



TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY JUNE 19, 2019

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

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS:

- (7) a. [Hal Martyn - Rezoning Application RZ 18-10 \(1974 Bolt Avenue\)](#)
- (8) b. [Jenny Steel \(Curtis Road Residents Association\) Comox Valley Sewer Services](#)

2. MINUTES OF MEETINGS:

- (9) a. [Regular Council Meeting Minutes](#)
That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday June 5, 2019, be Approved.
- (13) b. [Committee of the Whole Meeting Minutes](#)
That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday June 12, 2019, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Parks and Recreation Fees Bylaw](#)
That the Parks and Recreation Fees Bylaw Amendment be forwarded to Council for First, Second and Third Readings.
- (2) [Single Use Plastic Regulation Bylaw](#)
 - 1. *That proposed Single Use Plastic Regulation Bylaw No. 1923, 2019 be amended to to build in an annual review of the bylaw in June of each year.*
 - 2. *That Council give first, second and third readings to "Town of Comox Single Use Plastic Regulation Bylaw No. 1923, 2019", as amended.*
 - 3. *That Council direct staff to proceed with the local stakeholder engagement process outlined in the report.*

COMMITTEE RECOMMENDATIONS:

(2) [Single Use Plastic Regulation Bylaw](#)

4. *That Council direct staff to arrange for the required statutory advertising regarding the "Town of Comox Single Use Plastic Regulation Bylaw No. 1923, 2019" prior to adoption of the bylaw.*

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

(15) a. [Management Report - June 19, 2019](#)

That the Management Report for June 19, 2019 be received and filed for information.

(17) b. [Rezoning application RZ 17-12 Development Variance Permit Application DVP 17-9 1961 Bolt Ave](#)

1. *That Comox Zoning Amendment Bylaw 1894 be Adopted.*
2. *That Development Variance Permit DVP 17-9 be issued subject to the Development Variance Permit conditions listed in Schedule 1 to the June 19, 2019 Planning Report on DVP 17-9.*

(26) c. [Cancellation of Business Licences with Outstanding Fees](#)

For information only.

5. SPECIAL REPORTS: NIL

6. BYLAWS:

(28) a. [Comox Parks and Recreation Fees Bylaw No. 1924, 2019](#)

That the Comox Parks and Recreation Fees Bylaw No. 1924, 2019 be given First, Second and Third Readings.

(37) b. [Single Use Plastics Regulation Bylaw No. 1923, 2019](#)

That the Single Use Plastics Regulation Bylaw No. 1923, 2019 be given First, Second and Third Readings.

7. NEW BUSINESS:

(41) a. [Rezoning Application RZ 18-10 Development Variance Permit Application DVP 18-14 \(1974 Bolt Ave\)](#)

1. *That Comox Zoning Amendment Bylaw 1902 be given First and Second Readings.*
2. *That Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue be given First and Second Readings.*
3. *That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1902 and Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue be scheduled for July 3, 2019, 6:30 pm, at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the local Government Act.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JUNE 19, 2019

- (72) b. [Statement of Financial Information \(SOFI\) Report](#)
That the attached 2018 Statement of Financial Information (SOFI), as included in the June 19, 2019 Regular Council Meeting agenda, be received and approved by Council for submission to the Province.

8. CORRESPONDENCE:

- (85) a. [Kelly Barnie \(YANA Comox Valley\) YANA Ride](#)
(91) b. [John Paulin \(Royal Canadian Legion Branch 160\) Request letter of support](#)

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 the meeting be closed to the public, pursuant to the following sub-sections of section 90 of the Community Charter:

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

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

ADJOURNMENT



Deputy Corporate Administrator



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

June 13, 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: Hal Martyn

Organization you are representing: _____

Primary purpose of Organization: _____ Number of members: _____

Mailing address: 1080 Arrowsmith Avenue

City: Courtenay Postal Code: V9N 8M8

Contact name: _____ Email: halmart@shaw.ca

Phone: 250-334-2338 Fax: _____

Subject matter: Rezoning Application RZ 18-10 1974 Bolt Avenue

Specific request of Council, if any (i.e., letter of support, funding): Support for RZ 18-10

Requested meeting and date: 19 June Council

Audio-visual equipment required: _____

Date of application: 13 June/19 Signature of applicant: _____

Please Note: or Print Name: Hal Martyn

- 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.
- Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
- Presenters are to address Council or the Committee of the Whole, and not the audience
- 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.
- Please ensure that your cell phone is turned OFF during the meeting.

Orig - Cfile - 0400-03
Copies - Mayor and Council
- RK/SR

LOG: 19-303	REFER:	AGENDA: RCM June 19
FILE: 0400-03	ACTION: File	



REQUEST TO APPEAR AS A DELEGATION

June 13, 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: Jenny Steel

Organization you are representing: Curtis Road Residents Association

Primary purpose of Organization: Neighbourhood Advocacy Number of members: 85

Mailing address: 495 Curtis Road

City: Comox Postal Code: V9M 3W1

Contact name: Jenny Steel Email: steel.jenny@me.com

Phone: 250-941-3311 Fax: _____

Subject matter: Comox Valley Sewer Services - Sewage Commission Representation,

Electoral Area B representation

Specific request of Council, if any (i.e., letter of support, funding): Request support of Comox Tow
for amending CVRD Bylaw 650 to include the Director from Electoral Area B as a permanent member of th

Requested meeting and date: June 19, 2019

Audio-visual equipment required: Powerpoint deck

Date of application: June 11, 2019 Signature of applicant: 

or Print Name: _____

Please Note:

- 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.
- Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
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- Please ensure that your cell phone is turned OFF during the meeting.

Orig - CFile # 0114-20/335
Copies - Mayor and Council
-RK/SA

LOG: 19-304	REFER:	AGENDA: RCM June 19
FILE: 0114-20/3	ACTION: File	

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday June 5, 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
M. Kamenz, Municipal Engineer

Absent: Councillor A. Bissinger

Call to Order:

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

The Agenda was Adopted.

There were 0 visitors in attendance.

Before the meeting, Mayor Arnott recognised "Stocky" Edwards' 98th birthday and advised that on this 75th D-Day anniversary, the World War 2 flying ace would have been just 23 years old.

Mayor Arnott also advised of two proclamations: the Boomer's Legacy Bike Ride on June 8-9, 2019 and Built Green Day on June 6, 2019.

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 May 15, 2019, be Approved.

(2019.179) -- 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 May 22, 2019, be Received.

(2019.180) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - June 5, 2019

Management Report

That the Management Report for June 5, 2019 be received and filed for information.

(2019.181) -- CARRIED

5. SPECIAL REPORTS: NIL

6. BYLAWS: NIL

7. NEW BUSINESS:

a. Planning Report PR 19-7 Extension of Comox Downtown Vitalization Program

Extension of Downtown Vitalization

1. *That the Downtown Vitalization Program \$40,000.00 fee rebate target be increased to 80,000.00.*
(2019.182) -- CARRIED
2. *That the Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914 be given First Reading.*
(2019.183) -- CARRIED
3. *That having given the Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914 First Reading, having received the June 5, 2019 Planning Report on PR 19-7, and in accordance with Section 226(6)(b) of the Community Charter, Council has considered the Bylaw in conjunction with the objectives and policies set out under Section 165(3.1)(c) of the Community Charter in its Financial Plan.*
(2019.184) -- CARRIED
4. *That the Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914 be given Second and Third Readings.*
(2019.185) -- CARRIED
5. *That the Comox Planning Procedures Amendment bylaw 1915 be given First, Second and Third Readings.*
(2019.186) -- CARRIED

8. CORRESPONDENCE:

a. Bruce Gibbons - Request for a ban on the bottling of groundwater

Groundwater Bottling

That the May 16, 2019 email from Bruce Gibbons, inquiring when he might see his request for a ban on the bottling of groundwater come before Council for a decision, be received and filed for information.

(2019.187) -- CARRIED

b. George Farquharson - Water Meters

Water Meters

That the May 10, 2019 email from George Farquharson, suggesting that the Town of Comox Bylaw No. 529, Schedule "A" Part II Section "c" is contrary to the "equal before the law" principle, and needs to be changed until every household in Comox has a water meter, be received and filed for information.

(2019.188) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Grant

Councillor Grant advised that he attended the Federation of Canadian Municipalities' Conference.

b. Councillor Minions

Councillor Minions advised that she attended:

- the Comox Valley Economic Development Society employee housing summit,
- the Fire Department's fire operations exercises,
- the Little Bit of Nashville event by the Indigenous Women's Sharing Society,
- the CVRD board meeting in place of Councillor Swift,
- the Federation of Canadian Municipalities' Conference,
- a Regional District session by Daniel Arbour,
- the Local Hero Awards ceremony, and
- the electric car and bike event.

c. Councillor McGowan

Councillor McGowan advised that she attended:

- a Comox Archives and Museum Society meeting,
- a d'Esterre Seniors' Society meeting,
- the Zero Waste roundtable discussion,
- the Fire Department's fire operations exercises,
- the Federation of Canadian Municipalities' Conference, and
- the Comox Valley Economic Development Society employee housing summit.

d. Councillor Swift

Councillor Swift advised that she attended:

- the Comox Valley Economic Development Society employee housing summit,
- the Comox Valley Economic Development Society AGM, and
- the electric car and bike event.

Council Swift also advised that the Filberg's kick-off event for the Filberg Festival is on June 6.

e. Councillor McKenna

Councillor McKenna advised that he attended:

- the Federation of Canadian Municipalities' Conference,
- the Local Hero Awards ceremony,
- the Fire Department's fire operations exercises,
- the Comox Valley Economic Development Society employee housing summit,
- a Comox Valley Coalition to End Homelessness meeting, and
- a Community Justice Centre meeting.

f. Mayor Arnott

Mayor Arnott advised that he attended:

- the Local Hero Awards ceremony,
- the Cumberland May Day Parade and events,
- the Comox Valley Economic Development Society employee housing summit,
- a leaders' lunch,
- the Fire Department's fire operations exercises,
- the Sea Cadets' Annual Ceremonial Review,
- the Royal Canadian Marine Search and Rescue graduation and barbeque, and
- the Federation of Canadian Municipalities' conference.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:14 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Committee of the Whole Meeting,
held in Council Chambers on Wednesday June 12, 2019

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

Absent: Nil

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

The Agenda was Adopted.

1. Delegations:

a. Heidi Jungwirth (Courtenay Elementary School) - Install a Seabin at Comox Marina

Courtenay Elementary School class presented information to the Committee of the Whole on Seabins. They advised that they suck up ocean plastics and are helpful for sea creatures. They advised of other marinas that use Seabins, of the amount of garbage that Seabins currently collect each year, and of how to install a Seabin. The class advised that they would like to see the Town install one in the Municipal Marina.

2. Minutes of Meetings: NIL

3. Department Reports: NIL

4. Staff Reports:

a. Parks and Recreation Fees Bylaw No. 1809 Amendment

COMMITTEE RECOMMENDATION:

That the Committee of the Whole forward Parks and Recreation Fees Bylaw No. 1809 Amendment to Council for First, Second and Third Readings.

CARRIED

b. Single Use Plastics Regulation Bylaw No. 1923, 2019

COMMITTEE RECOMMENDATIONS:

1. That proposed Single Use Plastic Regulation Bylaw No. 1923, 2019 be amended to to build in an annual review of the bylaw in June of each year.

CARRIED

2. That Council give first, second and third readings to "Town of Comox Single Use Plastic Regulation Bylaw No. 1923, 2019".

CARRIED

3. That Council direct staff to proceed with the local stakeholder engagement process outlined in the report.

CARRIED

4. That Council direct staff to arrange for the required statutory advertising regarding the "Town of Comox Single Use Plastic Regulation Bylaw No. 1923, 2019" prior to adoption of the bylaw.

CARRIED

5. Correspondence:

a. Mary McLennan (Canadian Hard of Hearing Association) Invite to their meetings

The June 4, 2019 email from Suzanne Casanova, advising that Mary McLennan of the Canadian Hard of Hearing Society would like to have some staff and Council members attend one of their meetings, was received for information.

6. Exclude the Public: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:45 p.m.

CARRIED

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

CHAIR

**TOWN OF COMOX – MANAGEMENT REPORT
June 19, 2019**

Item	DATE ADDED	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Mar 7, 2007	Organic Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay	Regional District continuing to investigate options. Organics collection remained constant, at nearly 1800 tonnes for 2018. Staff report examining implications of altering garbage collection for upcoming Committee of the Whole.
2.	Aug 20, 2014	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Grant-in-aid to be provided to 19 Wing Comox for facility. Expected building completion by July 2019.
3.	Jan 18, 2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Storm Water Management Plan accepted by Council at its October 3, 2018 RCM. Staff working on bylaws, to be introduced to Council in the Fall. History of project to be provided for Council.
4.	Jan 18, 2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Facilitated Public Meeting and Workshop held March 27, 2019. Revised design for viewing platform approved by Council at May 15, 2019 Regular Meeting.
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.

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

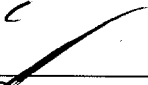


TOWN OF COMOX PLANNING REPORT

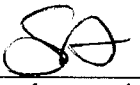
TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	REZONING APPLICATION RZ 17-12 DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 17-9 1961 BOLT AVENUE
DATE:	RCM JUNE 19, 2019



Submitted by



Concurrence



Approval

ACTING CAO

Planner's recommendation:

1. That Comox Zoning Amendment Bylaw 1894 be Adopted (**Attachment 2**) and;
2. That Development Variance Permit DVP 17-9 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the June 19, 2019 Planning Report on DVP 17-9.

Proposal:

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

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

The Application Summary is contained in **Attachment 1**.

Discussion:

Comox Zoning Amendment Bylaw 1894 received 3rd Reading on February 6, 2019. All Outstanding Items, including covenants for tree retention and a requirement for construction

JUNE 19, 2019

on the new parcel to be built to a minimum B.C. Building Step Code level two, have been resolved.

MK/GA/ET

Schedules:

1. Development Variance Permit Conditions

Attachments:

1. Application Summary
2. Zoning Amendment Bylaw 1894

cc: Aaron Handford, Owner, 1961 B Bolt Avenue, Comox, BC, V9M 2J5

JUNE 19, 2019

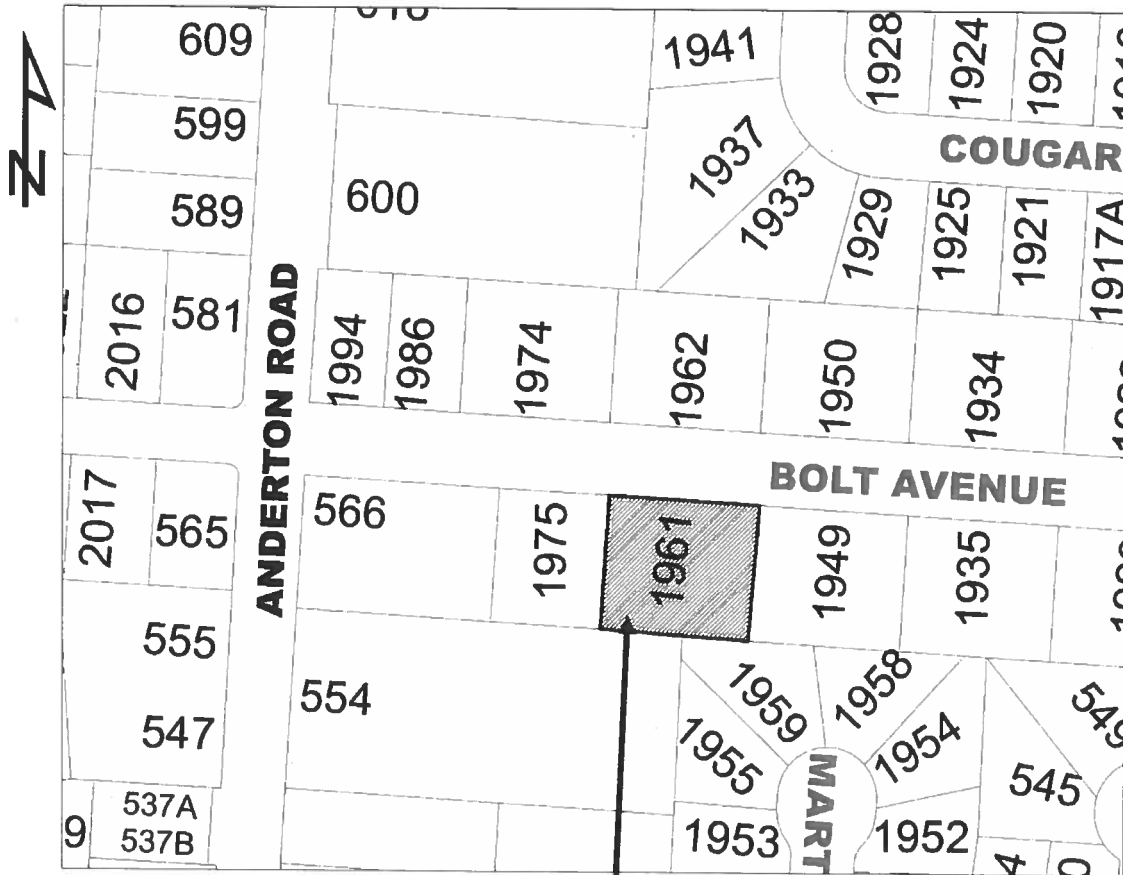
SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

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

JUNE 19, 2019

ATTACHMENT 1
APPLICATION SUMMARY



Subject Property shown shaded on the map

ADDRESS:
1961 Bolt Ave.

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

JUNE 19, 2019

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

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

Applicant: Aaron Handford, Owner

Legal Description: LOT 1, Section 70, COMOX DISTRICT, PLAN 18732

Civic Address: 1961 Bolt Avenue

Official Community Plan:

Land Use Designation: Residential: Ground Oriented Infill

Development Permit Areas: DPA # 2: Ground Oriented Infill
DPA # 17 Coach Houses

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

JUNE 19, 2019

Proposed DVP

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

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

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

JUNE 19, 2019

**ATTACHMENT 2
PROPOSED ZONING AMENDMENT BYLAW 1894**

TOWN OF COMOX

BYLAW 1894

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw 1894"

2. Amendments

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

3. Adoption

- | | | | | | |
|-----|-----------------------------------|------------------|--------|----------|--------|
| (1) | READ A FIRST and SECOND time this | 16 th | day of | January | , 2019 |
| (2) | ADVERTISED A FIRST time this | 29 th | day of | January | , 2019 |
| (3) | ADVERTISED A SECOND time this | 31 st | day of | January | , 2019 |
| (4) | PUBLIC HEARING HELD this | 6 th | day of | February | , 2019 |
| (5) | READ A THIRD time this | 6 th | day of | February | , 2019 |
| (6) | ADOPTED this | | day of | | , 2019 |

MAYOR

CORPORATE OFFICER

BOLT AVENUE

BYLAW 1894

SCHEDULE "1"



PLAN 28729

2

PROPOSED LOT 2

PROPOSED R4.1 ZONING

EX. PROPERTY LINE (TYP.)

PROPOSED LOT 1

EXISTING R2.1 ZONING

1

PROP. PROPERTY LINE

PLAN

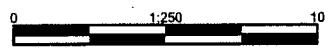
Ex. STM ROW

2

18732

EX. PROPERTY LINE (TYP.)

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANEY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MCELHANEY. MCELHANEY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT EMPLOYED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. MCELHANEY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT MCELHANEY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE. MCELHANEY, ITS EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE FOR THE LOCATION OF ANY UNDERGROUND COMBUSTIBLE, FLUID, GASEOUS OR OTHER FACILITIES WHETHER KNOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC, AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.



ORIGINAL DWG SIZE: ANSIA (8 1/2" x 11")

LOT 1, SECTION 70,
COMOX DISTRICT, PLAN 18732



1211 Ryan Road
Courtenay BC
Canada V9N 3K6
Tel 250 338 5466

FLOATING WORLD WEB DEVELOPMENT INC.
VANCOUVER, BC

1961 BOLT AVE.
REZONING SKETCH

LOT 1, SECTION 70,
COMOX DISTRICT, PLAN 18732

Drawing No.	SK-2
Project Number	2211475050
PAGE 25	

Rev	Date	Description	Drawn	Design	Apprd
2	2019-06-13	REVISED PER TOWN COMMENTS	NP	NP	RW
1		UPDATED LOT 2 SETBACKS PER TOWN COMMENTS			
0		ISSUED FOR PERMIT			

RCM Agenda June 19, 2019



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: June 19, 2019

TO: Mayor and Council	FILE: 4300-02 / 2018CANC
FROM: Shelly Russwurm, Deputy Corporate Administrator	DATE: June 14, 2019
SUBJECT: Cancellation of Business Licences	

Prepared by: Shelly Russwurm, DCA	Supervisor: 	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Richard Kanigan, CAO
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ACTING CAO

Recommendation from the Chief Administrative Officer:

For information only.

Purpose

To advise Mayor and Council of the process for cancelling a business licence, and of staff's decision to cancel business licences for those businesses with multiple years of outstanding licence fees.

Strategic Plan Linkage

Administration of business licences falls under Council's Core Service of Strong Governance and Administration.

Background

Currently, 190 businesses have not paid their business licence fee for 2019, amounting to over \$43,000 in uncollected revenue. Of these 190 businesses, 61 have outstanding fees over multiple years, resulting in nearly \$27,000 in uncollected revenue. Since many of the businesses with multiple years of outstanding fees are likely no longer in operation, the accompanying uncollected revenue will never be obtained and is continuously carried forward year after year. Good accounting principles suggest that this revenue be removed from the books and, in order to do this, the business licences must be formally cancelled.

Under section 15 of the Community Charter, Council may, by bylaw, provide for the granting and approval of business licences, including their suspension or cancellation for reasonable cause. Under section 60 of the Community Charter, before Council can suspend or cancel a business licence, it must give the licence holder notice of the proposed action and an opportunity to be heard. Council may also, by bylaw, delegate the power to suspend

or cancel a business licence to a municipal officer or employee and, in this case, the licence holder is also entitled to receive notice of the proposed action, to have an opportunity to be heard, and to have Council reconsider the officer or employee's decision.

With Council's adoption of the Comox Business Regulation Bylaw No. 1882, 2018, the Business Licence Inspector (Deputy Corporate Administrator) is now authorized to suspend or cancel business licences for reasonable cause. It is proposed that the owners of the 61 businesses with multiple years' of outstanding fees be advised of the Town's intent to cancel their business licences unless the outstanding fees are paid.

These business owners were advised via letter on December 7, 2018 that a new Business Regulation Bylaw had been adopted, resulting in a new procedure for renewing business licences. Owners were advised that licences now expire on January 31 of each year, and that it was their responsibility to ensure that licences were renewed and fees paid prior to January 31 in order to prevent their licence from being cancelled. Details on the process for renewal were identified in the letter.

Over the next couple of weeks, a second letter was sent to the 61 business owners with multiple years' of outstanding fees advising that the Business Licence Inspector is considering cancellation of their business licence, unless the licence is renewed and outstanding fees paid by July 15, 2019. The letter will also identify that business owners can provide written submissions if they desire (again by July 15, 2019). A final decision on which licences will be cancelled will be made following this deadline, and any business owner facing cancellation of their licence can have Council reconsider the decision by providing a written request to Mayor and Council by the August 7, 2019 Regular Council meeting agenda deadline.

A tentative schedule of this process is as follows:

Send 2 nd reminder letter to business owners	June 17-28
Deadline for payment and/or written submissions	July 15
Final decision on cancellation	July 19
Advise business owners of final decision	July 26
Deadline to request appeal	Aug 1
RCM to hear appeal	Aug 7

TOWN OF COMOX

BYLAW NO. 1924

**A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE
PARKS AND RECREATION FEES FOR SERVICES OFFERED
BY THE TOWN OF COMOX**

WHEREAS Section 194 of the Community Charter authorizes Council to impose fees by bylaw;

AND WHEREAS Council wishes to recover a portion of the Town's Parks and Recreation expenses through user fees;

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

1. Title

This Bylaw may be cited for all purposes as the "Comox Parks and Recreation Fees Bylaw No. 1924, 2019"

2. Fees and Charges

(1) Parks and recreation fees are hereby established, as outlined in Schedule "A", attached to and forming part of this bylaw.

(2) All fees within Schedule "A" are subject to applicable taxes where appropriate.

3. Effective Date

This Bylaw shall come into effect September 3, 2019.

4. Repeal

Town of Comox Parks and Recreation Fees Bylaw, 2015 (Bylaw No. 1809), as amended, is repealed.

Schedule A - Schedule of Fees

Effective: September 3, 2019

SECTION 1: GENERAL INFORMATION

- 1.1 Implementation of Fees: Bylaw effective September 3, 2019.
- 1.2 Age Classifications:
- Pre-school: 0 - 4 years
 - Child: 5 – 12 years
 - Teen: 13 – 18 years
 - Adult Student : 19 & over (must provide valid student identification)
 - Adult: 19 – 59 years
 - Senior: 60 years or older
 - Family: one or two parents or legal guardians and minimum one child or teen all living at the same address.
- 1.3 Definitions:
- Community/Not for Profit: Community associations, leagues, school groups, groups registered as a charity with the Canadian Revenue Agency.
 - Private: Private Citizens.
 - Commercial/Political: Any individual, company or organization engaged in the pursuit of business for profit while using Town of Comox Community Centre or satellite facilities.
 - Staff: Employees of the Town of Comox.
 - Recreation Program Contractor: A business that rents and/or pay admin fees to the Town for services rendered.
- 1.4 Additional Charges:
The Town of Comox Community Centre reserves the right to charge set-up and tear down rates for rented space based on a cost recovery basis. The Recreation Department charges third party costs back to facility renters on a cost recovery basis.
- 1.5 Recreation Programs and Services:
The Recreation Director has the authority to establish new fees for programs, events and services.
- 1.6 T.R.I.P:
The Town of Comox Recreation Inclusion Program, or TRIP, provides access to recreation services and programs for the residents of the Town of Comox who are economically disadvantaged. Approved pass holders may purchase admissions and programs at reduced rates
- 1.7 Tax Implications:
Taxes will be added to fees where noted throughout as required by legislation.
- 1.8 Racquet Courts:
Prime Time is Year Round Weekdays 4:45pm-9:15pm. All other time is non-primetime.

SECTION 2: FITNESS STUDIO ADMISSION FEES

2.1 Fees include all applicable taxes

2.2 Fitness Studio Drop-Ins:

Adult	\$6.85
Senior	\$5.80
Teen/Student	\$4.75

2.3. Fitness Studio 10 Visit Pass:
(Purchase ten visits for price of nine visits)

Adult	\$61.65
Senior	\$52.20
Teen/Student	\$42.75

2.4 Fitness Studio Passes:

Adult 1 month	\$73.00
Adult 3 months	\$149.00
Adult 6 months	\$249.00
Adult 1 year	\$389.00
Senior 1 month	\$61.00
Senior 3 months	\$119.00
Senior 6 months	\$197.00
Senior 1 year	\$310.00
Teen/Student 1 months	\$51.00
Teen/Student 3 months	\$99.00
Teen/Student 6 months	\$154.00
Teen/Student 1 year	\$240.00
Family Pass 1 year	\$799.00
Permanent Disability Pass 3 months	\$75.00
Permanent Disability Pass 6 months	\$115.00
Permanent Disability Pass 1 year	\$179.00

SECTION 3: RACQUET COURT FEES

3.1 Fees include all applicable taxes

3.2 Racquet Court Drop-Ins:

Adult/Senior (primetime)	\$6.30
Adult/Senior (non-primetime)	\$4.20
Teen/Student (primetime)	\$4.20
Teen/Student (non-primetime)	\$3.15

3.3 Racquet Court 10 Visit Pass (per person based on two-person use):

Adult/Senior (primetime)	\$52.50
Adult/Senior (non-primetime)	\$36.75
Teen/Student (primetime)	\$31.50
Teen/Student (non-primetime)	\$22.05

3.4 Racquet Court Passes:

Adult unlimited 6 month	\$289.00
Adult unlimited 1 year	\$469.00
Senior unlimited 6 month	\$224.00
Senior unlimited 1 year	\$389.00
Teen/Student unlimited 6 month	\$129.00
Teen/Student unlimited 1 year	\$209.00
Family unlimited 6 month	\$615.00
Family unlimited 12 month	\$969.00

3.5 Fitness Studio & Racquet Court Pass:

Adult 3 months	\$209.00
Senior 3 months	\$159.00
Teen/Student 3 months	\$139.00

3.7 Other Racquet Court Fees:

Racquet rental - squash or racquet ball	\$2.25
Racquet rental - tennis	\$2.25
Racquet rental - pickleball	\$2.25
Squash balls*	Cost + 10%
Racquet balls*	Cost + 10%

*plus applicable taxes

4.0: FACILITY RENTAL FEES

GST not included in prices.

Facility	Commercial		Private		Non-Profit	
	Day	Hourly	Day	Hourly	Day	Hourly
Gym Full	\$799	\$109	\$659	\$79	\$473	\$63
Gym A or B	\$529	\$82	\$369	\$53	\$289	\$31.50
MP Full	\$399	\$69	\$336	\$37	\$289	\$31.50
MP A	\$209	\$35	\$184	\$26.25	\$137	\$21
MP B	\$235	\$39	\$210	\$31.75	\$158	\$26.25
Room A	\$159	\$32	\$105	\$23	\$79	\$15.75
Room B	\$179	\$39	\$119	\$27	\$99	\$18
Room C	\$169	\$37	\$115	\$25	\$89	\$17
Commercial Kitchen with Gym or MP Hall	N/A	\$59	N/A	\$53	N/A	\$52.50
Commercial Kitchen	\$159	N/A	\$116	N/A	\$95	N/A
Staff Kitchen with Gym or MP Hall	\$29	N/A	\$26.50	N/A	\$25	N/A
Lobby with Gym or MP Hall	\$79	\$26	\$54	\$11	\$26.25	\$5.25
Lobby	N/A	N/A	N/A	N/A	\$26.25	\$5.25
Sail Building	\$219	\$35	\$184	\$27	\$137	\$21
Marina Park Upper Gazebo	\$99	N/A	\$79	N/A	\$59	N/A
Rotary Sport Box	N/A	\$19	N/A	\$11.50	N/A	\$11

Renter pays day rate when continuous booking exceeds four hours.

4.1 Other Facility Rental Fees:

Renters charged for maintenance staff set up and/or take down time (custodial rate \$39/hour plus GST) at the discretion of the Recreation Director.

5.0: RECREATION PROGRAM CONTRACTOR FEES

Fees charged by hour unless otherwise noted.

Facility	Rate
Gym Full	\$38.60
Gym A	\$20.70
Gym B	\$20.70
MP Full	\$22.05
MP A	\$17.65
MP B	\$18.75
Room A	\$16.55
Room B	\$16.55
Room C	\$16.55
Village Park Field	\$12.75
Village Park Field - Day	\$66.15

5.1 Other Recreation Program Contractor Fees:

Contractor equipment fee	\$.50 per class/ per week
Contractor trainer fees	\$7.35 per client

6.0: PARK RENTAL FEES

Rental fees by facility and renter (GST not included).

	Ball Diamonds				Soccer/Field				Adult Tournament	Minor Tournament
	Games		Practices		Games		Practices			
	Youth	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Per day/per field	
Airport Elementary School	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	\$42	\$16
Aspen Park Elementary	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	N/A	\$16
Brooklyn Elementary School	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$16
Comox Elementary School	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	N/A	\$16
Comox Community Centre	N/C	\$21.55	N/C	\$9.45	N/C	\$34.15	N/C	\$16.80	\$42	\$16
Highland Secondary School	N/C	\$21.55	N/C	\$9.45	N/C	\$34.15	N/C	\$16.80	\$42	\$16
Robb Rd Elementary School	N/A	N/A	N/A	N/A	N/C	\$28.35	N/C	\$14.70	\$42	\$16

N/C - no cost

N/A - not available

6.1 Other Park Rental Fees:

	Commercial	Private	Non-Profit
Rotary Sport Box - Hourly	\$19.00	\$11.50	\$11.00
Marina Upper Gazebo - Day	\$99.00	\$79.00	\$59.00
Marina Lower Gazebo - Day	\$99.00	\$79.00	\$59.00

7.0: MISCELLANEOUS FEES

7.1 Open Gym or Open Facility Drop-ins:

Adult drop-in	\$3.50
Senior drop-in	\$2.25
Child/Teen/Student	\$1.30
Annual Child/Teen/Student Pass	\$29.00

7.2 Sauna Fees & Bulk Admissions

Sauna	\$5.25
Sauna 10 Visit	\$47.25

7.3. Photocopying Fees:

In-house Photocopying black & white	\$.10 per copy, one side
	\$.20 per copy, two side
In-house Photocopying colour	\$1.25 per copy, one side
	\$1.75 per copy, two side

THE CORPORATION OF THE TOWN OF COMOX

BYLAW NO. 1923

A bylaw to regulate the business use of single use plastics

WHEREAS the Council of the Town of Comox has the authority under Section 8(6) of the *Community Charter* to regulate in relation to business.

AND WHEREAS the Council of the Town of Comox wishes to establish a bylaw to reduce the creation of waste from single-use items and the associated costs with maintaining municipal property, including but not limited to streets, sewers, parks and waterways.

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

1) INTRODUCTION

This bylaw may be cited for all purposes as “**Town of Comox Single Use Plastics Regulation Bylaw No. 1923, 2019**”.

2) DEFINITIONS

Checkout Bag means:

- (a) any bag that is intended to be used by a consumer for the purpose of transporting items purchased or received by a customer from a *Business* providing the bag; or
- (b) bags used to package take-out or delivery of food;
- (c) and includes *Paper Bags*, *Plastic Bags*, or *Reusable Bags*;

Business means any person, organization, or group engaged in a trade, *business*, profession, occupation, calling, employment or purpose that is regulated under the *Comox Business Regulation* Bylaw and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a *Business*;

Paper Bag means a bag made out of paper, but does not include a Small Paper Bag;

Plastic Bag means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

Plastic Drinking Straw means a tube made of plastic, including biodegradable or compostable plastics, used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

Reusable Bag means a bag with handles that is for the purpose of transporting items purchased by the customer from a *Business* and is:

- a) designed and manufactured to be capable of at least 100 uses; and
- b) primarily made of cloth or other washable fabric;

Small Paper Bag means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat.

3) REGULATION

(1) Except as provided in this Bylaw, no *Business* may provide a customer with any of the following items:

- a) *Checkout Bag*;
- b) *Plastic Drinking Straw*.

(2) A *Business* may provide a *Checkout Bag* to a customer only if:

- a) the customer is first asked whether they need a bag;
- b) the bag provided is a *Paper Bag* or a *Reusable Bag*; and
- c) the customer is charged a fee not less than:
 - (i) \$0.25 per *Paper Bag*; and
 - (ii) \$1.00 per *Reusable Bag*.

(3) For certainty, no *Business* may:

- a) sell or provide to a customer any of the items listed in section (1) except as provided by this Bylaw; or
- b) provide a *Checkout Bag* to a customer free of charge.

(4) No *Business* shall deny or discourage a customer from using their own *Checkout Bag* or *Plastic Drinking Straw*.

4) EXEMPTIONS

(1) Section 3 does not apply to *Small Paper Bags* or *Plastic Bags* used to:

- a) package loose bulk items such as fruit, vegetables, nuts, grains, and candy;
- b) package loose small hardware items such as nails and bolts;
- c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;

- d) wrap flowers or potted plants;
- e) protect prepared foods or bakery goods that are not pre-packaged;
- f) contain prescription drugs received from a pharmacy;
- g) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;
- h) protect clothes after professional laundering or dry cleaning.

- (2) This bylaw does not apply to the sale of *Plastic Bags* intended for use at the customer's home or *business*, provided that they are prepackaged and sold in packages of multiple bags.
- (3) This bylaw does not apply to the sale of *Plastic Drinking Straws* intended for use in the customer's home, provided they are sold in packages of multiple straws.
- (4) Notwithstanding section 3(2)(c) and 3(3)(b), a *Business* may provide a *Checkout Bag* free of charge if:
 - a) the *Business* meets the other requirements of section 3(2);
 - b) the bag has already been used by a customer; and;
 - c) the bag has been returned to the *Business* for the purpose of being re used by other customers.

5) OFFENCE

- (1) A person commits an offence and is subject to the penalties imposed by this bylaw, and the *Offence Act* if that person:
 - a) contravenes a provision of this bylaw;
 - b) consents to, allows, or permits an act or thing to be done contrary to this bylaw; or
 - c) neglects or refrains from doing anything required by a provision of this bylaw.
- (2) Each instance that a contravention of a provision of this bylaw occurs and each day that a contravention continues shall constitute a separate offence.

6) PENALTIES

- (1) A person found guilty of an offence under this Bylaw is subject to a fine:
 - a) if a corporation, of not less than \$100.00 and not more than \$10,000.00
 - b) if an individual, of not less than \$50.00 and not more than \$500.00 for every instance that an offence occurs or each day that it continues.

7) SEVERABILITY

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

8) ANNUAL REVIEW

This bylaw shall be reviewed in June of each year.

9) EFFECTIVE DATE

This Bylaw shall come into force and effect on January 1, 2020.

Read a first time this day of , 2019

Read a second time this day of , 2019

Read a third time this day of , 2019

Notice given under section 59(2)(a) and (3) of the *Community Charter* on of , 2019

Finally passed and adopted this day of , 2019

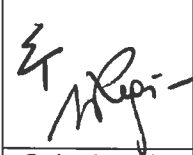
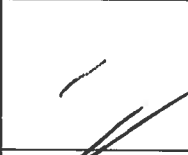
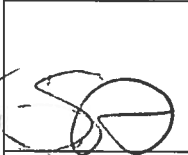
Mayor

Corporate Officer



TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	REZONING APPLICATION RZ 18-10 DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 18-14 1974 BOLT AVENUE
DATE:	JUNE 19, 2019 RCM FIRST AND SECOND READING

 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Submitted by</div>	 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Concurrence</div>	 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Approval</div>
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ACTING CAO

Planner's recommendation:

1. That Comox Zoning Amendment Bylaw 1902 be given First and Second Reading (**Attachment 3**);
2. That Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue (**Attachment 4**) be given First and Second Reading; and
3. That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1902 and Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue be scheduled for July 3, 2019, 6:30 pm, at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the *Local Government Act*.

Proposal:

The proposed zoning amendment is to rezone a portion of the property at 1974 Bolt Avenue from R2.1 Single/ Two-Family to R4.1 Single-Family – 350 m² Parcel, to facilitate the creation of one single-family infill lot.

The Development Variance Permit application DVP 18-14 is to facilitate the development by varying Subdivision and Development Servicing Bylaw 1261 underground wiring requirements to reflect existing neighbourhood character.

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

JUNE 19, 2019

Background:

In accordance with Comox Planning Procedures Bylaw 1780, a single-family rezoning application does not require pre-application neighbourhood consultation.

A development sign has been installed on the subject property boundary on Bolt Avenue. No public submissions have been received by the Town, as of the date of this report. Submissions received prior to the June 19, 2019, Regular Council Meeting will be distributed to Council.

Processing procedures:

Attachment 5 lists the processing steps for Council's concurrent consideration of the rezoning and DVP applications.

OCP Implications:

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

The subject property is located within Development Permit Area (DPA) # 2: Ground Oriented Infill, DPA # 17: Coach Houses and DPA # 18: Secondary Suites. The proposal meets the exemption criteria for each DPA: Sections 3.2.4 (E and F¹), 3.174 (B and F) and 3.18.4 (B and F).

OCP Sustainability Implications:

Consideration of rezoning for smaller lot sizes in single family zones is a key affordable housing policy and supports the OCP objective of more efficient use of the Town's land, services and amenities.

Small lot infill subdivision are generally supported in the Town, provided there are:

- design controls for street-orientation of dwelling units,
- visual prominence of features other than garages,
- retention of significant tree cover,
- ground water recharge, and
- passive solar gain orientation where possible.

The proposed infill development on the subject property would utilize the existing municipal infrastructure. It will create additional residential units near existing public amenities and services.

¹ The subject property currently contains one single-family dwelling. The development proposal does not include change in use on the parent parcel. A two-family dwelling, if proposed, would not be exempt under DPA #2.

JUNE 19, 2019

The subject property is within walking distance of a bus route on Anderton Road, the École Au coeur de l'île Francophone School, Tot Lot Park, Comox Community and Recreation Centre and commercial areas located at Anderton Road. Bolt Avenue is a proposed Major Bike Route, connecting the Francophone and Aspen elementary schools and the Comox Recreation Centre to the commercial node at the Guthrie and Aspen Road intersection.

In accordance with OCP, Environment Policy 2.3.13 (k)², external third party "green building" certification is sought at the time of rezoning. Town practice has been to accept either BUILT GREEN Bronze certification, or, an alternative program. Recently, the BC Building Step Code has been developed by the Province and the applicant proposes meeting the Step 2 standard for the new single-family house. The proposed Phased Development Agreement includes, as an amenity, a restrictive covenant requiring any new construction on the subject property to meet BC Energy Code Step 2.

Seven mature Douglas Firs, a few old fruit trees and a mature hedge along the Bolt Avenue frontage exist on the subject property. The fruit trees that are within the infill Lot 1 building envelope are proposed to be removed. The proposed Phased Development Agreement includes, as an amenity, a restrictive covenant for the retention, maintenance and protection of Douglas Fir trees.

Zoning Implications:

The subject property is zoned R2.1 which allows two-family dwellings and single-family dwellings with or without a secondary suite, or a coach house. Rezoning of a portion of the subject property to R4.1 Single-Family – 350m² Parcel will facilitate the proposed infill development.

The existing dwelling was constructed to front on Bolt Avenue and slightly exceeds the 7.5 metres front setback required under the R2.1 Zone.

On the proposed Lot 1, in accordance with R4.1 zoning regulations, the front setback will be 4.5 metres for living space and 7.5 metres for any portion of the building containing a garage or carport. Under the R4.1 zone, in cases where there is no attached garage to the house, the 7.5 m setback applies for a minimum width of 5.5 metres, to ensure at least 2 parking spaces are available on the property. The R4.1 zone has specific regulations to reduce building mass and garage prominence, as perceived from the street, which will improve the street presence of the proposed infill Lot 1.

In accordance with the R4.1 zoning regulations, no more than one 5.5 metres wide vehicle driveway will be permitted on the proposed Lot 1. The proposed Phased Development Agreement also includes the restriction to no more than one 7.0 metre wide vehicle driveway to the parent Lot 2, to minimize interruptions to the sidewalk and allow for street parking on Bolt Avenue. The existing driveway is just under 7.0 metres wide and on its west side there is an existing retaining wall.

Schedule 2 includes the requirement to remove the retaining wall portion located within the road dedication at time of subdivision.

² OCP policy 2.3.13(k) states that 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.

JUNE 19, 2019

For comparison, the existing R2.1 zone regulations and R4.1 for proposed infill Lot 1 are shown in **Attachment 1**, Application Summary.

Subdivision and Development Servicing Bylaw Implications:

The subject property is located within an established neighbourhood dating before the current Town subdivision servicing standards were adopted.

The VP 18-14 application proposes to vary Town of Comox Subdivision and Development Servicing Bylaw, 1261, Schedule C.1, Appendix G, Section 1.2.1 to not require the undergrounding of the existing aerial transmission lines along the subject property frontage. **Schedule 1**, Proposed DVP Conditions includes underground servicing of proposed Lots 1 and 2 with a drop from an existing pole location; if this is not possible without the installation of an additional pole (as opposed to an existing pole replacement), aerial servicing is permitted.

Financial Implications:

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

Other Implications:

Schedule 2 contains a preliminary engineering analysis from the Public Works Department, pertaining to the proposed future subdivision. As the engineering analysis is preliminary, the comments are subject to change.

MK/RB/ET

Schedules:

1. Outstanding Items and Development Variance Permit conditions
2. Preliminary engineering comments

Attachments:

1. Application Summary
2. Applicant's Submission
3. Proposed Zoning Amendment Bylaw 1902
4. Proposed Phased Development Agreement Authorization Bylaw 1912
5. Processing Procedures

cc: Hal Martyn
1080 Arrowsmith Ave
Courtenay B.C. V9N 8M8

JUNE 19, 2019

SCHEDULE 1

OUTSTANDING ITEMS

Prior to adoption of Bylaws, registration of Phased Development Agreement strengthening covenant for:

- i. The retention, maintenance and protection of 7 Douglas Fir trees identified for retention in the site plan, included in Schedule 1;
- ii. Vehicle access to proposed Lot 2 limited to one driveway, maximum 7.0 metres wide; and
- iii. The certification that new residential buildings on the Land are built to a minimum Step 2, as referenced in Table 9.36.6.3 B of the British Columbia Building Code.

PROPOSED DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. This Development Variance Permit is to facilitate the subdivision of the subject property into two lots;
2. Town of Comox Subdivision and Development Servicing Bylaw, 1261 is varied as follows:

Schedule C.1 Appendix "G" (Specifications for Underground Wiring and Street Lighting),
Section 1.2.1

From: all wiring shall be underground,

To: not require undergrounding of the overhead transmission wires across the frontage of the subject property; and to require underground servicing of proposed Lots 1 and 2 with a drop from an existing pole location; if this is not possible without the installation of an additional pole (as opposed to an existing pole replacement), aerial servicing is permitted.

JUNE 19, 2019

SCHEDULE 2

TO: Elliot Turnbull, Planning Department	RZ 18-10
FROM: Shelley Ashfield, Municipal Engineer	DATE: Oct. 24, 2018
SUBJECT: 1974 Bolt Avenue – LOT B Section 70 Comox District Plan 20074	

In response to referral, dated September 24, 2018 reference file RZ 18-10, public works has reviewed and offer the following:

General:

- All works shall be constructed in accordance with the Town of Comox Subdivision and Servicing bylaw;
- The applicant shall be required to retain the services of a Professional Engineer registered within the Province of British Columbia to submit designs for review and approval by the Town of Comox and supervise all aspects of construction. The Engineer must provide cost estimates and submit certified as-built drawings upon project completion. The Professional Engineer shall also be responsible to review the elevations of the existing gravity mains on Bolt Avenue and designate the minimum floor elevation for proposed Lot 1.
- Design and construction, shall be in in accordance with the Town's Subdivision & Development Servicing Bylaw, and Subdivision & Development Specifications, unless otherwise noted. A performance bond for work within the Municipal right-of-way must be posted prior to commencing work within an existing road or statutory right-of-way. The amount of this bond shall be the equivalent of 125% of the cost as determined by the engineer's estimate. Works within the municipal right-of-way, or those to be transferred to the Town of Comox, shall be covered by a one-year maintenance period that shall include a maintenance bond equivalent to 10% of the total construction cost.

Water System:

- We note that the proposal at hand is consistent with the current land use and densities found within this area.
- The proposed Lot 2 is currently serviced by a 20 mm diameter metered water connection off Bolt Avenue that shall continue to provide service to the existing residence. As a condition of development this service must be upgraded to a metered connection. Cost to the applicant for the installation by the Town of Comox is \$750.00; and
- Proposed Lot 1 shall receive a water service from the water main on Bolt Avenue. Cost to the applicant for the installation by the Town of Comox for a 20 mm diameter water connection is \$2,650.00 (Service \$1,210.00 + Curb and Gutter \$720.00 + Sidewalk \$720.00); and
- The Fire Department should be requested to provide a review as to the suitability of the current fire hydrants to service these properties on Bolt Avenue.

JUNE 19, 2019

Sanitary Sewage System:

- McEhanney shall run the sanitary model to confirm if there is adequate capacity in the sanitary sewer on Bolt Avenue. Any recommendations regarding modifications or upgrades that may result from this assessment shall form part of the subdivision requirements. All cost associated with this assessment and any requirements that are forthcoming, must be borne by the applicant;
- The proposed Lot 2 is currently serviced by a 100 mm diameter sanitary connection connections off Bolt Avenue which shall continue to provide service to the existing residence. No upgrading of this service is required;
- Proposed Lot 1 shall receive a sanitary connection from the sanitary main on Bolt Avenue. Cost to the applicant for the installation by the Town of Comox for a 100 mm diameter sanitary connection is \$1,950.00.00 (Service \$950.00 + Pavement Cut \$1,000.00).

Storm Drainage System:

- The proposed Lot 2 is currently serviced by a 150 mm diameter storm connection off Bolt Avenue which shall continue to provide service to the existing residence. No upgrading of this service is required;
- Proposed Lot 1 shall receive a storm connection from the storm main on Bolt Avenue. Cost to the applicant for the installation by the Town of Comox for a 150 mm diameter storm connection is \$1,100.00.

Roads and Sidewalks:

- A portion of existing retaining wall located within road dedication (along west side lot line of proposed Lot 2) shall be removed prior to subdivision approval;
- Currently there is a concrete sidewalk and mountable curb fronting the subject property. Driveway width within road dedication shall be maximum width of 5.5 m for proposed Lot 1.

BC Hydro/Telus/Cable/Gas:

- Refer to the respective utilities for their comments.

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Proposal:	The proposed zoning amendment is to rezone a portion of the property at 1974 Bolt Avenue from R2.1 Single/ Two-Family to R4.1 Single-Family – 350 m ² Parcel, to facilitate the creation of one single-family infill lot. The Development Variance Permit application DVP 18-14 is to facilitate the development by varying Subdivision and Development Servicing Bylaw 1261 underground wiring requirements to reflect existing neighbourhood character.
Applicant:	Hal Martyn
Owner:	Eric Hoerburger
Legal Description:	Lot B, Section 70, Comox District, Plan 20074
Civic Address:	1974 Bolt Avenue

Official Community Plan

Land Use Designation:	Ground Oriented Infill
Development Permit Areas:	DPAs # 2 Ground Oriented Infill, # 17 Coach Houses and # 18 Secondary Suites

Zoning	EXISTING and Lot 2 R2.1 Single/ Two - Family	PROPOSED and Lot 1 R4.1 Single-Family – 350 m² parcel
Permitted uses:	Accessory structures and uses Bed and Breakfast accommodations Coach houses Home occupations Secondary suites Single-family dwellings	Accessory structures and uses Bed and Breakfast accommodations Home occupations Secondary suites Single-family dwellings
Minimum parcel area:	900 m ²	350 m ²
Minimum parcel frontage:	20.0 m	13.0 m
Minimum parcel depth:	26.0 m	24.0 m
Maximum parcel coverage:	35%	35%
Maximum Height & Storeys:	9.0 m	8.0m and maximum 2 storeys Gross floor area of the second storey shall not exceed 75% of the first storey
Minimum Setbacks		
front	7.5m	4.5 m/ 7.5 m
rear	7.5m	the greater of 7.5 m or 25% of parcel depth, whichever is greater
side (interior)	2.0m	1.8 m

JUNE 19, 2019

Accessory Buildings Not exceed 10% parcel coverage

Not exceed 40m² or 10% lot coverage, whichever is less

Surrounding Land Uses: Single-family residences to the east, west and south, patio homes development to the north, École Au coeur de l'île Francophone School, public park and Comox Community and Recreation Centre further to the east and south-east.

Proposed Variance to Subdivision and Development Servicing Bylaw, 1261, Schedule C.1

	EXISTING	PROPOSED
Appendix G, Section 1.2.1	Require all underground wiring	Not require undergrounding of the existing overhead transmission lines across the frontage of the subject property; and to require underground servicing of proposed Lots 1 and 2 with a drop from an existing pole location; if this is not possible without the installation of an additional pole (as opposed to an existing pole replacement), aerial servicing is permitted.

**RZ 18-10 DVP 18-14
1974 BOLT AVENUE**

JUNE 19, 2019

**ATTACHMENT 2
APPLICANTS SUBMISSION**

H. A. Martyn, P.Eng.
1080 Arrowsmith Ave.
Courtenay, BC V9N 8M8
Tel: 250-334-2338 / Cel: 250-898-7210

Eric A. Hoerbuerger
Proposed Zoning Amendment
1974 Bolt Avenue, Comox

Summary and Rationale

Eric A. Hoerbuerger, BCLS, is the Owner of the property addressed as 1974 Bolt Avenue and legally described as Lot B, Section 70, Comox District, Plan 20074 (PID: 003-653-765). This is one of the more mature areas of the Town, located within a very short walk of recreational amenities (Comox Recreation Centre and various parks) and schools. It is also within reasonable walking distance of the commercial business areas at Anderton and Guthrie Roads and Downtown Comox is also within a somewhat longer walking distance. The Owner has recently purchased the property as an investment.

The current zoning of the property is R2.1 Single/Two-Family and the lot is approximately 1540 sq.m, well in excess of the R2.1 minimum of 900 sq.m. The properties are located within the areas designated for Ground Oriented Infill Development, which is subject to Zoning Regulation under R4.1 Single Family – 350 sq.m Parcel. Given the very large parent parcel size and the current house location, the property is ideally suited to create an R4.1 zoned infill lot, as shown on the BCLS-prepared plan of proposed subdivision accompanying the application. The proposed future infill lot will meet the minimum frontage of 13.0m but will be substantially larger than the minimum lot area for the R4.1 zone due to depth. The remainder of Lot B (proposed Lot 2) will continue to meet the R2.1 zoning requirements, save for the west side yard setback. In order to maintain the R2.1 zoning for proposed Lot 2, we propose to remove the encroaching portion of the existing roof and deck/carport while retaining the concrete retaining wall and parking spaces. The existing accessory building in the rear yard straddles the proposed new lot line. It is planned to either completely remove this structure or to relocate it to a zoning-compliant position fully within Lot 2.

Servicing Infrastructure

The existing lot receives all municipal services from existing pipes on Bolt Ave. From Town records, it appears that all the existing services will be fully within proposed Lot 2 frontage. Service connections to the new Lot 1 can be provided from the existing Bolt mains, which should be adequately deep, fronting the lot.

Fortis Gas records obtained from the Town suggest a 42mm gas main on the south side of Bolt, from which a service is already connected to the existing house, and which will be available for a new gas service to the proposed lot.

.....2

1974 Bolt Avenue, Comox
Proposed Zoning Amendment
Summary and Rationale (cont'd)

The other Utilities (BC Hydro, Telus, Shaw Cable) are currently on an overhead pole line on the north side of Bolt Ave., with overhead drop services to the existing house from a pole at the south east lot corner. There is also a mainline utility pole located at the southwest corner of proposed Lot 1. It appears that underground dip services can be provided directly from the pole to service the proposed house on Lot 1.

Bolt Avenue along the frontage of the lot is already constructed with roll-over curb and gutter and sidewalks which all appear to be to Town standards. We anticipate no further requirements for upgrading of road works.

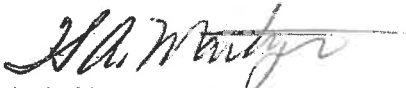
Vegetation and Landscaping

There is normal front yard vegetation, including a hedge along the lot line, in front of the existing house on proposed Lot 2, as well as some substantial mature Douglas Fir specimens at the rear lot line, all of which is unaffected by the rezoning proposal. Within proposed Lot 1, there is a mature hedge along the street and a number of small fruit trees within what will be the future building envelope for the lot. The fruit trees will need removal and the hedge may be compromised to provide driveway and service access to proposed Lot 1. There is vegetation at or near the rear lot line, some of which is quite scrubby and suitable for removal, if desired. There are two mature Douglas Fir trees right near the rear property line, at least one of which is on the neighbouring property to the north. Both trees appear to be sufficiently removed from the future building envelope that any impact will be negligible. We note that the properties are ***not*** within the applicable area of the Town's Tree Management Bylaw. Provision of street trees at one per new lot will be determined at the time of subdivision.

Summary

The proposed zoning amendment will provide the opportunity to create an infill lot, making use of underutilized land and addressing Town policies that encourage infill and intensification of land use within the existing developed urban area. The property is designated for Ground Oriented Infill Development and we therefore encourage the Town to support and approve the proposal through approval of the Zoning Amendment.

Prepared By:



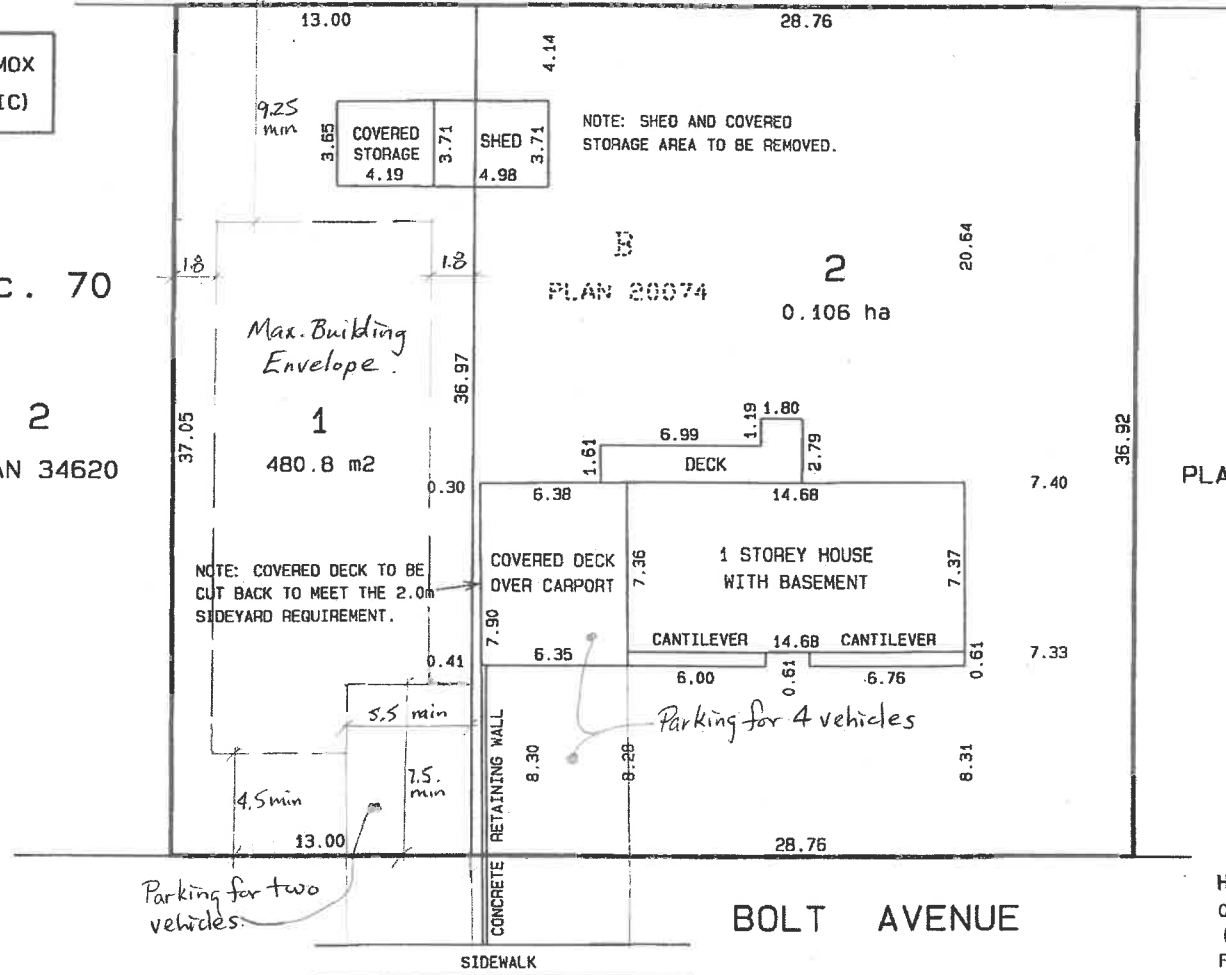
H.A. Martyn, P.Eng.
Consulting Engineer

PROPOSED SUBDIVISION PLAN OF LOT B,
SECTION 70, COMOX DISTRICT, PLAN 20074.

STRATA PLAN VIS4035

1974 BOLT AVENUE, COMOX
SCALE 1 : 250 (METRIC)

Sec. 70
2
PLAN 34620



NOTE: COVERED DECK TO BE CUT BACK TO MEET THE 2.0m SIDEYARD REQUIREMENT.

NOTE: SHED AND COVERED STORAGE AREA TO BE REMOVED.

C
PLAN 20074

BOLT AVENUE

HOERBURGER LAND SURVEYORS
COMOX, B.C.
(250) 890 - 0100
FILE: 2077PRO1 FB. 80/77

AUGUST 22, 2018

SKETCH PLAN OF TREE LOCATIONS ON
 LOT B, SECTION 70, COMOX
 DISTRICT, PLAN 20074.

STRATA PLAN VIS4035

1974 BOLT AVENUE, COMOX
 SCALE 1 : 250 (METRIC)

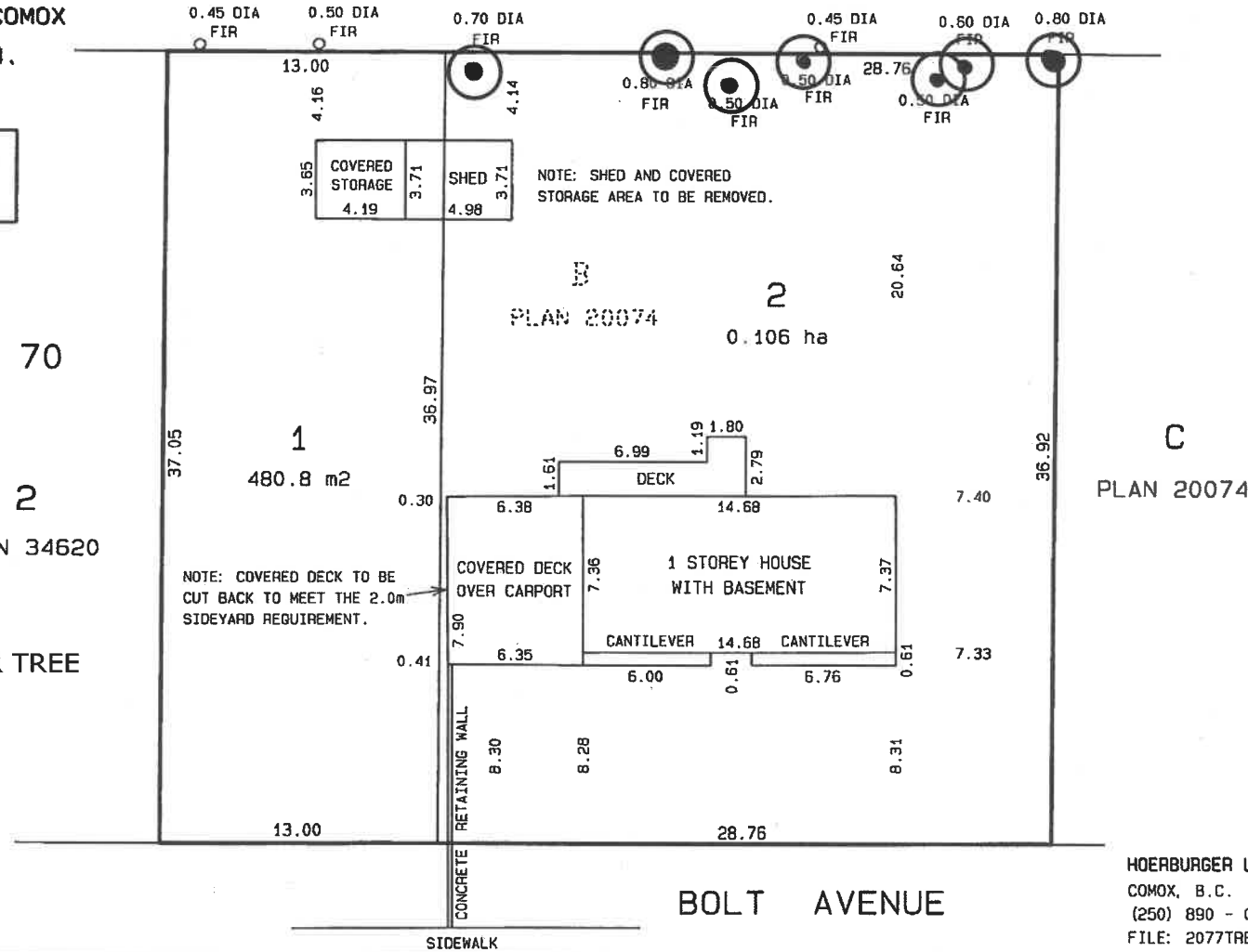
Sec. 70

2

PLAN 34620



PROTECTED
 DOUGLAS FIR TREE



NOVEMBER 21, 2018

HOERBURGER LAND SURVEYORS
 COMOX, B.C.
 (250) 890 - 0100
 FILE: 2077TREE FB. 80/77

**RZ 18-10 DVP 18-14
1974 BOLT AVENUE**

JUNE 17, 2019

**ATTACHMENT 3
PROPOSED ZONING AMENDMENT BYLAW 1902**

**RZ 18-10 DVP 18-14
1974 BOLT AVENUE**

JUNE 19, 2019

**ATTACHMENT 3
PROPOSED ZONING AMENDMENT BYLAW 1902**

TOWN OF COMOX

BYLAW 1902

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw 1902"

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended as follows:

Schedule "B" (the Zoning Map) is amended by rezoning that portion of **Lot B, Section 70, Comox District, Plan 20074**, shown shaded on Schedule "1", which is attached to and forms part of this Bylaw, from R2.1 Single/ Two-Family to R4.1 Single-Family 350 m² Parcel.

3. Adoption

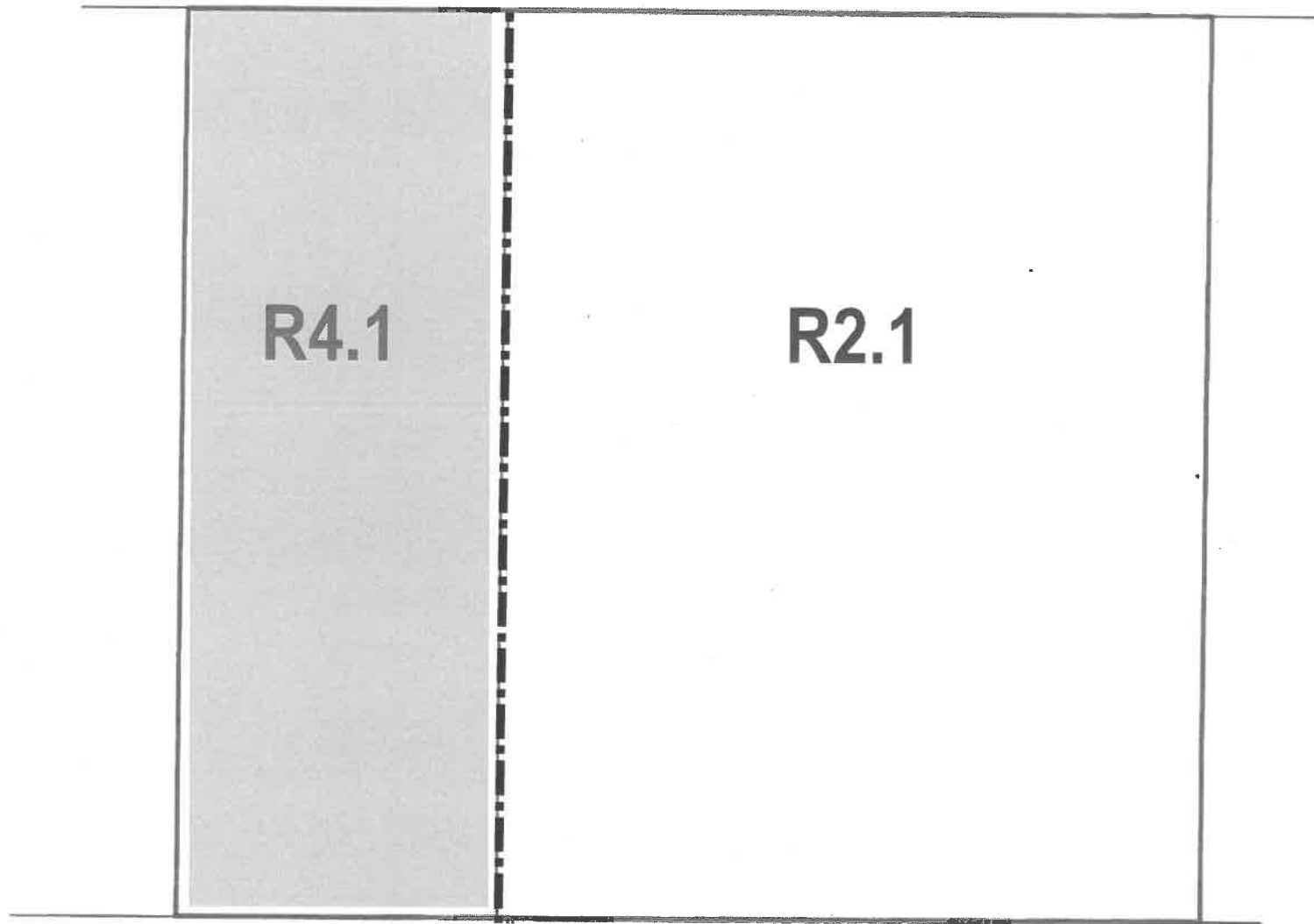
- | | | |
|-----|-----------------------------------|--------------|
| (1) | READ A FIRST AND SECOND time this | day of, 2019 |
| (2) | ADVERTISED A FIRST time this | day of, 2019 |
| (3) | ADVERTISED A SECOND time this | day of, 2019 |
| (4) | PUBLIC HEARING HELD this | day of, 2019 |
| (5) | READ A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

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Officer

**BYLAW 1902
SCHEDULE "1"**

Scale 1:250



BOLT AVENUE

Subject Property:
1974 Bolt Avenue
Lot B, Section 70,
Comox District, Plan 20074

**RZ 18-10 DVP 18-14
1974 BOLT AVENUE**

JUNE 19, 2019

**ATTACHMENT 4
PROPOSED PHASED DEVELOPMENT AGREEMENT AUTHORIZATION BYLAW 1912**

TOWN OF COMOX

BYLAW 1912

A BYLAW TO ENTER INTO A PHASED DEVELOPMENT AGREEMENT

WHEREAS:

The Town may by bylaw enter into a phased development agreement pursuant to s. 516 of the *Local Government Act*;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, having given notice and held a public hearing, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the "Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue"

2. Authorization

Council hereby authorizes the Town of Comox to enter into a phased development agreement under s. 516 of the *Local Government Act*, in the form attached as Schedule "A" to this bylaw.

The Mayor and the Corporate Officer may execute and deliver an agreement with Eric Anthony Hoerbinger, in the form attached as Schedule "A" to this bylaw.

3. Adoption

- (1) READ A FIRST time this day of , 2019
- (2) READ A SECOND time this day of , 2019
- (3) ADVERTISED A FIRST time this day of , 2019
- (4) ADVERTISED A SECOND time this day of , 2019

- (5) PUBLIC HEARING HELD this day of , 2019
- (6) READ A THIRD time this day of , 2019
- (7) ADOPTED this day of, 2019

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Officer

BYLAW 1912
SCHEDULE "A"

PHASED DEVELOPMENT AGREEMENT: 1974 BOLT AVENUE

This Agreement dated for reference the ____ day of _____, 2019 is

AMONG:

TOWN OF COMOX, a municipal corporation,

having an address of

1809 Beaufort Avenue, Comox B.C. V9M 1R9

(the "Town")

AND:

Eric Anthony Hoerbuerger,

having an address at 280A Anderton Road, Comox, B.C. V9M 1Y2

(the "Owner")

WHEREAS:

A. The Owner is the registered owner of land legally described as:

PID: 003-653-765

Lot B, Section 70, Comox District, Plan 20074

(the "Land");

B. The Owner has applied to the Town for an amendment to Comox Zoning Bylaw 1850 ("Bylaw 1850") by way of Comox Zoning Amendment Bylaw 1902 (the "Zoning Amendment Bylaw") to permit the development on the Land of certain residential and commercial uses;

C. The Owner wishes to provide the following amenities with respect to the development on Land.

D. The Owner wishes to provide the following with respect to the development on Land (the "Amenities"):

(i) The retention, maintenance and protection of 7 Douglas Fir trees identified for retention in the site plan, included in Schedule 1;

(ii) Vehicle access to proposed Lot 2 limited to one driveway, maximum 7.0 metres wide; and

- (iii) The certification that new residential buildings on the Land are built to a minimum Step 2, as referenced in Table 9.36.6.3 B of the British Columbia Building Code.
- E. The parties wish to ensure that the provisions of Bylaw 1850 as amended by the Zoning Amendment Bylaw continue to apply to Land for the period more particularly set out in this Agreement; and
- F. The Council of the Town has given notice and held a public hearing and has, by bylaw, authorized the execution of this Agreement;

NOW THEREFORE in consideration of the mutual promises set out in this Agreement, the parties agree pursuant to section 516 of the *Local Government Act* as follows:

APPLICATION OF AGREEMENT

- 1. This Agreement applies to the Land, including any parcels of land into which the Land may be subdivided.

BYLAW AMENDMENTS NOT TO APPLY

- 2. For the term of this Agreement, any amendment or repeal of sections 104.1, 104.2, 104.3, 104.4, 104.5, 104.6, 104.7, 104.8, 104.9, 104.10, 104.13, 112.1, 112.2, 112.3, 112.4, 112.5, 112.6, 112.7, 112.8, 112.9, 112.10, and 112.13 of Bylaw 1850 as amended by the Zoning Amendment Bylaw shall not apply to Land, except:
 - (a) as provided in section 516(6) of the *Local Government Act*; or
 - (b) to the extent that the owner of any parcel comprising Land agrees in writing that the amendment or repeal shall apply to that land.
- 3. For certainty, and without limiting section 2, the Town agrees that any development permit or building permit that would be issuable in respect of Land on the date of adoption of the Zoning Amendment Bylaw will, subject to Section 9, be issued throughout the term of this Agreement in accordance with Comox Official Community Plan Bylaw 1685 (Bylaw 1685), Bylaw 1850 (apart from the sections specified in Section 2 to the extent that they may differ from the sections in force following adoption of the Zoning Amendment Bylaw), and Comox Building Bylaw 1472, despite any amendment or repeal of the bylaw provisions specified in section 2 that would otherwise prevent the issuance of the permit.

TERM OF AGREEMENT

- 4. The term of this Agreement is ten years from the date of adoption of the Zoning Amendment Bylaw.
- 5. The parties may terminate this Agreement at any time by written agreement of all parties.

6. If the Owner does not comply with all the requirements in Section 8, on which question the opinion of the Town shall be determinative provided that the Town may not act unreasonably, the Town may at its option terminate this Agreement by providing notice in writing to the Owner, provided that the Town has at least two months prior to giving such notice advised the Owner in writing of any alleged failure (the "Default Notice") and the Owner has not corrected the deficiency to the reasonable satisfaction of the Town. The Owner acknowledges the Town's unfettered right to further amend its Bylaw 1685 and Bylaw 1850 to reverse the effect of the Zoning Amendment Bylaw, in the event that the Owner fails to comply with Section 8, and waives any right it would otherwise have to claim, in respect of any such further amendment, that it has established a non-conforming use or a commitment to use Land as permitted by the Zoning Amendment Bylaw.

7. Despite the preceding section, if the default is one that cannot be corrected by the Owner, the Town may give notice of termination at the same time as the notice of default. For certainty, if the Owner should be a corporation, the following are defaults that cannot be remedied by the Owner:
 - (a) if the Owner makes a general assignment for the benefit of creditors; or
 - (b) if the Owner institutes proceedings to be adjudicated bankrupt or insolvent or consents to the institution of bankruptcy or insolvency proceedings against the Owner or files an application or petition or answer or consent seeking re-organization or re-adjustment of the indebtedness of the Owner under the *Bankruptcy and Insolvency Act* or the *Companies' Creditors Arrangement Act* or any law of Canada or any province of Canada relating to bankruptcy or insolvency, or consents to the filing of any such application or petition, or consents to the appointment of a receiver or receiver-manager; or
 - (c) if a receiver, interim receiver, receiver-manager, trustee, liquidator, or custodian of all or substantially all of the property of the Owner or of the Owner's interest in Land is appointed or applied for by the Owner or appointed pursuant to an instrument or by order of a court; or
 - (d) if a judgment, decree, or order is entered by a court of competent jurisdiction adjudging the Owner a bankrupt or insolvent or subject to the provisions of the *Bankruptcy and Insolvency Act* or determining that proceedings for re-organization, arrangement, adjustment, composition, liquidation, or any similar relief under the *Bankruptcy and Insolvency Act* or the *Companies' Creditors Arrangement Act* or any law of Canada or any province of Canada relating to bankruptcy or insolvency have been properly instituted otherwise than by the Owner, provided that such judgment, decree or order is not in good faith contested by the Owner; or
 - (e) if any application or petition or certificate or order is made or granted for the winding-up or dissolution of the Owner, voluntary or otherwise.

AMENITIES FOR DEVELOPMENT OF LAND

8. The Owner shall, provide the following amenities by the deadlines herein specified:
- (i) The retention, maintenance and protection of 7 Douglas Fir trees identified for retention in the site plan, included in Schedule "1";
 - (ii) Vehicle access to proposed Lot 2 limited to one driveway, maximum 7.0 metres wide; and
 - (iii) Prior to applying for occupancy permit in respect of any new construction residential buildings on the Land, provision of certification that the residential buildings on the Land are built to a minimum Step 2, as referenced in Table 9.36.6.3 B of the British Columbia Building Code.

RESTRICTIONS ON DEVELOPMENT OF LAND

9. The Owner shall not, despite the adoption of the Zoning Amendment Bylaw, construct or occupy any building or structure on Land until or unless the Owner's obligations under Section 8 have been met by the deadlines specified in the subsections of Section 8, and the Town shall be under no obligation to issue any building permit or occupancy permit or other authorization to which the Owner would be entitled were it not for this Section.
10. The Owner shall grant to the Town, and register in the applicable land title office against title to Land in priority to all financial liens, charges and encumbrances, a covenant under Section 219 of the *Land Title Act* with respect to the amenities to be provided under section 8.

ASSIGNMENT OF AGREEMENT

11. The Owner may assign this Agreement if the Town, acting reasonably, consents in writing to the assignment and the assignee has executed and delivered to the Town a notice of assumption and has entered into an assignment agreement with the Owner assigning the Agreement to the assignee.

GENERAL TERMS AND CONDITIONS

12. Any notice permitted or required by this Agreement to be given to either party must be given to that party at the address set out above, or to any other address of which the party has given the other party notice in writing expressly for the purposes of this Agreement.
13. Except as expressly set out in this Agreement, nothing in this Agreement shall prejudice or affect the rights and powers of the Town in the exercise of its functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, or those of the

Town's approving officer under the *Land Title Act*, *Strata Property Act* or Bare Land Strata Regulations.

14. Any opinion, decision, act or expression of satisfaction or acceptance provided for in this Agreement may be taken or made by the Town's Municipal Planner, unless expressly provided to be taken or made by another official of the Town, and in the process of exercising any such opinion, decision, act or expression of satisfaction or acceptance, the Town's Municipal Planner or other such person shall act reasonably.
15. No provision of this Agreement is to be considered to have been waived by the Town unless the waiver is expressed in writing by the Town. The waiver by the Town of any breach by any of the other parties of any provision is not to be construed as or constitute a waiver of any further or other breach.
16. Whenever in this Agreement the Town is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the Town may do so in accordance with the contractual provisions of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise, shall have any application in the interpretation or implementation of this Agreement.
17. The Owner shall indemnify and save harmless the Town, its officers, employees, Council members, agents and others (the "Town Representatives") from and against any and all actions, causes of action, liabilities, demands, losses, damages, costs, expenses (including actual fees of professional advisors), costs for the remediation of contamination, fines, penalties and other harm of any kind whatsoever, whether related to death, bodily injury, property loss, property damage, property contamination or consequential loss or damage, suffered or incurred by the Town or any of the Town Representatives, directly or indirectly, arising from, resulting from, connected with or related to:
 - (a) any default or breach of this Agreement by the Owner; and
 - (b) any wrongful act, omission or negligence of the Owner or its directors, officers, employees, agents, contractors, subcontractors, licensees, or others for whom they are responsible in law with respect to the covenants and obligations of the Owner pursuant to this Agreement.
18. This indemnity shall survive any conclusion or other termination of this Agreement, in relation to any matter arising prior to it.
19. If the Owner is delayed or prevented from the performance of any covenant or agreement required hereunder by reason of any unavoidable cause, then performance of such covenant or agreement shall be excused for the period during which such performance is delayed or prevented and the time for the performance thereof shall be extended accordingly. For the purposes of this section, "unavoidable cause" means any event or contingency beyond the reasonable control of the Owner, including without limitation a delay caused by weather conditions, power failure, fire or other casualty, governmental laws, regulations or controls, civil commotion, insurrection, sabotage,

invasion, rebellion, military or usurped power, war or war-like operations and acts of God, but excluding a delay caused by lack of funds.

- 20. Time is of the essence of this Agreement and will remain of the essence notwithstanding the extension of any dates.
- 21. The Owner acknowledges and agrees that the Town, acting reasonably, may, despite any public law limitations on the withholding of building permits and occupancy permits, withhold building permits and occupancy permits for the purpose of ensuring compliance with and administering the terms of this Agreement.
- 22. This Agreement may be executed in multiple counterparts, each of which is to be deemed to be an original and all of which together constitute one and the same agreement.
- 23. This Agreement may be executed by the parties and transmitted by fax or scanned and emailed and if so executed and transmitted this agreement will be for all purposes as effective as if the parties had executed and delivered an original agreement.

As evidence of their agreement to be bound by the terms, the parties have caused this Agreement to be executed and delivered under seal by their authorized signatories as of the dates set out below:

TOWN OF COMOX
by its authorized signatories:

Name: _____ Date: _____

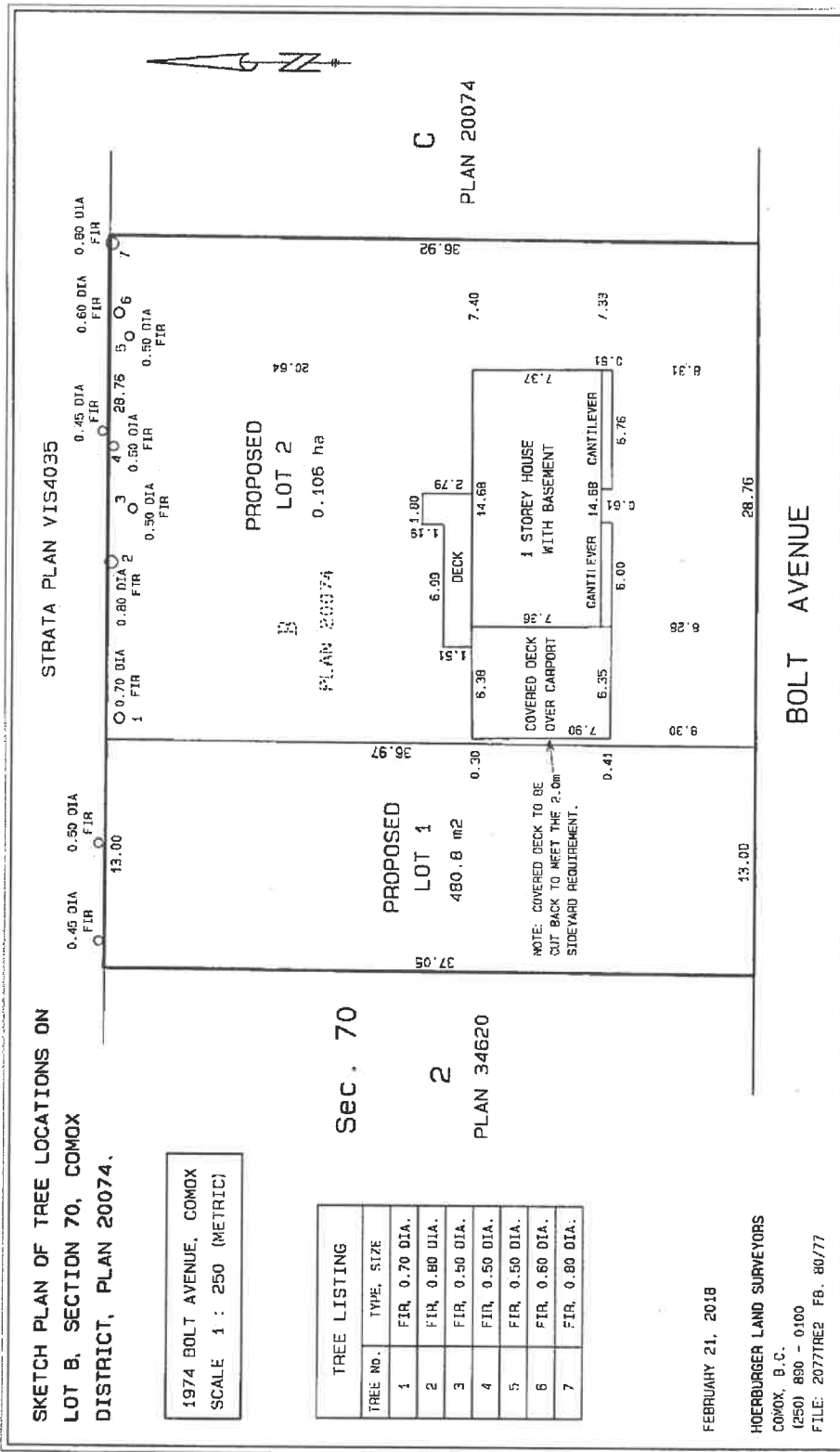
Print Name:

Owner

Name: _____ Date: _____

Print Name:

SCHEDULE "1"



JUNE 19, 2019

**ATTACHMENT 5
PROCESSING PROCEDURES**

1. First and Second Reading of proposed Zoning Amendment Bylaw 1902 and Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt;
2. Public notification of Public Hearing on Bylaws 1902 and 1912;
3. Public notification of Development Variance Permit DPV 18-14;
4. Public Hearing;
5. Third Reading of proposed Bylaws 1902 and 1912;
6. Resolution of any outstanding items;
7. Adoption of proposed Bylaws 1902 and 1912; and
8. Issuance of Development Variance Permit 18-14.




TOWN OF COMOX
Regular Council Meeting

FROM:	Clive Freundlich, Director of Finance
SUBJECT:	Statement of Financial Information (SOFI) Report
MEETING DATE:	June 19, 2019
DATE:	June 18, 2019

Clive Freundlich
Submitted by

Concurrence


Approval

RECOMMENDATION:
That the attached Statement of Financial Information (SOFI) report be received and approved by Council for submission to the Province.

BACKGROUND:
The attached Statement of Financial Information (SOFI) report is prepared in accordance with the Financial Information Act. The SOFI must be made available for public viewing by June 30 and be accessible for the following three years. This information is made available to the public on the Town' website.



Statement of Financial Information
Year Ended December 31, 2018

Town of Comox
Statement of Financial Information
Contents
Year Ended December 31, 2018

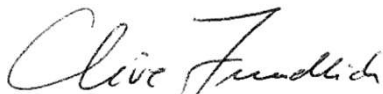
<u>Required Information:</u>	<u>Please refer to:</u>
Consolidated Statement of Financial Position	Statement 1 of Consolidated Financial Statements
Consolidated Statement of Operations	Statement 2 of Consolidated Financial Statements
Schedule of debts	Notes 5 to 7 of Consolidated Financial Statements
Schedule of guarantee and indemnity agreements	N/A - none outstanding during year
Schedule of Council remuneration	Schedule 1 of SOFI
Schedule of employee remuneration	Schedule 2 of SOFI
Schedule of severance agreements	N/A - none
Schedule of disbursements	Schedule 3 of SOFI
Schedule of grants and contributions.	Schedule 4 of SOFI
Preparation and approval of financial information	Schedule 5 of SOFI

Town of Comox

Consolidated Statement of Financial Position
as at December 31, 2018

	2018	As Restated (Note 20) 2017
Financial Assets:		
Cash	\$ 2,931,482	\$ 5,698,893
Short-term investments (Note 2b)	27,985,120	21,175,351
Receivables (Note 4)	830,543	818,127
Land for resale	9,847	9,847
	31,756,992	27,702,218
Financial Liabilities:		
Payables (Note 5)	2,996,310	2,200,441
Deferred revenue (Schedule 3)	1,218,066	1,116,418
Restricted Revenue (Schedule 3)	6,259,802	5,461,207
Deposits	1,658,338	1,488,671
Net debenture debt (Note 6)	185,389	428,261
Future Payroll Obligations (Note 9)	929,636	916,151
	13,247,541	11,611,149
Net Financial Assets	18,509,451	16,091,069
Non-financial assets:		
Tangible capital assets (Schedule 5)	86,967,255	86,095,289
Supply inventory	259,092	258,153
Prepaid expenses	60,227	77,791
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	87,295,324	86,439,983
Accumulated surplus (Note 18)	\$ 105,804,775	\$ 102,531,052

Contingent liabilities (Note 7)



Clive Freundlich, Director of Finance, responsible for
financial administration for the Town of Comox

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox
Consolidated Statement of Operations
Year Ended December 31, 2018

	Budget	2018	As Restated (Note 20) 2017
	(Note 17)		
Revenue			
Property valuation tax	\$ 8,415,570	\$ 8,412,203	\$ 8,074,336
Parcel taxes	639,290	633,208	632,758
Payments in-lieu of taxes	1,468,800	1,534,872	1,438,582
Revenue from taxation	10,523,660	10,580,283	10,145,676
Utility fees	6,710,730	6,639,049	6,340,136
Other sale of service	2,513,222	2,877,311	2,992,305
Licences, permits & planning fees	193,550	434,084	253,812
Developer cost charges applied	444,776	25,109	168,144
Tangible capital assets contributed	-	726,221	-
Donations	46,500	116,597	91,844
Investment income	144,000	457,170	224,524
Penalties and interest on taxes	52,000	67,556	57,734
Actuarial earnings on sinking fund	-	68,802	132,033
Rentals	130,200	142,280	146,302
Other	135,500	128,129	1,061,990
Gain on disposal of assets	-	100,595	230,874
Unconditional Grants	375,000	375,137	376,918
Conditional Grants	1,137,240	880,025	1,529,522
	22,406,378	23,618,348	23,751,814
Expenses			
General government	2,397,154	1,870,803	1,768,377
Protective services	3,319,310	3,311,773	2,831,500
Solid waste management	1,434,045	1,333,212	1,372,988
Development services	553,740	504,708	439,468
Transportation	4,143,702	3,490,689	3,399,093
Parks, recreation, and culture	4,576,354	4,628,663	4,458,059
Marina	191,505	198,977	228,496
Water services	2,326,994	2,655,577	2,559,908
Sewer services	2,340,202	2,350,223	2,269,834
	21,283,006	20,344,625	19,327,723
Annual surplus	1,123,372	3,273,723	4,424,091
Accumulated surplus, beginning of year	102,531,052	102,531,052	98,106,961
Accumulated surplus, end of year	\$ 103,654,424	\$ 105,804,775	\$ 102,531,052

The accompanying notes are an integral part of these consolidated financial statements.

5. PAYABLES

Payables are composed of the following amounts:

	2018	2017
Wages payable	\$ 220,903	\$ 195,855
Governments	2,400,080	1,645,590
Trade & Other	375,327	358,996
Total payables	\$ 2,996,310	\$ 2,200,441

6. DEBENTURES ISSUED FOR THE TOWN

The Town's debenture debt arises from participation in debenture issues by the Municipal Finance Authority (MFA) of B.C. These are sinking-fund type debentures with various terms and interest rates.

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2018 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 yrs	2.40%	\$ 317,250	\$ 224,643	\$ 92,607	\$ 5,194	\$ 9,731
Apr 2008 B/L #1520	Pt. Holmes Water	14 yrs	4.65%	270,000	\$ 177,218	92,782	3,733	10,958
Total at December 31, 2018:				\$ 587,250	\$ 401,861	\$ 185,389	\$ 8,927	\$ 20,689
Total at December 31, 2017:				\$2,062,250	\$1,633,989	\$ 428,261	\$ 28,482	\$ 114,266

Scheduled payments and net balances for the above issues over the next five years are:

Year	Schedule Annual Payments			Sinking Fund		Net Debt
	Principal	Interest	Total	Actuarial Earnings	Outstanding	
2019	\$ 23,225	\$ 13,224	\$ 36,449	\$ 15,383	\$ 146,780	
2020	23,225	13,224	36,449	17,095	106,459	
2021	23,225	13,224	36,449	18,884	64,350	
2022	23,225	9,714	32,939	20,753	20,371	
2023	8,465	6,204	14,669	11,907	-	

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 7 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

7. CONTINGENT LIABILITIES

(a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2018 Audited Financial Statements for specific information and detail.

(b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 6). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$8,927 at December 31, 2018; \$28,482 in 2017), plus Promissory Notes issued by the Town at the time of issue (\$20,689 at December 31, 2018; \$114,266 in 2017).

(c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2018 the District's share of those tangible capital assets (at cost and net book value) were \$1,030,424 and \$496,642 respectively (\$985,511 and \$456,909 in 2017) and its share of a Fire Department Capital Reserve was \$85,679 (\$101,535 in 2017).

(d) Municipal Insurance Association of BC

The Town is a subscribed member of the Municipal Insurance Association of BC (the "Exchange") as provided by Section 3.02 of the Insurance Act. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Town is assessed a premium with specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.

(e) Claims

At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.

Town of Comox
Statement of Financial Information
Remuneration & Expenses for Elected Officials
Year Ended December 31, 2018

Schedule 1

	Remuneration	Expenses
Russ Arnott, Mayor/Councillor	20,375	\$ 4,851
Alex Bissinger, Councillor	2,954	-
Ken Grant, Councillor	17,724	8,649
Marg Grant, Councillor	14,770	1,868
Paul Ives, Mayor	28,023	8,991
Hugh MacKinnon, Councillor	14,770	1,778
Stephanie McGowan, Councillor	2,954	-
Patrick McKenna, Councillor	2,954	-
Nicole Minions, Councillor	2,954	-
Barbara Price, Councillor	14,770	7,027
Maureen Swift, Councillor	<u>17,724</u>	<u>2,262</u>
	<u>\$ 139,972</u>	<u>\$ 35,426</u>

Expenses include expense claims by Council members, together with registration fees and travel expenses paid by the Town on their behalf.

In addition, each member of Council is covered under an accident insurance policy (when on Town business) which provides:

- 1) \$ 100,000 life insurance
- 2) \$ 300 weekly indemnity for total disability
- 3) \$ 3,000 additional medical expense

Town of Comox
Statement of Financial Information
Remuneration & Expenses for Employees Earning over \$75,000
Year Ended December 31, 2018

Schedule 2

	Remuneration	Expenses
Gail Andestad, Planner 2	\$ 90,969	2,022
Debra Andrew, Deputy Director of Finance	91,201	3,043
Shelley Ashfield, Municipal Engineer	107,012	380
Cory Brooks, Fire Department Assistant	83,517	1,384
Al Fraser, Parks Superintendent	95,806	260
Clive Freundlich, Director of Finance	113,109	3,823
Brett Green, Foreman	95,686	2,791
Ted Hagmeier, Recreation Director	82,686	1,650
Marvin Kamenz, Town Planner	110,703	3,385
Richard Kanigan, Administrator	140,029	8,506
Jim Lariviere, Assistant Fire Chief	97,418	1,864
Joel Louke, Utility Operator	75,380	1,081
Ian Rogers, Building Inspector	75,706	2,813
Shelly Russwurm, Deputy Corporate Administrator	96,356	300
Gord Schreiner, Fire Chief	109,958	2,998
Rick Shelton, Assistant Fire Chief	94,452	1,019
Robert Stevens, Fire Department Assistant	81,444	1,346
Glenn Westendorp, Public Works Superintendent	<u>91,852</u>	<u>260</u>
subtotal	1,733,284	38,925
all employees under \$75,000	3,583,007	57,571
Total for all employees	<u>\$ 5,316,291</u>	<u>\$ 96,495</u>

Reconciliation to Salaries, Wages & Employee Benefits reported in Financial Statement

Total employee remuneration (above) less taxable benefits	\$ 5,247,410
Plus Council remuneration (Schedule 1)	139,972
Increase to Accrued Payroll & Post-Employment Benefits in year	38,533
Plus employee benefits included in Disbursements (Schedule 3)	<u>1,027,094</u>
Salaries, wages and employee benefits reported on Schedule 1 of the Consolidated Financial Statements for the Town of Comox	<u>\$ 6,453,008</u>

NOTES:

- Expenses include payments to employees plus expenses paid on their behalf.
- No schedule of severance agreements is included because there were none in year.

Town of Comox
Statement of Financial Information
Schedule of Disbursements over \$25,000
Year Ended December 31, 2018

Schedule 3

AFC Construction	120,480.00
Andrew Sheret Limited	193,945.26
B C Assessment Authority	140,526.03
B C Hydro	373,490.88
BC Hydro	89,892.60
Big Island Building Services Ltd.	41,900.62
Black Press Group Ltd.	28,367.15
Braden West General Contracting Ltd.	31,741.00
Brian McLean Chevrolet Buick GMC Ltd.	47,997.97
Chimo Gymnastics Club	403,415.16
City Of Courtenay	31,277.66
Comox Business In Action	73,658.77
Comox Firefighters Association	40,485.76
Comox Valley Martial Arts & Fitness	35,759.25
Comox Valley Regional District	7,721,222.33
Comox-Strathcona Regional Hospital Dist	2,158,000.73
Compass Adventure	34,484.11
Cumberland Ready Mix Ltd.	27,034.81
CUPE Local 556	55,033.91
Current Environmental	29,862.00
Dawn to Dawn: Action on Homelessness	30,000.00
Edgett Excavating Ltd.	537,258.15
Emterra Environmental	770,770.76
Enex Fuels Ltd.	57,916.92
Fennell, Alicia	30,409.95
Fineline Road Marking	45,843.37
GCS Technology Services Inc.	202,788.31
Great West Equipment	249,226.05
Guillevin International Inc.	72,174.44
Habitat for Humanities	30,000.00
Habitat Systems Inc.	73,079.42
Hand-In-Hand Early Years	56,341.03
HI-lite Signs	33,459.30
ICBC Insurance Corporation of BC	33,419.00
Image Inspection Services Ltd.	112,319.47
Intercontinental Truck Body	34,681.25
Kendrick Equipment (2003) Ltd.	319,364.29
Kokomo Investments Ltd.	48,449.40
KTI Limited	76,329.78
Lafarge Canada Inc	34,259.32
Leighton Contracting (2009)Ltd	77,185.38
Lime Design Inc	31,500.00
McElhanney Consulting Services	234,597.05
Minister of Finance	39,187.50
Minister Of Finance	1,438,511.44
MNP LLP	67,266.43
Moneris	29,103.00
Municipal Insurance Assn Of B.C.	82,277.00
Municipal Pension Plan	802,760.99
Nautical Days Committee	35,000.00
Pacific Blue Cross/ BC Life	258,963.04
Peninsula Co-op	57,658.90
Price's Alarm Systems	25,223.19
Raylec Power Ltd.	44,011.61
Receiver General For Canada	1,383,819.68
Receiver General For Canada	1,659,759.47
Scotiabank Visa	164,607.26
Slegg Building Materials	25,259.26
Sun Life Assurance Company of Canada	83,351.58

Town of Comox
Statement of Financial Information
Schedule of Disbursements over \$25,000
Year Ended December 31, 2018

Schedule 3

Sun Life Assurance Company of Canada	26,995.31
Susan Wood Communications	26,250.00
Tayco Paving Co Ltd	526,455.51
Telus	26,925.86
Thomson, Steve	49,199.40
Tower Fence Products Ltd	63,000.32
Trane Canada ULC	37,230.73
Urban Systems Ltd.	42,000.00
Vancouver Island Regional Library	645,784.00
Waypoint Insurance	104,902.00
Western Traffic Ltd	56,804.15
Westerra Equipment LP	56,731.40
Worksafe BC	89,010.77
Young, Anderson	217,392.84
subtotal	23,035,391.28
Plus all payees disbursed under \$25,000	1,962,944.27
Total disbursements, all payees	<u>24,998,335.55</u>
<u>Reconciliation to Total Expenditures reported in Financial Statement:</u>	
Total Disbursements for all payees (reported above)	24,998,335.55
Plus Council & Employee remuneration (Sch. 1 and Sch. 2)	5,425,914.45
Less remittances of property taxes collected for others (net of offsets) not included in expenditures on the Financial Statements	(7,176,221.52)
Less long term debt principal payments not included in expenditures on the Financial Statements	(174,070.00)
Less employees share of payroll disbursements not included in expenditures on the Financial Statements	(1,587,760.39)
Less GST recoveries from disbursements in year	(325,977.87)
Less expenditures on tangible capital assets	(3,218,928.00)
Plus amortization expense from tangible capital assets	3,061,818.00
Less DCCs, development bonds and deposits refunded in year	(298,250.50)
Less changes in other asset & liability accounts included in expenses on the Financial Statements	<u>(370,234.72)</u>
Total Expenses reported on Statement 2 and Schedules 1 & 6 of the Consolidated Financial Statements for the Town of Comox	<u><u>20,334,625.00</u></u>

Town of Comox
 Statement of Financial Information
 Year Ended December 31, 2018
 Schedule of Payments for Grants or Contributions

Schedule 4

Recipient of Grant or Contribution		Purpose of Grant
Comox Business in Action Association	\$ 72,900	Business Improvement Area
Comox Archives & Museum Society	24,996	Operation of Society
Citizens On Patrol Society	4,700	Operation of Society
Comox Valley Community Policing	6,300	Auxiliaries & Crime Prevention
Comox Valley Regional District	30,773	Emergency Preparedness
Dawn to Dawn	30,000	Homelessness & Affordable Housing
Habitat for Humanity	30,000	Homelessness & Affordable Housing
Comox Nautical Days Committee	35,000	Festival Operations
Comox Valley Art Gallery	5,000	Gallery Operations
Kumugwe Cultural Society	1,000	Potlatch 67-67
Hughes, Gavin	500	Mack Laing Bursary
Sid William Theatre Society	<u>20,000</u>	Theatre Operations
	<u>\$ 261,169</u>	

Town of Comox
Statement of Financial Information
Preparation and Approval of Report
Year Ended December 31, 2018

Schedule 5

I certify that I have prepared the whole of the Statement of Financial Information and am responsible for its contents. It has not been audited by the Town's independent auditors.

Clive Freundlich, Director of Finance

Date

This whole Statement of Financial Information has been approved by the Town of Comox Council.

Russ Arnott, Mayor

Date

Twyla Slonski

From: Kelly Barnie <kellybarnie@yanacomoxvalley.com>
Sent: June 5, 2019 11:31 AM
To: council
Cc: President, YANA Comox Valley
Subject: 2019 Comox Bike Co. YANA Ride
Attachments: Comox letter 2019.pdf

RECEIVED

June 5, 2019

TOWN OF COMOX

Hello Mayor Arnott and Comox Council Members!

Please see the attached letter containing information on this year's Comox Bike Company (formerly Simon's Cycles) YANA Ride August 18, 2019 fundraising event.

Any questions and/or requirements can be directed to me and/or to our Board President and Ride Committee member, Kelly Rusk at president@yanacomoxvalley.com.

Thank you very much,

Kelly Barnie

Executive Director, You Are Not Alone (YANA)

250.871.0343

102 - 2456 Rosewall Crescent (Tin Town), Courtenay BC, V9N 8R9

yanacomoxvalley.com | [Facebook](#)

LOG: 19-292	REFER:	AGENDA: RCM - June 19
FILE: 8100-20	ACTION: MR	

o - cfile 8100-20-YANA

copy - Mayor & Council

RK / AF / TH / SA / SR / GS /
agenda



Our services include a private Facebook group for YANA families called [YANA Connects](#). It is a wonderful source for learning, peer support and camaraderie. Participation is completely optional.



102 - 2456 Rosewall Cres Courtenay BC V9N 8R9
250.871.0343 info@yanacomoxvalley.com
Charitable Registration # 11930 5449 RR0001

yanacomoxvalley.com

June 4, 2019

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

Dear Mayor Arnott and Councilors:

Summer is quickly approaching and we are busy planning for the Comox Bike Company YANA Ride that will take place on Sunday, August 18, 2019. The YANA Ride will begin and end at Marina Park in Comox. The event will be structured around four pillars; fun, fitness, family and fundraising. The funds raised at this event will support Comox Valley children and their families when they are required to travel outside of our home community to receive medical treatment.

The YANA Ride will be comprised of four route components. There will be two long distance route options; 50km and 100km. The 100km route will take riders through all three Comox Valley municipalities; Comox, Courtenay and Cumberland and the shorter 50km option will offer a scenic tour through Comox and Courtenay. In the spirit of celebrating families we will offer an accessible 6km family route through Comox and we will host a run bike race at Marina Park for our very young riders. (Please see attached routes)

The YANA Ride will be organized to include directional signage, first aid support, a safety and sweeper vehicle and appropriate insurance. We respectfully request permission to proceed with planning this community bike ride event that will partially take place in Comox. Please let us know if there are further requirements for hosting this event in the Town of Comox. We want to ensure that the YANA Ride is safe and enjoyable for all.

We would like to invite the members of council to consider participating in this incredible community event. Please contact us if you would like to become involved. We'd love to have you along for the ride! To learn more about YANA or the YANA Ride, please visit our website www.yanacomoxvalley.com

Best Regards,

Comox Bike Company YANA Ride Committee



25 Km Route

- Start at Marina Park
- 1. Follow Port Augusta Street
- 2. Turn right on Beaufort Avenue
- 3. Continue on to Stewart Street
- 4. Turn right on Comox Avenue
- 5. Continue on to Pritchard Road
- 6. Turn right on Balmoral Avenue
- 7. Turn left on Torrence Road
- 8. Turn right on Lazo Road
- 9. Continue on to Knight Road
- 10. Turn right on Military Row
- 11. Continue on to Little River Road

- 12. Turn right on Kilmorley Road
- 13. Turn left on Astra Road
- 14. Continue on to Booth Road
- 15. Turn left on Little River Road
- 16. Continue on to Military Row
- 17. Continue on to Pritchard Road
- 18. Continue on to Comox Avenue
- 19. Turn left on Stewart Street
- 20. Continue on Beaufort Avenue
- 21. Turn left on Port Augusta Street
- Return to Marina Park





50 Km Route

- ▣ Start at Marina Park
- 1. Follow Port Augusta Street
- 2. Turn right on Beaufort Avenue
- 3. Continue on to Stewart Street
- 4. Turn right on Comox Avenue
- 5. Continue on to Pritchard Road
- 6. Turn right on Balmoral Avenue
- 7. Turn left on Torrence Road
- 8. Turn right on Lazo Road
- 9. Continue on to Knight Road
- 10. Turn right on Military Row
- 11. Continue on to Little River Road
- 12. Turn right on Kilmorley Road
- 13. Turn left on Astra Road
- 14. Continue on to Booth Road
- 15. Turn right on Little River Road
- 16. Turn left on Wilkinson Road
- 17. Turn left on Ellenor Road
- 18. Turn right on Anderton Road
- 19. Continue on to Waveland Road
- 20. Turn left on Bates Road

- 21. Continue on to Coleman Road
- 22. Cross the Inland Island Highway
- 23. Continue on to Poulton Road
- 24. Turn right to Merville rest stop or turn left to continue on route
- 25. Continue on to Headquarters Road
- 26. Turn left on Fitzgerald Road
- 27. Turn left on Tsolum River Road
- 28. Turn right on Headquarters Road
- 29. Turn right on the Old Island Highway
- 30. Turn left on Comox Road / Dyke Road
- 31. Continue on to Comox Avenue
- 32. Turn right on Ellis Street
- 33. Continue on Beaufort Ave
- 34. Turn right on Port August Street
- ▣ Return to Marina Park (SLOWLY please)



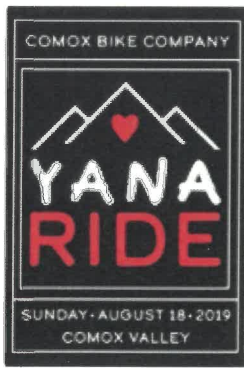


100 Km Route

- Start at Marina Park
- 1. Follow Port Augusta Street
- 2. Turn right on Beaufort Avenue
- 3. Continue onto Stewart Street
- 4. Turn right onto Comox Avenue
- 5. Continue onto Pritchard Road
- 6. Turn right on Balmoral Avenue
- 7. Turn left on Torrence Road
- 8. Turn right on Lazo Road
- 9. Continue to Knight Rd
- 10. Turn right at Military Row
- 11. Continue onto Little River Road
- 12. Turn right on Kilmorley Road
- 13. Turn left on Astra Road
- 14. Continue to Booth Road
- 15. Turn right onto Little River Road
- 16. Turn left on Wilkinson Road
- 17. Turn left on Eleanor Road
- 18. Turn right on Anderton Road
- 19. Continue on to Waveland Road
- 20. Turn right on June Road
- 21. Turn left on Seabank Road
- 22. Turn left on Waveland Road
- 23. Turn right on Bates Road
- 24. Turn left on Coleman Road
- 25. Cross Island Highway 19A
- 26. Continue on Poulton Road
- 27. Turn right on Merville Road.
Fueling Station located at Merville Store
- 28. Turn right from Merville Store on to Merville Road
- 29. Continue on to Headquarters Road
- 30. Turn left on Fitzgerald Road
- 31. Turn left on Tsolum River Road
- 32. Turn right on Headquarters Road
- 33. Turn right on Piercy Road
- 34. Turn right on Dove Creek Road
- 35. Turn left on Condensory Road
- 36. Turn right on Piercy Road
- 37. Turn left on Greaves Crescent
- 38. Turn left on Cessford Road
- 39. Turn right on Condensory Road
- 40. Continue on Anderton Avenue

- 41. Turn right on 1st Street
- 42. Turn left on Cliffe Avenue
- 43. Turn right on 3rd Street
- 44. Turn left on Fitzgerald Avenue
- 45. Cross over 5th Street
- 46. Turn right on 6th Street
- 47. Turn right on McPhee Avenue
- 48. Turn left on 5th Street
- 49. Turn right onto Menzies Avenue
- 50. Follow the road left onto 1st Street
- 51. Continue on 1st Street
- 52. Turn left onto Powerhouse Road
- 53. Turn right on Lake Trail Road
- 54. Turn right on Comox Logging Road
- 55. Cross over the Inland Island Highway
- 56. Turn left on Lake Trail Road
- 57. Cross under the Inland Island Highway
- 58. Turn right on Marsden Road
- 59. Turn right on Cumberland Road
- 60. Turn right on Comox Valley Parkway
- 61. Cross under the Inland Island Highway
- 62. Continue on Cumberland Road
- 63. Veer Right onto 3rd Street
- 64. Turn left on Dunsmuir Avenue
Fueling Station located at Wandering Moose
- 65. Continue on Royston Road
- 66. Cross over the Inland Island Highway
- 67. Turn left onto Minto Road
- 68. Turn right onto Fraser Road
- 69. Turn right onto Island Highway 19A
- 70. Turn left onto Royston Road (traffic light)
- 71. Turn left onto Marine Drive
- 72. Turn right onto Island Highway 19A
- 73. Continue on Cliffe Avenue
- 74. Turn right on the 17th Street Bridge
- 75. Turn right on Comox Road/Dyke Road
- 76. Continue on Comox Avenue
- 77. Turn right on Ellis Street
- 78. Continue on Beaufort Avenue
- 79. Turn right on Port Augusta Street
- Return to Marina Park SLOWLY





FAMILY RIDE

- Walk from Marina Park to Beaufort Avenue
 1. Turn right on Beaufort Avenue
 2. Turn left on Stewart Street
(use caution crossing Comox Avenue)
 3. Turn right on Balmoral Avenue
 4. Turn left on Torrence Road
 5. Turn left into McKenzie Park
 6. Turn right from opposite side of McKenzie Park onto Quarry Road
 7. Turn left onto Dogwood Avenue
 8. Cross Pritchard Road in crosswalk - continue on Dogwood Avenue
 9. Turn left into Cottonwood Lane
 10. Cross Church Street to Fir Avenue
 11. Enter Comox Rec Centre grounds
 12. Exit Comox Rec Centre grounds turning left on Robb Road with crosswalk
 13. Turn right onto Stewart Street
(use caution crossing Balmoral Avenue and Comox Avenue)
 14. Turn right on Beaufort Avenue
 15. Turn left on Port Augusta Street
- Return to Marina Park

PARENTS/GUARDIANS

For everyone's safety please ensure your child is riding under control, obeying road rules and staying on the designated route at all times.





RECEIVED

June 17, 2019

TOWN OF COMOX

Royal Canadian Legion Branch 160

1825 Comox Ave.

Comox BC V9M 3M3

250 339-2022

Branch160@comoxlegion.ca

Comoxlegion.ca

June 17, 2019

Shelly Russwurm, MA BSc
Deputy Corporate Administrator
Town of Comox

Dear Shelly,

LOG: 19-307	REFER:	AGENDA: RCM - June 19
FILE: 0230-01	ACTION: MR	

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

We recently received a Liquor Primary License and we are planning to upgrade our facility to to maximize our potential. We plan to complete a rebranding and revitalization process. The concept would strive to make the Branch more appealing and inviting to a wider demographic while maintaining a sense of place for veterans. The design and concept would honor history, maintain the Legion's presence in the community, while making the establishment more inclusive and more of a neighborhood pub. Our plan is for a new bar with accessibility for seniors with less mobility (lower seating, wheel chair access) and a kitchen to provide affordable meals. Our continued social activities will be expanded to facilitate more socialization amongst our senior patrons, which has been identified as a growing issue among older adults. We will be promoting games ie. cards, darts, pool, etc. in the renovated lounge to encourage participation.

To assist with our initiative, The Comox Legion is applying for a New Horizons Grant to complete some renovations in the Branch.

As a requirement of the application, we need a letter of support from an official or organization that support our endeavour. We would appreciate a letter of support that simply states that the Town of Comox is in support of our ongoing participation in the community and to that end support our renovation initiatives.

All letters of support should include the name, position title and signature of the writer, the organization name, address and phone number, and the date. The letter should be written on the organization's letterhead.

The deadline for the grant application is Friday, June 20, 2019 so if you are willing to support us, we need your letter by Thursday, June 19th.

Thank you in advance,

Sincerely,

John Paulin
President