and long term financial sustainability.

Another report highlighted that Edmonton home owners have saved over 7% for the period 2005 – 2014 on property taxes paid. Not only have the funds increased returns resulted in a reduction of the tax burden on citizens, but has and will continue to the support the city's financial position

and sustainability. The investment diversification through prudent investor rules has meant an expanded revenue base for operating and capital budgets.

### **3.4 Prudent Investor Rules – Capacity and Knowledge**

While providing expanded investment options to municipalities through legislation can achieve many benefits, consideration must be made regarding municipal capacity and expertise. Any change in legislation will require municipal input in determining the governance structure that will work best for the province and each municipality. With examples from Ontario and Alberta now in place, this presents a tremendous opportunity to learn from the legislative process and experiences and to understand the need for improvements and the request to change.

Because of the vast range of assignments and work conducted in municipal treasury, the current staff compliments most likely will not have the expertise to branch out into a larger array of investment asset class products. Indeed, smaller municipalities have very few staff that manage varying professional disciplines such as budgets, banking, trades payable, accounting and investments. There are however significant differences amongst the municipalities in the lower mainland and across the province when it comes to portfolio management expertise and knowledge. So governance must consider inclusion for all without creating additional costs and risks.

Such risks can be mitigated through pooling investments or contracts with qualified funds managers through the set-up of simplified but effective reporting standards and clear guidelines. Under prudent investment standards the need for monitoring the decisions made, portfolio performance, policy and governance principles becomes even greater. Setting the criteria by thoughtful consideration will ensure a more comprehensive and general acceptance and adaptation by municipalities. The goal is not to make prudent investing an impossible challenge, but to ensure there is significant and meaningful impact when prudent investment standards are followed.

## **4.0 REQUIRED CHANGE IN LEGISLATION**

The City of Burnaby has maintained a concentrated and focused effort on the investment portfolio for over three decades. This attention has provided for consistently improved yields and income generation. While the City of Burnaby has outperformed market benchmarks and municipal peers, there are still missed opportunities due to investment restrictions based on the current legislation.

While protectionist in nature, a “prescribed” or “closed” set of guidelines can introduce unintended risks by being extremely limited, thus introducing systemic and interest rate risks to a municipal portfolio. This can increase in magnitude for a large portfolio that seeks additional product and yield within the limited reach and size of the Canadian fixed income market. The *Community Charter* provides clarity but does not empower a municipality to obtain greater investment variation and seek to reduce risk further through asset diversification and allocation.

It is therefore proposed that by providing prudent investor standards within the *Community Charter* or other provincial legislation, risk versus reward through asset class diversification can culminate into various funding and cash flow opportunities as returns increase. If the City of Burnaby moved 30% of current holdings to other asset classes for example (Edmonton has 60% of the endowment fund in equities), with only a 2.5% increase in yield on that portion of the portfolio, the annual additional revenue would be \$12.75 million per year.

The evidence is very clear from municipal examples to pension plans and historical analysis that asset mix is a critical determinant of long term investment fund stability, yield and income. Maintaining a set of guidelines that limits municipal investing to a restricted list of products within limited asset classes will result in what is occurring in many municipal portfolios today – yields that range from 1.50% - 3.00% with significantly reduced income. The current standards limit municipal investments to the Canadian market only and to the fixed income asset class which is based on Canadian interest rates only.

The size and utilization of the City's investment reserves, without debt payment obligations other than internally through annual depreciation, means we are well positioned for the longer term investment time horizon that is needed under other asset classes such as equities and real estate. Providing proficient and transparent oversight to the investment portfolio ensures the City of Burnaby is acting in the best interest of citizens. This also means identifying that as investment markets and economies have changed over the years, opportunities have been missed. The best starting point is to begin the conversation about making changes to the current investment legislation in British Columbia.

And while those opposed to change may suggest that introducing the prudent investor rules will bring with it needless risks, one must consider that risk is defined in many ways, including the long term financial sustainability of municipalities and the tax burden placed on residents. Risk diversification also means fund managers and fund management, not just guarantors and asset class diversification. Risk management means a governance structure that takes into consideration the varying investment strategies that can be deployed and empowering municipalities to diversify and grow for future generations of citizens. For these reasons, updating legislation to include prudent investment rules is practical and warranted.

#### ***4.1 Resolution: Expanded Asset Class Investments Under Prudent Investor Rules***

Given the discussion above, and recognizing that the ability to properly manage and grow assets is an important role of local government, the following resolution has been prepared for the Committee and Council's consideration.

**WHEREAS** financial investments form a critical part of the activities of a municipality, providing a source of revenues for capital expenditures and to offset cash flow fluctuations;

To: Financial Management Committee  
From: Director Finance  
Re: Expanding Investment Opportunities  
2019 April 24..... Page 7

**AND WHEREAS** allowable investment parameters as laid out in the *Community Charter* is considered a “prescribed” set of legislated guidelines.

**AND WHEREAS** the Provinces of Alberta and Ontario have implemented a wider scope for local government investment, which responds to the needs of local governments of all sizes:

**THEREFORE BE IT RESOLVED** that the Union of BC Municipalities request the Ministry of Finance to amend the *Community Charter* to provide municipalities with the ability to obtain improved returns through asset class diversification, which in return can reduce tax implications and funding costs associated with capital funding, while also reducing investment risk.

## 5.0 RECOMMENDATIONS

It is recommended that the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules. It is also recommended that the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter and that a resolution, as outlined in Section 4.1 of this report, be submitted to the Union of British Columbia Municipalities on this matter.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:DS /ml

Copied to: City Manager

**RECEIVED**

May 7, 2019

**TOWN OF COMOX**



LOG: 19-276	REFER:	AGENDA:  RCM - May 15
FILE: 0400-20	ACTION: File	

o - cfile  
copy - Mayor & Council  
RK / Senior Mgmt / agenda

May 7, 2019

Ref: 246050

Dear Local Governments:

As you are aware, housing availability and affordability are some of the biggest issues facing British Columbians today. That is why I am writing to let you know about exciting partnership opportunities that can be used to increase the supply of affordable housing in your community.

With the 30-point housing plan, the Government of British Columbia is making the largest investment in housing affordability in B.C.'s history—approximately \$7 billion over 10 years—through the **Building BC** funds. In the first year of this plan, we have already made significant investments in communities across British Columbia:

- **Building BC: Community Housing Fund (CHF)** will provide close to \$1.9 billion over 10 years to develop 14,350 units of mixed income, affordable rental housing for independent families and seniors. The new homes are designed to address the need for affordable housing across a range of income levels, in response to a housing crisis that has made housing unaffordable for even middle-class families. *Currently, more than 4,900 of these new homes have been approved in 42 communities. (See map: <https://www.bchousing.org/partner-services/Building-BC/community-housing-fund>)*
- **Building BC: Indigenous Housing Fund (IHF)** is a \$550 million investment over the next 10 years to build and operate 1,750 new social housing units for Indigenous families and seniors. *In Fall 2018, we announced 1,100 new affordable homes for indigenous peoples in 26 communities across B.C. (See news release for project list: <https://www.bchousing.org/news?newsId=1479152910395>)*
- **Building BC: Women’s Transition Housing Fund (WTF)** is investing \$734 million over 10 years for 1,500 units of transition and second-stage housing to help women and children get out of violent and abusive situations and rebuild their lives. *More than 280 of these new spaces have been approved for 12 communities.*

.../2

- **Building BC: Supportive Housing Fund (SHF)**, an investment of \$1.2 billion over 10 years, will deliver 2,500 new homes with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness. This fund builds on the ***Rapid Response to Homelessness initiative*** (now fully subscribed) in which 2,000 homes with supports are currently being built in 22 communities across the province, with 1,285 units already opened.
- **Building BC: Capital Renewal Fund (CRF)** is a \$1.1 billion investment over the next 10 years to make existing B.C. social housing stock more livable, energy-efficient, and safer. This investment will make dramatic improvements to the existing social housing stock in the province and benefit thousands of British Columbians.

Many of these housing projects are underway, but I wanted to make sure you knew about upcoming opportunities to apply for future funding. BC Housing is interested in partnering with municipalities, non-profit housing providers, and community groups to create more innovative and sustainable housing solutions through the following:

- **Future RFP** - BC Housing will be issuing a second formal Request for Proposals for the *Community Housing Fund* and the *Indigenous Housing Fund* in 2020. We encourage groups interested in submitting proposals to start their planning early, to ensure their projects are ready when applications open. Interested organizations can visit [bchousing.org/partner-services/funding-opportunities-for-housing-providers](http://bchousing.org/partner-services/funding-opportunities-for-housing-providers) to learn more about these funding streams and their requirements.
- **Ongoing Opportunities** - BC Housing welcomes discussions with partners interested in developing new housing through the *Supportive Housing Fund* and/or the *Women's Transition Housing Fund*. Visit [bchousing.org/partner-services/Building-BC](http://bchousing.org/partner-services/Building-BC) to learn more or contact your local Director of Regional Development (contact list below).
- **Major Repairs for Existing Social Housing** - Funding is available for non-profit housing providers or housing co-operatives to support capital projects that maintain or benefit an existing social housing building's condition or improve the building's seismic or fire safety, as well as for projects focused on energy performance. Visit [bchousing.org/partner-services/asset-management-redeveopment/capital-planning-repairs](http://bchousing.org/partner-services/asset-management-redeveopment/capital-planning-repairs) to learn more about eligibility criteria and how to apply, or speak with the local Regional Non-Profit Portfolio Manager.
- **The HousingHub** is a new division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians. As a centre for housing expertise and collaboration, affordable housing will be developed through the HousingHub either through new construction or through the redevelopment of existing sites. Partners bring suitable land, equity and/or the catalyst for development. The HousingHub can provide:
  - Expertise to provide advice on assisting the group in the planning and development process
  - Access to pre-development funding
  - Low-cost financing
  - Project coordination advice
  - A place for organizations to collaborate

Learn more: [www.bchousing.org/partner-services/housinghub](http://www.bchousing.org/partner-services/housinghub)

.../3

There are many ways that municipalities can help to partner with BC Housing, such as providing city-owned land or waiving Development Costs Charges, as a few examples. If you have an identified housing need in your community, we are hoping that you will help share some of these opportunities with interested community groups in your area. If you are interested in providing housing but are unsure of how to connect with a non-profit, BC Housing or the BC Non-Profit Housing Association can help you identify housing non-profits that operate in your region.

While BC Housing will be promoting these opportunities, we are hoping that you will also reach out to encourage key stakeholders in your community to apply. We have included a *Building BC* factsheet to help you promote these opportunities.

Please have interested key stakeholders in your community contact their local Director of Regional Development for more information:

Region	Director of Regional Development	Email
Interior Region	Danna Locke	<a href="mailto:dlocke@bchousing.org">dlocke@bchousing.org</a>
Northern Region	Amy Wong	<a href="mailto:awong@bchousing.org">awong@bchousing.org</a>
Vancouver Coastal & Fraser Region	Naomi Brunemeyer	<a href="mailto:nbrunemeyer@bchousing.org">nbrunemeyer@bchousing.org</a>
	James Forsyth	<a href="mailto:jforsyth@bchousing.org">jforsyth@bchousing.org</a>
Vancouver Island	Malcolm McNaughton	<a href="mailto:mmcnaughton@bchousing.org">mmcnaughton@bchousing.org</a>
HousingHub	Raymond Kwong	<a href="mailto:rkwong@bchousing.org">rkwong@bchousing.org</a>

Thank you in advance for your support in helping to bring more affordable housing to your community.

Sincerely,

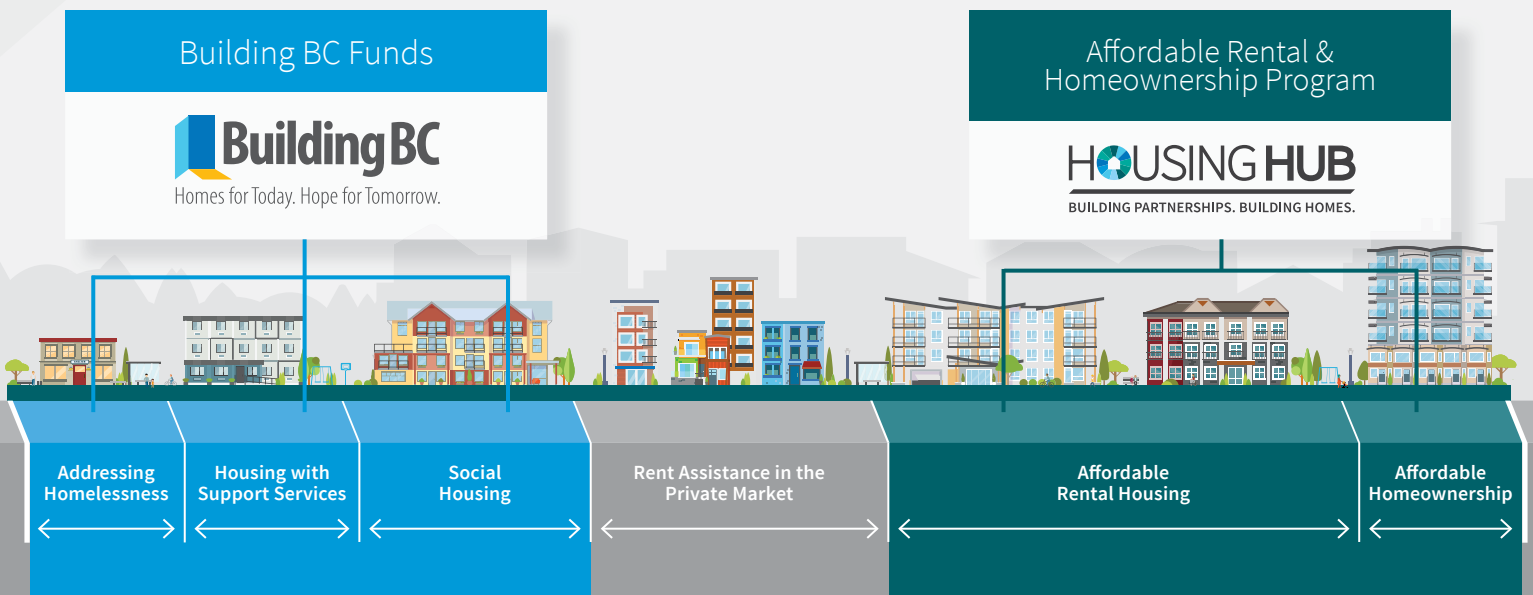


Selina Robinson  
Minister

Enclosure

# Partnering with BC Housing to Build Affordable Housing

**BC Housing welcomes the opportunity to work with individuals and organizations to create affordable housing solutions.** We work in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and other levels of government. As a partner, we build and facilitate community and business partnerships to find innovative solutions to housing.



### ▶▶▶ How to apply

Visit us online to learn more about how to partner with BC Housing.

### ▶▶▶ Funding Opportunities for Housing partners

Website: [bchousing.org/partner-services/funding-opportunities-for-housing-providers](http://bchousing.org/partner-services/funding-opportunities-for-housing-providers)

**Provincial Director, HousingHub**  
Raymond Kwong: [rkwong@bchousing.org](mailto:rkwong@bchousing.org)

**Vancouver Coastal & Fraser Regional Directors**  
Naomi Brunemeyer: [nbrunemeyer@bchousing.org](mailto:nbrunemeyer@bchousing.org)  
James Forsyth: [jforsyth@bchousing.org](mailto:jforsyth@bchousing.org)

**Interior Regional Director**  
Danna Locke: [dlocke@bchousing.org](mailto:dlocke@bchousing.org)

**Northern Regional Directors**  
Amy Wong: [awong@bchousing.org](mailto:awong@bchousing.org)




**Vancouver Island Regional Director**  
Malcolm McNaughton: [mmcnaughton@bchousing.org](mailto:mmcnaughton@bchousing.org)

# Building BC Funds

## Supportive Housing Fund

**\$1.2 billion**

An investment of **\$1.2 billion over 10 years to deliver 2,500 new homes** with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness.




-  Adults over 19 who are homeless or at risk of homelessness.
-  Affordable rental housing with onsite support services.
-  Non-profit housing providers that are interested in providing property management and support services.

Ongoing opportunities

## Community Housing Fund

**\$1.9 billion**

This investment will provide close to **\$1.9 billion over 10 years to develop 14,350 units** of mixed income, affordable rental housing for independent families and seniors.




-  Families and seniors capable of living independently, without on-site support.
-  Affordable rental housing that includes: 30% affordable housing (moderate income), 50% rent geared to income (housing income limit), and 20% deep subsidy.
-  Non-profit housing providers or for-profit firms that partner with non-profit societies who are interested in developing and operating new rental units.

Future Proposal Call

## Women's Transition Housing Fund

**\$734 million**

The Province is investing **\$734 million over the next 10 years to build and operate 1,500 new units** to support women and children at risk of violence.




-  Women and their children who are at risk of violence and/or who have experienced violence.
-  There are four typical models: safe home, transition house, second stage housing, and permanent housing.
-  Non-profit service providers who are interested in developing and operating new rental housing.

Ongoing opportunities

## Indigenous Housing Fund

**\$550 million**

The Province is investing **\$550 million over the next 10 years to build and operate 1,750 new social housing units** for indigenous families and seniors.

-  Indigenous families, seniors, individuals, and persons with a disability.
-  Affordable rental housing.
-  Indigenous non-profit housing providers, First Nations, Metis Nation BC, non-profits, and developers who want to partner with Indigenous organizations and First Nations.

Future Proposal Call



### ▶▶▶ How to apply

Visit us online to learn more about how to partner with BC Housing.

### ▶▶▶ Building BC Funds

Website: [bchousing.org/partner-services/Building-BC](http://bchousing.org/partner-services/Building-BC)  
Email: Mike Lachocki at [purchasing@bchousing.org](mailto:purchasing@bchousing.org)

# Building New Affordable Housing in BC

The *HousingHub* was developed to increase the supply of affordable housing for British Columbians, and is one of several new provincial initiatives introduced in *Homes for BC*: A 30-Point Plan for Housing Affordability in British Columbia.

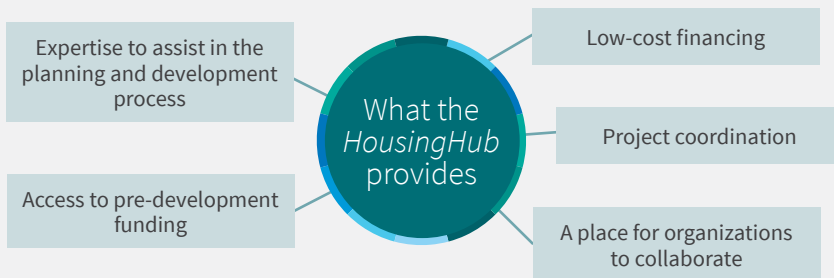
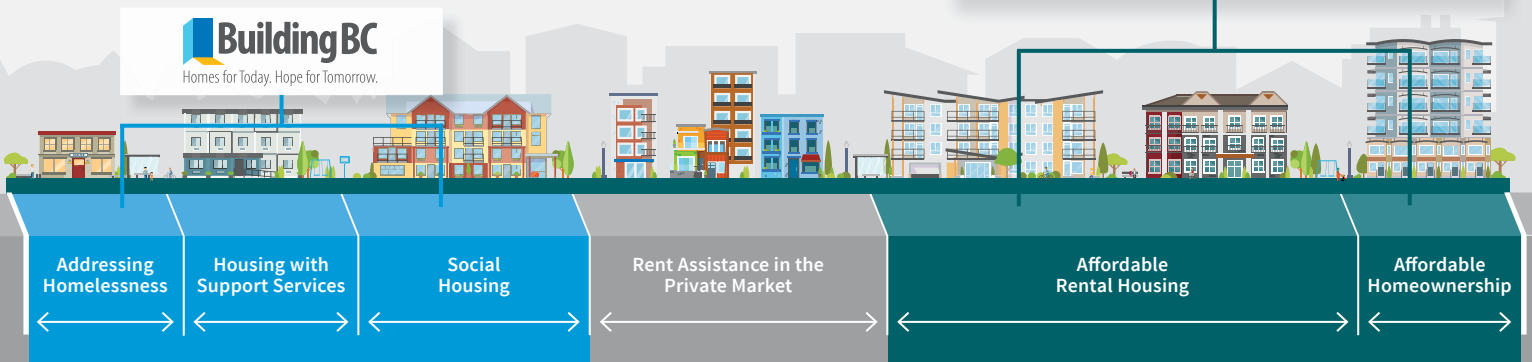
The *HousingHub* is a division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians.

As a centre for housing expertise and collaboration, the *HousingHub* develops affordable housing through new construction, or through the redevelopment of existing sites.

## Increasing the Housing Supply

The *HousingHub* seeks partnerships with levels of government to:

- Increase the supply of affordable rental housing
- Improve the ability of renters to move into homeownership, thus freeing up rental stock

▶▶▶ Visit website:  
[bchousing.org/partner-services/housinghub](http://bchousing.org/partner-services/housinghub)  
 to learn more

▶▶▶ Phone: 604-439-4757  
 Provincial Director, HousingHub  
 Raymond Kwong: [rkwong@bchousing.org](mailto:rkwong@bchousing.org)

# OFFICE OF THE MAYOR

**RECEIVED**

May 6, 2019

**TOWN OF COMOX**



May 6, 2019

File No. 0400-60

By email: [jward@courtenay.ca](mailto:jward@courtenay.ca)

o - cfile 0400-60

copy - Mayor & Council

RK / CF / agenda RCM - May 15

Mayor and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mayor Wells and Council members,

Throughout BC, the Province shares casino gaming revenue with local governments that host casinos and community gaming centres to assist with providing services necessary to address the impacts of casinos in their communities. In 2016/2017, \$96.8 million was distributed to host local governments.

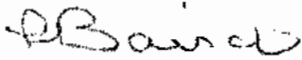
The City of Courtenay receives quarterly payments from the Province equal to 10 percent of the net gaming revenue of Chances Courtenay Gaming Centre. While we recognize that residents of the City of Courtenay are impacted by the casino, we also believe that this impact is shared by other local governments in the region.

Host local governments may use casino revenue for any purpose within their legal authority, and it is my understanding that the City utilizes gaming revenue, along with traffic fine revenue, towards the cost of policing services. While the use of these funds to help with the cost of policing services could be seen to benefit the region as a whole, the Village and Town of Comox already contribute their share towards policing services in the Comox Valley.

.../2

The Village requests that the Council of the City of Courtenay give serious consideration to a revenue sharing arrangement with other local governments in the region on a per capita basis as is done in other areas of the Province where multiple jurisdictions share the impact of casinos. Thank you for your consideration.

Yours sincerely,



Leslie Baird  
Mayor

- c. K'ómoks First Nation  
Town of Comox

**Twyla Slonski**

---

**From:** Barbara Berger <barbberger@icloud.com>  
**Sent:** April 19, 2019 7:15 PM  
**To:** council  
**Subject:** Alex Bissinger's Resolution to Council on declaring a Climate Emergency

**RECEIVED**

**April 19, 2019**

**TOWN OF COMOX**

Hello Comox Councillors:

I'm writing to let you know that as a resident of Comox I whole heartedly support Alex Bissinger's call for Comox council to declare a Climate emergency. I was recently in attendance at the CVRD mtg held last Tues when Arzeena Hamir presented the same resolution there. I believe if we are to take the science on climate change seriously then our political leaders must provide leadership. I know our federal leaders don't seem to be capable but I believe municipal governments can have an impact since they more closely represent their communities than larger political bodies do.

I would like to see unanimous endorsement by all councillors on this resolution.

Regards,  
Barbara Berger  
Comox

LOG: 19-251	REFER:	AGENDA: RCM - May 1
FILE: 5280-01	ACTION: MR	

o - cfile  
copy - Mayor & Council  
RK / All Senior Mgmt / agenda

**Twyla Slonski**

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**From:** Town of Comox – Administration  
**Sent:** April 23, 2019 8:46 AM  
**To:** Twyla Slonski  
**Cc:** Shelly Russwurm: Town of Comox  
**Subject:** FW: Support for Climate Emergency

**RECEIVED**

April 23, 2019

**TOWN OF COMOX**

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**From:** Terry Choquette <terrychoquette@hotmail.com>  
**Sent:** Monday, April 22, 2019 11:04 AM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** Support for Climate Emergency

LOG: 19-249	REFER:	AGENDA:  RCM - May 1
FILE: 5280-01	ACTION: MR	

o - cfile  
copy - Mayor & Council  
RK / All Senior Mgmt / agenda

Attention: Mayor and Councillors

I'm writing to let you know that as a resident of Comox, I whole heartedly support Alex Bissinger's call for Comox council to declare a Climate emergency.

I was recently in attendance at the CVRD mtg held last Tues when Arzeena Hamir presented the same resolution there. I believe if we are to take the science on climate change seriously then our political leaders must provide leadership. I know our federal leaders don't seem to be capable but I believe municipal governments can have an impact since they more closely represent their communities than larger political bodies do.

I would like to see unanimous endorsement by all councillors on this resolution.

Regards,

Terry Choquette  
Comox

**RECEIVED**

May 1, 2019

**TOWN OF COMOX**



May 1st, 2019

LOG: 19-264	REFER:	AGENDA:  RCM - May 15
FILE: 5280-01	ACTION: MR	

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 copy - Mayor & Council  
 RK / Senior Mgmt / agenda

Attention:  
 Chair and Directors, CVRD  
 Mayor and Councillors, Town of Comox  
 Mayor and Councillors, Village of Cumberland

Dear Mayors, Directors and Councils,

On behalf of the CV Nurses for Health & the Environment and the CV Nurses and Nurse Practitioners of BC, we wish to express our support for a declaration of a state of Climate Emergency as was introduced by Councillor Alex Bissinger of the Town of Comox, by Director Arzeena Hamir of the CVRD and by Councillor Jesse Ketler of the Village of Cumberland and initially proposed by Youth Environmental Action. Declaring a state of emergency means that elected officials and citizens will work together to increase the pace of efforts to reduce Greenhouse Gases (GHG) by reducing emissions to become carbon neutral. To date 26 municipalities across Canada have declared a state of Climate Emergency (<https://raog.ca/2019/04/03/26-canadian-municipalities-have-declared-a-climate-emergency/>) and many more across the world have joined this movement (<https://www.theclimatemobilization.org/climate-emergency-campaign>).

As nurses, we are deeply concerned for the health of the citizens of the Comox Valley and of our planet as a whole. The health benefits and cost savings of addressing Climate Change in a timely manner are significant. The costs of admissions to hospital for treatment of respiratory and cardiovascular episodes due to exposure to air pollution, increase in cases of Lyme disease and other vector-borne illnesses are exacerbated by the effects of Climate Change.

According to the province of BC, municipalities may have control over 43% of their total GHGs. (Understanding Our Choices RGS 2009). In addition, there is a clear mandate to address Climate Change under Goal #8 of our current Regional Growth Strategy. You have shown leadership by recently considering instituting the necessary bylaws that support clean air for all of our residents such as those that pertain to the restriction of woodstoves, by contemplating a Valley-wide ban on single-use plastics bags and straws in order to protect our oceans which are the backbone of our coastal economy and with plans to increase access to electric vehicle charging stations.

As part of declaring a state of Climate Emergency, some initiatives that could be implemented are:

- Concentrating on the greening of our cities and institutions including hospitals by changing practices that are harmful to our environment.
- Investing significantly in electrified bus transportation to reduce greenhouse gas emissions and to fund infrastructure that facilitates a rapid adoption of electric vehicles and active transportation.
- Attracting incoming businesses that focus on renewable energies.

Residents of the Comox Valley are ready to work together and now turn to their government bodies to initiate this call to action with the declaration of a state of Climate Emergency. We remain committed to work in partnership with you to develop the specific measures that can be taken in our Valley.

Sincerely,

Helen Boyd, Comox Valley Nurses for Health & the Environment  
 Betty Tate, Comox Valley Chapter of Nurses & Nurse Practitioners of BC

Twyla Slonski

---

**From:** B Martin <b1mar1tin@gmail.com>  
**Sent:** May 4, 2019 9:01 AM  
**To:** Russ Arnott; Alex Bissinger; Nicole Minions; Stephanie McGowan; Pat Mckenna; K Grant; m swift  
**Subject:** In support of Councillor Alex Bissinger's notice of motion

**RECEIVED**

May 4, 2019

Dear Major Arnott and Council members,

**TOWN OF COMOX**

I would like to add my support to councillor Bissinger's intent for the town of Comox to recognize the current global Climate emergency which will have severe consequences not only for the Comox Valley but for all humanity and life on earth. We need to begin immediately to take serious actions to minimize the severity of the changes that have already started if we are to avoid a planetary catastrophe. The almost daily reports such as the following examples are pleading for us to take action.

"Arctic now locked into devastating temperature rise, **UN report says**", March 17, 2019. CBC

"Canada is, on average, experiencing warming at twice the rate of the rest of the world, with Northern Canada heating up at almost three times the global average, according to a new government report, ...**Canada's Changing Climate report (CCCR),...commissioned by Environment and Climate Change Canada**", April 1, 2019, CBC.

"Paris goal too little to avoid worst effects of climate change. That's the conclusion of a series of pessimistic new studies released Monday in the **Philosophical Transactions of the Royal Society A**, where the world's top scientists determined that the **threshold for catastrophic climate change** is much **lower** than previously believed" April 02, 2019, CBC, The National Today.

Yesterday I had the privilege of supporting the Youth Environmental Action group of Comox Valley in their protest march in Courtenay. An estimated 200-300 students filled the streets for two hours asking very articulately for their civic, provincial and federal leaders to recognize the climate crisis that is their future and to act to prevent the worst devastation. They are fearful of their futures. They know there is almost no time left ( 10 years at most) to accomplish the changes needed to give them hope.

Please offer your help to the youth of Comox and the Comox Valley and support Councillor Alex Bissinger's notice of motion to declare a climate emergency.

Sincerely,  
Bruce Martin

Comox, BC

LOG: 19-266	REFER:	AGENDA: May 15 '19
FILE: 5280-01	ACTION: File	

o - cfile

copy - Mayor & Council

RK / Senior Mgmt / agenda

of how serious the current situation is

One step would be committing to carbon neutrality by 2030 do the town of Comox.  
Serious plans and action need to be out in place to mitigate the extreme weather occupancies that are sure to take place. Strategies for extreme winds, rains, drought, interface wild fires and flooding are all necessary.

2030 car by

Ways to mitigate harm

6 month report from staf on possibly actions

**Twyla Slonski**

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**From:** Town of Comox – Administration  
**Sent:** May 6, 2019 12:23 PM  
**To:** Twyla Slonski  
**Cc:** Shelly Russwurm: Town of Comox  
**Subject:** FW: A letter to Mayor and Council

**RECEIVED**

May 6, 2019

**TOWN OF COMOX**

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**From:** Tom Collins <tomscollins@shaw.ca>  
**Sent:** Monday, May 6, 2019 12:19 PM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** A letter to Mayor and Council

LOG: 19-267	REFER:	AGENDA:  RCM - May 15
FILE: 5280-01	ACTION: MR	

o - cfile  
copy - Mayor & Council  
RK / Senior Mgmt / agenda

To Mayor and Council,

As a resident of Comox I would like to congratulate the Town Council for their willingness to stand for public office and then the ongoing efforts required to execute their duties representing the electorate.

Recent discussions with several other residents have however led to this letter, principally regarding the possibility of declaring a state of climate change emergency in Comox. While we are all very mindful of the purpose and intent of climate change actions, our present feeling is that a municipal Town Council is not the right forum for individual actions, and there are several compelling reasons for this statement.

The credibility of Council as a whole, and of its individual members, is judged by its actions and success in maintaining its fiduciary responsibility for funds - taxed or granted: execution of the agreed longer term strategic plan for the benefit of the Town: and addressing social and economic issues within the purview of the Council.

Declaration of such an expansive topic as a climate change emergency is hardly within the purview of a small municipal authority. Firstly, Town Council does not have any guidelines to adjudge and decide what constitutes a local climate change emergency. Having personally lived and worked in South and South East Asia, I can assure you that we are nowhere near a state of emergency here in the valley. Secondly, to spend Council time and perhaps budget is effort misguided at best, misspent at worst and perhaps mistaken overall, when other, more controllable, shorter term and appropriate issues deserve Council's attention.

And thirdly, it is somewhat disingenuous of Council to pursue a climate change state of emergency situation when two of our leading sectors - agriculture and the CFB - are such major contributors to the economy of the valley, as well as, it could be argued, major emitters of the GHGs causing climate change. What sort of message are we sending these important factors in our local economy?

Furthermore we have both Provincial and Federal departments, budgets and initiatives to address climate change. Why spend further local council time and resident taxpayer's dollars to further discuss and duplicate such initiatives.

I trust that those Council members interested in declaring a state of emergency either walk, cycle or use electric vehicles as they attend their various commitments. If they don't then there is more than a touch of hypocrisy to their pursuit of this "emergency". They cannot claim that they are only representing majority public opinion in Comox, because, very clearly, they are not.

While all residents recognize the significance and importance of actions to alleviate climate change, individual ideological directions by Council can only lead to an erosion of credibility – somewhat already stretched by the initial granting of higher council salaries, the exchanges that occurred over the Mariner Building episode, the outcomes of the Mack Laing affair, to name a few in the early life of this Council.

If re-election is the wish of members then address those issues and challenges that have mandated significance to our community, rather than addressing a topic locally that is proving problematic to handle on a global basis.

Optimum use of the time, energy and budget should be top of mind for all Council members, not pursuit of solutions or actions that are likely to sharply divide the electorate and exacerbate the silent majority, as we saw with Proportional Representation. I hope that is not what this Council's legacy may turn out to be.

With regards,

Tom Collins  
Comox

RECEIVED

1945 Beaufort Ave.  
Comox, BC V9M 1S4  
May 7, 2019

MAY 07 2019

Dear Mayor and Council,  
TOWN OF COMOX

I had the privilege of cycling into Courtenay the other day to be with the students who gathered in front of Courtenay City Hall to express their concerns about climate change.

I would respectfully request that it is time for my own municipal government to declare a climate emergency. We may be a small community but can continue to set an example for what can be done with changes to building codes requiring solar, well many other solutions that will benefit future generations.

We used to have a green team in Comox, perhaps that should be revisited.

I encourage you to take the steps you must in advancing our progress combating climate change.

Yours truly,  
Wendy Prothero

CO:	REFER:	AGENDA:
19-273		RCM
FILE:	ACTION:	May 15
5250-01	NR	

on file  
copy to Mayor & Council  
RCM Agenda May 15, 2019



The Comox Valley Unitarian Fellowship

**RECEIVED**

May 7, 2019

**TOWN OF COMOX**

Board of Directors

250 Beach Drive

Comox, BC, V9M 2P9

Phone: 250-890-9262

cvufpresident@gmail.com

www.cvuf.ca

LOG: 19-269	REFER:	AGENDA: RCM - May 15
FILE: 5280-01	ACTION: MR	

o - cfile

copy - Mayor & Council

RK / Senior Mgmt/ agenda

April 26<sup>th</sup>, 2019

The Mayor and Councillors, City of Courtenay (meet May 6, 2019)

The Mayor and Councillors, Village of Cumberland (May 13, 2019)

The Chair and Directors, CVRD (meet May 14, 2019)

The Mayor and Councillors, Town of Comox (meet May 15, 2019)

Dear Mayors, Directors and Councils,

Request for a Declaration of Climate Emergency

We would like to begin by recognizing that BC municipalities, including the CVRD and its municipalities, have been leaders in addressing climate change through the Climate Action Charter, and by pursuing carbon reduction in municipal buildings, infrastructure, services and through land use planning. Adapting to the impacts of climate change has also been part of their planning, policies and actions.

It is now clear to many in the Comox Valley, including members of our Unitarian Fellowship, that the Valley's climate has begun to change quite markedly. Within the past five years, we have seen deepening summer drought as well as increasingly violent winter storms.

While we have not yet suffered fire on the scale of the BC interior, we have had to deal with smoke-filled summers, requiring extra care for the aging, those with asthma, and the

very young. Although we did not have to deal with wind damage and power outages this winter on the scale which other communities did to our immediate south, we have had to cope with trees and buildings damaged by wind and an accompanying loss of power. Flooding on the Puntledge River has also threatened buildings close to where the river opens into the estuary. Recently, Natural Resource Canada released a report "Canada's Changing Climate." One of the key findings was that Canada is warming at twice the global rate. The consequences of such rapid change are unfolding around us and it will be only a matter of time before either a major forest fire or hugely destructive storm hits this area. As we all watch the glacier shrinking yearly, we know that our recurring water shortages will only get worse. Will we be ready?

To be prepared for such catastrophes, as well as to mitigate the conditions giving rise to them, we ask you to formally declare a State of Climate Emergency. Please see:

[www.theclimatemobilization.org/climate-emergency-declarations](http://www.theclimatemobilization.org/climate-emergency-declarations)

This declaration will enable the necessary planning and measures required to meet the kinds of potential disasters which may occur and to move proactively to prevent them.

As the CVRD and its member municipalities move forward with such a Declaration, at least three primary measures should be called for:

1. An initial approach to plan how our communities can meet extreme climate events such as storm, fire, and flood; this approach should include projects to mitigate or remediate conditions leading to climate disaster,
2. The establishment of a standing committee on the Climate Emergency composed of:
  - Local government staff
  - Elected officials
  - Emergency management personnel
  - Local citizens including youth

This group would consider and recommend actions to prepare for emergencies and to mitigate our community's contribution to climate change.

3. A commitment that staff will keep the community continually informed on its progress in meeting the climate emergency.

A formal recognition of the climate emergency will demonstrate good leadership by our elected representatives and unite the community as we face the challenges ahead. The Comox Valley Unitarian Board will stand strongly together with you and encourage our members and friends to do the same.

Yours truly,  
The CVUF Board of Directors

The following members or friends have requested to be signatories to this letter

The Reverend Meg Roberts  
Dan Leahy, Chair CVUF Board of Directors  
Debby Howard, Secretary CVUF Board of Directors  
George Penfold, Treasurer CVUF Board of Directors  
Arlene Bell, CVUF Board of Directors  
Liz Goodger, CVUF Board of Directors  
Steve Faraher-Amidon, CVUF Justice Liaison  
May Partridge, (The lead author of this letter)  
Heather Kennedy-MacNeill  
Mike Bell  
Juliana Leahy  
Keith Wallace  
Robyn Rushford  
Murray Kennedy-MacNeill  
Celia Laval  
Dan Vie  
Katarzyna Stepien  
Nina Haave  
Marvin Haave  
Donna Ziner

Beverly Campbell  
Darrell Erhart  
Dianne Mylrea  
Rachel R. McBryan  
Martin McBryan  
Christy Faraher-Amidon  
Helen Boyd  
Shirley Buchan  
Heather Nicol  
Keith Nicol  
Janet Etzkorn