



TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY JULY 3, 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

NOTICE is hereby given that a Public Hearing has been scheduled for 06:30 PM at Council Chambers, 1801B Beaufort Avenue, in order to consider the following: Rezoning Application RZ 18-10 / Development Variance Permit Application DVP 18-14 (1974 Bolt Avenue)

1. DELEGATIONS:

- (7) a. [Carmen Driechel \(FortisBC\) Support for building a multi-fueling station in the Comox Valley](#)
- (8) b. [Hal Martyn - RZ 18-3 Zoning Amendment 2260 Robb](#)

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 19, 2019, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (14) a. [Management Report - July 3, 2019](#)
That the Management Report for July 3, 2019 be received and filed for information.
- (16) b. [Modification of Mack Laing Trust - Consultation with KFN](#)
This report is being provided for Council's information.

5. SPECIAL REPORTS: NIL

6. BYLAWS:

- (17) a. [Planning Report PR 19-7 Extension of Comox Downtown Vitalization Program](#)
 - 1. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914 be Adopted.*
 - 2. *That Comox Planning Procedures Amendment Bylaw 1915 be Adopted*

- (28) b. [Comox Parks and Recreation Fees Bylaw No. 1924, 2019](#)
That the Comox Parks and Recreation Fees Bylaw No. 1924, 2019 be Adopted.

7. NEW BUSINESS:

- (37) a. [Development Variance Permit Application: DVP 19-3 \(618 Anderton Road\)](#)
That Development Variance Permit DVP 19-3 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the July 3, 2019 Planning Report on DVP 19-3.
- (46) b. [Rezoning Application RZ 17-11: 1855 Noel Ave \(Comox Community Centre\)](#)
 1. *That Comox Zoning Amendment Bylaw 1925 be given First and Second Readings.*
 2. *That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1925 be scheduled for 6:30 pm, August 7, 2019 at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the Local Government Act.*
- (57) c. [Rezoning Application RZ 18-3 / Development Variance Permit Application DVP 18-3 \(2260 Robb Avenue\)](#)
 1. *That Comox Zoning Amendment Bylaw 1893 be given First and Second Readings.*
 2. *That Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue be given First and Second readings.*
 3. *That a Public Hearing in respect of Bylaws 1893 and 1911 be scheduled for 6:30 pm, August 7, 2019 at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the Local Government Act.*
- (103) d. [Planning Report PR 19-10: Non-Medical Cannabis Licence Application Review, Coast Range Cannabis Ltd. \(221C Church Street\)](#)
That staff be directed to gather the views of Town residents on Non-Medical Cannabis Retail Store Licence Application PR 19-10 as follows:
 - a. *placement of a notice of request for written public comment in two consecutive issues of a newspaper; and*
 - b. *mail-out or hand delivery of a notice of request for written public comment to property owners and tenants within 75 metres of the subject property.*
- (126) e. [2018 Annual Report](#)
That the 2018 Annual Report, as contained in the July 3, 2019 Regular Council Meeting agenda, be received; and further,

That the 2018 Annual Report be available for public inspection as per section 98(1)(b) of the Community Charter.

8. CORRESPONDENCE:

- (190) a. [Rob Nygren \(Royal LePage\) Petite Fondo Ride](#)
- (201) b. [Susan Anderson - Safety concern regarding the vehicle traffic on Hillside Avenue](#)
- (207) c. [Colin Fowler \(North Island College\) - Leased space in the former St. Joseph's Hospital](#)

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JULY 3, 2019

- (208) d. [Chris Campana and Kerri Medley - Opposed to the extension of the Downtown Revitalization Tax Exemption](#)

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. BUSINESS ARISING FROM PUBLIC HEARING:

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

That Comox Zoning Amendment Bylaw 1902 be given Third Reading.

13. PUBLIC QUESTION PERIOD:

14. MEDIA QUESTION PERIOD:

15. 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:

(1)(c) labour relations or other employee relations;

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

(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and

(2)(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act.

ADJOURNMENT



Deputy Corporate Administrator

JUN 26 2019

TOWN OF COMOX



REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking: Carmen Driechel

Community & Indigenous Relations Manager

Organization you are representing: FortisBC

Primary purpose of Organization: Energy Number of members: 2200

Mailing address: 1027 Langford Parkway

City: Victoria BC Postal Code: V8BOAS

Contact name: Carmen Driechel Email: carmendriechel@fortisbc.com

Phone: 250.883.5044 Fax: _____

Subject matter: We have a time sensitive opportunity to combine investment by FortisBC with funding from NRCan to build a multi-fueelling station in the Comox Valley and support transition away from high carbon fuel.

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

collaborate with FortisBC and other local governments in the region to secure a location for a station. Include CNRA R-over in RFPs for waste hauling.

Requested meeting and date: wednesday, July 3rd.

Audio-visual equipment required: screen & laptop for Power Point presentation.

Date of application: _____ Signature of applicant: [Signature]

Please Note:

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

LOG: 19-319	REFER:	AGENDA: Ren -
FILE: 0550-20	ACTION: MR	July 3'19

on file 0550-20-DEL
copy ~ Mayor & Council
RK / SA / MK / agenda



REQUEST TO APPEAR AS A DELEGATION

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

RECEIVED

June 28, 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 Ave.

City: Courtenay Postal Code: V9N 8M8

Contact name: Hal Martyn Email: _____

Phone: 250-334-338 Fax: _____

Subject matter: RZ 18-3 Zoning Amendment - 2260 Robb Ave.

Specific request of Council, if any (i.e., letter of support, funding): Support and approval of Zoning Amendment and DVP

Requested meeting and date: 3 July/19

Audio-visual equipment required: _____

Date of application: 27 June/19 Signature of applicant: _____

Please Note: or Print Name: H.A. Martyn

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4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
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Orig - Cfile - 0400-03/Agenda

LOG: 19-320	REFER:	AGENDA: RCM July 03
FILE: 0400-03	ACTION: file	

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday June 19, 2019

Present: Mayor R. Arnott
Councillors A. Bissinger, 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 Planner

Absent: Nil

Call to Order:

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

The Agenda was Adopted.

There were 15 visitors in attendance.

1. DELEGATIONS:

a. Jenny Steel (Curtis Road Residents Association) Comox Valley Sewer Services

**Area B Representation on
Sewer Commission**

Ms. Steel advised that she is representing the 85 member Curtis Road Residents' Association. She advised that they are asking for a permanent, restricted vote for Area B on the Sewage Commission, by having the Area B electoral area director as a member of the Commission. Ms. Steel advised that they would like to have someone at the table so that they can see plans in advance of issues being raised. She also mentioned that this would lead to better decision making and efficiency, and it is the democratic thing to do.

b. Hal Martyn - Rezoning Application RZ 18-10 (1974 Bolt Avenue)

1974 Bolt Avenue

Mr. Martyn advised that he was the agent for the owner of the proposed development. He briefly summarized the proposal and provided comments on the planning report for the project.

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 June 5, 2019, be Approved.

(2019.189) -- 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 June 12, 2019, be Received.

(2019.190) -- CARRIED

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

COMMITTEE RECOMMENDATIONS:

- (1) Parks and Recreation Fees Bylaw

Parks and Recreation Fees

That the Parks and Recreation Fees Bylaw Amendment be forwarded to Council for First, Second and Third Readings.

(2019.191) -- CARRIED

- (2) Single Use Plastic Regulation Bylaw

Single Use Plastics

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.*

(2019.192) -- CARRIED

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

(2019.193) -- CARRIED

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

(2019.194) -- 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.*

(2019.195) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- a. Management Report - June 19, 2019

Management Report

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

(2019.196) -- CARRIED

- b. Rezoning application RZ 17-12 Development Variance Permit Application DVP 17-9 1961 Bolt Ave

1961 Bolt Avenue

1. *That Comox Zoning Amendment Bylaw 1894 be Adopted.*

(2019.197) -- CARRIED

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.*

(2019.198) -- CARRIED

- c. Cancellation of Business Licences with Outstanding Fees

Cancellation of Business Licences

The June 14, 2019 Report from the Deputy Corporate Administrator, titled "Cancellation of Business Licences", was received for information.

5. SPECIAL REPORTS: NIL

6. BYLAWS:

a. Comox Parks and Recreation Fees Bylaw No. 1924, 2019

Parks and Recreation Fees

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

(2019.199) -- CARRIED

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

Single Use Plastics

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

(2019.200) -- CARRIED

7. NEW BUSINESS:

a. Rezoning Application RZ 18-10 Development Variance Permit Application DVP 18-14 (1974 Bolt Ave)

1974 Bolt Avenue

1. *That Comox Zoning Amendment Bylaw 1902 be given First and Second Readings.*

(2019.201) -- CARRIED

2. *That Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue be given First and Second Readings.*

(2019.202) -- CARRIED

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.*

(2019.203) -- CARRIED

b. Statement of Financial Information (SOFI) Report

Statement of Financial Information

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.

(2019.204) -- CARRIED

8. CORRESPONDENCE:

a. Kelly Barnie (YANA Comox Valley) YANA Ride

YANA Ride

That the June 5, 2019 email from Kelly Barnie, Executive Director of You Are Not Alone (YANA), advising of the 2019 Comox Bike Company's YANA Ride, be received and filed for information.

(2019.205) -- CARRIED

b. John Paulin (Royal Canadian Legion Branch 160) Request letter of support

Legion Request for Letter of Support

That the June 17, 2019 letter from John Paulin of the Royal Canadian Legion Branch 160, requesting a letter of support for their ongoing participation in the community and their proposed renovation initiatives, be received and a letter of support provided.

(2019.206) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor McGowan

Councillor McGowan advised that she attended:

- an Integrated Regional Transportation Select Committee meeting,
- the opening of the walking museum in Cumberland,
- the Air Cadet annual ceremonial review,
- the Seafood Festival, and
- a d'Esterre Seniors' Centre meeting.

b. Councillor Swift

Councillor Swift advised that she attended:

- the Filberg Park VIP reception,
- the Army Cadet annual ceremonial review, and
- the Regional District sewer, water and committee of the whole meetings,
- the Regional District sports facility tour,
- the Seafood Festival, and
- an archaeology tour led by the Regional District and K'omoks First Nation.

c. Councillor McKenna

Councillor McKenna advised that he:

- attended a Filberg heritage event,
- met with residents of Claddagh Estates,
- participated in a Nautical Days Committee meeting,
- attended a Coalition to End Homelessness Committee meeting,
- attended the Highland and Isfeld Secondary awards ceremonies, and
- thanked Councillor McGowan for attending the upcoming Nottingham study tour group.

d. Councillor Bissinger

Councillor Bissinger advised that she attended the Seafood Festival.

e. Councillor Grant

Councillor Grant advised that he attended:

- the Regional District sewer, water and sports commission meetings,
- a tour of the aquatic centre, and
- the Seafood Festival.

f. Councillor Minions

Councillor Minions advised that she attended:

- the Habitat for Humanity key ceremony,
- the Highland Secondary Journey of Reconciliation event,
- the Seafood Festival, and
- the opening of the Hands on Farm.

g. Mayor Arnott

Mayor Arnott advised that he:

- attended the Filberg Park VIP reception,
- attended the Regional District sewage commission meeting,
- attended the Habitat for Humanity announcement,
- met with a woman regarding potential development in the Hector Road area,
- met with a resident of area B,
- attended a Comox Valley airport stakeholders meeting,
- attended a Business in Action meeting,
- attended the Seafood Festival, and
- participated in a Check TV news interview regarding Sea Bins.

14. EXCLUDE THE PUBLIC:

a. Exclude the Public

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.

(2019.207) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:20 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 7:15 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:15 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT
Jul 3, 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. CAO of CVRD to be invited to present to Council on process/status.
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
Regular Meeting of Council

STAFF REPORT
 Meeting Date: July 3, 2019

TO: Mayor & Council	FILE: 2430-20-MLT
FROM: Richard Kanigan, Chief Administrative Officer	DATE: June 28, 2019
SUBJECT: Modification of Mack Laing Trust – Consultation with KFN	

Prepared by: <u>R. KANIGAN</u>	Supervisor: _____	Financial Approved: <u>Clive Freundlich,</u>	Report Approved: <u>Richard Kanigan,</u>
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RECOMMENDATION(S)

This report is being provided for Council's information.

DISCUSSION

On June 26, 2019 Mayor Arnott, Councillor McGowan, Parks Superintendent Al Fraser and myself had the opportunity to present the revised Shakesides platform design to KFN Chief and Council.

The meeting included a robust conversation about the platform design itself along with the general lines of communication between KFN and the Town of Comox.

Some of the general outcomes of this meeting included working on the current level of consultation between the Town and KFN. KFN will be forwarding a consultation strategy that was developed with the Comox Valley Regional District that provides a suggested process.


In terms of the platform design, some suggestions were made as to how a First Nations theme could be incorporated into the design. Discussion included changing the steel support structures to either cedar poles or even giving consideration to using Totem poles to reflect the significance of the First Nations use and occupation of the lands prior to Shakesides being constructed.


An on-site meeting was held Friday June 28, 2019 as a result of our discussions with KFN. Given this meeting will take place after the writing of this report, I will verbally advise Council of any additional information as a result of this meeting when Council receives this report at its Regular meeting.



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:	PLANNING REPORT PR 19-7 EXTENSION OF COMOX DOWNTOWN VITALIZATION PROGRAM COMOX DOWNTOWN REVITALIZATION TAX EXEMPTION BYLAW AMENDMENT 1914 COMOX PLANNING PROCEDURES BYLAW AMENDMENT 1915
DATE:	RCM JULY 3, 2019 ADOPTION REPORT


 Submitted by


 Concurrence


 Approval

Planner's recommendation:

- 1) That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914 be adopted (**Attachment 1**); and
- 2) That Comox Planning Procedures Amendment Bylaw 1915 be adopted (**Attachment 2**).

Proposal:

The proposal is to extend the Comox Downtown Vitalization Program, including the Downtown Revitalization Tax Exemption component (the Program) for a year.

Background:

The Program's intent is to provide incentives to encourage mixed-use commercial and residential development within Downtown, to support and increase the Town's economic, social and environmental vitality.

In accordance with Section 227 Notice of permissive tax exemptions of *the Community Charter*,

U:\Dev App\2019\PR\PR 19-7 Downtown Revitalization Renew\Reports\2 PR 19-7 RCM_2019_Downtown_Vitalization Program extension_Adoption.docx

PR 19-7
EXTENSION OF COMOX DOWNTOWN VITALIZATION PROGRAM

JULY, 3 2019

notification of Council's intent to consider the adoption of Bylaw 1914 and 1915 at the July 3, 2019 Regular Council Meeting, was placed on the Town's website, bulletin board and published in the local newspaper on June 20 and 25, 2019.

Submissions received prior to 4:00pm, July 3rd, 2019 will be distributed to Council.

MK/RB/ET

Attachments: 2

JULY, 3 2019

ATTACHMENT 1

COMOX DOWNTOWN REVITALIZATION TAX EXEMPTION AMENDMENT BYLAW 1914

TOWN OF COMOX

BYLAW 1914

A BYLAW TO AMEND A REVITALIZATION TAX EXEMPTION PROGRAM

WHEREAS Council may, by bylaw, amend a revitalization tax exemption program;

AND WHEREAS Council wishes to amend the revitalization tax exemption program for residential revitalization in the Comox Downtown lands;

AND WHEREAS Council has adopted a Financial Plan Bylaw and has the authority under the provisions of the *Community Charter* to amend the Financial Plan Bylaw;

AND WHEREAS Council has considered this Bylaw in conjunction with the objectives and policies set out in section 165(3.1)(c) of the *Community Charter* in the Town of Comox Financial Plan Bylaw, 2016;

AND WHEREAS the *Community Charter* provides that a revitalization tax exemption program bylaw may only be adopted after notice of the proposed bylaw has been given in accordance with Section 227 of the *Community Charter* and Council has given this notice;

AND WHEREAS the *Community Charter* provides that a revitalization tax exemption program bylaw may only be adopted after Council has considered the bylaw in conjunction with the objectives and policies of its financial plan under Section 165(3.1), and Council has considered this bylaw in that regard;

NOW THEREFORE, in open meeting assembled, Council of the Town of Comox **ENACTS AS FOLLOWS:**

1. Title

This Bylaw may be cited for all purposes as "Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914"

2. Amendments

Comox Downtown Revitalization Tax Exemption Bylaw No. 1784 is hereby amended as follows:

- (1) By deleting Section 10 in its entirety;
- (2) By adding the following text as Section 10:

After October 31, 2024 no further Tax Exemption Certificates will be issued under this bylaw.

- (3) By deleting Section 12 in its entirety;
- (4) By adding the following text as Section 12:

Each Agreement shall require that an Owner of a Project meet the following construction requirements:

- (a) The completed application for the rezoning or development permit for the Project, if required for the Project, must be submitted no later than July 1st, 2020.
- (b) Project construction must commence on or before the one-year anniversary of the earlier of the date of adoption of the rezoning bylaw, or development permit issuance for the Project; and
- (c) An occupancy permit for the Project and the Tax Exemption Certificate for the Project must be issued on the earliest of the fourth anniversary of the development approval, or before October 31, 2024.

An Agreement may include any additional terms and conditions deemed necessary by the Treasurer, in his or her sole discretion, acting reasonably.

- (5) Comox Downtown Revitalization Tax Exemption Bylaw No. 1784 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of this bylaw.

3. Adoption

- (1) Read A First Time this 5th day of June, 2019
- (2) Read A Second Time this 5th day of June, 2019
- (3) Read A Third Time this 5th day of June, 2019
- (4) Notice of this Bylaw has been given in accordance with Section 227 of the *Community Charter* on these 20th and 25th days of June, 2019
- (5) Finally Passed and Adopted this day of ,

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Officer

PR 19-7
EXTENSION OF COMOX DOWNTOWN VITALIZATION PROGRAM

JULY, 3 2019

ATTACHMENT 2

COMOX PLANNING PROCEDURES AMENDMENT BYLAW 1915

TOWN OF COMOX

BYLAW 1915

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

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

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

1. Title

This bylaw may be cited as "Comox Planning Procedures Amendment Bylaw 1915".

2. Interpretation

- (1) A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time; and
- (2) A reference in this bylaw to any bylaw, policy or form of the Town of Comox is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

3. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

- (1) Deleting Section 7 Application Fees subsection (3) in its entirety;
- (2) Adding as Section 7 Application Fees subsection (3) the following text:

In the case of Applications for new buildings of 3 or more stories in height located within the area shown shaded on the map in Schedule "D" of this bylaw, 50% of an Application fee paid under this bylaw shall be refunded, subject to the issuance by the Town of a Building

Occupancy Permit in relation to the Application on the earlier of the fourth anniversary of the development approval, or October 31, 2024.

- (3) Deleting Schedule "A" in its entirety;
- (4) Adding as "Schedule A" the table contained in Schedule 1 which is attached to and forms a part of this Bylaw.
- (5) Comox Planning Procedures Bylaw 1780 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of the bylaw.

4. Adoption

GIVEN FIRST, SECOND AND THIRD readings this 5th day of June, 2019

ADOPTED by the Council this day of, .

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Officer

SCHEDULE 1
SCHEDULE "A"

Table 1. Development Application Fees¹

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

U:\Dev App\2019\PR\PR 19-7 Downtown Revitalization Renew\Bylaws\1915_Planning Procedures amendment bylaw\DRAFT_Bylaw 1915 Planning Procedures Amend for Downtown.docx

	9.1	Subdivision- Preliminary Layout Review Issuance	\$825
	9.2	Subdivision Approval – per additional parcel created	\$165
	9.3	Subdivision - Phased Strata Plan Declaration	\$825

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

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



TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER II ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 19-3 618 ANDERTON ROAD
DATE:	JULY 3, 2019 - RCM


Submitted by


Concurrence


Approval

Planner's recommendation:

That Development Variance Permit DVP 19-3 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 to the July 3, 2019 Planning Report on DVP 19-3.

Proposal:

The Development Variance Permit application DVP 19-3 proposes to vary Comox Zoning Bylaw 1850 to allow the following:

1. Required front setback above the ground floor, from 4.0 metres to 3.8 metres; and
2. Parcel coverage from not less than 35% to not exceeding 35%.

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

Background:

During construction, an error was made in the alignment of the building foundation along Anderton Road, which resulted in the above ground storeys not meeting the required front setback. The CD25 Comprehensive Development 25: 618 Anderton Road zone includes a typo and the development, as constructed, cannot meet the parcel coverage regulation.

In accordance with standard procedures, notification of Council's intent to consider this Development Variance Permit at the July 3, 2019 Regular Council Meeting was mailed to abutting property owners and tenants.

U:\Dev App\2019\DVP\DVP 19-3 618 Anderton Rd (setback)\Report\DVP 19-3_RCM date 2019_618 Anderton Rd.docx

Correspondence received in advance of the July 3, 2019 RCM will be distributed to Council prior to commencement of the July 3, 2019 RCM.

OCP Implications:

The subject property's OCP designation is Mixed-Use: Commercial-Residential. This designation is intended to accommodate development consisting of two or more different land uses on the same property. The subject property is located within Development Permit Area #4: Mixed-Use. Development Permit DP 17-1 was issued in 2018. No modification of DP 17-1 is required to accommodate the proposed minor setback variance.

There are no OCP implications in relation to the proposed variances.

Zoning Implications:

The subject property is zoned CD25 Comprehensive Development 25: 618 Anderton Road under Comox Zoning Bylaw 1850.

The Applicant is proposing to vary the Comox Zoning Bylaw 1850, Schedule "A" as follows:

1. Section 825.7 Parcel Coverage
from: parcel coverage shall not be less than 35%
to: parcel coverage shall not exceed 35%
2. Section 825.9(1)(c) Required Front Setbacks:
from: above the ground floor – front setback shall not be less than 4.0 metres
to: above the ground floor – front setback shall not be less than 3.8 metres

Attachment 2 contains a site survey confirming the extent of above ground floor encroachment into the required front setback. Existing balconies are projecting into the required front setback in accordance with Section 5.12 allowances.

A typo exists in the CD25 parcel coverage regulation: throughout the Zoning Bylaw, the typical text is "*not exceed ...%*", while in the CD25 zone, the text is "*not less than ...%*" (i.e: the existing wording erroneously limits minimum parcel coverage as opposed to maximum coverage). The applicant's letter confirms that parcel coverage is approximately 26%.

Given the limited nature of the proposed variances, no significant impact to the adjacent properties, streetscape, or public road is anticipated.

MK/ ET/ RB

Schedule 1: Development Variance Permit Conditions
Attachments: 2

cc: Rachel Ricard, Seymour Pacific Developments Ltd, 100 St. Ann's Rd, Campbell River, BC V9W 4C4

SCHEDULE 1

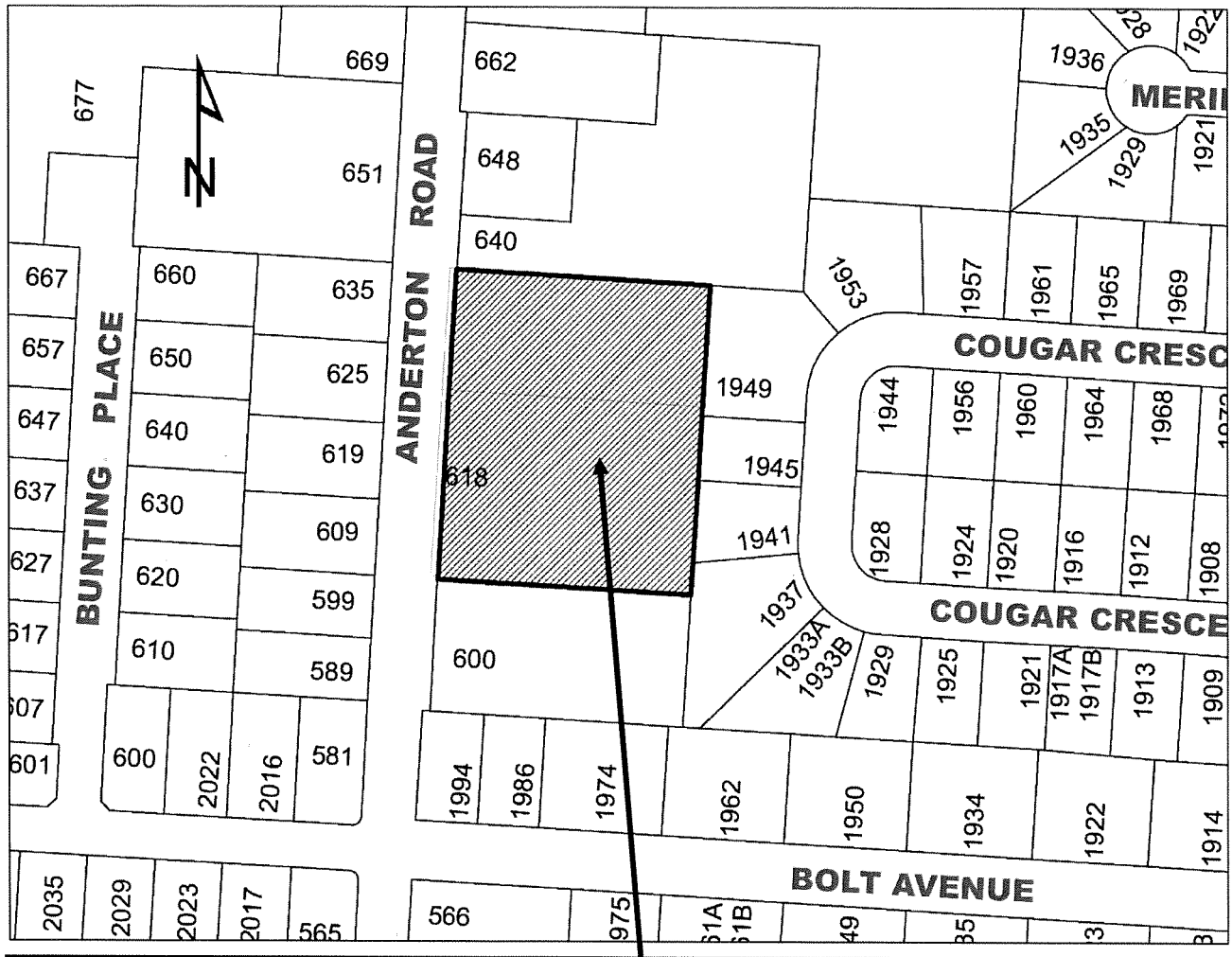
DEVELOPMENT VARIANCE PERMIT CONDITIONS

This Development Variance Permit is to vary Comox Zoning Bylaw 1850, Schedule "A" as follows:

1. Section 825.7 Parcel Coverage
from: parcel coverage shall not be less than 35%
to: parcel coverage shall not exceed 35%

2. Section 825.9(1)(c) Required Front Setbacks:
from: above the ground floor – front setback shall not be less than 4.0 metres
to: above the ground floor – front setback shall not be less than 3.8 metres

ATTACHMENT 1
APPLICATION SUMMARY



Subject Property:
618 Anderton Road
Lot A, Section 70, Comox District, Plan EPP81749

Proposal:	The Development Variance Permit application DVP 19-3 proposes to vary Comox Zoning Bylaw 1850 to allow the following: 1. Required front setback above the ground floor, from 4.0 metres to 3.8 metres; and 2. Parcel coverage from not less than 35% to not exceeding 35%.	
Applicant:	Rachel Ricard, Seymour Pacific Developments Ltd,	
Legal Description:	Lot A, Section 70, Comox District, Plan EPP81749	
Civic Addresses:	618 Anderton Road	
<hr/>		
OCP:		
Land Use Designation:	Mixed Use: Commercial – Residential	
Development Permit Areas:	DPA # 4 Mixed Use: Commercial – Residential	
<hr/>		
Zoning	Comprehensive Development 25: 618 Anderton Road	
Permitted uses include:	Dwelling units, accessory structures and uses, excluding buildings other than those accessory to dwelling units and outside storage. Commercial uses compatible with residential orientated development, including assembly centres, childcare facilities, retail, offices, personal services, medical clinics, restaurants	
Parcel coverage:	Existing Not less than 35 %	Proposed Variances Not exceeding 35 %
Front Setback above the ground floor:	4.0 metres	3.8 metres
<hr/>		
Surrounding Uses:	Single-Family Residential developments to the east and west; Multi-Family Residential development to the south; Commercial: ministorage and gas station to the north.	
<hr/>		

**DVP 19-3
618 ANDERTON ROAD
JULY 3, 2019**

**ATTACHMENT 2
APPLICANT'S SUBMISSION**

Regina Bozerocka, Planner
 Town of Comox
 1809 Beaufort Avenue
 Comox BC V9M 1R9

Development Variance Application, File: DP 17-1

The enclosed is a development variance application for 618 Anderton Road Comox. It is proposed that Bylaw 1850 – CD25-825.9 setbacks shall be reduced from 4.0 meters to 3.8 meters. This variance to the bylaw is being requested to accommodate the encroachment along the southern side of the building on the second floor. Bedroom 1 “bump outs” of 07, 05, 03 and 01 suites encroach by 2, 3, 3, and 5cm (see attached surveys). 618 Anderton Road project consists of 84 rental units and 6, 750 square feet of commercial spaces. Adjacent property owners have not been notified of this development variance application as it does not affect the homeowner’s enjoyment of their properties.

Project Specifications:

Units	Dwelling: 84 Adaptable: 9
# of stories	4
Parcel Area	2.31 ACRES (0.933 HA)
Net Parcel Area	2.26 ACRES (0.915 HA)
Parcel Frontage	345' - 11 3/4" (105.46m)
Parcel Coverage	COVERAGE: 0.59 Acres/2.26 Acres=26.1%

ABELEARCHITECTURE

2001-1755 HARO STREET VANCOUVER BC V6G 1H2

T 604.682.6818 tabele@telus.net

THOMAS C. ABELE, Architect AIBC AAA SAA MAA RAIC - Principal

April 18, 2019

Town of Comox
1809 Beaufort Avenue
V9M 1R9

Attention: Regina Bozerocka

Re: Anderton Place – 618 & 634 Anderton Road – DP 17-1

Dear Regina,

Having reviewed the as-built and recently surveyed conditions on site and the correspondence between Ian Rogers, Comox Building Inspector, and Nick Denton, SPD superintendent, we recognize that we have encroached into the west setback with the residential façade, at the southern end of the building.

An error was made in the alignment of the foundation wall along the west (Anderton) side, positioning the building to not be precisely parallel to the property line. The Gridline A offset from the west property line, designed to be 4.46 meters, or the foundation wall was misaligned to cause the southern corner of the west foundation wall to be placed 7-8 cm tighter to the Anderton property line.

With not enough compensation made for the residential framing above the commercial ground level, the residential façade, required by the zoning bylaw to be set back 4.0 meters, remains tightened by 5 cm at the southern end (worst condition). The Bedroom 1 "bump-outs" of the 07, 05, 03, and 01 suites encroach by 2, 3, 3 and 5 cm respectively, according to the recent survey information.

We acknowledge that this situation requires some relaxed interpretation of the Bylaw.

Please suggest the best mechanism to handle this from the Town's preferred position and experience.

Yours truly,

ABELEARCHITECTURE



Thomas C. Abele, Architect AIBC

Cc: Ian Rogers, Building Inspector – R.B.O.
Rob Borelli; Dave Gosnell, Nick Denton, Seymour Pacific Developments

**BRITISH COLUMBIA LAND SURVEYOR'S
BUILDING LOCATION CERTIFICATE:**

**LOT A, SECTION 70,
COMOX DISTRICT,
PLAN EPP81749**

PARCEL IDENTIFIER: 030-554-926

CIVIC ADDRESS:
618 ANDERTON ROAD, COMOX, B.C.

LEGEND

LOB - DENOTES LIMIT OF BALCONIES

THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

PARCEL BOUNDARIES SHOWN HAVE BEEN DERIVED FROM PLAN EPP81749.

SCALE: 1:300

ALL DISTANCES ARE IN METRES.



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN HEIGHT BY 432mm IN WIDTH (C SIZE) WHEN PLOTTED AT A SCALE OF 1:300.

**STRATA PLAN
EPS1513**



THIS CERTIFICATE HAS BEEN PREPARED FOR BUILDING LOCATION PURPOSES AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. CERTIFIED CORRECT THIS 23rd DAY OF MAY, 2019.

Michael Hansen
3DKU7X
B.C.L.S.
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the consent of the signatory.

**STRATA PLAN
VIS4035**

NOTES:

BUILDING DIMENSIONS AND OFFSETS TO PROPERTY LINES ARE SHOWN TO EXTERIOR OF BUILDING WALLS. ONLY BALCONIES ALONG NORTH AND WEST FACE OF BUILDING HAVE BEEN SHOWN.

SEE SURVEY CERTIFICATE DATED JANUARY 29, 2019, FOR LOCATION AND SETBACKS FOR CONCRETE FOUNDATION.


THE LOCATION OF IMPROVEMENTS ON THIS PARCEL MAY BE AFFECTED BY PHASED DEVELOPMENT NOTICE CA7015898, PERMIT CA7082107, ZONING REGULATION J128558, STATUTORY RIGHT OF WAYS EK475B, EK8981, EK8982, EK4757 AND CA7229932, AND COVENANTS CA7015892, CA7015893, CA7015895 AND CA7015897.

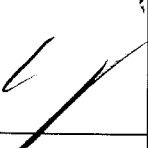
McHenry Associates
Professional Land Surveyors
1211 Ryan Road
Courtenay, B.C. V9N 3R6
Ph : 250-338-5495
File : 05591-C6

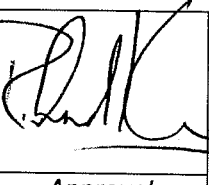


TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	RZ 17-11 1855 NOEL AVE (COMOX COMMUNITY CENTRE)
DATE:	RCM JULY 3, 2019


Submitted by


Concurrence


Approval

Recommendation:

1. That Comox Zoning Amendment Bylaw 1925 be given First and Second Reading (**Attachment 3**) and;
2. That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1925 be scheduled for 6:30pm, August 7, 2019 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 permit retail stores and processing or packaging of food or beverage products and establish a zero parking space requirement for 1855 Noel Avenue (Comox Community Centre).

The Application Summary is contained in **Attachment 1**. The applicant's submission is contained in **Attachment 2**. The proposed processing steps are included in **Attachment 4**.

OCP Implications:

The land use designation of the subject property is Institutional. The subject property is not located in any Development Permit Areas.

Zoning Implications:

The subject property is zoned PA1.1 Public Assembly under Comox Zoning Bylaw 1850. The lot is approximately 3 hectares and contains the Community Centre, tennis courts, playground, and playing field.

The PA1.1 zone currently does not allow retail stores. Proposed Bylaw 1925 would add retail stores to the list of permitted uses in the PA 1.1 zone with a condition that retail stores shall only be

U:\Dev App\2017\OCP RZ\17-11 PA1.1 amdt 1855 Noel (Rec Centre)\Report\1-RZ 17-11 1855 Noel (Rec Centre).docx

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permitted at 1855 Noel Avenue. This would allow the sale of retail goods during trade shows or similar events which may be held at the Community Centre.

Under BC health regulations, caterers are required to use a fully equipped commercial kitchen to prepare food. At-home kitchens do not qualify. The Comox Community Centre is equipped with a commercial kitchen. Bylaw 1925 proposes to add processing or packaging of food or beverage products to allow caterers to rent the kitchen facilities at the Comox Community Centre. This amendment would only apply to 1855 Noel Avenue, not the entire PA1.1 zone.

The third proposed amendment relates to on-site parking. On-site parking and bicycle parking at the community centre is summarized as follows:

	Existing	Required under Zoning Bylaw 1850
On-site Parking Spaces	108 + 10 informal spaces	241
Class I Bicycle Parking	20 (approx.)	6 recommended
Class II Bicycle Parking	0	9 recommended

If the Community Centre provided all nine recommended Class II bicycle parking spaces, the parking requirement would be reduced by two spaces. Of the existing Class I bicycle parking spaces on-site, eight spaces meet the Development and Maintenance Standards under Section 7.4 of the Zoning Bylaw. By meeting this recommended number of Class I bicycle parking spaces, the parking requirement is reduced by one stall. No further parking reductions are available for the provision of Class I bicycle parking.

Given the OCP's focus on sustainability including alternative methods of transportation and compact infill development, Bylaw 1925 proposes a parking requirement of zero parking spaces for the Comox Community Centre.

Sustainable development principles seek to locate services in close proximity to residences and transit. The Community Centre's location is ideally suited to promoting alternative modes of transportation including transit (adjacent to transit lines on Anderton and Noel) and cycling (adjacent to bike routes on Noel, Robb, Church and Anderton). Many patrons are already choosing to take advantage of this by using alternative modes of transportation.

It is anticipated that the OCP's focus on infill development will translate into an increased demand for recreation services in existing neighbourhoods. The location of the Community Centre is well positioned to address this demand but has a limited land area to expand. It is likely that any expansion will have to balance a demand for increased recreation services with retention of onsite open space, support for alternative transportation and provision of onsite parking. By setting the parking requirement to zero, Council, as owner of the Community Centre, would be able to evaluate these conflicting demands and provide the appropriate level of parking based on the specifics involved.

A similar rationale however does not exist for non-Town owned parcels. A bylaw parking regulation transfers a development right to the property owner. If the property owner meets the bylaw

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requirement, the property owner has the right to develop. There is no requirement for the consideration of public interest based on the specifics involved.

Other Implications:

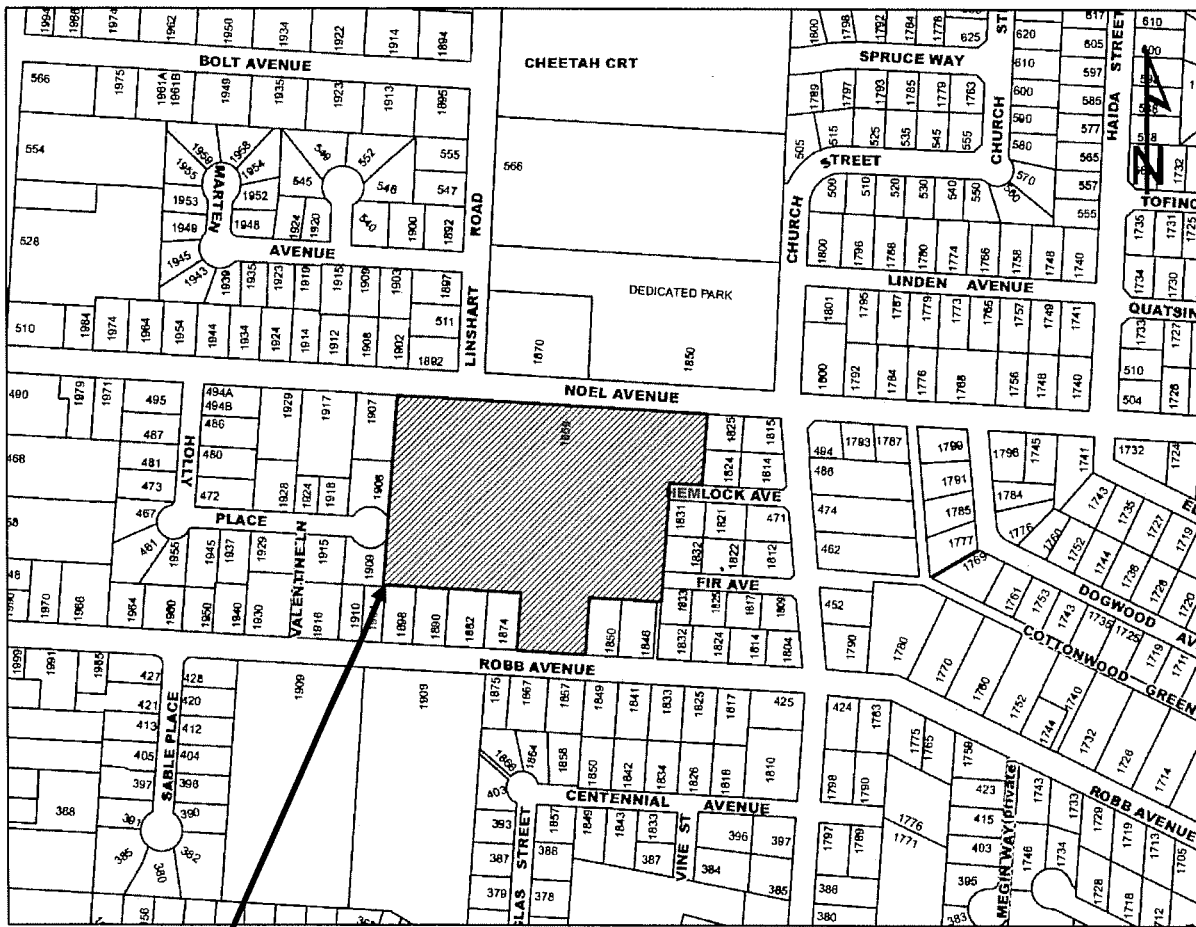
While parking requirements are contained in Comox Zoning Bylaw 1850, they are not a zoning regulation and therefore there is no statutory requirement for the advertising of a change in parking requirements. Consequently, in the typical when rezoning to a new comprehensive development zone only the rezoning is noted in the public hearing notice. Any changes incorporated into the comprehensive development zone in relation to standard parking requirements, while discussed in the planning report, are not noted in the public hearing notice. Unless otherwise directed by Council, the public hearing notice for RZ 17-11 would not include reference to a parking requirement change.

MK/ET

- Attachments:
1. Application Summary
 2. Applicant's Development Rationale
 3. Applicant's Development Rationale
 4. Process Steps

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ATTACHMENT 1
APPLICATION SUMMARY



Subject Property shown shaded on the map

ADDRESS:
1855 Noel Avenue

LEGAL DESCRIPTION:
LOT 1 SECTIONS 53 AND 56 COMOX DISTRICT PLAN VIP71843

JULY 3, 2019

Proposal:	The proposed zoning amendment is to permit retail stores and processing or packaging of food or beverage products and establish a zero parking space requirement for 1855 Noel Avenue (Comox Community Centre).
Applicant:	Ted Hagmeier, Recreation Director, Town of Comox Community Centre
Legal Description:	LOT 1 SECTIONS 53 AND 56 COMOX DISTRICT PLAN VIP71843
Civic Address:	1855 Noel Ave

Official Community Plan:

Land Use Designation:	Institutional
Development Permit Areas:	N/A

	EXISTING	PROPOSED AMENDMENT
Zoning:	PA 1.1 Public Assembly	
Permitted uses:	Accessory structures and uses Assembly centres Cultural centres Offices Recreation facilities Sports fields Restaurants Etc.	Processing or packaging of food or beverage products Retail stores
Conditions of use		The following uses shall only be permitted on LOT 1 SECTIONS 53 AND 56 COMOX DISTRICT PLAN VIP71843: Processing or packaging of food or beverage products and Retail stores.
Off-Street Parking and Loading:	Off-street parking and loading shall be in accordance with Section 6.	The minimum required parking spaces on LOT 1 SECTIONS 53 AND 56 COMOX DISTRICT PLAN VIP71843 shall be zero stalls.

Surrounding Land Uses: Tot Lot Park and Comox Fire Hall to the North, single-family dwellings to the east and west, and single-family dwellings and Ecole Robb Road Elementary to the south.

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ATTACHMENT 2
APPLICANT'S SUBMISSION

Development Rationale

1855 Noel Avenue (Comox Community Centre)

The rezoning addresses three areas:

1. Commercial Kitchen

The Community Centre commercial kitchen use is not included in the current zoning (PA1.1 Public Assembly). There are no sites in the Community Centre suitable for serving and consuming the amount of food that could be produced in the kitchen so utilizing it with an onsite restaurant is not feasible. Using the facilities to offer cooking programs might only occupy a few hours per week at most. Renting the facility to an outside group to make food consumed off site is more practical and more sustainable. The proposed amendment addresses the oversight that the PA1.1 zone does not currently include food preparation and packaging as a principle use.

2. Commercial Activities on Site

Rooms in the Community Centre are rented to the public for a variety of uses. Non-profit and commercial renters such as craft fairs, charity fundraisers, home shows and wine tastings may sell items to the public. The zoning amendment clarifies the use of facilities of public assembly for these events. All rentals require adherence to Town of Comox policies including a valid business licence, etc.

3. Parking

There is substantial parking at the Community Centre: approximately 120 spaces in the lot with additional parking on Noel Ave and Robb Ave. The Community Centre operates up to 15.5 hours per day within which there is varied demand for parking. A strict application of the parking ratio would result in an oversupply of parking which would encroach on green and park space. Many Community Centre customers use other means to visit us than by car though the exact amount is unknown: many walk, cycle and take public transit.

Ted Hagmeier
Recreation Director
Comox Recreation
250-339-2255 ext. 227

JULY 3, 2019

ATTACHMENT 3
PROPOSED ZONING AMENDMENT BYLAW 1925

TOWN OF COMOX

BYLAW 1925

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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

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

1. Title

This bylaw may be cited for all purposes as "Comox Zoning Amendment Bylaw 1925".

2. Amendments

(1) Comox Zoning Bylaw 1850 Schedule A is hereby amended by:

(a) Adding the following Permitted Uses as section 701.1:

Processing or packaging of food or beverage products
Retail stores

(b) Adding the following text as section 701.2(5):

The following uses shall only be permitted on LOT 1 SECTIONS 53 AND 56 COMOX DISTRICT PLAN VIP71843: Processing or packaging of food or beverage products and retail stores.

(c) Replacing section 701.12 with the following text:

Off-Street Parking and Loading

- (1) Off-street parking and loading shall be provided in accordance with Section 6; and
- (2) Notwithstanding section 701.12(1), the minimum required parking spaces on LOT 1 SECTIONS 53 AND 56 COMOX DISTRICT PLAN VIP71843 shall be zero.

(2) Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of this bylaw.

3. Adoption

- | | | |
|--|--------|-------|
| (1) READ A FIRST AND SECOND time this | day of | ,2019 |
| (2) PUBLIC HEARING ADVERTISED A FIRST time this | day of | ,2019 |
| (3) PUBLIC HEARING 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

JULY 3, 2019


ATTACHMENT 4
PROCESS STEPS


1. First and Second Reading of proposed Zoning Amendment Bylaw 1925;
2. Public notification of Public Hearing on proposed Zoning Amendment Bylaw 1925;
3. Public Hearing;
4. Third Reading of proposed Zoning Amendment Bylaw 1925
5. Completion of any outstanding items; and
6. Adoption of proposed Zoning Amendment Bylaw 1925.



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 18-3 DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 18-3 2260 ROBB AVE
DATE:	RCM JULY 3, 2019 FIRST AND SECOND READING REPORT


Submitted by


Concurrence


Approval

Planner's Recommendation:

1. That Comox Zoning Amendment Bylaw 1893 be given First and Second Reading (**Attachment 3**);
2. That Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue be given First and Second Reading (**Attachment 4**); and
3. That a Public Hearing in respect of Bylaws 1893 and 1911 be scheduled for 6:30 pm, August 7 2019 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 the subject property from R1.1 Single-Family to a new Comprehensive Development CD26: Single Family – 2260 Robb Avenue zone, to facilitate a two lot, single-family subdivision.

The Development Variance Permit application DVP 18-3 is to facilitate the subdivision by varying Subdivision and Development Servicing Bylaw 1261 road and overhead wiring specifications to match existing road and neighbourhood character and allow overhead services.

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

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Background:

In accordance with Comox Planning Procedures Bylaw No. 1780, a development sign was erected on the subject property upon the submission of the rezoning application. As the proposed development is limited to single-family dwellings, no formal pre-application community consultation was required, in accordance with Comox Planning Procedure Bylaw No. 1780. However, the owners have informally spoken with several neighbours about the proposed development and have included records of this consultation in the application submission, **Attachment 2** (Note: modular construction is no longer proposed).

The subject property is located on the corner of Robb Avenue and Condor Street. The property parcel area is over 900 square metres and contains one single-family dwelling.

Processing procedures:

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

OCP Implications:

The land use designation of the subject property is Residential: Detached under the Official Community Plan. This land use designation is intended to accommodate single-family dwellings, secondary suites and coach houses. The potential for infill in this designation is limited to the redevelopment of atypical parcels in terms of parcel size and street access. Consequently, Residential – Detached policies do not focus on addressing the implication of infill development. These implications are addressed in the Residential: Ground Orientated Infill land use designation and are transferrable to the proposed development and therefore are included in the following section on OCP Sustainability Implications. The one qualifier is that the impact on the surrounding neighbourhood is on the lower end of the spectrum in comparison to the Residential Ground Orientated Infill designation that allows for lots as small as 350m², duplexes, triplexes and patio homes.

The subject property is located within Development Permit Area # 17: Coach Houses and # 18 Secondary Suites; the proposal meets the exemption criteria of both DPAs.

OCP Sustainability Implications:

The main concern for smaller lot sizes, when applied as existing neighbourhood infill, is that the new development is compatible with existing housing forms. Infill development is supported provided that proposals have appropriate site and design controls including orientation toward the street, visual prominence of feature other than garages, retention of significant tree cover, where applicable, and ground water recharge, and solar orientation (passive solar gain) where appropriate.

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

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- design controls including street-orientation (to realize infill development that is compatible with existing development);
 - Proposed south (Lot A) and north lot (Lot B) would meet Zoning Bylaw minimum frontage requirements along a constructed road which in all but extreme cases results in the street orientation of future development;
 - Schedule 1 Proposed Development Permit Conditions include the relocation of the existing driveway to the west side of the south lot; and
 - The proposed CD 26 zone includes design regulations for the proposed lot (See Zoning Implications below).
- visual prominence of features other than garages;
 - Proposed zoning for the north lot includes an increased garage setback.
- retention of significant tree cover;
 - No healthy significant trees exist on the subject property. Schedule 1 Proposed Development Permit Conditions includes the provision of two street trees along Robb Avenue.
- encouraging ground water recharge;
 - subdivision regulations require roof drain connection to rock pits where suitable ground conditions exist.
- solar orientation;
 - The existing dwelling has south-north orientation, which facilitates passive solar heating in winter; the existing deck takes advantage of western, i.e. evening sun, exposure.

The subject property is well suited to encourage active transportation, with associated health benefits, in the form of walking and biking. The subject property is directly across from Condor Park and within walking distance of Aspen Park, Aspen Park Elementary School, Ecole Robb Road Elementary School, Ecole Au Coeur de l'île and the commercial area located at the Aspen /Guthrie Road intersection. It is also within walking distance to bus routes on Aitken Street and Anderton Road. Robb Avenue is a proposed Major Bike Route under the OCP.

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

In accordance with OCP, Environment Policy 2.3.13 (k)¹, external third party "green building" certification is sought at the time of rezoning. Schedule 1, Outstanding Items, includes registration

¹ 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. Third party "green building" certification programs include BUILT GREEN and Leadership in Energy and Environmental Design (LEED).

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of a covenant for construction of new residential buildings in accordance with Step 2 of the British Columbia Building Code.

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

Zoning Implications:

The subject property is currently zoned R1.1, which allows single-family dwellings with or without a secondary suite or coach house.

The application requests a rezoning to a new Comprehensive Development Zone CD26: Single Family – 2260 Robb Avenue. This zone is based on the R3.2 Single-Family – 450 m² Parcel regulations, customized to accommodate the lot dimensions of the subject property and the retention of the existing single-family dwelling with its large second storey deck over an enclosed storage area.

The proposed CD26 zone allows single-family dwellings with or without a secondary suite and in comparison to the existing R1.1 zoning the CD26 zone has a smaller minimum parcel size (CD 26 450 m² / R1.1 650 m²) and minimum parcel frontage (15m / 20m). The CD26 zone also has a reduced minimum parcel depth. Both the R1.1 and R3.2 zone have a minimum parcel depth of 26m whereas the CD 26 zone minimum is 21 m. In combination with the location of the existing house and deck it means the functional rear yard open space of the proposed south Lot (Lot A) is limited to the approximately 5.75 x 9.0 m in the NE corner. To maintain the functionality of this open space the proposed CD 26 reduces the maximum accessory building size from the standard 60 m² to 20 m².

The design regulations of the proposed CD26 zone are limited to reducing the massing of two storey buildings on the proposed north lot. No massing regulations are proposed for the south lot, as otherwise the existing house would not be in compliance.

Recent small lot infill development regulations (zones R4.1, CD23, CD24, CD25), include a front yard fencing restriction to 1.0-1.25 metres height. In older Town zones the maximum fence height is 2.3 metres, but the parcel frontages are typically left unfenced, or have low ornamental fences. As new infill zones have frontages much narrower than older residential zones, the impact of tall fences is much more significant.

The surrounding Robb Avenue and Condor Street parcels do not have fences in the front yards. Proposed Bylaw 1893 includes a maximum front yard fence height of 1.0m.

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. **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.

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DVP 18-3 application proposes to vary Town of Comox Subdivision and Development Servicing Bylaw, 1261, Schedule C.1 to reflect existing neighbour character:

1. Appendix C, Specifications for Highways; Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks) to reduce Urban Road allowance width and pavement width for Condor Street, to eliminate the requirement for sidewalks for both roads and to change the curb requirement to a low profile asphalt water containment curb; and
2. Appendix G, Specifications for Underground Wiring and Street Lighting; Section 1.2.1 to not require undergrounding of the existing overhead transmission wires across the subject property lot lines; and to maintain the requirement for the proposed lots to be serviced underground with a drop from an existing pole; if this is not possible without installation of an additional pole, aerial servicing would be permitted.

Robb Avenue at this location and Condor Street are classified as local roads and there are no plans to upgrade these roads with the installation of sidewalks.

The Condor Street road allowance is currently below the 20.0 m standard width; however, given the presence of Condor Park on the west side of Condor Street, and the existing narrow street character, no further dedications are proposed.

A road dedication for a standard corner cutoff of 6.0 m by 6.0 m is required to allow for safe driving sightlines in accordance with the Subdivision and Development Servicing Bylaw. Consequently, the vehicle driveway and two parking stalls for the existing house are proposed to be relocated to Condor Street.

Schedule 1, Proposed Development Permit Conditions includes the requirement to relocate the existing driveway on proposed Lot A to Condor Street, such that near side of the driveway is located outside of the corner cut, in accordance with Comox Subdivision and Development Servicing Bylaw, 1261.

Municipal storm and sewer services are not available on Condor Street. As the proposed variance is to not provide additional road dedication along the Condor lot line of the subject property, an easement is required for underground services. Registration of an applicable minimum 3.0 metres wide easement with Section 219 Covenant will be required at time of subdivision.

Financial Implications:

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

JULY 3, 2019

MK/RB/ET

Schedules:

1. Outstanding Items and DVP conditions
2. Preliminary engineering comments

Attachments:

1. Application Summary
2. Applicant's Submission
3. Proposed Zoning Amendment Bylaw 1893
4. Proposed PDA Authorization Bylaw 1911
5. Processing Procedures

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

JULY 3, 2019

SCHEDULE 1

OUTSTANDING ITEMS

Prior to adoption of Bylaws, registration of a Phased Development Agreement strengthening Section 219 Restrictive Covenant for construction of new residential buildings on the subject property in accordance with Step 2, as referenced in Table 9.36.6.3B of the British Columbia Building Code.

DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. The Development Variance Permit is to facilitate the subdivision of the subject property into two lots, in accordance with the sketch on Figure 1 below.
2. At time of subdivision, registration of a 3.0 metre easement for municipal storm and sewer services along west lot line of Lot A;
3. Town of Comox Subdivision and Development Servicing Bylaw, 1261, Schedule C.1 is varied as follows:
 - a. Appendix "C" Specifications for Highways, Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks for Urban Roads:

From:

Urban (Local) Road Allowance Width of 20.0 m

Pavement Width of 9.0 m

Type of Curb: concrete rollover curb

Number of Sidewalks: both sides

To:

Urban (Local) Road Allowance Width of 20.0 m for Robb Avenue

Urban (Local) Road Allowance Width of 13.3 m for Condor Street

Pavement width of 9.0 m for Robb Avenue

Pavement Width of 6.0 m for Condor Street

Type of Curb: low profile asphalt water containment curb, to match existing

Number of Sidewalks: none

- b. 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; proposed lots to be serviced with an underground wiring drop from an existing pole; if this is not possible without installation of an additional pole, aerial servicing is permitted.

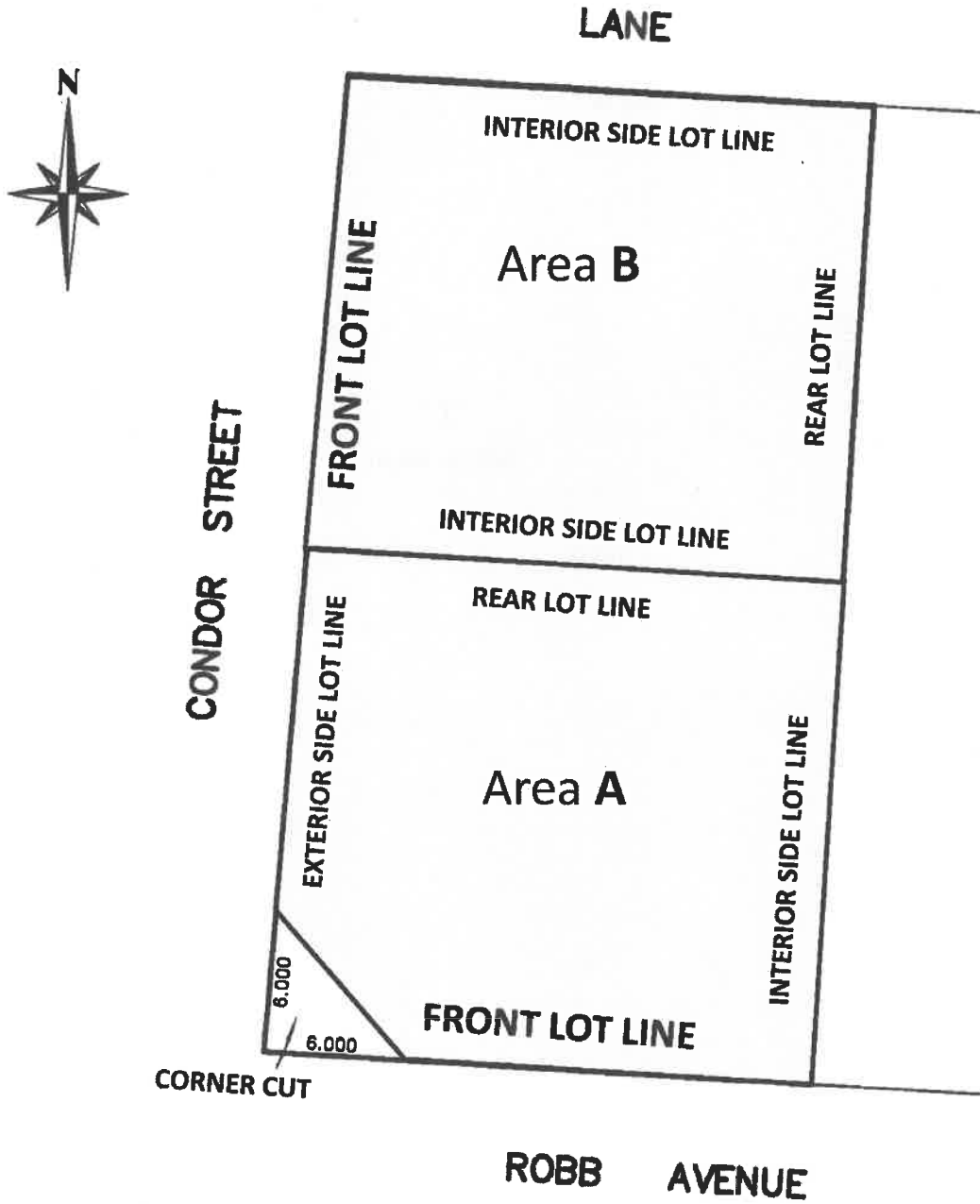
4. Provision of 6.0 X 6.0 metres corner cut and removal of all visual obstructions, including fences and shrubs;

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5. Provision of two boulevard trees along Robb Avenue frontage; and
6. Relocation of the existing driveway on proposed Lot A to Condor Street, such that the near side of the driveway is located no closer than 6.0 m from the property corner of the highway intersection in accordance with Comox Subdivision and Development Servicing Bylaw, 1261.

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Figure 1



JULY 3, 2019

SCHEDULE 2



TOWN OF COMOX

TO: Elliot Turnbull, Planning Department	RZ 18-3 DVP 18.3
FROM: Shelley Ashfield, Municipal Engineer	DATE: August 13, 2018
SUBJECT: Lot 1, Section 3, Comox District, Plan 22260	

In response to referral, dated June 11, 2018 reference file # RZ 18-3, DVP 18-3, 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;
- A Professional Engineer, registered within the Province of British Columbia, must provide design, submit estimates, supervise construction and submit as-built drawings/service cards, and establish all minimum habitable floor elevations for both proposed lots; and
- For the purpose of clarity, we have assigned the designation of Lot 'A' to the proposed northern lot and Lot 'B' to the proposed southern lot. The existing residence is located on proposed Lot 'B'.

Water System

- We note that the proposal at hand is consistent with the current land use and densities found within this area. Given this, we do not foresee any inordinate demands being placed upon the municipal water system. We recommend relaxation of the condition in which Koers and Associates is commonly retained to provide an assessment of a proposals demand on our water system;
- The subject property is currently serviced by a 20mm diameter water connection that will continue to provide service to the existing residence on Proposed Lot 'B'. As a condition of development this service must be upgraded to a metered connection. Cost to the applicant for installation by the Town of Comox is \$750.00; and
- Proposed Lot 'A' will receive water service from the water main on Condor Street. Cost to the Applicant for installation of a 20mm diameter metered water connection is \$2,410.00 (1,210.00 connection + 1,200 pavement).

Sanitary Sewage System

- This subject property is currently serviced by a 100mm diameter sanitary connection that will continue to provide service to the existing residence on Proposed Lot 'B';
- No sanitary main exists on the Condor frontage of the subject property. We instead recommend sanitary service to Proposed Lot 'A' be achieve by extending sanitary through a private easement paralleling the west property boundary of Proposed Lot 'B'. This private

JULY 3, 2019

easement should be a minimum 3.0m in width. As a condition of development, the applicant will be required to extend the Robb Avenue connection through the length of the easement to the southern boundary of Proposed Lot 'A'. A 100mm diameter sanitary connection shall be provided to the southwest corner of the subject property by the Town of Comox at a cost to the applicant of \$950.00; and

- Given the close proximity of this municipal connection to the property corner, we anticipate that the existing legal survey pin will be disturbed during this process. As a condition of development, the Applicant will retain responsibility to restore/replace this survey marker to its proper position and for that matter any survey markers that may be missing or damaged.

Storm Drainage System

- This subject property is currently serviced by a 100mm diameter storm connection that will continue to provide service to the existing residence on Proposed Lot 'B';
- No storm main exists on the Condor frontage of the subject property. As with the sanitary service, storm service to Proposed Lot 'A' may be achieved by extending storm through a private easement paralleling the west property boundary of Proposed Lot 'B'. As a condition of development, the applicant will be required to extend the Robb Avenue connection through the length of the easement to the southern boundary of Proposed Lot 'A'. A 150mm diameter storm connection shall be provided to the southwest corner of the subject property by the Town of Comox at a cost to the applicant of \$2,150.00 (1,100.00 connection + 1,050.00 pavement restoration); and
- The municipal storm system surrounding this site is of limited depth resulting in a need for careful examination of any proposed buildings elevations. With this in mind, the applicants engineer will be required to establish minimum habitable floor elevations (MHFE) suitable to the limits posed by this shallow municipal storm system.

Roads

- The subject property lies within the Northeast quadrant of the intersection formed by Condor Street and Robb Avenue. Both these roads are designated Local Roads by the 2011 Comox Transportation Plan. Neither road is identified for improvements such as sidewalks or dedicated cycle lanes, although Robb Avenue is designated a cycle route in this location. Aside from the need to obtain a 6m x 6m corner cutoff, there is little merit in obtaining additional road dedication on either of these frontages. In the absence of general road dedication, usually accompanied by area wide rezoning, these additional widths would prove of little value to possible future road upgrades. We recommend limiting road dedication to a 6m x 6m corner cutoff located at the Southwest corner of the subject property;
- Neither the 2011 Town of Comox Transportation Plan, nor our current 5 year capital plan indicates the introduction of sidewalk or addition paved width for Robb Avenue or Condor Street. In the absence of larger commitments, we do not recommend pursuing the installation of sidewalk, curb or road widening with this proposal; and
- It should be noted that per subdivision bylaw the near side of a driveway shall be located no closer than 6m from the property corner of a highway intersection therefore the proposed driveway will need to be relocated.

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 the subject property from R1.1 Single-Family to a new Comprehensive Development CD26: Single Family – 2260 Robb Avenue zone to facilitate a two lot, single-family subdivision.

The Development Variance Permit application DVP 18-3 is to facilitate the subdivision by varying Subdivision and Development Servicing Bylaw 1261, road and overhead wiring specifications, to match existing road and neighbourhood character.

Applicant: Hal Martyn
Owner: Alison Jane Capell

Legal Description: LOT 1, SECTION 3, COMOX DISTRICT, PLAN 22260

Civic Address: 2260 Robb Avenue

Official Community Plan

Land Use Designation: Residential: Detached

Development Permit Areas: DPA # 17 Coach Houses
DPA #18 Secondary Suites

Zoning	EXISTING	PROPOSED
	R1.1 – Single Family	CD26 Single-Family – 2260 Robb Avenue
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:	650 m ²	450 m ²
Minimum parcel frontage:	20.0 m	15.0 m
Minimum parcel depth:	26.0 m	21.0 m
Maximum parcel coverage:	35%	35%

Maximum Height & Storeys:

	9.0 m	9.0 m and maximum 2 storeys
--	-------	-----------------------------

Minimum Setbacks:

		for lot A	for lot B
front	7.5 m	7.5 m	4.5 m / 7.5 m

JULY 3, 2019

rear	7.5 m	5.7 m / 2.4 m	7.5 m
side (interior)	2.0 m	2.0 m	2.0 m
side (exterior)	3.5 m	3.4 m	n/a
Projections into setbacks:	1.75 m into front, rear or exterior side; 0.6 m into interior side.	up to 1.75 m into front; up to 0.6 m into rear or side.	up to 1.75 m into front or rear; up to 0.6 m into interior side.
Accessory Buildings:	Not exceed 60 m ² or 10% lot coverage, whichever is less	Not exceed 20 m ² or 10% lot coverage, whichever is less	

**Subdivision and Development Servicing Bylaw, 1261
Schedule C.1, Appendix C (Specifications for Highways),
Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks)**

	REQUIRED	PROPOSED VARIANCES
Road Allowance	20.0 metres	for Condor Street: 13.3 metres
Pavement Width	9.0 metres	for Condor Street: 6.0 metres
Type of Curb	Concrete roll over	Low profile asphalt barrier
Number of Sidewalks	Both sides	None
Appendix G, Section 1.2.1	Require underground wiring	Not require underground wiring of transmission lines along the frontages of the subject property; proposed lots to be serviced with an underground wiring drop from an existing pole; if this is not possible without installation of an additional pole, aerial servicing is permitted.

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

**RZ 18-3 DVP 18-3
2260 ROBB AVE**

JULY 3, 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

Alison J. Capell
Proposed Zoning Amendment
2260 Robb Avenue, Comox

Summary and Rationale (Revision 2)

Alison Capell is the Owner of the property addressed as 2260 Robb Avenue and legally described as Lot 1, Section 3, Comox District, Plan 22260. This property is located at the northeast corner of the intersection of Robb Ave. and Condor Street in Comox. The property is located in one of the more mature areas of the Town and is directly across the street from Condor Park, a densely wooded, passive park owned by the Town. Ms. Capell has owned the property since November of 2015. The property is currently zoned R1.1 Single Family and is larger than the minimum size for that zone.

Ms. Capell's father passed away recently leaving her mother with a larger home in Courtenay, which exceeds her needs. Together with her mother, Leila, Alison has been exploring options to create a separate self-contained detached residence of a suitable size for her mother on this lot. A number of options were considered, however, it appears that the best result, both short term for Leila and in the longer term, is to create a separate fee-simple lot, through subdivision, to enable construction of a retirement home for Leila. Pursuit of this option requires a change in zoning for the property.

In consultation with the Town Planning staff, and in consideration of the existing house on the lot, it appears there is no appropriate standard zone that can be applied. Accordingly we propose a Comprehensive Development Zone, modeled on the R3.2 Single Family (450 sq.m parcel) zone, but customized to suit the specifics of this property.

Included with this Application is a plan, prepared by Hoerbunger Land Surveyors, which illustrates the existing structures on the lot and the proposed subdivision layout. The location of the common lot line has been established to ensure that the minimum lot area is at least 450 sq.m per R3.2 zone requirements, as requested by the Town. Typically for zoning setback purposes, proposed Lot A will have frontage on Condor St. (shorter side) with Robb Ave. being considered the exterior side yard. For a number of reasons however, it is appropriate to keep the front yard designation as Robb Avenue and a variance to that effect is requested. Based on this interpretation, a number of site-specific variances are required. Using the R3.2 zone as a basic template, we summarize the requested variances to that zone, for inclusion in the proposed CD Zone, as follows:

.....2

2260 Robb Avenue, Comox
Proposed Zoning Amendment
Summary and Rationale (cont'd)

We also note that the existing Lot A driveway will encroach on the proposed sight visibility property dedication at the Robb/Condor corner. At the request of the Town, this driveway will be relocated to the Condor frontage, as shown on the attached plan, as a condition of subdivision approval.

Vegetation and Landscaping

There is an existing mature hedge along the east property line, proposed for retention to maintain privacy screening between lots. There is only one mature specimen tree within proposed Lot B, which, in consultation with the Town Parks Director, is determined to be in poor shape and is proposed for removal. It is proposed to provide 2 new street trees on the Robb Avenue frontage as agreed with the Parks Director and shown on the Site Plan sketch. It is also proposed to relocate some trees and shrubs from the area of proposed Lot B to the yard of Lot A on the Robb Avenue side. A path to link the front entrance of the Lot A house to the driveway is proposed, along with a seating area beside the front entrance. Please see Site Plan sketch.

Proposed Housing on Lot B

The proponents recognize the Town's Sustainable Development Certification Programme and commit to working with the Builder to achieve the appropriate Step Code certification.

Summary

The proposed zoning amendment will permit the creation of a small 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. It will address the Owner's desire to create a detached living space for her mother, directly adjacent, as well as a future independent living space. We encourage the Town to support and approve the development plan, through approval of the Zoning Amendment and corresponding Development Variance Permit.

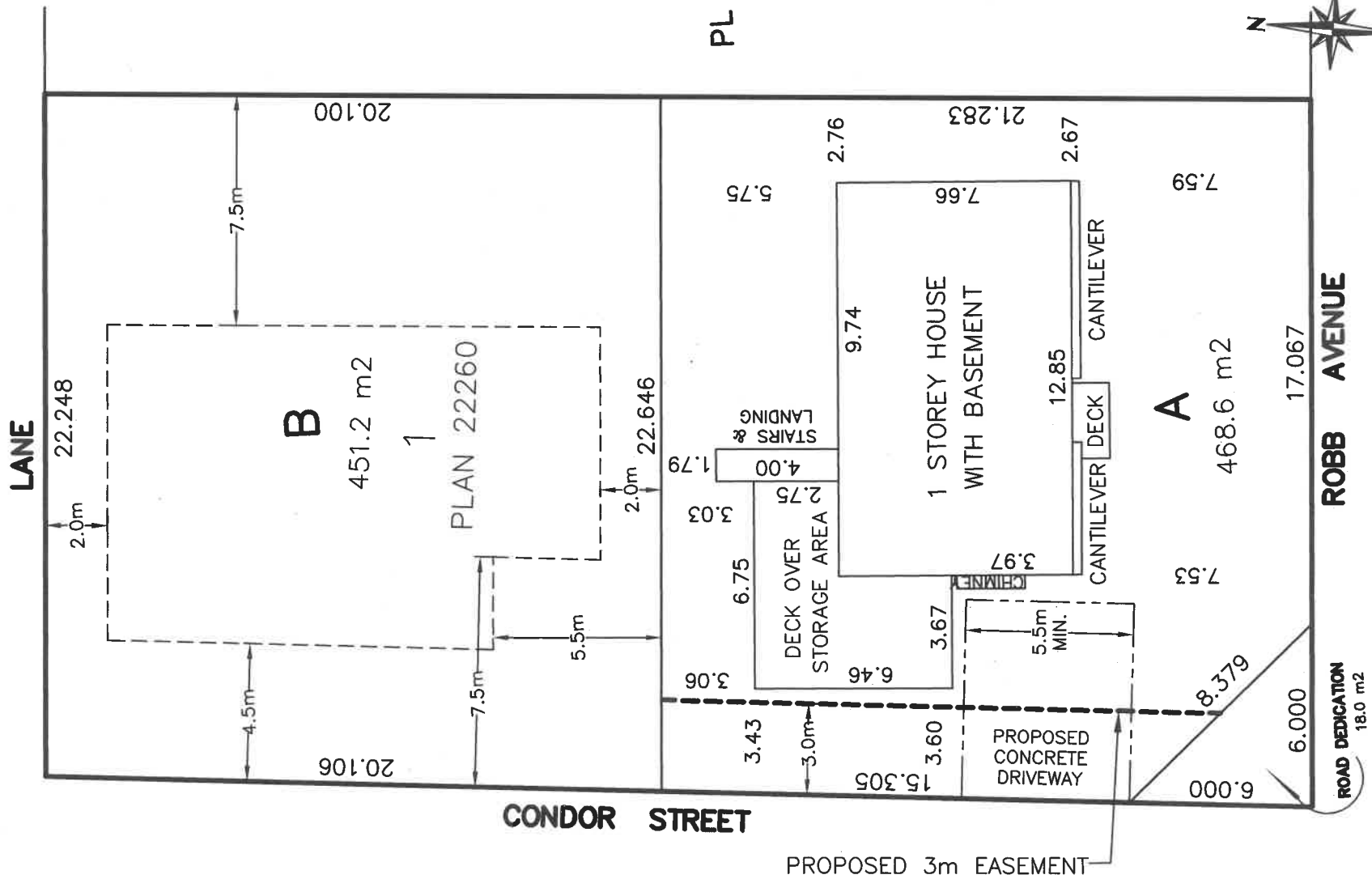
Prepared By:


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



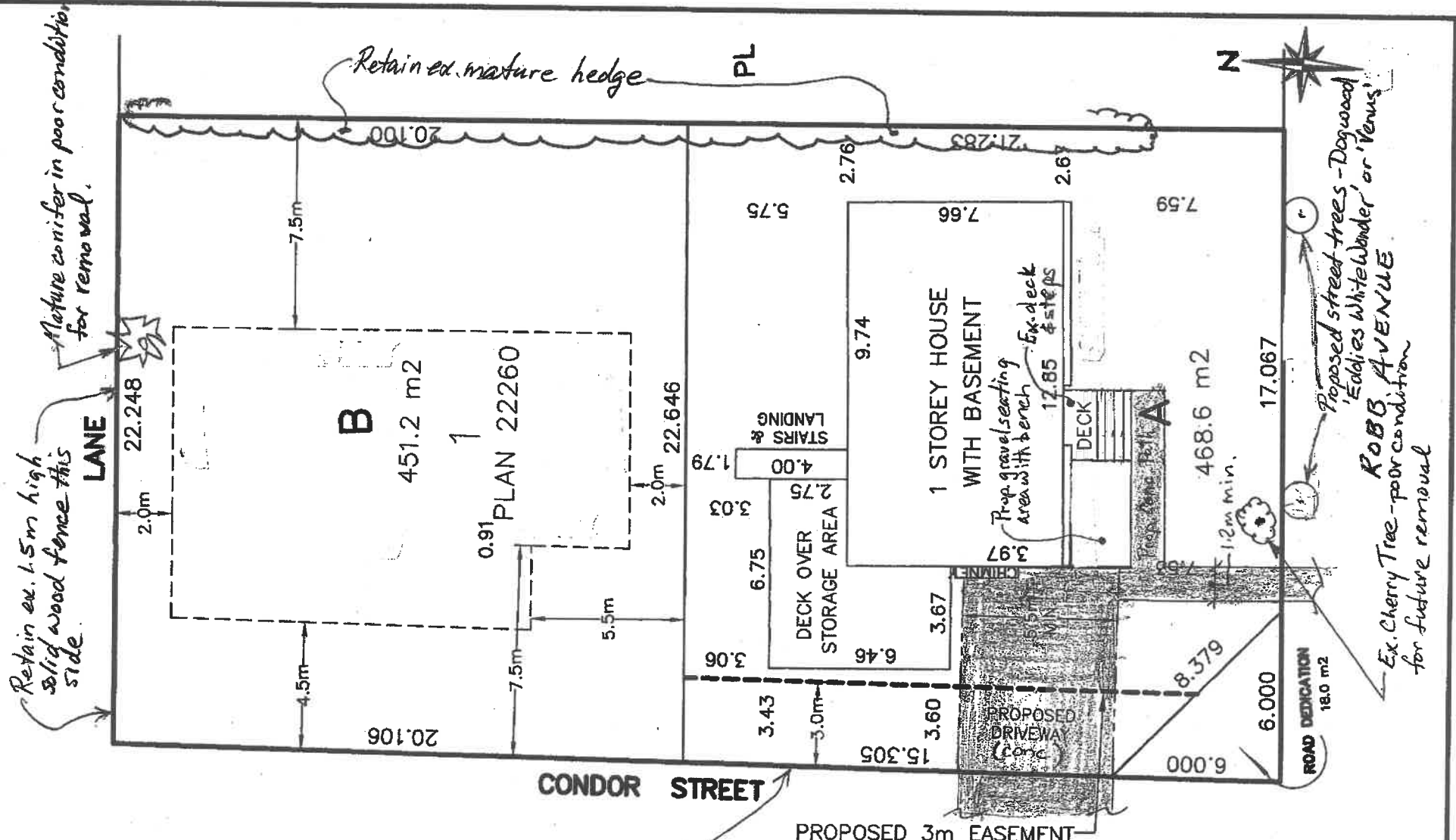
BEFORE





NOTE:
 EXISTING PAVEMENT WIDTH ON CONDOR IS 6.75m
 GUTTER TO GUTTER.

		H. A. MARTYN P. ENG.		PROPOSED SUBDIVISION OF LOT 1		Engineer		Designed HM		Job No. 1801		City File No. ---	
		1080 ARROWSMITH AVENUE COURTENAY, B.C. V9N 8M8 TELEPHONE (250) 898-7210				LOT 1, SECTION 3, COMOX DISTRICT, PLAN 22260 2260 ROBB AVENUE, COMOX, B.C.		Drawn JMG		Scale HOR. 1:200 VER. ---		Drawing No. ---	
1	June/19	Lot A - proposed modular building deleted. Lot B - easement for services added.		JMG	HM	Chkd/Approvd HM		Date 2019/02/28		Field Books ---		Rev. ---	
NO.	DATE	RCM Agenda July 3, 2019				Acad File 1801 B.dwg						PAGE 76 of 101	



NOTE:
 EXISTING PAVEMENT WIDTH ON CONDOR IS 6.75m
 GUTTER TO GUTTER.

Rebuild ex. 1.5m solid wood
 privacy fence - Lot A

		H.A. MARTYN P. ENG.		PROPOSED SUBDIVISION OF LOT 1		Engineer		Designed JMG		Job No. 1801		City File No.	
		1080 ARROWSMITH AVENUE COURTENAY, B.C. V9N 8M8 TELEPHONE (250) 898-7210		LOT 1, SECTION 3, COMOX DISTRICT, PLAN 22260 2260 ROBB AVENUE, COMOX, B.C.				Drawn JMG		Scale HOR. 1:200 VER. -		Drawing No.	
1		June/19		Lot A - proposed modular building deleted. Lot B - easement for services added.				Check/Approved JMG		Date 2019/02/28		L01	
NO.		DATE		REVISION DESCRIPTION		DRWING		Acad File 1801 E.dwg		Field Books -		Rev #	

Proposed Subdivision and Modular Build @ 2260 Robb Ave, Comox

I or We support -

	Name	Address	Signature
1	BEN	2271 Robb Ave	<i>[Signature]</i>
2	MARK	2277 " "	<i>[Signature]</i>
3	Sherne	2259 " "	<i>[Signature]</i>
4	Ada	2253 " "	<i>[Signature]</i>
5	Pouya	2254 " "	<i>[Signature]</i>
6	Rachel	2244 " "	<i>[Signature]</i>
7	Barbara	2222 " "	<i>[Signature]</i>
-	Caren	2222 " "	<i>[Signature]</i>
8	Monika	2234 " "	<i>[Signature]</i>
-	Ester	2234 " "	<i>[Signature]</i>
9	m. morin	2235 " "	<i>[Signature]</i>
10	Cheryl + Tom	2213 " "	<i>[Signature]</i>
11	Marlee Hamilton	2204 Robb Ave	<i>[Signature]</i>
12	Renate Scheller	2216 Robb Ave Comox	<i>[Signature]</i>
13	Dana Marshall	2265 Robb Ave Comox	<i>[Signature]</i>
14	Fiona Ring	2291 Robb Ave Comox	<i>[Signature]</i>
15	Liam Caplan	2299 Robb Ave Comox	<i>[Signature]</i>
16	Nigel Smyth	466 Condon St	<i>[Signature]</i>
17	Wesley Farmer	490 Condon St.	<i>[Signature]</i>
18	KATHIE BELL	2217 Robb Ave	<i>[Signature]</i>
-	DENIS BELL	2217 Robb Ave	<i>[Signature]</i>

[Handwritten scribble]

**PLAN OF PROPOSED SUBDIVISION OF LOT 1
SECTION 3, COMOX DISTRICT, PLAN 22260.**

2260 ROBB AVENUE, COMOX
SCALE 1 : 250 (METRIC)



Provide new lawn and gardens as desired in front yard. Include one or two small ornamental trees with other plants.

Retain ex. specimen shrub.

LANE

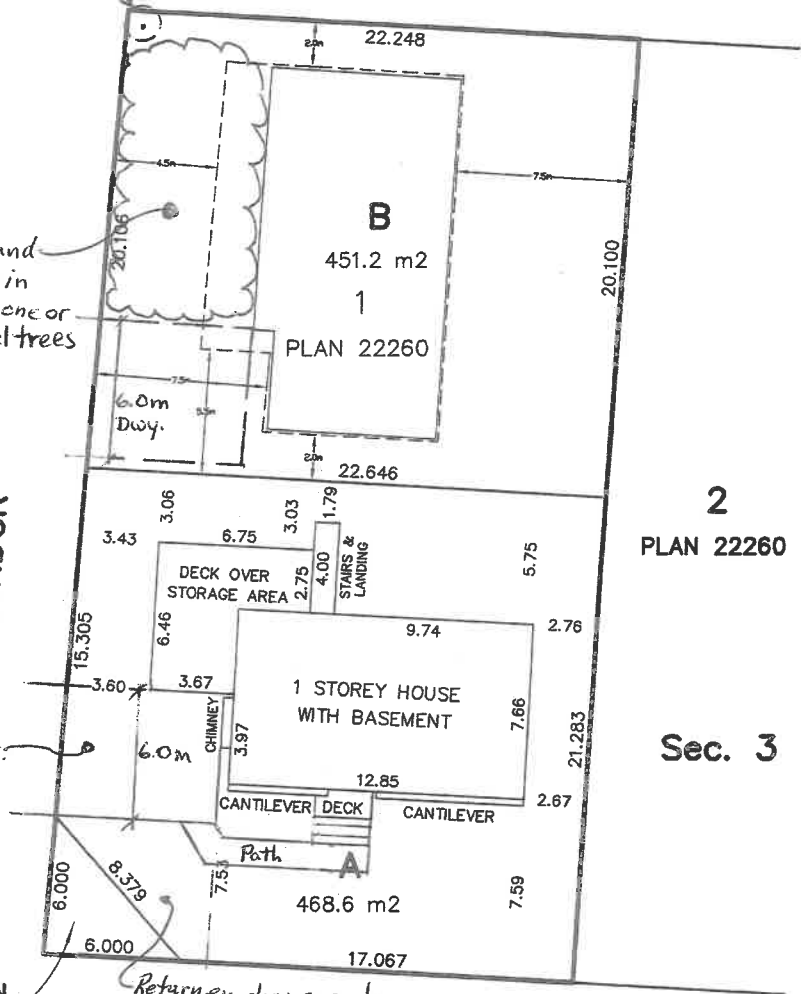
CONDOR

Relocate dwy. to Condor side of lot.

Return ex. dwy. area to lawn & garden

ROAD DEDICATION
18.0 m²

ROBB AVENUE



2
PLAN 22260

Sec. 3

UPDATED SITE PLAN.
Showing Prop. House on Lot B.
and Driveway Relocation on Lot A.
11 Jan. /19.

NOTES:

OFFSETS SHOWN ARE NOT TO BE USED FOR DEFINING LOT BOUNDARIES.

H.A. Martyn, P.Eng.
1080 Arrowsmith Ave.
COURTENAY, B.C. V9N 8M8

Proj. No. 1801

**RZ 18-3 DVP 18-3
2260 ROBB AVE**

JULY 3, 2019

**ATTACHMENT 3
PROPOSED ZONING AMENDMENT BYLAW 1893**

TOWN OF COMOX

BYLAW 1893

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 1893"

2. Amendments

(1) Comox Zoning Bylaw 1850 is hereby amended as follows:

(a) Section 2.7 Penalties is amended by adding the following rows in the table:

Column 1 Offence	Column 2 Bylaw Section	Column 3 Fine Amount
Unlawful Use – CD26 Zone	826.1	\$250.00
Failure to comply with conditions – CD26 Zone	826.2	\$250.00
Unlawful accessory building – CD26 Zone	826.10	\$250.00

(b) Section 4.1 Classification of Zones is amended by adding the following text under the heading Residential Zones and after CD24 Comprehensive Development 24: 290 Anderton Road:

CD26 Comprehensive Development 26: Single-Family – 2260 Robb Avenue

(c) Section 5.3 Fences is amended by replacing subsection (2) with the following text:

In the R4.1, CD23, CD25 and CD26 zones, no fence within a front shall exceed 1.0 metres in height.

(d) Section 5.12 Projections into Required Setbacks is amended by replacing subsection (4) with the following text:

(3) In all zones other than the R3.4, R3.5, R3.6, R3.7, I2.1, CD 16 and CD 23 zones and Area B of the CD 26 zone, as shown in Appendix "W", awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features,

pilasters, porches, sills, stairs, or sunshades may project up to 1.75 metres into a required front, rear or exterior side setback and up to 0.6 metres into a required side setback.

(4) In the R3.4 and R3.6 zones, and Area A of the CD26 zone, as shown in Appendix "W", awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades may project up to 1.75 metres into a required front setback and up to 0.6 metres into a required rear and side setback.

(e) Schedule "A" is amended by adding Section 826, CD26 Comprehensive Development 26: Single-Family - 2260 Robb Avenue, as shown on SCHEDULE "1" which is attached to and forms part of this Bylaw.

(f) Appendices are amended by adding Appending "W" as shown in Schedule 2, which is attached to and forms part of this Bylaw.

(g) Schedule "B" (the Zoning Map) is amended by rezoning:

LOT 1, SECTION 3, COMOX DISTRICT, PLAN 22260 shown shaded on SCHEDULE "3", which is attached to and forms part of this Bylaw, from R1.1 Single-Family, to CD26 Comprehensive Development 26: Single-Family – 2260 Robb Avenue.

(2) Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Adoption

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

Russ Arnott,
Mayor

Richard Kanigan,

Corporate Officer

SCHEDULE "1"

826. CD 26 COMPREHENSIVE DEVELOPMENT 26: SINGLE-FAMILY – 2260 ROBB AVENUE
--

For the purpose of Section 826, Areas A and B are shown in Appendix "W".

826.1 Permitted Uses:

In the CD26 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Bed and Breakfast accommodations
- (3) Home occupations
- (4) Secondary suites
- (5) Single-family dwellings

826.2 Conditions of Use:

(1) In Area B, as shown in Appendix "W", gross floor area of the second storey of a building shall not exceed 75% of the gross floor area of the first storey of the building including attached garages, except for:

- (a) when no portion of the first storey is more than 0.6 metres above the established ground level as measured along all elevations of the building which face the rear lot line; or
- (b) when no portion of the first storey is more than 0.6 metres above the established ground level as measured along the building frontage.

(2) In combined width, attached garages and attached carports shall not exceed the greater of 25% of the building frontage or 3.5 metres.

(3) Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists.

(4) Lot lines shall be designated as shown in Appendix "W".

826.3 Density:

n/a

826.4 Parcel Area:

Parcel area shall not be less than 450 square metres.

826.5 Parcel Frontage:

Parcel frontage shall not be less than 15.0 metres;

826.6 Parcel Depth:

Parcel depth shall not be less than 21.0 metres;

826.7 Parcel Coverage:

Parcel coverage shall not exceed 35%.

826.8 Height and Storeys:

- (1) For Area A, as shown in Appendix "W"
 - (a) Height shall not exceed 9.0 metres.
 - (b) The number of storeys shall not exceed 2.

- (2) For Area B, as shown in Appendix "W"
 - (a) Height shall not exceed 9.0 metres.
 - (b) The number of storeys shall not exceed 2.
 - (c) For multi-storey dwelling units, except for when no portion of the first storey is more than 0.6 metres above the established ground level as measured along the building frontage:
 - (i) a minimum of 30% of the building frontage shall be a maximum of one storey, extending the full depth of the parcel with the roof ridge a minimum of 1.2 metres lower than the roof ridge of any multi-storey portion as shown in Figure 826-1; or
 - (ii) a minimum of 50% of the building frontage shall be a maximum of one storey, extending a minimum of 3.0 metres back from the elevation face, with the roof ridge a minimum of 1.2 metres lower than the roof ridge of any multi-storey portion as shown in Figures 826-2 and 826-3;

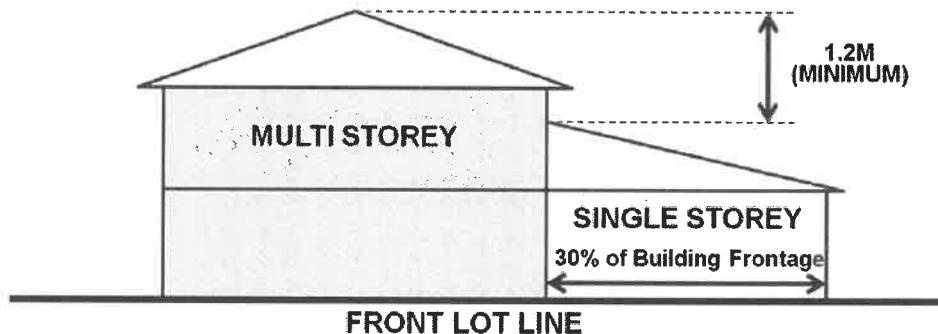


Figure 826-1. Elevation Block Out

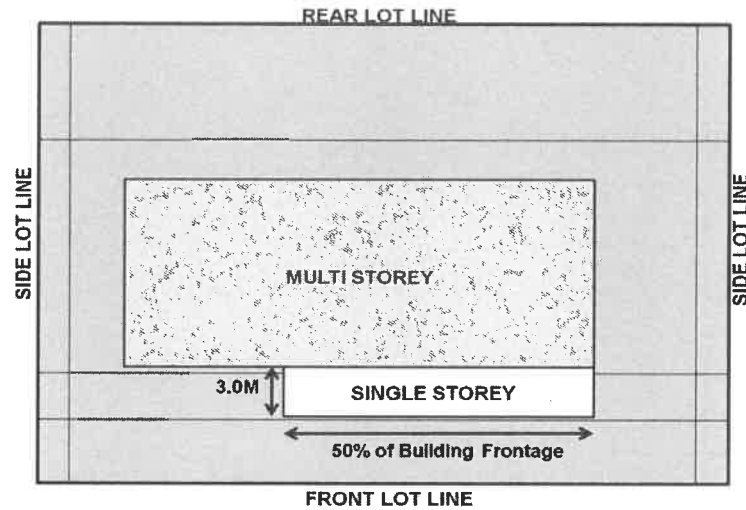


Figure 826-2. Site Plan

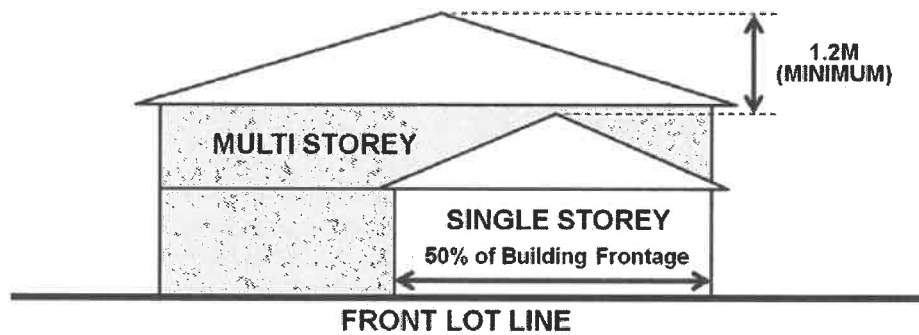


Figure 826-3. Elevation Block Out

826.9 Required Setbacks:

For Area A as shown in Appendix "W"

- (1) Front
 Front setback shall be not less than 7.5 metres;
- (2) Rear
 - (i) For 12.0 metres as measured parallel to and at the rear setbacks from the east lot line – Rear setback shall not be less than 5.7 metres, as shown in Figure 826-4; and
 - (ii) All other situations – Rear setback shall not be less than 2.4 metres;
- (3) Side - interior
 Interior side setback shall be not less than 2.0 metres; and
- (4) Side - exterior
 Exterior side setback shall be not less than 3.4 metres.

For Area B as shown in Appendix "W"

- (1) Front
 - (i) For 5.5 metres, as measured parallel to and at the front setback - Front setback shall be not less than 7.5 metres, as shown in Figure 826-4;
 - (ii) For any part of a structure used as a garage or carport – Front setback shall be not less than 7.5 metres; and
 - (iii) All other situations – Front setback shall not be less than 4.5 metres;
- (2) Rear
 Rear setback shall be not less than 7.5 metres; and
- (3) Side - interior
 Interior side setback shall be not less than 2.0 metres.

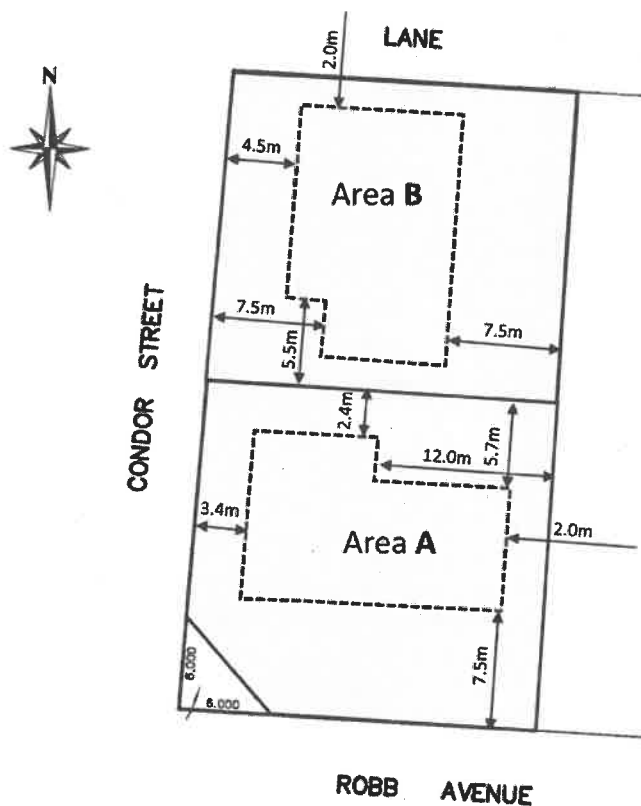


Figure 826-4. Minimum Required Setbacks

826.10 Accessory Buildings

Accessory buildings shall

- (1) not exceed 4.5 metres in height;
- (2) have a parcel coverage not exceeding 10%;
- (3) not occupy more than 2/3 of the width of the rear yard, as measured at its widest point;
- (4) not exceed 20 m² in gross floor area. For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for

garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area;

- (5) not be located within a front yard; and
- (6) be excluded from required rear and interior side setbacks provided that
 - a) no accessory building is located closer than 1.2 metres to a rear or interior side lot line; and
 - b) a 2.0 metre interior side setback is maintained from the front lot line to a point 3.0 metres into the rear yard.

826.11 Screening

Above ground utility boxes and utility transformers shall be screened in accordance with Section 8;

826.12 Off-Street Parking and Loading

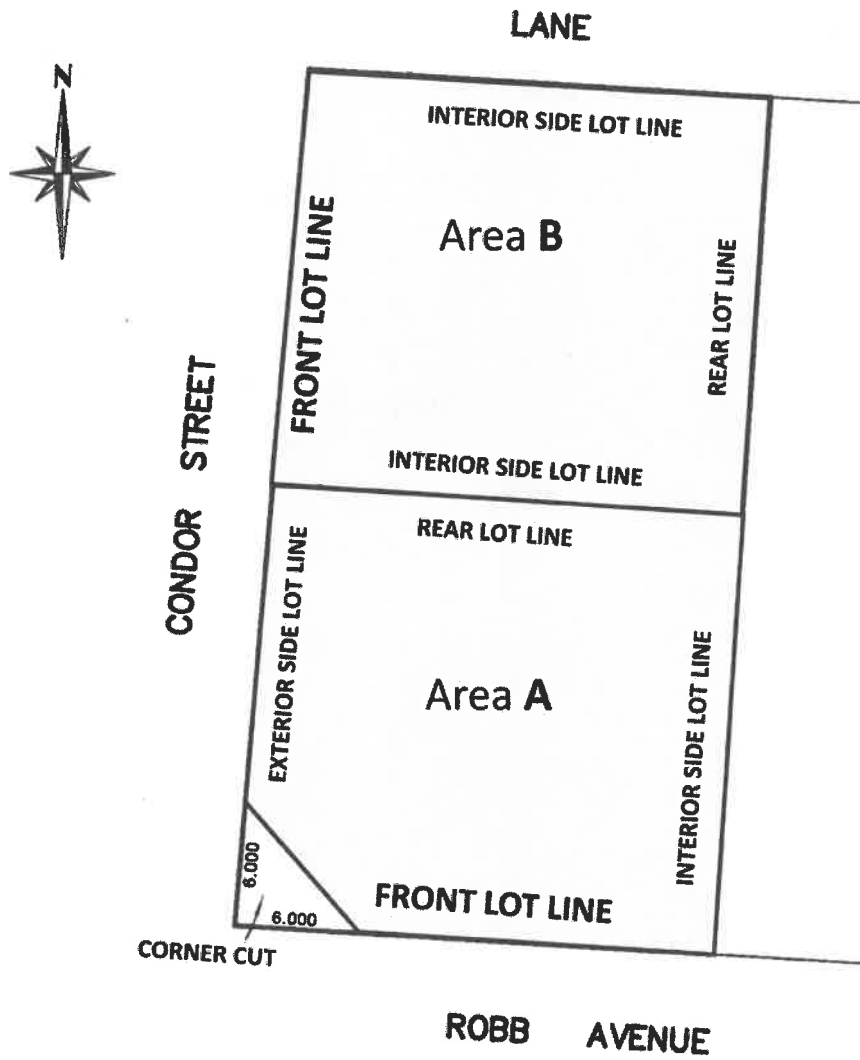
- (1) Off-street parking and loading shall be provided in accordance with Section 6.
- (2) Driveways shall not exceed 6.0 metres in width.
- (3) No more than one driveway shall be permitted on a parcel.

826.13 Other Requirements:

- (1) No more than one principal building shall be permitted on a parcel.
- (2) All buildings shall conform to Section 5.19, Watercourse Regulations.

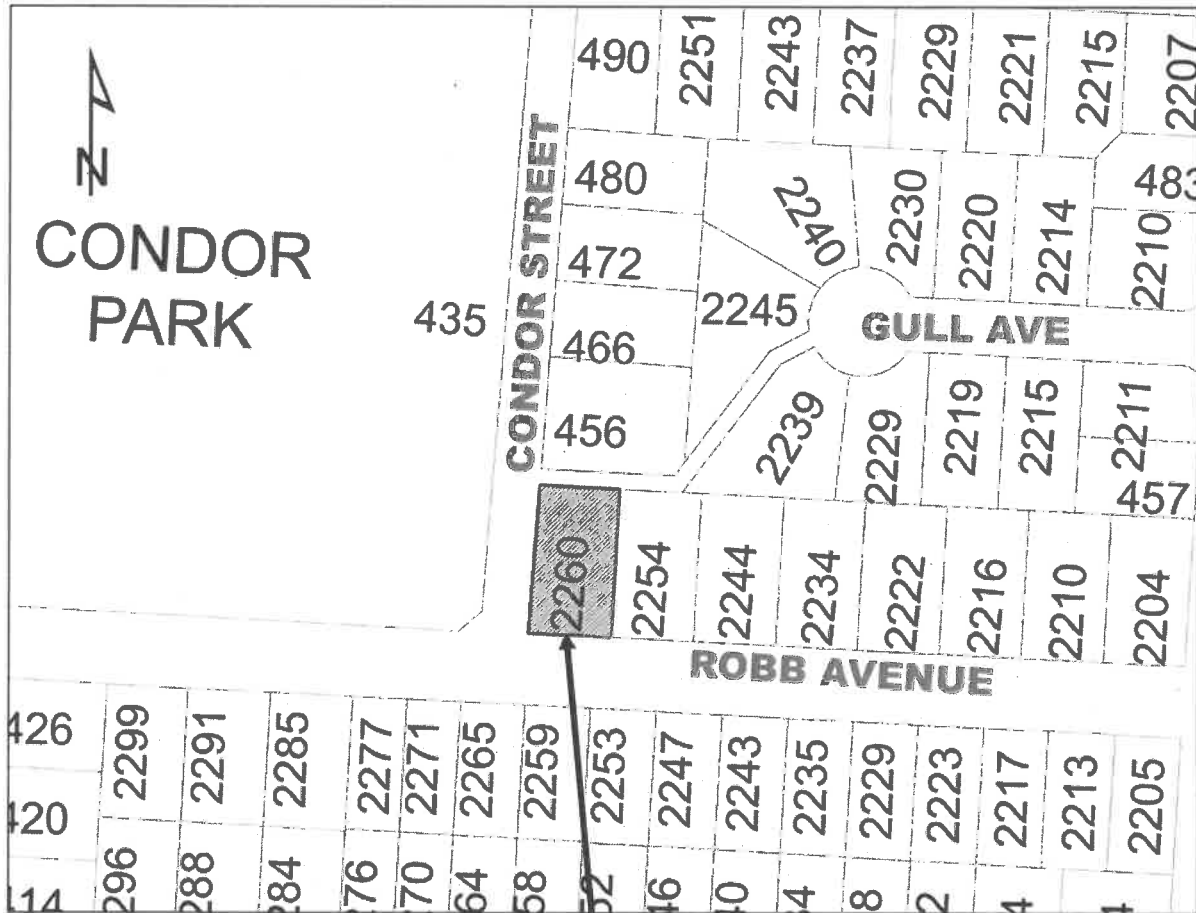
SCHEDULE "2"

APPENDIX "W"



BYLAW 1893

SCHEDULE "3"
SUBJECT PROPERTY



Subject Property:
2260 Robb Avenue

PID: 003-224-635
LOT 1, SECTION 3, COMOX DISTRICT, PLAN 22260

**RZ 18-3 DVP 18-3
2260 ROBB AVE**

JULY 3, 2019

**ATTACHMENT 4
PROPOSED PHASED DEVELOPMENT AGREEMENT AUTHORIZATION BYLAW 1911**

TOWN OF COMOX

BYLAW 1911

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 1911: 2260 Robb 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 Alison Jane Capell, 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 |

**BYLAW 1911
SCHEDULE "A"**

**PHASED DEVELOPMENT AGREEMENT:
2260 ROBB AVENUE**

PHASED DEVELOPMENT AGREEMENT:

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:

Alison Jane Capell,
having an address at 2260 Robb Avenue, Comox, B.C. V9M 1J8

(the "Owner")

WHEREAS:

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

PID: 003-224-635
LOT 1, SECTION 3, COMOX DISTRICT, PLAN 22260

(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 1893 (the "Zoning Amendment Bylaw") to permit the development on the Land of certain residential uses;

C. The Owner wishes to provide the following amenity with respect to the development on Land: the certification that the residential buildings on the Land are built to a minimum Step 2 as referenced in Table 9.36.6.3 B.

D. 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

E. 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 826.1, 826.2, 826.3, 826.4, 826.5, 826.6, 826.7, 826.8, 826.9, 826.10, and 826.13 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: prior to applying for an occupancy permit in respect of any new residential buildings on the Land provision of certification that the 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.

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: _____

Name: _____

Owner

Name: _____ Date: _____

Print Name: _____

JULY 3, 2019

**ATTACHMENT 5
PROCESSING PROCEDURES**


1. First and Second Reading of proposed Zoning Amendment Bylaw 1893;
2. Public notification of Public Hearing on proposed Zoning Amendment Bylaw 1893;
3. Public notification of proposed Development Variance Permit DPV 18-3;²
4. Public Hearing;
5. Third Reading of proposed Zoning Amendment Bylaw 1893;
6. Resolution of any outstanding items;
7. Adoption of proposed Zoning Amendment Bylaw 1893; and
8. Issuance of Development Variance Permit DVP 18-3.


² The proposed Development Variance Permit would be advertised concurrently with the notification of a public hearing.



TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II
SUBJECT:	PLANNING REPORT PR 19-10 NON-MEDICAL CANNABIS LICENCE APPLICATION REVIEW COAST RANGE CANNABIS LTD. 221c CHURCH ST.
DATE:	JULY 3, 2019 RCM


Submitted by


Concurrence


Approval

Planner's Recommendation:

1. That staff be directed to gather the views of Town residents on Non-Medical Cannabis Retail Store Licence Application PR 19-10 as follows:
 - a. placement of a notice of request for written public comment in two consecutive issues of a newspaper; and
 - b. mail-out or hand delivery of a notice of request for written public comment to property owners and tenants within 75 metres of the subject property.

Proposal

The provincial Liquor and Cannabis Regulation Branch (LCRB) has referred for Town comment a Non-Medical Cannabis Retail Store Licence Application from Coast Range Cannabis Ltd. for Unit C - 221 Church Street.

An Application Summary is contained in **Attachment 1**. Information on the proposal provided by the LCRB is contained in **Attachment 2**. Information the Applicant has submitted to the Town is contained in **Attachment 3**.

Background

The LCRB cannot issue a Licence unless the local government provides a referral response that recommends the Licence be issued.

U:\Dev App\2019\PR\PR 19-10 Cannabis Retail Licence Review-221c Church\Reports\1 RCM 3 Jul 2019-Cannabis Licence Intro.docx

Should Council decide to respond to the referral, Council must include comment on the following:

- a) Council's consideration of the location of the proposed store;
- b) Council's views on the general impact on the community if the application is approved;
- c) the views of residents and a description of how the resident's views were gathered; and
- d) Council's recommendation as to whether the application should be approved or rejected and the reasons upon which the recommendation is based.

See **Attachment 4** for proposed Processing Steps for providing a referral response to the LCRB.

Discussion:

The proposed hours of operation of Coast Range Cannabis are 9:00 a.m. to 10:00 p.m. Monday to Sunday.

Referrals have been sent to Town staff, BC Assessment and the RCMP. At the time of filing this report, a response has been received from the RCMP as contained in **Attachment 5**.

Zoning Implications

The subject property is designated Downtown Comox land use in the OCP and is zoned C4.1 Downtown Comox which permits recreational cannabis retail stores.

The Zoning Bylaw definition of a Recreational Cannabis Retail Store is as follows:

Recreational Cannabis Retail Store

A building or part thereof, licensed under Part 4 of the *Cannabis Control and Licensing Act* and holding a valid business licence issued by the Town of Comox, where cannabis is offered or kept for sale at retail; does not include retail stores or liquor stores. Recreational cannabis retail store shall be limited to the sale or provision of the following:

- (1) cannabis;
- (2) cannabis product information for cannabis sold on site;
- (3) Federal or provincial government health information on cannabis or cannabis use; and
- (4) contact information for the recreational cannabis retail store.

The C4.1 zone sets out a number of regulations specific to recreational cannabis retail stores which are summarized in **Attachment 1**.

The Licence application is in conformance with applicable zoning regulations.

Business Regulation Bylaw 1882 Implications

The intent of the Business license regulations is to restrict the promotion of cannabis and address compatibility with surrounding commercial uses. The goal of these regulations is to minimize the prominence of cannabis storefronts through the following:

A. Restrict Promotion of Cannabis:

- › Signs may only refer to cannabis using the word “Cannabis”.
- › No externally visible display, advertisement or promotion of cannabis or related paraphernalia.
- › Cannabis stores may only sell cannabis and no other products or paraphernalia.

B. Keep Storefronts Clear:

- › Windows on street frontage to be kept clear of obstruction including posters, artwork, displays, and other elements.
- › No shutters on windows or doors.
- › No bars within one metre of windows or doors.

Should the licence be approved these requirements will have to be met prior to issuance of a Town of Comox Business License.

It has been brought to the Town's attention that the LCRB may require some or all of the windows to be translucent or opaque glass which may be in conflict with Business Regulation Bylaw 1882 section 8(4)(i). Should this occur, unless directed otherwise, staff would not enforce any portions of Section 8(4)(i) which may be in conflict with LCRB requirements.¹

Sign Implications:

Signage for the cannabis store will require issuance of a Sign Permit in accordance the Town's Sign Bylaw 1197.

Comment to the LCRB

Council has full discretion as to how Council wishes to gather the views of residents on the proposed cannabis licence and what area should be notified. Consultation options range from only seeking written comments to holding a referendum or a full public hearing in addition to written comments.

Generally, a complex and unfamiliar land use issue would be matched with a more extensive consultation process. With the federal legalization of non-medical cannabis sales, the Town conducted extensive community consultation in 2018 in the form of a public Open House, two reports to Council and two public hearings to identify the locations in the Town that the public

¹ Bylaw 1822 Section 8(4)(i) prohibits the blocking of a window which may be seen outside of a Recreational Cannabis Retail Store with translucent or opaque material artwork, posters, signs, shelving, display cases or similar elements.

found generally acceptable for a cannabis retail store and to develop zoning and business regulations specific to cannabis retail sales.

Given the recent public consultation about cannabis in general, the level of consultation for this specific cannabis retail store location is recommended to be the same as is done for the Town's review of liquor primary applications as follows:

- a. placement of a notice of request for written public comment in two consecutive issues of a newspaper; and
- b. mail-out or hand delivery of a notice of request for written public comment to property owners and tenants within 75 metres of the subject property.

Mail-out and hand delivery of notices of an opportunity to comment notifies the immediate neighbourhood of the proposed cannabis retail store, and the newspaper advertisement enables all Town residents to make comment to Council.

Other Implications

Development Permit Area #1 Downtown

The applicant is considering changes to the form and character of the exterior of the existing commercial building. Changes would require review either as a Development Permit application or, if the changes qualify as minor changes, a Development Permit Exemption application, and would be processed separately from the Non-Medical Cannabis Retail Store Licence review.

Zoning Bylaw 1850

Parking Regulations

Based on the submitted floor plan, in accordance with Zoning Bylaw 1850, the recreational cannabis retail store is required to have a minimum of 1 motor vehicle parking space on-site. A minimum of one motor vehicle parking space is also required for development on the remainder of the site (the bakery-restaurant) for a total of 2 vehicle parking spaces required on-site and the applicant has proposed 4 spaces at the rear of the building.

A minimum of 4 Class I (bike rack) Bicycle Parking spaces and 2 Class II (bike room or bike locker) parking spaces are required for the subject property: i.e. the existing bakery and proposed cannabis retail store.

On May 5, 2015 the Town issued a Tenant Improvement Building Permit (#9108) for expansion of the bakery. A condition of the permit was the provision of 4 Class I and 2 Class II parking spaces.

A site visit was undertaken on June 26, 2019. No Class II bicycle parking was visible, the original 4-space bike rack has been replaced with a three space bike rack that is no longer operational, and there is a sign on the building at the entrance of the driveway indicating there is "No Parking" in the rear of the lot.

Should the Non-Medical Cannabis Retail Store Licence be approved, a condition of any Occupancy Permit for the cannabis store will be that the 4 Class I and 2 Class II bicycle parking spaces are provided and the “No Parking” sign on the north wall of the commercial building is removed.

MK/GA

Attachments:

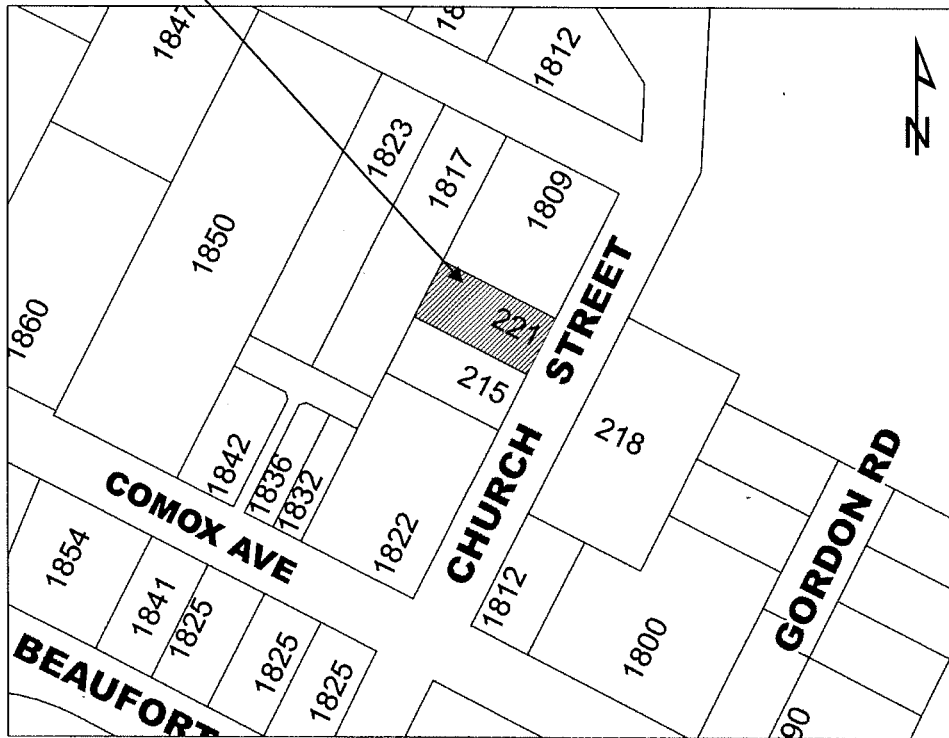
1. Application Summary
2. Information provided by LCRB on the proposed Non-Medical Cannabis Retail Sales licence application
3. Information submitted by the Applicant in regard to the Town's Cannabis License Review Application
4. Application Process Steps
5. Referral Response - RCMP

Applicant: Sheila Rivers, Coast Range Cannabis Ltd.
2052A Hummingbird Place, Comox, BC V6M 2A1

Subject Property Map

ATTACHMENT 1

221 Church St.
Lot 51, Section 56, Comox District, Plan 104



Proposal: The provincial Liquor and Cannabis Regulation Branch (LCRB) has referred for Town comment a Non-Medical Cannabis Retail Store Licence Application for Unit c - 221 Church Street.

Applicant: Coast Range Cannabis Ltd.

Legal Description: Lot 51 Section 56 Comox District, Plan 104

Civic Addresses: Unit c – 221 Church Street

OCP:

Land Use Designation: Downtown Comox

Dev. Permit Area DPA #1 Downtown Comox

Zoning: C4.1 Core Commercial

Permitted Uses Include: A range of commercial uses including retail, liquor stores, pubs, processing and packaging of food and beverage products, restaurants, restaurant-lounges, retail sales and recreational cannabis retail sales.

Recreational Cannabis Retail Store:

	Required	Proposed
Location	Within shaded area of Zoning Bylaw Appendix "V"	Within shaded area of Zoning Bylaw Appendix "V"
Max Gross Floor Area	Not exceed 500m ² in gross floor area	60.48 m ²
Min separation from any other recreational cannabis retail store	250 m	no other recreational cannabis store is within 250 m

Surrounding Uses: Commercial, Institutional, and Single-Family Residential uses

Proposed Hours of Operation: 9:00 a.m. to 10:00 p.m. from Monday to Sunday

ATTACHMENT 2

Information submitted by the Liquor and Cannabis Regulation Branch
advising of an application for a
Non-Medical Cannabis Retail Sales License



Job #002312

May 23, 2019

via email: andestad@comox.ca

Gail Andestad
Planner
Town of Comox
1809 Beaufort Ave.
Comox, BC V9M 1R9

Dear : Gail Andestad

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Coast Range Cannabis Ltd.
Proposed Establishment Name: Coast Range Cannabis
Proposed Establishment Location: 221C Church St. Comox, BC V9M 1X7

The Applicant, Coast Range Cannabis Ltd., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 10:00pm, seven days a week. The applicant contact is Shelia Rivers/ 250-218-9701/ sheila@coastrangecannabis.com

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the *Cannabis Control and Licensing Act* prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the Town of Comox to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)
OR
[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
[www.gov.bc.ca/cannabisregulation
andlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB’s determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant’s suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-698-3170 or gillian.dyck@gov.bc.ca

Sincerely,

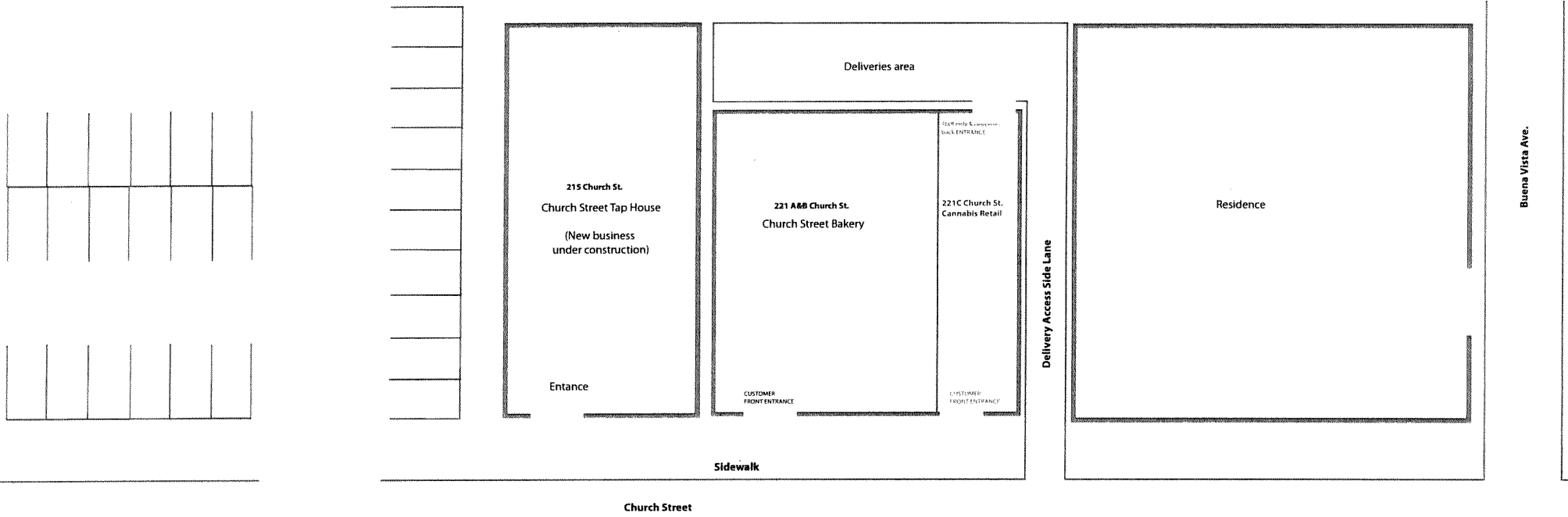


Gill Dyck
Senior Licensing Analyst

Attachment

copy: Coast Range Cannabis Ltd.

SITE MAP FOR 221C Church Street, Comox



ATTACHMENT 3

Information submitted by the Applicant in regard to the Town's
Cannabis License Review Application

LOT 51

BLUEPRINT Aug 5-80

DRAINAGE _____

DEPTH OF _____

SEWER _____

BUILDING PERMIT _____

ISSUED 2112

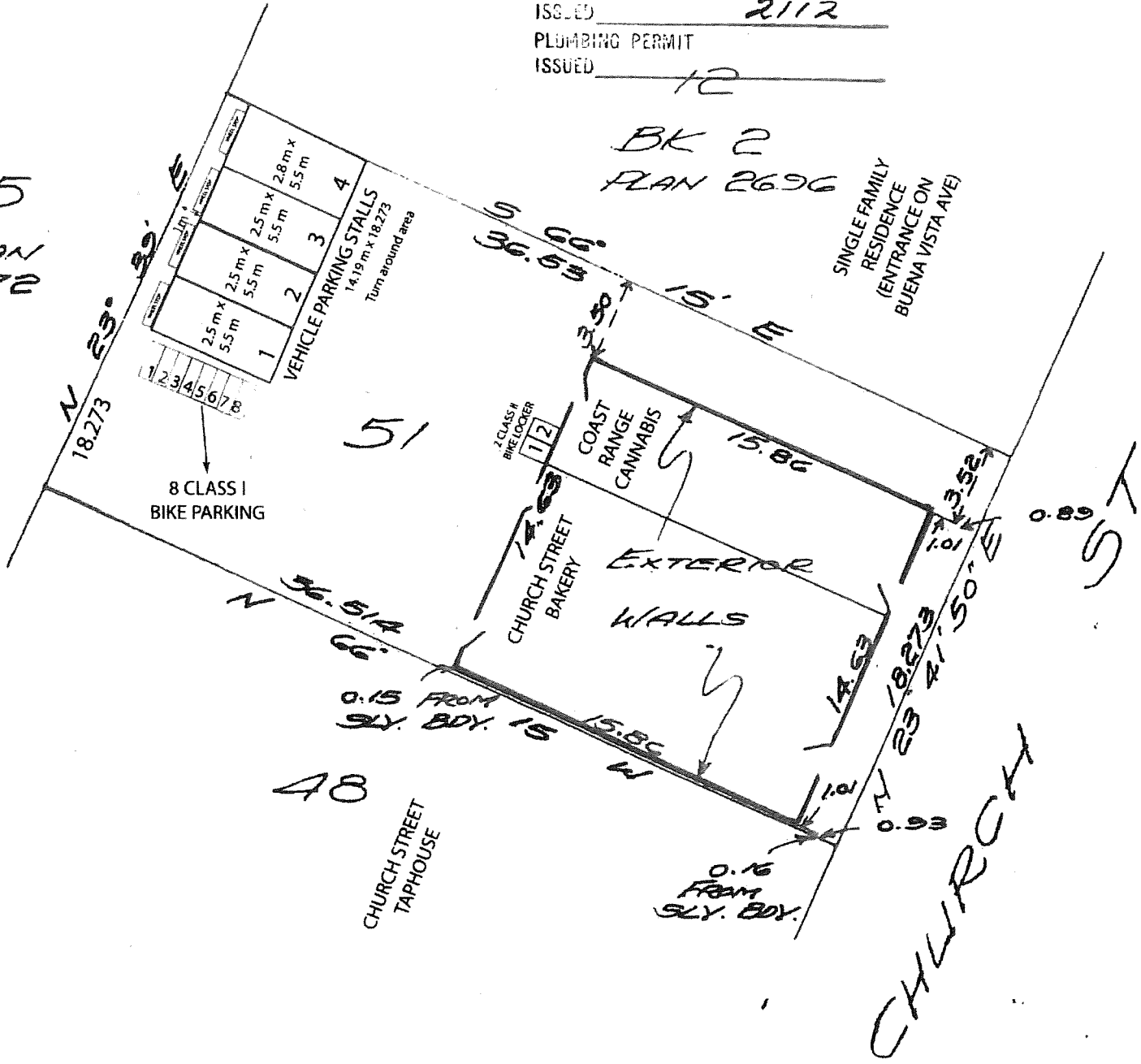
PLUMBING PERMIT _____

ISSUED 12

BK 2
PLAN 2696

SINGLE FAMILY
RESIDENCE
(ENTRANCE ON
BUENA VISTA AVE)

5
PLAN
547E



ROBERT WILLIAM
BC LAND SURVEY
2204 MCKENZIE ST
COMOX, BC V9N
FILE No. M-10-2.



**Comox Non-Medical Retail Cannabis Application
May 19, 2019**

7. Written Application Rationale

Coast Range Cannabis is proposing a Non-Medical Retail Cannabis store at 221C Church Street. The subject property is designated Downtown Comox and is zoned C4.1 Core Commercial. This zone includes a Recreational Cannabis Retail Store as a permitted use on the condition that it:

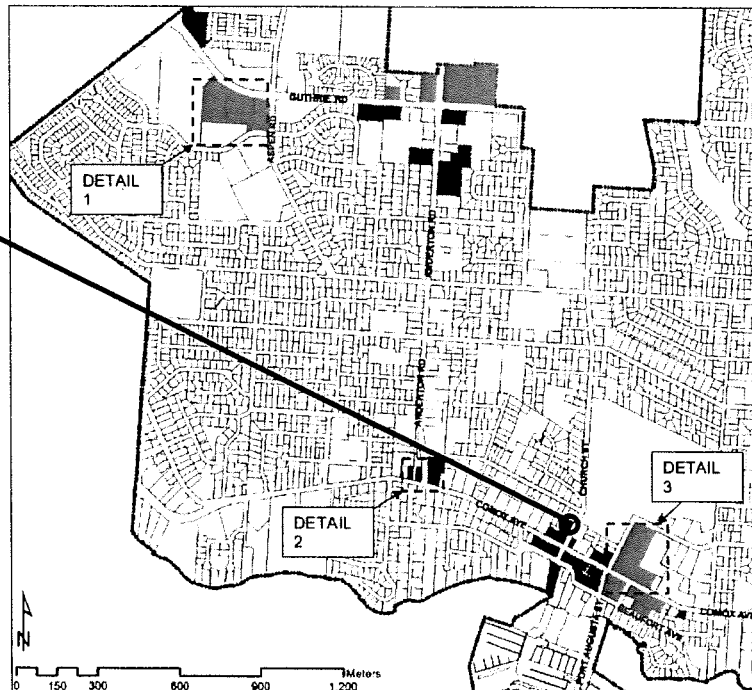
- (1) Does not exceed 500 m² in gross floor area
The proposed location at 221C Church Street is 60.48 sq metres floor area (1).

- (2) Is shown shaded on Zoning Bylaw 1850 Appendix "V."

APPENDIX "V"

(Add #1890 Aug 1/18) (Rep #1896 Sep 19/18)

221C Church Street as shown on shaded area of Appendix "V."



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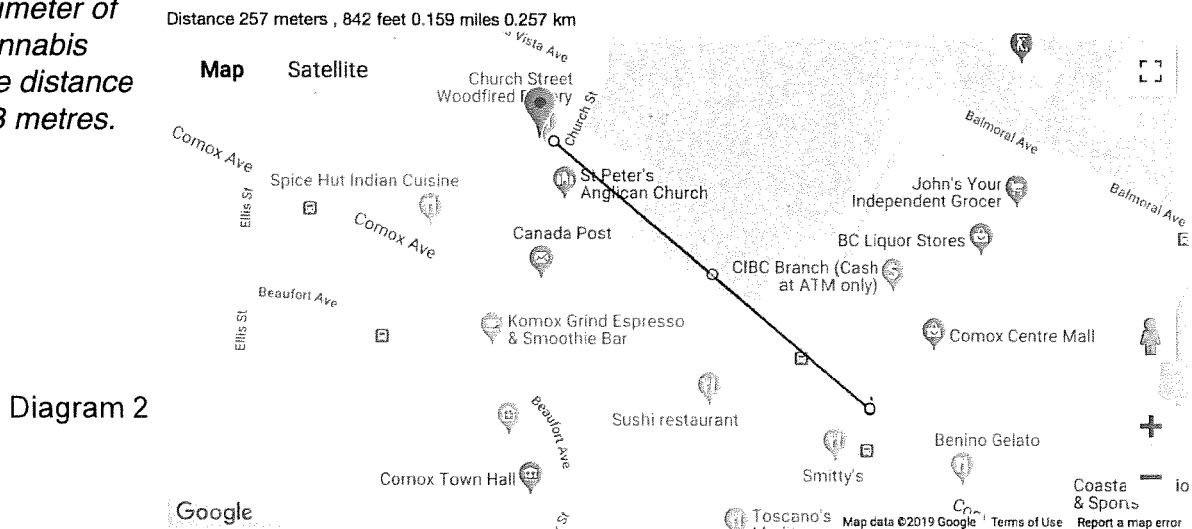
MAY 21 2019

TOWN OF COMOX

Diagram 1

(3) Is located a minimum of 250 m from any other recreational cannabis retail store,

221C Church is 257 metres from the one other cannabis retailer at 215 Port Augusta Street. This is measured by the shortest distance between the outside of the perimeter walls of the recreational cannabis retail stores and the Comox Mall outside the perimeter. Measured at the southernmost outside perimeter of the City Cannabis location, the distance apart is 303 metres.



LCRB Regulatory Criteria:

Location requirements – Coast Range Cannabis will comply with the location requirements set out by the Province and Town of Comox. <https://justice.gov.bc.ca/cannabislicensing/policy-document/location-requirements>

If the application is approved, we feel the location and business are well suited for Comox community. Coast Range Cannabis will be a locally owned and run business with a Good Neighbour Policy. It is Coast Range's goal to provide a comfortable, fresh space that caters to a diverse clientele of all ages, and focus on educating our customers on the benefits of responsible cannabis use. Coast Range Cannabis will base the purchasing plan around featuring local B.C products. It is vital to Coast Range to champion environmental sustainability; as such, we will make strides as a business to mitigate our environmental impact through initiatives like hemp-base uniforms and paper and reclaimed materials for building/decor where possible.

Addressing Bylaw 1852 Section 8(4) subsections (a) (b) (g) (h) (i) (j) and (k)

(A) No business licence shall be issued for a Recreational Cannabis Retail Store located less than 250 metres from any existing Recreational Cannabis Retail Store, as measured by the shortest distance between the outside of the perimeter walls of the Recreational Cannabis Retail Stores. A Recreational Cannabis Retail Store is an existing Recreational Cannabis Retail Store when a business licence for the Recreational Cannabis Retail Store has been issued.

The subject location is 257 metres from the Comox Mall outer perimeter walls and 303 metres from City Cannabis's outer perimeter walls. See diagram 2 and accompanying information above.

(B) A Recreational Cannabis Retail Store must not operate except in premises equipped with an odor control system that effectively prevents the escape of any noticeable cannabis odor.

We consulted with Geoff Groff, Owner of Pacific Air Mechanical, on how to best prevent noticeable odors from escaping. Geoff stated that equipping the pre-existing HVAC with a charcoal filter will be a great option to filter out odor. This is the same method Geoff has successfully used charcoal filters in commercial units in the Comox Valley to deal with the excessive smoke from wildfires. We will have 2 filters on-hand so we can easily switch out the filter when needed with no lag time. This, in addition to the sealed products, should sufficiently prevent odor from escaping.

(G) No person shall display items related to cannabis or the use of cannabis in any manner by which the items may reasonably be seen outside of the Recreational Cannabis Retail Store.

All items related to cannabis and the use of cannabis will keep a minimum 5 feet away from any window. The window and door will have a wave-patterned obscure glass (see signage page for reference)

(H) Other than where the word cannabis appears on a sign that includes only the name of a business, and the name of the business includes the word cannabis, no person shall advertise or promote cannabis or the use of cannabis in any manner by which the advertising or promotion may reasonably be seen or heard from outside of a Recreational Cannabis Retail Store.

Coast Range Cannabis will only display signs that say "Coast Range Cannabis." The proposed signage can be reviewed in the attached package. No additional signage, artwork, or posters will be displayed that are not on the proposed signage spec.

(I) No person shall block a window which may be seen outside of the Recreational Cannabis Retail Store with translucent or opaque material, artwork, posters, signs, shelving, display cases or similar elements.

All product and shelves will be kept a minimum of 5ft away from the windows. Coast Range Cannabis has placed a wayfinding decal on the front door and based on Provincial requirements the decal includes hours and minimum age requirement. Coast Range Cannabis will follow the Provinces regulations for frosted windows; as noted above, obscure glass will be used. Please see the attached proposed signage package.

(J) No person shall install security bars that are located within one meter of a window which may be seen outside of the Recreational Cannabis Retail Store.

Coast Range Cannabis will have a monitored security system from Price's Alarms. Additionally, the product will be kept locked away in secure storage. Security bars are not required.

(K) No person shall install roll down or other shutters which may be seen outside of the Recreational Cannabis Retail Store.

Coast Range Cannabis will have a monitored security system from Price's Alarms. Additionally, the product will be kept locked away in secure storage. Roll down or other shutters are not required.



Comox Non-Medical Retail Cannabis Application

6 - Development Area Permit Guidelines

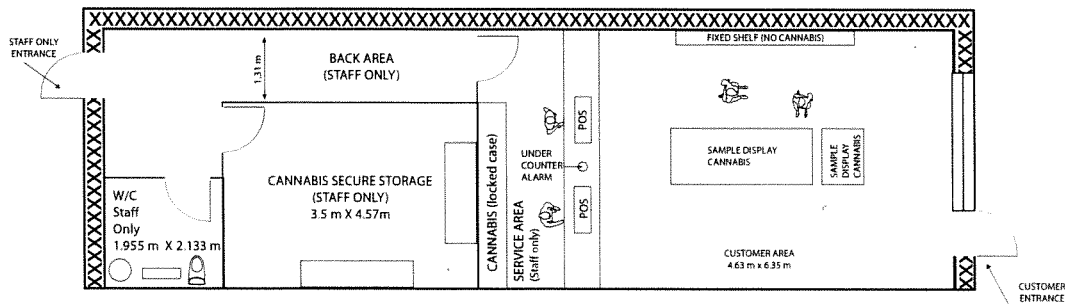
Proposed changes to the exterior:

We plan to make updates to the exterior of Commercial Unit C which will comply with the Guidelines of "Development Permit Area #1 Downtown."

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TOWN OF COMOX



221C Church Street
Proposed Floor Plan, LOT 51, SECTION 56, COMOX DISTRICT, PLAN 104
Scale = 1:100
Units: Metres
Floor Area - 60.48 sq metres



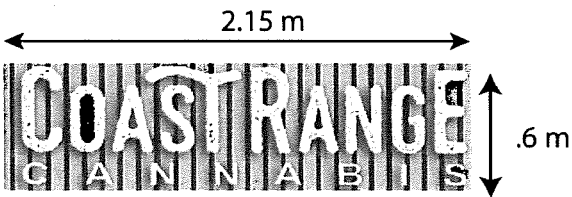
Comox Non-Medical Retail Cannabis Application

Signage Package

Total area of 221C facade = 14.71 sq metres

Proposed fascia sign total area = 1.29 sq metres (8.77% of 221C 's facade)

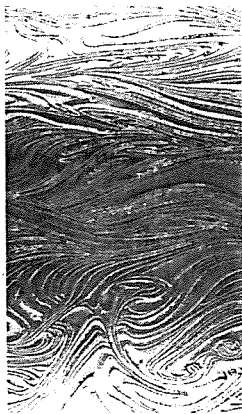
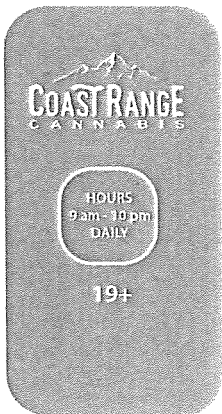
The proposed sign will project less than .3 metres.



Front door signage (for visual reference only)

Includes hours, age restrictions, unit number, and wayfinding decal.

The front door will be fitted with a wave patterned obscure glass.



Glass example

ATTACHMENT 4

Application Process Steps

1. Introductory Report to Council seeking direction to gather the views of the public on PR 19-10.
2. Notification of Request for Public Comment on the Licence Application.
3. Council resolution providing recommendation on Licence Application addressing LCRB regulatory criteria.
4. Submission of Council Resolution to the LCRB General Manager.

ATTACHMENT 5

REFERRAL RESPONSES

Gail Andestad

From: Ron MACLELLAN <ron.maclellan@rcmp-grc.gc.ca>
Sent: June-06-19 8:06 AM
To: Gail Andestad
Subject: Re: Referral - Non-Medical Cannabis Retail Sales Licence Review- 221c Church Street_Comox

Hello Gail,

We have no real concerns with this application. The only point that caught any attention is there is a pub right next door to this proposed business.

Thanks for the opportunity to provide comments.

Ron MACLELLAN

Sgt. R.D. MACLELLAN
Operations Support NCO
Comox Valley RCMP / Government of Canada
ron.maclellan@rcmp-grc.gc.ca / Tel: 250 338-1321 / FAX: 250-338-6781

Serg. R.D. MACLELLAN
GRC de Comox Valley / Gouvernement du Canada
ron.maclellan@rcmp-grc.gc.ca / Tel: 250 338-1321 / FAX: 250-338-6781

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>>> <andestad@comox.ca> 2019/06/05 5:09 PM >>>

The Town of Comox has received an application for review of a non-medical cannabis retail sales licence to be located in commercial unit "C" of 221 Church Street and we would appreciate your comments.

As this location is pre-zoned for Recreational Cannabis Retail Sales and is proposed to be located in an existing commercial building, this referral is limited to BC Assessment, Town of Comox Staff and the RCMP.

Please provide any comments by June 26th or me if you require additional time or if you require any additional information. If no reply is received by June 26th we will assume your department has no concerns.

Thank you,



2018 ANNUAL REPORT

Town of Comox





New road surface on Bambrick Place

Front cover photo: Joan Pisto, Comox Town Hall

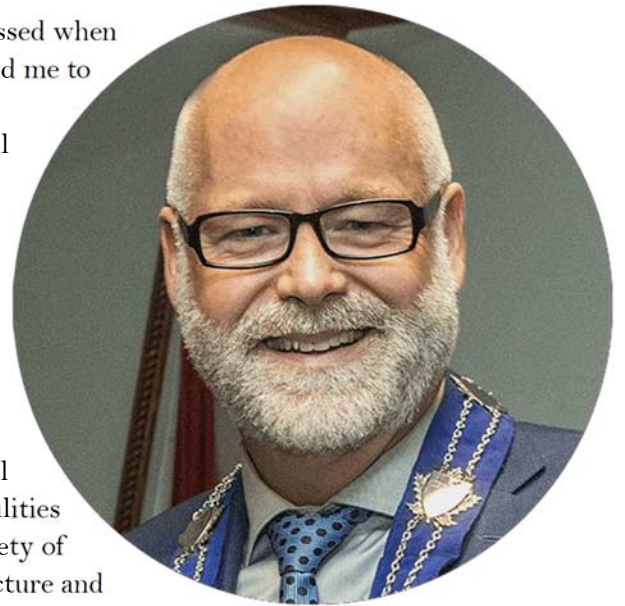
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MESSAGE FROM THE MAYOR

As I write this message to you today, eight months have since passed when you, the citizens of Comox chose to show your support and elected me to serve as your Mayor. The 2018 general local elections brought about change to council and while we welcomed returning council members Ken Grant and Maureen Swift, we also welcomed four new first time serving members ~ Alex Bissinger, Stephanie McGowan, Pat McKenna, and Nicole Minions. Thank you to former mayor Paul Ives for his many years of dedicated service and leadership and to Councillor's Marg Grant, Hugh MacKinnon and Barbara Price who also served this community and from what I understand, continue to do so at many levels.



Following our Inaugural Meeting in November your new Council was hard at work becoming familiar with the roles and responsibilities associated with serving as an elected official, taking part in a variety of training and orientation sessions specific to the Town's infrastructure and projects as well as participating in a Strategic Planning session. This planning session facilitated an opportunity for the new Council to review the status of initiatives identified in the existing plan yet also provided for an opportunity for this Council to identify their priorities and objectives and we look forward to accomplishing these projects over the next few years.

Looking back, 2018 saw a number of Council initiatives and projects completed. For example, the completion of the Harbourwood Park improvement project (in partnership with the Comox Valley Lions Club) and construction of the much sought after outdoor pickleball courts in Highland Park (in partnership with School District 71 and the Rotary Club of Courtenay. We also hope you are enjoying the new wayfinding signage installed at various prominent locations throughout Town ~ directing our many visitors and guests to the growing list of great amenities our Town has to offer.

In 2018, we were saddened with the loss of former mayor Dick Merrick and Councillor Shirley McLoughlin, both who contributed so much to this community.

Moving forward, we will continue to focus on our strategic initiatives which include sustainable development concepts, climate action initiatives, downtown revitalization and efforts in addressing affordable housing, all while striking a balance between creating a thriving economy, a healthy environment for our citizens and a community that stands together.

Leading this Council to ensure that our Town is governed efficiently, effectively and with transparency is our goal and we are excited about the future and serving our citizens in the years to come.

A handwritten signature in black ink, appearing to read 'Russ Arnott'. The signature is stylized and cursive.

Mayor Russ Arnott

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

Over the past number of years there has been additional focus placed on Asset Management in local government. Initially it was a relatively lofty goal to establish a complete inventory of all the Town's infrastructure, determine its age and remaining usefulness before it needs to be replaced, and estimating the costs to replace it. In 2018, we managed to complete this plan. The Asset Management Plan, presented to Council, forecasts the level of investment necessary over the next number of years to ensure that infrastructure replacement continues on a manageable level. This document will continue to be refined over the next number of years as information is added to the plan.

Staff were able to begin the installation of the Wayfinding signage in the Town in 2018 and this project will see its completion early in 2019. This has been a priority of Council for a few years so it was satisfying to be able to deliver on this initiative. It is also wonderful to hear the high number of positive comments from both residents and visitors to the Town.

We have continued to benefit from the ongoing focus on partnerships in the community. Working with the Rotary Club, the School District and the Pickleball Association, we were successful in developing a dedicated pickleball facility in the Highland sports complex that will satisfy the needs of the existing pickleball players as well as provide an opportunity to the School District to develop a whole new and upcoming generation of pickleball players for the future.

Looking forward, we continue to focus on the completion and implementation of the North East Comox Stormwater Management Plan. The next phase of work will require the regulatory bylaws to be developed and presented to Council for their consideration and adoption. With the full implementation of this stormwater management plan, it will result in a completely new and innovative means of managing stormwater in the Town while opening up additional lands for growth and development in the community.

The former St. Joseph's Hospital site is much quieter now that the hospital has moved to its new location on Lerwick Road. We see this as a temporary change as staff have been working with the Board as they develop their plans to repurpose the site in a manner that will continue to see The Views at St. Joseph's as a top quality care facility in the future.



Richard Kanigan, Chief Administrative Officer





Guthrie Road water main break



Marina Park – Upper Gazebo (Photo: Joan Pisto, Comox Town Hall)

COMOX COUNCIL



From left to right: Councillor Alex Bissinger, Councillor Ken Grant, Councillor Nicole Minions, Mayor Russ Arnott, Councillor Stephanie McGowan, Councillor Maureen Swift, Councillor Pat McKenna

Mayor and Council members are elected for four-year terms, with the next election to occur in October 2022.

Regular Council and Committee of the Whole meetings are open to the public, and the public is encouraged to attend. Regular meetings are held on the first and third Wednesday of each month at 5:30 p.m., while Committee of the Whole meetings are held on the second and fourth Wednesday of each month at 4:15 p.m.

More information about Council and Council meetings, including agendas and minutes, can be found on the Town's Web site at <http://www.comox.ca/about-council/>.

STRATEGIC PLAN 2016-2018

STRATEGIC PLAN OVERVIEW

<p>Purpose of the strategic Plan</p>	<p>This strategic plan aligns with our 2011 Official Community Plan (OCP) vision statement noted below. The 2016-2018 strategic plan guides our work, sets goals and priority actions for the Town of Comox. It tells our citizens what Council plans to accomplish in addition to our core services and sets performance measures and targets for assessing progress over the Council term.</p>
<p>Vision from 2011 Official Community Plan</p>	<p>The Town of Comox is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighborhoods, commercial/service areas and the waterfront through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability.</p>
<p>Core Services What we do</p>	<p>Public safety and protection Strong governance and administration Financial management and accountability Economic Development Public works infrastructure and engineering Recreation Parks Arts and culture Community development and planning</p>
<p>Strategic priorities In addition to core services, our strategic priorities for 2015 – 2018 include:</p>	<p>Downtown vitalization/marina enhancement Fiscal balance/infrastructure asset management OCP implementation Comox Economic Development Plan implementation</p>

STRATEGIC PLAN PRIORITIES

DOWNTOWN VITALIZATION AND MARINA ENHANCEMENT

Council will act as a catalyst for quality development and economic opportunities by actively pursuing partnerships and attracting additional events. Downtown vitalization, as well as strengthening the important linkage to the waterfront area will be a continued priority.

Council will do this by:

- developing new facilities and opportunities in Marina Park;
- exploring the expansion of the downtown revitalization policy area; and
- attracting additional events in Marina park and the downtown, with the assistance of the Comox BIA and the Comox Valley Economic Development Society.

FISCAL BALANCE AND INFRASTRUCTURE ASSET MANAGEMENT

Municipal infrastructure is our largest and most significant asset. Over the next few years, Council will continue to work towards a sustainable plan for maintenance, replacement and development of new infrastructure where required. Council will also continue to provide better community access to information and to keep tax increases to reasonable levels.

Council will do this by:

- continuing to build on its asset management program;
- considering a revised garbage collection schedule, and enhanced messaging, in order to increase participation in the organics collection program;
- designing the Lazo Road greenway;
- developing a wayfinding signage program;
- building a pickleball facility;
- complete the planning for northeast Comox stormwater management; and
- resolving the Mack Laing (Shakesides) property issue;

OFFICIAL COMMUNITY PLAN IMPLEMENTATION

The implementation of the OCP will occur over the long term. Encouraging and preparing for infill development, as well as ensuring servicing is available for new development, will be a focus. Enhancing the trail and greenway network is a continuing priority.

Council will do this by:

- considering affordable housing initiatives;
- completing storm water and servicing plans for a west Comox boundary extension area; and
- refining the public process for development applications and storm water management planning.

ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION

Comox's economic climate will continue to change over the next few years. Schools have closed and one of the top employers in Town will be leaving, prompting Council to place an increased focus on economic development activities:

Council will do this by:

- collaborating with the St. Joseph's hospital and school district boards on future plans for the former hospital and closed school sites,
- continuing to work with partners on the attraction of a fixed wing search and rescue facility, and
- developing a marketing strategy for the development of lands near the airport,



Councillor Swift and staff member Andrea Brown playing street piano at Town Circle



Great Blue Herons with Marina Splashpark

2018 PROGRESS AND OBJECTIVES

PROGRESS AND OBJECTIVES – DOWNTOWN VITALIZATION / MARINA ENHANCEMENT			
GOAL	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2018)
Breakwater Walkway	Design for shovel ready project	2018	Deferred; concept diagram complete.
Waterfront/Marina Enhancement	Complete additional design for Phase 2 waterfront park development (marine service building)	2019	
	When Phase 2 is complete re-evaluate additional projects in the park and board walk	2019	
Vitalized Downtown	Explore expansion of downtown revitalization policy area	2019	

PROGRESS AND OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT			
GOAL	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2018)
Establish an Asset Management Program	Continue Asset Management planning	Ongoing	Complete
Increase Curbside Organics Collection	Consider altering frequency of garbage pick up to every two weeks, organics and recycling collection on a weekly basis	2018	Project put on hold until final determination of composting facility location and collection schedule.
	Enhance messaging to promote organics program	2018	
Enhance Trail and Greenway Network	Prepare a design for the Lazo Road greenway	2018	Conceptual design complete.
	Develop way-finding signage standards, proto types and implement phase one signage.	2018	Wayfinding and Signage Strategy completed in August. Fabrication and installation of signs expected by spring 2019.
	Bring potential partners for wayfinding signage together to seek support.	2018	Project completed in partnership with the BIA.

PROGRESS AND OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT

GOAL	OBJECTIVES AND ACTIONS	TIMEFRAME	STATUS (as of Dec 31, 2018)
Pickleball Facility	Planning and development with partners	2018	Project completed and temporary lines installed by September. Final painting to be completed in spring 2019.
NE Comox Storm Water Management Plan	Complete planning and approval – proceed with storm water and servicing plans	2018	Deferred to 2019
Mack Laing (Shakesides) Property	Bring to conclusion	2018	Decision to proceed with modifying the Trust deferred until February 6, 2019, in order to allow time for all members of Council to fully consider all of the previous background information.
Provide adequate and timely funding to ensure studies are current and updated	Review and refresh Transportation Plan	2019	

PROGRESS AND OBJECTIVES – OFFICIAL COMMUNITY PLAN IMPLEMENTATION

GOAL	OBJECTIVES AND ACTIONS	TIMING	STATUS (as of Dec 31, 2018)
Explore affordable housing initiatives	Investigate potential partnerships with Habitat for Humanity and Comox Valley Transition Society	ongoing	
Refine public process related to development applications	Continue to meet targets	ongoing	Continuing to meet targets.
Implement tree protection	Amend bylaw with OCP update in 2019-2022 Council term.	2019	

PROGRESS AND OBJECTIVES – ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION

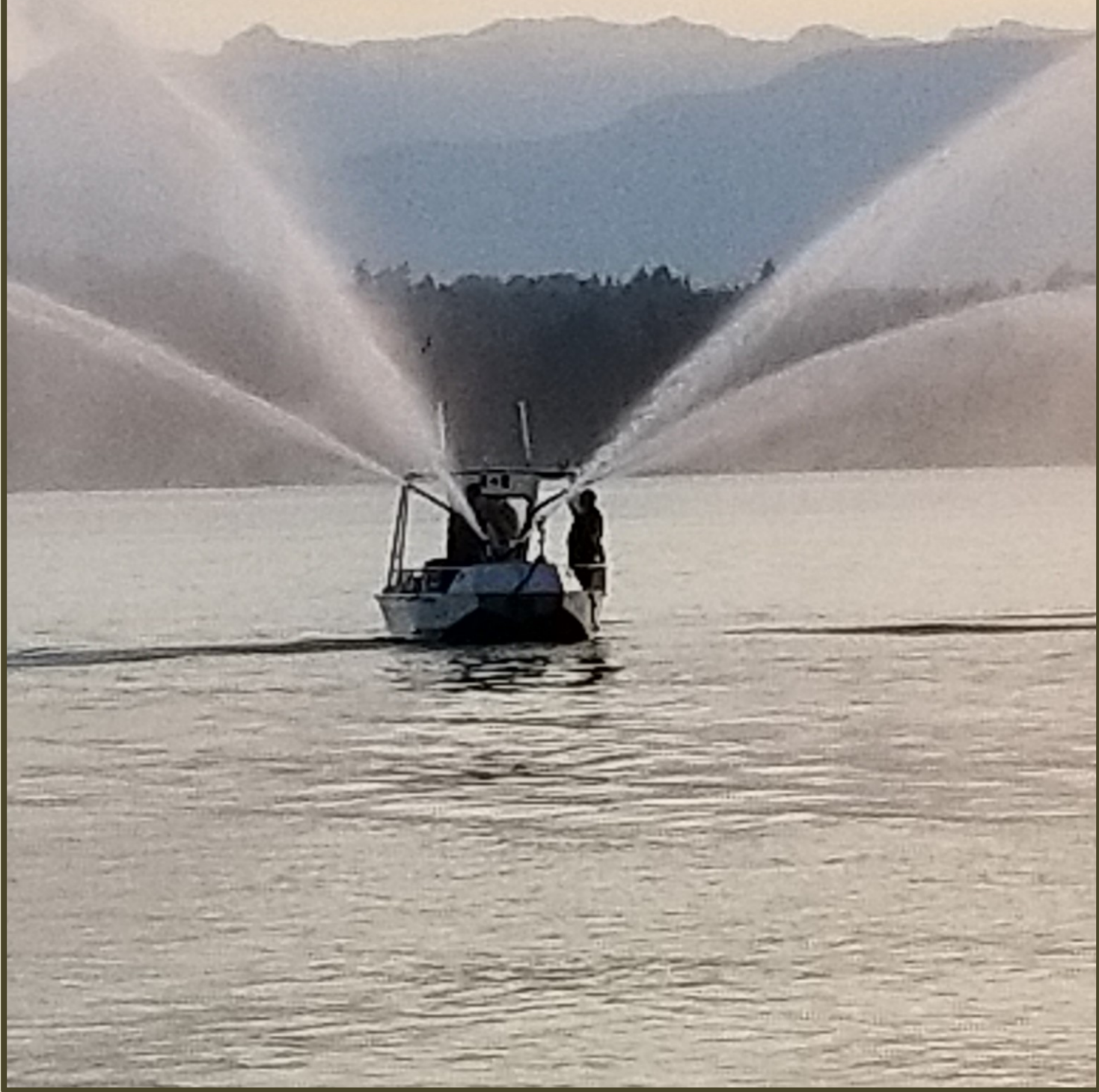
GOAL	OBJECTIVES AND ACTIONS	TIMING	STATUS (as of Dec 31, 2018)
Future of St. Joseph's Hospital	Collaborate with St. Joseph's hospital board on developing a future plan for hospital site	2018	Assisting as necessary
Future of Comox Elementary School site	Collaborate with SD 71 on the disposition or repurposing of the former Comox Elementary School Site	2018	
Development of Airport Lands (Light Industrial)	Cooperate with airport on parking expansion	2018	Northeast Comox implementation.
	In cooperation with CVEDS, develop marketing strategy for the development of lands near airport	Ongoing	



Bald Eagle on Willow branch at Marina Park, new stairs at Filberg Lodge Park, new wayfinding signage

STATEMENT OF FINANCIAL INFORMATION

Year Ended December 31, 2018



Town of Comox Fire Boat



Statement of Financial Information
Year Ended December 31, 2018

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

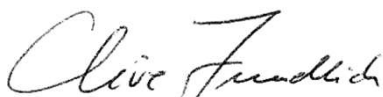
<u>Required Information:</u>	<u>Please refer to:</u>
Consolidated Statement of Financial Position	Statement 1 of Consolidated Financial Statements
Consolidated Statement of Operations	Statement 2 of Consolidated Financial Statements
Schedule of debts	Notes 5 to 7 of Consolidated Financial Statements
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 (Note 17)	2018	As Restated (Note 20) 2017
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.

Town of Comox
Statement of Financial Information
Schedule of Debts
Notes 5 to 7 of the Consolidated Financial Statements
Year Ended December 31, 2018

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
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

Clive Freundlich, Director of Finance

2019-06-20

Date

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

Russ Arnott

Russ Arnott, Mayor

JUN 21/19

Date



Bambrick Place resurfacing

CONSOLIDATED FINANCIAL STATEMENTS

Year Ended December 31, 2018



Cambridge Road storm extension



Consolidated Financial Statements of

Town of Comox

Year Ended December 31, 2018

Town of Comox

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Year Ended December 31, 2018

Management's Responsibility for Financial Reporting

Independent Auditors' Report

Statements

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4. Consolidated Statement of Cash Flows

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Supplemental Schedules

1. Schedule of Expenses by Object (Type)
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4. Continuity of Equity in Tangible Capital Assets
5. Schedule of Tangible Capital Assets
6. Schedule of Operations by Segment (2017)
7. Schedule of Operations by Segment (2016)

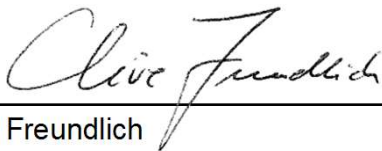
Town of Comox

Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are outlined under “Significant Accounting Policies” in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the Town’s independent auditors, have conducted an examination of the consolidated financial statements in accordance with Canadian auditing standards and have expressed their opinion in a report accompanying this statement.



Clive Freundlich
Director of Finance

Independent Auditor's Report

To the Mayor and Council of the Town of Comox:

Opinion

We have audited the consolidated financial statements of Town of Comox (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations, change in net financial assets, cash flows and related schedules 1 to 7 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2018, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Courtenay, British Columbia

May 22, 2019

MNP LLP

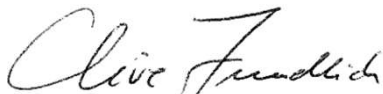
Chartered Professional Accountants

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 (Note 17)	2018	As Restated (Note 20) 2017
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.

Town of Comox

Consolidated Statement of Change in Net Financial Assets

For the Year Ended December 31, 2018

	Budget (Note 17)	2018	As Restated (Note 20) 2017
Surplus for the year	\$ 1,123,372	\$ 3,273,723	\$ 4,424,091
Tangible capital assets contributed		(726,225)	-
Acquisition of tangible capital assets	(6,096,710)	(3,218,928)	(4,342,117)
Amortization of tangible capital assets		3,061,818	2,988,987
Disposition of tangible capital assets		11,369	994,125
	(4,973,338)	2,401,757	4,065,086
(Increase) in supply inventory		(939)	(46,127)
Decrease (increase) in prepaid expenses		17,564	(19,596)
	-	16,625	(65,723)
Increase (decrease) in Net Financial Assets	(4,973,338)	2,418,382	3,999,363
Net Financial Assets at beginning of year	16,091,069	16,091,069	12,091,706
Net Financial Assets at end of year	\$ 11,117,731	\$ 18,509,451	\$ 16,091,069

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

Town of Comox
Consolidated Statement of Cash Flows
as at December 31, 2018

	2018	As Restated (Note 20) 2017
Net inflow (outflow) of cash related to the following activities:		
Operating activities:		
Surplus for the year	\$ 3,273,723	\$ 4,424,091
Non-cash items included in operations:		
Contribution from developers	(726,225)	-
Amortization of tangible capital assets	3,061,818	2,988,987
Disposition of tangible capital assets	11,369	994,125
Actuarial adjustment on debt	(68,802)	(132,033)
Net changes to financial assets & liabilities through operations:		
Decrease in receivables	(12,416)	177,672
Increase / (Decrease) in payables	795,869	(320,226)
Increase / (Decrease) in deferred revenue	101,648	(14,607)
Increase / (Decrease) in development cost charges	798,595	(92,892)
Increase in other deposits	169,667	186,015
Increase / (Decrease) in future payroll obligations	13,485	(5,976)
(Increase) / Decrease in supply inventory	(939)	(46,127)
Increase in prepaid expenses	17,564	(19,596)
	7,435,356	8,139,433
Investing Activities		
Short-term investing	(6,809,769)	(1,542,741)
Capital Activities		
Acquisition of tangible capital assets	(3,218,928)	(4,342,117)
Financing activities:		
Debenture principal repaid	(174,070)	(372,507)
Increase / (Decrease) in cash and cash equivalents	(2,767,411)	1,882,068
Cash and cash equivalents, beginning of year	5,698,893	3,816,825
Cash and cash equivalents, end of year	\$ 2,931,482	\$ 5,698,893
Supplemental cash flow information		
Interest paid	\$ 27,934	\$ 86,674
Interest received	\$ 457,170	\$ 224,524

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

Town of Comox

Schedule of Expenses by Object (Type)

Year ended December 31, 2018

Schedule 1

	Budget	2018	As Restated (Note 20) 2017
Expenses	(Note 17)		
Salaries, wages and employee benefits	\$ 6,165,800	\$ 6,453,008	\$ 6,289,009
Contracted and general services	9,277,306	8,185,199	7,408,239
Materials, goods, supplies and utilities	2,755,650	2,600,674	2,536,055
Interest and bank charges	69,250	43,926	105,433
Amortization of tangible capital assets	3,000,000	3,061,818	2,988,987
Other	15,000	-	-
	\$ 21,283,006	\$ 20,344,625	\$ 19,327,723

Town of Comox

Schedule of Continuity of Reserve Funds
Year ended December 31, 2018

Schedule 2

	2018	2017
Opening Balance of Reserve Funds	\$ 10,569,708	\$ 7,379,026
Contributions to funds from operations	4,136,858	3,959,573
Interest earned on funds	212,638	77,214
Withdrawals from funds for capital acquisitions	(1,633,375)	(846,105)
Closing balance of Reserve Funds (Note 18)	\$ 13,285,829	\$ 10,569,708

Represented by the following financial assets:

Cash and short-term investments	\$ 13,285,829	\$ 10,569,708
---------------------------------	---------------	---------------

		As Restated (Note 20)
Including the following Reserve Funds:		
Federal Gas Tax (Community Works) Funds (Note 16)	\$ 3,308,355	\$ 2,809,240
Capital Works Reserve	1,538,984	86,228
Equipment Replacement Reserve	506,411	646,782
Municipal Marina Reserve	467,614	375,525
Water Utility Reserve	676,935	528,195
Sewer Enterprise Reserve (Note 14)	5,769,769	5,060,199
Lancaster Sewer Lift Station Capital Reserve	78,110	76,663
Point Holmes Sewer Lift Station Capital Reserve	51,513	50,558
Waterfront Walkway Reserve	329	323
Affordable Housing Reserve	177,187	173,276
Fire Department Capital Reserve - Town Share	214,042	257,895
Public Safety Reserve	410,901	403,289
	13,200,150	10,468,173
Fire Department Capital Reserve CFPID share (Note 7c)	85,679	101,535
	\$ 13,285,829	\$ 10,569,708

Town of Comox

Schedule of Deferred and Restricted Revenue Continuity
 Year ended December 31, 2018

Schedule 3

	2017 Balance	Receipts	Interest	Refunded	Recognized as Revenue	2018 Balance
Deferred Revenue						
Prepaid property taxes	\$ 752,125	\$ 822,433	\$ 8,608	\$ -	\$ 757,281	\$ 825,885
Prepaid parcel tax commutation - Kye Bay Water / Sewe	7,662	-	-	-	-	7,662
Prepaid Storm Drainage Development Works Payment	-	-	-	-	-	-
Prepaid recreation fees	277,222	282,722	-	-	275,339	284,605
Prepaid marina fees	70,156	75,681	-	-	70,156	75,681
Prepaid dog tags	1,483	1,561	-	-	1,483	1,561
Prepaid business licenses	100	15,002	-	-	100	15,002
Prepaid property rents	-	-	-	-	-	-
Prepaid administration fees	-	-	-	-	-	-
Prepaid environmental mitigation	7,670	-	-	-	-	7,670
Total Deferred Revenue	1,116,418	1,197,399	8,608	-	1,104,359	1,218,066
Restricted Revenue						
<u>Development Charges:</u>						
Open Space Development Cost Charges	2,629,981	192,151	51,337	-	-	2,873,469
Water Development Cost Charges	1,177,865	-	22,234	-	14,250	1,185,849
Major Road Development Cost Charges	231,363	352,691	7,199	-	-	591,253
Storm Drain Development Cost Charges	663,598	-	12,527	-	10,859	665,266
Sanitary Sewer Development Cost Charges	88,604	80,743	2,277	-	-	171,624
	4,791,411	625,585	95,574	-	25,109	5,487,461
<u>Other Restricted Revenue</u>						
5% Payment in Lieu of Parks Dedication	396,869	-	7,492	-	-	404,361
Developer Payments in Lieu of Parking	29,862	-	564	-	-	30,426
Developer Contribution for Public Amenities	-	25,000	-	-	-	25,000
Developer Payments for Affordable Housing	243,065	64,901	4,588	-	-	312,554
	669,796	89,901	12,644	-	-	772,341
Total Restricted Revenue	5,461,207	715,486	108,218	-	25,109	6,259,802

Town of Comox

Continuity of Equity in Tangible Capital Assets
Year ended December 31, 2018

Schedule 4

	2018	As Restated (Note 20) 2017
Opening balance of equity in Tangible Capital Assets	85,675,778	84,812,234
Changes in Capital Assets		
Acquisitions of tangible capital assets	3,218,928	4,342,117
Tangible capital assets acquired through development	726,225	-
Write-offs of assets replaced (at NBV)	(11,369)	(994,125)
Amortization expense	(3,061,818)	(2,988,987)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	174,070	372,506
Actuarial earnings on debenture sinking fund	68,802	132,033
Closing Balance of Equity in Tangible Capital Assets	\$ 86,790,616	\$ 85,675,778

Represented by the following:

Tangible capital assets at net book value (Schedule 5)		
Capital assets at cost	\$ 133,756,300	\$ 130,282,685
Less accumulated amortization	(46,789,045)	(44,187,396)
Tangible capital assets at net book value	86,967,255	86,095,289
Net debenture debt (Note 6)	(185,389)	(428,261)
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	\$ 86,790,616	\$ 85,675,778

Town of Comox
 Schedule of Tangible Capital Assets
 Year ended December 31, 2018

Schedule 5

										Totals	
	Land	Land Improvements	Buildings	Equipment	Transportation	Storm Drain	Water Service	Sewer Service	Work in Progress	2018	2017
Cost											
Opening costs	8,985,178	4,579,200	18,969,167	6,641,361	43,511,886	22,485,591	13,008,425	11,914,332	187,549	130,282,689	127,263,826
Additions during the year	-	336,913	95,637	1,059,597	1,475,467	399,941	229,843	147,237	200,518	3,945,153	4,342,117
Add/(Less): Assets put to use	-	3,269	-	1,033	23,529	-	16,731	-	(44,562)	-	-
Disposals and write downs	-	-	-	(432,402)	(39,140)	-	-	-	-	(471,542)	(1,323,258)
Closing costs	8,985,178	4,919,382	19,064,804	7,269,589	44,971,742	22,885,532	13,254,999	12,061,569	343,505	133,756,300	130,282,685
Accumulated Amortization											
Opening accum'd amortization	-	1,991,884	3,750,862	4,055,838	20,377,842	6,342,702	4,010,623	3,657,649	-	44,187,400	41,527,542
Amortization	-	159,216	378,944	467,919	1,235,245	319,435	326,507	174,552	-	3,061,818	2,988,987
Accum Amort Adj for Disp/WD	-	-	-	(421,033)	(39,140)	-	-	-	-	(460,173)	(329,133)
Closing accum'd amortization	-	2,151,100	4,129,806	4,102,724	21,573,947	6,662,137	4,337,130	3,832,201	-	46,789,045	44,187,396
Net Book Value of Tangible Capital Assets	8,985,178	2,768,282	14,934,998	3,166,865	23,397,795	16,223,395	8,917,869	8,229,368	343,505	86,967,255	86,095,289

Town of Comox
 Schedule of Operations by Segment
 Year ended December 31, 2018

	General Government	Protective Services	Waste Disposal	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2018 Budget
Revenue											
Property valuation tax	\$ 8,322,434	\$ -	\$ -	\$ 72,900	\$ 16,869	\$ -	\$ -	\$ -	\$ -	\$ 8,412,203	\$ 8,415,570
Parcel taxes	-	-	-	-	20,974	-	-	306,844	305,390	633,208	639,290
Payments in-lieu of taxes	1,534,872	-	-	-	-	-	-	-	-	1,534,872	1,468,800
Utility fees	-	-	1,622,349	-	-	-	-	2,540,262	2,476,438	6,639,049	6,710,730
Other sale of service	96,323	546,030	-	-	16,871	1,845,501	372,586	-	-	2,877,311	2,513,222
Licences, permits & planning fees	93,340	281,444	-	59,300	-	-	-	-	-	434,084	193,550
Developer cost charges applied	-	-	-	-	10,859	-	-	14,250	-	25,109	444,776
Tangible capital assets contributed	-	-	-	-	499,389	-	-	135,528	91,304	726,221	-
Donations	-	-	-	-	-	116,597	-	-	-	116,597	46,500
Investment income	136,332	14,380	-	67,892	88,384	7,095	-	34,606	108,481	457,170	144,000
Penalties and interest on taxes	67,556	-	-	-	-	-	-	-	-	67,556	52,000
Actuarial earnings on sinking fund	-	-	-	-	21,465	33,592	-	9,753	3,992	68,802	-
Rentals	-	-	-	-	-	142,280	-	-	-	142,280	130,200
Other	125,821	-	-	-	1,438	-	-	-	870	128,129	135,500
Gain on disposal of assets	-	22,965	-	-	77,630	-	-	-	-	100,595	-
Unconditional Grants	319,058	56,079	-	-	-	-	-	-	-	375,137	375,000
Conditional Grants	2,720	17,600	-	-	794,446	65,259	-	-	-	880,025	1,137,240
	10,698,456	938,498	1,622,349	200,092	1,548,325	2,210,324	372,586	3,041,243	2,986,475	23,618,348	22,406,378
Expenses											
Employees	1,247,807	1,014,488	48,387	395,134	1,056,038	2,340,288	73,463	213,223	64,180	6,453,008	6,165,800
Services	539,618	1,978,053	1,283,686	105,784	297,051	1,483,175	74,623	335,425	2,087,784	8,185,199	9,277,306
Materials	32,635	185,047	1,139	3,790	279,087	304,359	7,584	1,764,978	22,055	2,600,674	2,755,650
Interest	9,361	-	-	-	9,500	9,073	-	14,340	1,652	43,926	69,250
Amortization	41,382	134,185	-	-	1,849,013	491,768	43,307	327,611	174,552	3,061,818	3,000,000
Other	-	-	-	-	-	-	-	-	-	-	15,000
	1,870,803	3,311,773	1,333,212	504,708	3,490,689	4,628,663	198,977	2,655,577	2,350,223	20,344,625	21,283,006
Surplus for the year	\$ 8,827,653	\$ (2,373,275)	\$ 289,137	\$ (304,616)	\$ (1,942,364)	\$ (2,418,339)	\$ 173,609	\$ 385,666	\$ 636,252	\$ 3,273,723	\$ 1,123,372

Town of Comox
 Schedule of Operations by Segment
 Year ended December 31, 2017

	General Government	Protective Services	Waste Disposal	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	As Restated (Note 20) Total All Segments	2017 Budget
Revenue											
Property valuation tax	\$ 7,984,564	\$ -	\$ -	\$ 72,901	\$ 16,871	\$ -	\$ -	\$ -	\$ -	\$ 8,074,336	\$ 8,078,123
Parcel taxes	-	-	-	-	20,974	-	-	298,809	312,975	632,758	638,431
Payments in-lieu of taxes	1,438,582	-	-	-	-	-	-	-	-	1,438,582	1,449,962
Utility fees	-	-	1,437,447	-	-	-	-	2,434,890	2,467,799	6,340,136	6,303,641
Other sale of service	90,776	804,929	-	-	12,313	1,717,732	366,555	-	-	2,992,305	2,509,747
Licences, permits & planning fees	93,977	118,224	-	41,611	-	-	-	-	-	253,812	226,750
DCC's used for capital acquisitions	-	-	-	-	167,089	-	-	1,055	-	168,144	444,776
TCA acquired through developers	-	-	-	-	-	-	-	-	-	-	-
Donations	8,625	-	-	-	-	83,219	-	-	-	91,844	201,400
Investment income	150,839	5,945	-	-	29,712	-	2,803	5,048	30,177	224,524	120,000
Penalties and interest on taxes	57,734	-	-	-	-	-	-	-	-	57,734	64,500
Actuarial earnings on sinking fund	-	-	-	-	19,289	100,568	-	8,589	3,587	132,033	-
Rentals	-	-	-	-	-	146,302	-	-	-	146,302	126,476
Other	57,869	-	-	-	2,212	-	-	-	1,001,909	1,061,990	48,100
Gain on disposal of assets	-	18,857	-	-	(1,791)	-	-	(353)	214,161	230,874	-
Unconditional Grants	314,941	61,380	-	597	-	-	-	-	-	376,918	390,000
Conditional Grants	-	17,100	-	-	1,481,650	30,772	-	-	-	1,529,522	1,792,477
	10,197,907	1,026,435	1,437,447	115,109	1,748,319	2,078,593	369,358	2,748,038	4,030,608	23,751,814	22,394,383
Expenses											
Employees	1,268,353	1,046,394	48,936	329,684	1,029,703	2,209,888	84,120	208,099	63,832	6,289,009	6,490,637
Services	431,609	1,499,432	1,321,248	108,008	229,001	1,396,540	82,979	325,749	2,013,673	7,408,239	7,914,018
Materials	36,287	141,690	2,804	1,776	307,753	332,204	11,257	1,694,512	7,772	2,536,055	2,667,705
Interest	4,809	-	-	-	9,500	72,365	-	15,455	3,304	105,433	107,875
Amortization	27,319	143,984	-	-	1,823,136	447,062	50,140	316,093	181,253	2,988,987	-
Other	-	-	-	-	-	-	-	-	-	-	15,000
	1,768,377	2,831,500	1,372,988	439,468	3,399,093	4,458,059	228,496	2,559,908	2,269,834	19,327,723	17,195,235
Surplus for the year	\$ 8,429,530	\$ (1,805,065)	\$ 64,459	\$ (324,359)	\$ (1,650,774)	\$ (2,379,466)	\$ 140,862	\$ 188,130	\$ 1,760,774	\$ 4,424,091	\$ 5,199,148

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2018

1. PURPOSE

The Town of Comox was incorporated in 1946 to provide municipal services to its residents, and is governed by the Community Charter and the Local Government Act of British Columbia.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) British Columbia Municipalities

It is the policy of the Town to follow accounting principles generally accepted for British Columbia municipalities and to apply such principles consistently. As part of this policy, the resources and operation of the Town are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared in accordance with recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the financial position, financial operations, change in net financial assets, and change in cash flows of the one economic entity of the Town of Comox. Inter-fund transactions and fund balances have been eliminated on consolidation.

(b) Short-term Investments

Investments are comprised of various investment funds of the Municipal Finance Authority of BC which have fluctuating returns and are carried at the lower of cost and market value, and Guaranteed Investment Certificates.

Short-term Investments	2018	2017
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund *	\$ 48,372	\$ 47,857
Intermediate Bond Fund	5,836,086	5,727,080
Money Market Fund	7,491,533	9,358,628
* Adjusted for Trust Fund	13,375,990	15,133,565
Guaranteed Investment Certificates		
Scotiabank	6,109,130	6,041,786
Coast Capital Savings	6,000,000	-
Coastal Community Credit Union	2,500,000	
	\$ 27,985,120	\$ 21,175,351

(c) Trust Fund

A Town-administered trust fund has been excluded from the financial statements. The balance in the fund was \$ 260,802 at December 31, 2018 (\$ 255,970 in 2017). It was invested in the MFA Short-term Bond Fund in 2018 and 2017. Interest earned was \$4,832 in 2018 (\$194 in 2017).

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Acquisitions exceeding the capitalization thresholds are capitalized. The Town records certain infrastructure assets as one network without breaking down the asset into component parts. Expenditures to replace components of such a network are expensed as incurred. Amortization is calculated straight line over the estimated life of the class of assets. Amortization is not taken until the asset is in use, and is taken at one-half of normal rate in that first year. Repairs and maintenance are not capitalized, but are expensed in the period in which they occur. Betterments which enhance the asset life or capacity are capitalized.

Major Asset Category	Threshold	Estimated Life	Amortization Rate
Land	\$ 10,000	Indefinite	None
Land improvements	\$ 10,000	25 years	4%
Buildings	\$ 10,000	50 years	2%
Vehicles, Machinery and Equipment	\$ 10,000	8 to 20 years	5% to 12.5%
Computers and programs	\$ 10,000	5 years	20%
Engineered Structures			
Road surfaces	\$ 10,000	25 years	4%
Road sub-surfaces	\$ 10,000	50 years	2%
Sidewalks	\$ 10,000	50 years	2%
Storm drains surface	\$ 10,000	25 years	4%
Storm drains sub-surface	\$ 10,000	75 years	1.3333%
Water	\$ 10,000	75 years	1.3333%
Sewer	\$ 10,000	75 years	1.3333%
Other surface structures	\$ 10,000	25 years	4%

(e) Future Payroll Obligations

- Earned but unpaid vacation is fully accrued and recorded in the financial statements.
- An accrual is made for expected payments of employee sick leave, payout on retirement, disability or death, and termination pay discounted from expected future values to net present value at year-end.

(f) Inventory

Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Funds

The financial operations of the Town of Comox are divided into seven funds: General Operating Fund, General Capital Fund, Reserve Fund, Water Operating Fund, Water Capital Fund, Sewer Operating Fund and Sewer Capital Fund. Functionally, the Water and Sewer Funds are used for the services of distribution of potable water and collection and treatment of sanitary sewage respectively. The General Operating Fund is used for all other Town services. Capital Funds (General, Water and Sewer) are used to segregate tangible capital assets and related debt). All revenue and expenses for services are recognized in the operating funds. The Reserve Fund is used to segregate capital and other statutory reserves.

(h) Revenue Recognition

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the service is provided. Interest and operating grants are recognized as earned. Capital grants are recognized when the related acquisition occurs. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. User fees, garbage collection and disposal are recognized as revenue on an accrual basis according to rates set in various fees and charges bylaws. Permit fees are recognized once the permit has been approved and the fee collected. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed parcels of land are valued at fair market value at the date of contribution. Contributed tangible capital assets are recorded at fair market value when the contribution is received. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(i) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2018.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2018 the Town has not recorded any liability for contaminated sites as no such sites have been identified.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Measurement Uncertainty

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the estimated life of tangible capital assets (used to establish amortization), determination of employee benefit obligations, collectability of accounts receivable and provisions for contingencies. Actual results may vary from the estimates and adjustments will be reported and reflected in operations as they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for.

3. RECENT ACCOUNTING PRONOUNCEMENT

(a) Related Party Disclosures and Inter-Entity Transactions

Effective January 1, 2018, the Town adopted the recommendations relating to PS 2200 Related Party Disclosures and PS 3420 Inter-Entity Transactions, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the changes were applied prospectively, and prior periods have not been restated.

These new Sections define a related party and establish disclosures required for related party transactions. Disclosure is required when related party transactions have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, a material financial effect on the financial statements. They also establish standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

There was no material impact on the financial statements of adopting the new Sections.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

3. RECENT ACCOUNTING PRONOUNCEMENT (continued)

(b) Assets, Contingent Assets and Contractual Rights

Effective January 1, 2018, the Town adopted the recommendations relating to PS 3210 Assets, PS 3320 Contingent Assets, and PS 3380 Contractual Rights, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the changes were applied prospectively, and prior periods have not been restated.

PS 3210 Assets provides additional guidance to clarify the definition of assets set out in PS 1000 Financial Statement Concepts.

PS 3210 Assets provides additional guidance to clarify the definition of assets set out in PS 1000 Financial Statement Concepts.

PS 3320 Contingent Assets establishes disclosure standards on contingent assets.

PS 3380 Contractual Rights establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Section are as follows:

- Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.
- Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

There was no material impact on the financial statements of adopting the new Sections.

4. RECEIVABLES

Receivables are composed of the following amounts:

	2018	2017
Employees	\$ 747	\$ 1,487
Governments	150,576	200,316
Other	679,220	616,324
Total receivables	\$ 830,543	\$ 818,127

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

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2018

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.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

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

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

8. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2015, indicated a \$2.224 billion surplus for basic pension benefits. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged. The next valuation will be December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Town of Comox paid \$438,710 for employer contributions to the plan in 2018, on behalf of 72 employees (\$438,793 in 2017 on behalf of 72 employees).

9. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$929,636 at December 31, 2018 (\$916,151 in 2017).

Vacation Accrual is calculated to be \$485,760 at December 31, 2018 (\$482,158 in 2017). Sick, Severance, & Meritorious Service is calculated to be \$443,876 at December 31, 2018 (\$433,993 in 2017).

Meritorious Service is for Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.0% and discounted back at a discount rate of 2.90% (2% and 2.90% respectively in 2017). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

10. FINANCIAL INSTRUMENTS

Financial instruments consist of cash, short-term investments, receivables, payables, net debenture debt, performance deposits and bonds. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments.

11. ENVIRONMENTAL REGULATIONS

The Town makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenses to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

12. FEDERAL PAYMENTS IN LIEU OF TAX

Although the Town is not economically dependent upon receipt of Federal Payments in Lieu of Tax (PILT), it normally receives 15% of its revenue from taxation from this source of revenue. Were the Government of Canada to halt its PILT, there would be a significant impact on operations that could result in either a reduction in service levels and/or an increase in property tax rates.

13. RESTRICTION ON DEFERRED REVENUE

The Town receives Development Cost Charges from developers. Section 935 of the Local Government Act requires that these funds are deposited to reserves and limits the use of those reserves (including the interest earned on them) to capital costs related to the purpose for which the charge was collected. Section 941 of the Local Government Act similarly limits the use of cash payments received in lieu of the 5% parklands provided at subdivision of land, for acquisitions of parkland.

14. TRANSFERS BETWEEN RESERVE FUNDS

During 2014 the Town transferred \$800,000 from the Sewer Enterprise Reserve to the Capital Works Reserve, from which it was spent on a capital project. Under Section 189 of the Community Charter, the Town must repay this transfer with an amount equivalent to the interest that would have been earned had these funds remained in the Sewer Enterprise Reserve. In its 2018 Financial Plan Council budgeted a \$200,000 repayment of the transfer.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

15. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 6 and 7 (for 2018 and 2017, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

General Government – including the activities of Council plus general Town administration, finance, and enforcement of Town bylaws.

Protective Services – including the activities of the RCMP on behalf of Comox, plus the Comox Volunteer Fire Department, building inspection, emergency planning and animal control.

Transportation – including roads, sidewalks, street lighting, traffic control and storm drains.

Waste Disposal – including collection and disposal of garbage, recyclables and yard waste. The Town does not operate any landfills or transfer facilities.

Development Services – including Town planning and our annual grants to the Downtown Business Improvement Area Association.

Marina – is operation of the Town's marina.

Recreation, Parks and Culture – including operating the Town's recreation centre and public recreation programs, Town parks and greenways, cultural grants from the Town and events sponsored for the Town, Christmas lighting, and Town buildings used for recreation and cultural activities. The Town is a member of the Vancouver Island Regional Library (VIRL), and owns library space that it rents to VIRL, which operates the Comox library branch.

Water – is the distribution of water to Town residents. The Town buys treated bulk water from the Comox Valley Regional District, so the Town neither produces nor treats the water it distributes.

Sanitary Sewer – is the collection of sanitary sewage and transmission of the same to the sanitary sewer treatment system operated by the Comox Valley Regional District. The Regional District charges the Town for a share of the costs to operate its system.

Certain allocations are employed in the preparation of segmented financial information. General Property Taxation, Payments in Lieu thereof, and Investment income are not allocated between segments, but are allocated to General Government. Government grants and DCCs used for capital acquisitions are allocated to segments depending on the purpose of the grant. Investment income is allocated to segments depending on the nature of the capital reserves that it has been earned on. Some expenses are allocated to segments based on an estimated use of resources.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2.

There are no inter-segment sales of goods or services.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

16. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

The Town receives transfers of Community Works (federal gas tax) Funds through the Union of BC Municipalities that can be used to fund eligible expenditures.

Continuity of Funds:	2018	2017
Opening balance at start of year	\$ 2,809,240	\$ 2,820,266
Transfers received during year	657,246	635,339
Interest on investments	56,449	29,061
Draws to fund eligible projects	(214,579)	(675,426)
Closing balance at end of year	\$ 3,308,355	\$ 2,809,240

These transfers are recorded as conditional grant revenue because they can only be used for eligible expenditures under the terms of a 2014 agreement between the Government of Canada and the Union of BC Municipalities.

17. RECONCILIATION OF 2018 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 9, 2018 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Towns 2018 Financial Plan:

Reconciliation of 2018 Budget Reported to Financial Plan:	
Net budget for 2018 reported	\$ 1,123,372
Capital acquisitions in Financial Plan	(6,096,710)
Transfers from capital reserves in Financial Plan	5,698,177
Transfers to capital reserves in Financial Plan	(3,527,533)
Debt principal repayments in Financial Plan	(197,306)
Amortization expense	3,000,000
Net of Financial Plan	\$ -

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

18. ACCUMULATED SURPLUS

Operating Funds - comprise the principal operating activities of the Town and are separated into General, Water, and Sanitary Sewer Funds.

Capital Funds - used to record the acquisition and disposal of tangible capital assets and related financing and are similarly separated into General, Water and Sanitary Sewer Funds. The General Capital Fund also contains shares in Courtenay Golf Club Ltd. carried at a value of \$8,750.

Reserve Funds - created to hold cash, and investments for specific future requirements. They are comprised of the funds shown in Schedule 2.

Accumulated Surplus	2018	As Restated (Note 20) 2017
Operating Funds:		
General Operating Fund	\$ 4,993,903	\$ 3,020,616
Water Operating Fund	1,215,250	924,924
Sanitary Sewer Operating Fund	2,738,100	2,340,026
	<u>8,947,253</u>	<u>6,285,566</u>
Capital Funds:		
General Capital Fund	66,723,577	67,735,406
Water Capital Fund	8,702,021	9,292,029
Sanitary Sewer Capital Fund	8,146,095	8,648,343
	<u>83,571,693</u>	<u>85,675,778</u>
Reserve Funds (Schedule 2)	13,285,829	10,569,708
<u>Net of Financial Plan</u>	<u>\$ 105,804,775</u>	<u>\$ 102,531,052</u>

19. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's presentation.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2018

20. RESTATEMENT OF FINANCIAL RESULTS

(a) Tangible Capital Assets, Net Book Values

In 2018, the Town implemented a new asset tracking system. During the conversion a number of assets were noted as under or over amortized and were corrected. The net impact of the correction was an increase to the 2017 closing net book value of tangible capital assets in the amount of \$71,454.

(b) Tangible Capital Assets, Work In Progress

In 2017, an expense of \$10,125 for modeling proposed enhancements to the Marina Promenade was capitalized in work-in-progress. This amount has subsequently been removed from Tangible Capital Assets and expensed to that period.

(c) Fire Department Capital Reserves

In 2017, the Town of Comox received payment from the Comox Fire Protection Improvement District (CFPID) for \$343,548 based on calculation of the net revenue from the Comox Fire Department, which includes its transfers to reserves. The reserve balance in 2017 (Schedule 2) has been restated to reflect the transfer of \$97,133 to Fire Department Capital Reserves (Comox Fire Reserve \$67,714, and CPFID Reserve \$29,419).

(d) Impact of Restatements on Financial Statements

2017

Statement of Financial Position

Tangible capital assets	Before	86,033,960
	Note 20(a)	71,454
	Note 20(b)	<u>(10,125)</u>
	As restated	86,095,289

Statement of Operations

Parks, recreation, and culture	Before	4,447,934
	Note 20(b)	<u>10,125</u>
	As restated	4,458,059

Accumulated surplus, beginning of year	Before	98,035,507
	Note 20(a)	<u>71,454</u>
	As restated	98,106,961

PERMISSIVE PROPERTY TAX EXEMPTIONS



Kye Bay

Town of Comox

Effect of Permissive Exemptions on 2019 Taxation

Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property	Taxable Value of Property	Effect of Tax Exemption Bylaw	Property Class	Town General	Total Taxes Exempted
				Per Revised Roll	Per Revised Roll	Per Revised Roll Exc. Stat. Exemptions			
Comox Golf Course	231.000	76% Town owned share of land total lot size 46.68 acres	76% Town owned share of land total lot size 46.68 acres	10,000	10,000	-	6	-	-
				900,000	215,000	685,000	8	4,732.20	8,184.97
				910,000 land only	225,000 land only	685,000 76% of land	6 & 8	4,732.20	8,184.97
Filberg Lodge & Park	470.001 & 470.004	All of land & buildings total lot size 9.096 acres	All of land & buildings total lot size 9.096 acres	2,303,000	-	2,293,000	6	23,558.69	43,590.42
				58,300	-	48,300	6	496.24	918.19
				3,303,000	-	3,303,000	8	22,818.18	39,467.05
				5,664,300 all of property	- all of property	5,644,300 all of property	6 & 8	46,873.11	83,975.66
Comox Archives & Museum	279.004	All of land & building occupied	All of land & building occupied	159,700 all of property	- all of property	149,700 all of property	6	1,538.04	2,845.82
Pearl Ellis Art Gallery	279.005	All of land & building occupied	All of land & building occupied	158,700 all of property	- all of property	148,700 all of property	6	1,527.77	2,826.81
Lion's Den	279.006	All of land & building occupied	All of land & building occupied	351,000 all of property	- all of property	341,000 all of property	6	3,503.50	6,482.49
Unity Comox Valley	279.008	All of land & building occupied	All of land & building occupied	97,200 all of property	- all of property	87,200 all of property	6	895.91	1,657.70
Tigger Too Day Care	492.001	All of land & building	Half of land & building	694,000 all of property	347,000 all of property	347,000 half of land &	1	813.99	1,927.03
Comox Valley Marine Rescue Society	481.028	All of building	All of land and improvements	24,700 all of property	- all of property	14,700 all of property	6	151.03	279.45
Point Holmes Recreation Association	27501.125	All of land & improvements	All of land & improvements	638,800 all of property	- all of property	628,800 all of property	6	6,460.40	11,953.61
Comox United Church	1.170	All of land surrounding church total lot size 0.709 acres	All of land surrounding church total lot size 0.709 acres	707,000 land only	- land only	565,600 remainder of land	8	3,907.35	6,758.27
Comox Pentecostal Church	507.004	All of land surrounding church total lot size 2.0 acres	All of land surrounding church total lot size 2.0 acres	460,400 land only	- land only	418,964 remainder of land	8	2,894.34	5,006.14
St. Peter's Anglican Church	375.000	All of land surrounding church total lot size 0.578 acres	All of land surrounding church total lot size 0.578 acres	442,000 land only	- land only	335,920 remainder of land	8	2,320.64	4,013.87

Town of Comox

Effect of Permissive Exemptions on 2019 Taxation

				227,000	-	220,202	1	516.55	1,222.86
				314,200	-	304,791	8	2,105.60	3,641.91
Bay Community Church	802.052	2 acres of land total lot size 4.742 acres	All of land surrounding church total lot size 4.742 acres but 0.142 acres under building is statutorily exempt, leaving 4.6 residual acres	541,200 land only	- land only	524,994 remainder of land	1 & 8	2,622.15	4,864.77
Comox Valley Presbyterian Church	600.970	All of land surrounding church total lot size 2.33 acres	All of land surrounding church total lot size 2.33 acres	391,500 land only	- land only	368,010 remainder of land	8	2,542.33	4,397.29
The Views at St. Joseph's	1.015	All care facility purposed land total lot size 15.719 acres less 225 m2 for taxable occupant(s) 0.354%	All care facility purposed land total lot size 15.719 acres less 225 m2 for taxable occupant(s) 0.354%	8,102,000 land only	- land only	6,967,720 remainder of land	6	71,587.61	132,457.88
Comox Seniors Centre Association	398.000	All of land & building	All of land & building	1,605,000 all of property	- all of property	1,605,000 all of property	8	11,087.85	19,177.89
				492,000	-	482,000	6	4,952.15	9,162.92
				492,000	-	492,000	8	3,398.89	5,878.84
Royal Canadian Legion No. 160	388.000	All of Land & Building	All of Land & Building	984,000 all of property	- all of property	974,000 all of property	6 & 8	8,351.04	15,041.76
Nature Trust of BC	701.000	All of land	All of land	621,000	-	621,000	1	1,456.74	3,448.65
Nature Trust of BC	703.000	All of land	All of land	661,000	-	247,875	8	1,712.40	2,961.82
Nature Trust of BC	1100.394	All of land	All of land	16,200	-	16,200	1	38.00	89.96
				1,298,200 all of land	- all of land	885,075 all of land	1 & 8	3,207.14	6,500.43
				430,000	420,000	-	6	-	-
				284,000	-	284,000	8	1,961.96	3,393.48
888 (Komox) RCAF Wing	803.020	All of Class 8 Land & Building	All of Class 8 Land & Building	714,000 all of property	420,000 all of property	284,000 all Class 8 property	6 & 8	1,961.96	3,393.48
D'Esterre Senior Citizens Society	475.001	All of land surrounding units total lot size 0.75 acres	All of land surrounding units total lot size 0.75 acres	405,300 land only	- land only	312,081 remainder of land	1	732.08	1,733.10
				61,900	-	51,900	6	533.23	986.64
				6,200	-	6,200	8	42.83	74.08
Comox Valley Tennis Club	229.006	All of Land & Building	All of Land & Building	68,100 all of property	- all of property	58,100 all of property	6 & 8	576.06	1,060.72
				\$ 24,417,100	\$ 992,000	\$ 21,345,864		\$ 178,286.50	\$ 324,539.14
				Breakdown by Property Class					
						1,516,483	1	3,557.36	8,421.60
						11,213,020	6	115,204.57	213,161.93
						8,616,360	8	59,524.57	102,955.61
						\$ 21,345,864		\$ 178,286.50	\$ 324,539.14

Note: The effect of the Town's exemptions are calculated after BC Assessment's statutory exemptions on the property



Bambrick Place resurfacing

CONTINUITY OF DEVELOPMENT COST CHARGES



Town of Comox
Schedule of Development Cost Charge (DCC) Continuity
Year Ended December 31, 2018

	2018 Balance	Receipts	Interest	Recognized as Revenue	2018 Balance
Open Space Development Cost Charges	\$ 2,629,981	\$ 192,151	\$ 51,337	\$ -	\$ 2,873,469
5% Payment in Lieu of Parks Dedication	396,869	-	7,492	-	404,361
Water Development Cost Charges	1,177,865	-	22,234	14,250	1,185,849
Major Road Development Cost Charges	231,363	352,691	7,199	-	591,253
Storm Drain Development Cost Charges	663,598	-	12,527	10,859	665,266
Sanitary Sewer Development Cost Charges	88,604	80,743	2,277	-	171,624
	\$ 4,791,411	\$ 625,585	\$ 95,574	\$ 25,109	\$ 5,487,461

There were no DCC exemptions or waivers granted in 2018

June-18-19

RECEIVED

June 20, 2019

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

TOWN OF COMOX

LOG: 19-311	REFER:	AGENDA: RCM - July 3
FILE: 8100-01	ACTION: MR	



To whom it may concern: o - cfile
 copy - Mayor & Council
 RK / SA / AF / GS / SR / agenda

Re: Royal LePage In The Comox Valley’s Petite Fondo Ride for the Shelter Foundation

On Sunday September 8, 2019, Royal LePage will be hosting the 6th Annual Royal LePage Petite Fondo Ride for the Shelter Foundation. Our even is a cycling fundraiser and all money raised will be donated to Lilli House here in the Comox Valley.

The ride starts at 9:00am and the riders go in groups of 15-20 riders, each 5 minutes apart. The route of the even travels through Courtenay, Comox and the Regional District, starting and finishing at 750 Comox Road, Courtenay, and therefore we are informing you of the following:

Our ride will take us along Comox Road into Comox and turn left on Anderton Rd. We will have 3 different distances- 45-55 & 75k. The riders will turn right onto Guthrie Road with some riders turning left on Pritchard. and others turning left on Lazo Road.

Traffic Control

We have included the 3 routes, as well all riders will be following the rules of the road. We will also have flag people to control and protect the riders. No road closures will be required.

Signage

We will have free standing event in progress signs on Comox Ave, Anderton Road and Lazo, as well as A-Frame directional signs.

Notification of Emergency Service

We will be going through the downtown core and are in the process of contacting the merchants for their approval. We will also be notifying local RCMP, BC Ambulance, the Courtenay and Comox Fire Departments and any other applicable authorities.

Please check out our event at www.petitefondo.ca and we invite you to contact us with any inquiries.

Thanks,

Sincerely,
Petite Fondo Committee



Rob Nygren
Royal LePage Petite Fondo Ride Chairman

C. 250-792-3126
E. nygrro@shaw.ca



**ALLSPORT COMMERCIAL GENERAL LIABILITY INSURANCE - OCCURRENCE
MARKEL**
1100 Melville Street, Suite 750
Vancouver, BC V6E 4A6

CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE AS HEREIN DESCRIBED HAVE BEEN ISSUED TO THE INSURED NAMED BELOW AND IN FORCE AT THE DATE HEREOF

Name of Insured and Postal Address

COAST COUNTRY PROPERTIES DBA ROYAL LEPAGE PETITE FONDO
750 Comox Road, Courtenay V9N 3P6 Attn: Rob Nygren

COMMERCIAL GENERAL LIABILITY

Cert. No.
D3111

Master Policy No.
AL6000

Insurers
CERTAIN LLOYD'S
UNDERWRITERS

Limit of Liability
\$5,000,000.00 LIMIT

Tenants Legal Liability Limit \$500,000, deductible \$500

per occurrence and in the aggregate with respect to products & completed operations
DEDUCTIBLE \$500.00

Policy Extensions

CROSS LIABILITY CLAUSE INCLUDED
PARTICIPANT COVERAGE INCLUDED
SUBJECT TO 30 DAYS WRITTEN NOTICE OF CANCELLATION OR MATERIAL CHANGE

This Certificate is issued at the request of:

CITY OF COURTENAY, TOWN OF COMOX, MINISTRY OF
TRANSPORTATION AND INFRASTRUCTURE

ABOVE ARE ADDED AS ADDITIONAL INSURED, BUT SOLELY WITH
RESPECT TO THE LIABILITY WHICH ARISES OUT OF THE
ACTIVITIES OF THE NAMED INSURED

Location & Operations to which this certificate applies:

COMOX VALLEY, BC

"FUNDRAISING BIKE RIDE"
*excluding liquor liability

SEPTEMBER 8, 2019

Premium: 225.00

To whom notice will be mailed if such insurance is cancelled or is changed
in such a manner as to affect this certificate

IDENTIFICATION OF INSURER / ACTION AGAINST INSURER

This insurance has been effected in accordance with the authorization granted to the Coverholder by the Underwriting Members of the Syndicates whose definitive numbers and proportions are shown in the Table attached to Agreement No. MKL2018001, UMRB6027MKL2018001 (hereinafter referred to as "the Underwriters"). The Underwriters shall be liable hereunder each for his own part and not one for another in proportion to the several sums that each of them has subscribed to the said Agreement.

In any action to enforce the obligations of the Underwriters they can be designated or named as "Lloyd's Underwriters" and such designation shall be binding on the Underwriters as if they had each been individually named as defendant. Service of such proceedings may validly be made upon the Attorney In Fact in Canada for Lloyd's Underwriters, whose address for such service is 1155 rue Metcalfe, Suite 2220, Montreal, Quebec, H3B 2V6.

NOTICE: Any notice to the Underwriters may be validly given to the Coverholder.

In witness whereof this policy has been signed as authorized by the Underwriters, by **MARKEL CANADA LIMITED.**

Per 

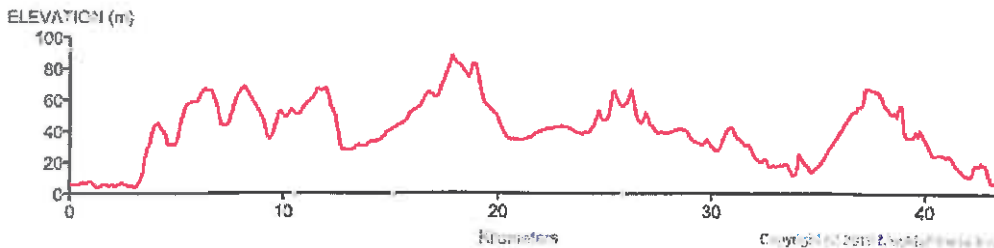
THE INSURANCE AFFORDED IS SUBJECT TO THE TERMS, CONDITIONS & EXCLUSIONS OF THE APPLICABLE POLICY

D3111 19/09_1 Jun 13, 2019 Ins10
Jun 13, 2019 Ins10

44 k Petite Fondo 2019

Distance: 43.47 km
 Elevation Gain: 347 m
 Elevation Max: 88 m

Notes



- 0.00 km** Head south on Comox Rd toward N Island Hwy/BC-19A N
- 0.14 km** Turn right onto Comox Rd/BC-19A S
Continue to follow Comox Rd
- 1.11 km** Head east on Comox Rd toward Farmview Road
Destination will be on the right
- 3.48 km** Head southeast on Comox Rd toward Glacier View Dr

Start @ 7:50 Comox Road 44K

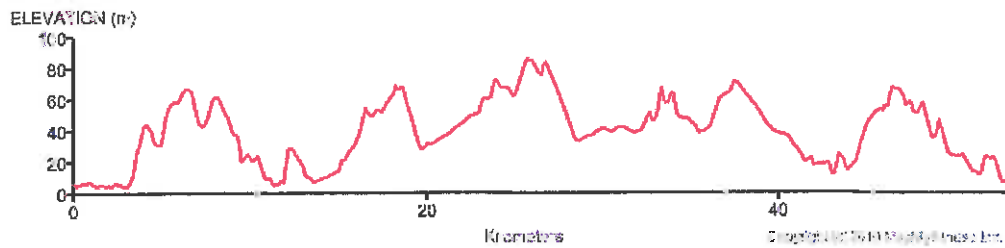
Follow Comox Rd to Comox

- 5k Turn left onto Anderton Ave
- 6.5k Turn right onto Guthrie
- 7.6k Turn left onto Pritchard
- 9.3k Enter roundabout to turn left onto Knight Rd
- 9.8k Turn right onto Hudson
- 11k Turn left Hudson, turns into Atlas
- 11.5k Turn right onto Anderton Rd
- 12k Cross Ryan Rd at lights * Caution*
- 13.5k Turn left at Ellenor to stay on Anderton
- 15k Rest #1- 40 Knots Winery
- Turn right onto Waveland
- 15.8k Turn left onto August Rd
- 16.3k Turn right onto Huband Rd
- 17k Turn left onto Quenville
- 17.2k Turn right onto Huband Rd
- 20.5k Turn right onto North Island Highway
- 25k Turn right onto Graham Rd
- 25.5k Turn right onto Pickering
- Rest Stop #2 Beaufort Wineries
- Return to North Island Highway
- 26.5k Turn left onto North Island Highway
- 28.8k Turn right onto Bridges Rd
- 31k Turn left onto Headquarters Rd
- 34k Turn right onto Piercy Rd
- 37.25k Turn left onto Greaves Cres
- 38.2k Turn left onto Darcy Rd
- Rest Stop #3 Blue Moon Winery
- Return to Greaves Cres turn left
- 39k Turn left onto Cessford Rd
- 40.3k Turn right onto Condensory Rd
- 42.2k Turn right onto 1st St
- Turn left onto Cliffe Ave
- Turn right onto 3rd
- Turn left onto Duncan
- Turn left onto 5th St
- Cross Bridge * Caution*
- 43.5k Turn right onto Comox Rd
- Finish at 750 Comox Rd

PF 53 d

Distance: 53.02 km
 Elevation Gain: 421 m
 Elevation Max: 86 m

Notes



- 0.00 km Head south on Comox Rd
- 0.01 km Head south on Comox Rd
- 0.09 km Head south-east on Comox Rd towards N Island Hwy/BC-19A N
- 0.14 km Turn right onto Comox Rd/BC-19A S
- 0.14 km Head south on Comox Rd/BC-19A S

Start @ 750 Comox Road. 55 K

Follow Comox Road to Comox

- 5k Turn left onto Anderton Rd
- 6.5k Turn right onto Guthrie Rd
- 9.3k Turn left onto Lazo Rd
- 12k Turn left continue onto Knight Rd
- 16k Continue straight thru on Roundabout – Stay on Knight
- 16.5k Turn right onto Hudson Rd
- 17.4k Turn left , Hudson becomes Atlas
- 18.2k Turn right onto Anderton Rd
- Cross Ryan Rd at Light * Caution*
- 20k Turn left towards Ferry, Stay on Anderton Rd
- 21k Veer left continue on Waveland
- 22k 40 Knot- First Rest Stop
- Turn right onto Waveland
- 23.5k Turn left onto Larch
- 25k Turn right onto Huband
- 28.4k Turn right onto North Island Highway
- 33k Turn right onto Graham Rd
- 33.3k Turn right onto Pickering Rd.
- Rest Stop #2 Beaufort Winery**
- Return to North Island Highway
- 34.2k Turn right onto North Island Highway
- 34.8k Turn left onto Smith Road “CAUTION”
- 37.5K Turn left onto Headquarters
- 43.2k Turn right onto Piercy Rd
- 46.5k Turn left on Greaves Cres
- 47.5k Turn left onto Darcy Rd

3rd Rest Stop- Blue Moon

Turn left onto Greaves Cres

48.2k Turn left onto Cessford

50k Turn right onto Condensory

Turns into Anderton Ave

51.6 Turn right onto First St

Turn left onto Cliffe Ave

Turn right at 3rd St

52k Turn left onto Duncan Ave

Turn Left onto 5th St

Cross bridge "CAUTION"

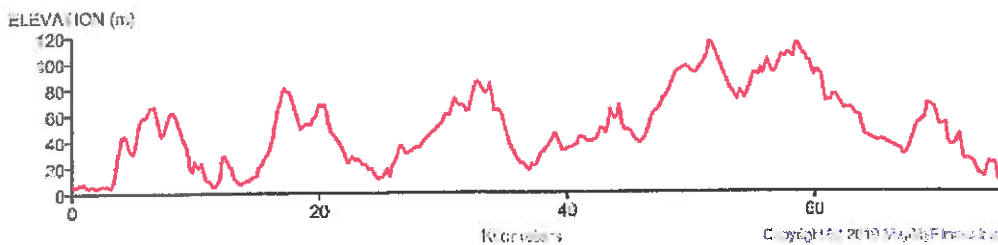
53K Turn right onto Comox Rd

FINISH AT 750 Comox Rd

PF 75 option 2

Distance: 75.25 km
 Elevation Gain: 585 m
 Elevation Max: 117 m

Notes



- 0.00 km** Head north on Comox Rd
- 0.00 km** Head south on Comox Rd towards N Island Hwy/BC-19A N
- 0.14 km** Turn right onto Comox Rd/BC-19A S
- 0.15 km** Head south on Comox Rd/BC-19A S
Continue to follow Comox Rd

Start @ 750 Comox Rd 75k

Follow Comox Rd to Comox

- 5k Turn left onto Anderton Rd
- 6.5k Turn right onto Guthrie
- 9.3k Turn left onto Lazo
- 12k Turn left, continue onto Knight Rd
- 16k Continue straight thru on Roundabout
- 17.2k Turn right onto Anderton
- 17.5k Turn right onto Daye Rd
- 18.5k Turn left on Hudson
- 19.2k Turn left onto Atlas
- 20k Turn right at Anderton
- 20.5k Turn right onto Ryan Rd
- 22.5k Turn left onto Little River Rd @ Base Gate
- 24.5k Turn left onto Wilkinson Rd
- 25.8k Turn left onto Ellenor
- 27k Turn right onto Anderton, continues to Waveland
- 28.5k Rest #1- 40 Knots
Turn right onto Waveland
- 30.5k Turn left onto Larch
- 30.6k Turn left onto Quenville
- 32k Turn right onto Huband
- 35.3k Turn right onto North Island Highway
- 35.6k Turn left onto Rennison Rd
- 37k Turn right onto Headquarters
- 39k Turn right onto Bridges Rd
- 41k Turn left onto North Island Highway

- 43k Turn right onto Graham Rd
- 43.4k Turn right onto Pickering Rd.
2nd rest stop Beaufort
Return to North Island Highway and turn right
- 45k Turn left onto Smith Rd
- 47.7k Turn right on Headquarters
- 51.5k Turn left to stay on Headquarters
- 53.2k Turn left on Fitzgerald
- 53.75k Turn right at South Farnham Rd
- 54.5k Turn left at Dover Creek Rd
- 67k Turn right at Piercy Rd
- 69k Turn left onto Greaves Cres
Turn left onto Darcy Rd
3rd Rest Stop- Blue Moon
Turn left onto Greaves Cres
Turn left onto Cessford
Turn right onto Condensory
Turns into Anderton Ave
Turn right onto First St
Turn left onto Cliffe Ave
Turn right onto 3rd St.
Turn left onto Duncan Ave
Turn Left onto 5th St
Cross bridge "CAUTION"
- 75K Turn right onto Comox Rd
FINISH AT 750 Comox Rd

June 24, 2019

RECEIVED

JUN 24 2019

Mayor Russ Arnott
Mayor of Comox
1809 Beaufort Ave.
Comox, BC

TOWN OF COMOX

LOG: 19-316	REFER:	AGENDA: RCM - July 3
FILE: 5460-06	ACTION: MR	

or file
copy ~ Mayor's Council
RK/BA/agenda

Dear Mr. Mayor

I am writing to you on behalf of the Hillside/Nimpkish neighbourhood in Comox. We have a safety concern regarding the vehicle traffic on Hillside Avenue.

The main issues are the blind corner where Hillside Ave starts from Nimpkish and intersecting Crestview Drive as well as the traffic coming from Torrence Rd down Hillside Ave. Hillside is heavily used by traffic avoiding the school zone on Noel, service vehicles and local traffic. My neighbours and I are concerned about the safety of our children and the many students who transit through this area daily. We are worried that a child will be seriously injured or killed due to the speeding traffic and the blind corner on these intersecting roads, as vehicles seldom come to a complete stop at the bottom of Hillside and Nimpkish. We have found the safety concerns an issue throughout the entire year as the weather also plays a part in the driving conditions.

We would like to see improved traffic control for our neighbourhood, such as a new three way stop or speed bumps. Additional signage in the area stating "children at play" and "hidden driveways" may also help. Lowering the speed limit on Hillside Ave. to 30km/h.








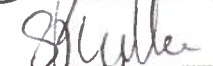
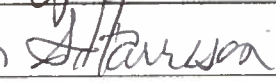
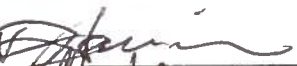


In addition to this letter I have also included 56 signatures from concerned neighbours. Please contact me with any further questions and updates on the progress of making our streets safer. We have assembled a committee to meet and discuss these issues.

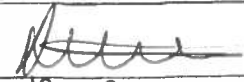



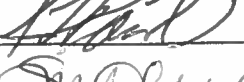
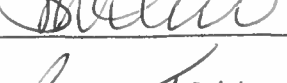
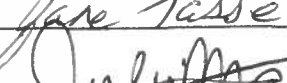
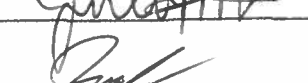



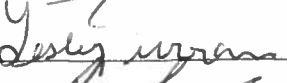




Sincerely, Susan Anderson supersusan@live.ca (250) 465-8227



Petition to Improve Traffic Control

Petition summary and background	The Blind corner on Hillside Ave. from Nimpkish and intersecting Crestview Drive. To Slow down the speed of traffic and be aware of playing children and hidden driveways.
Action petitioned for	Improve traffic control with 3 way stop at the bottom of Hillside Ave or Speed bumps. As well as additional signage in the area stating 'children at play' and 'hidden driveways'.

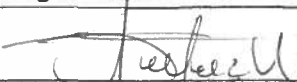

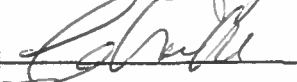
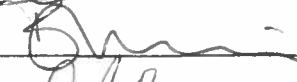
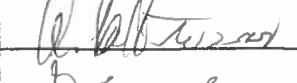

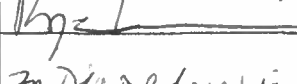
Printed Name	Signature	Address	Comment	Date
Susan Anderson		578 Highland rd		June 10, 2019
Sam Greene		578 Highland Rd		//
NORMA O'TOOLE		572 Highland Rd.		11
LEN DOYLE		585 HIGHLAND RD	Need Speed Bumps	
BONNIE DOYLE		585 HIGHLAND RD	KEEP THE CHILDREN SAFE	6/10/19
NOREEN PURDY		584 Highland Rd.		June 16/19
Erin Peterson		647 Crestview Dr	too fast / blind corner	June 10/19
Steve Ruelle		659 Crestview Dr	blind corner	June 10/19
Sharon Harrison		604 Rocky Mts. Rd	blind corner	June 10/19
JOHN HARRISON		604 Rocky Mts. Rd.	many children and daycare in area	June 10/19
Laura Lidstone		665 Crestview Dr	too fast lots of children	June 10/19
S. Plante		597 Rocky Heights Dr		18-06-19

Printed Name	Signature	Address	Comment	Date
Kristin Wheatley		590 Rocky Heights Rd		
HENNER GORTIN		557 Rocky Heights Rd		June 10
Martin Jellid		557 Rocky Heights Rd		June 10
Vicky Nina		596 Rocky Heights Rd		June 10
KERRY PROUTEN		580 Rocky Heights Rd.		JUNE 10
Sam Whitelaw		574 Rocky Heights Rd		June 10
JANE TASSE		1412 Hillside Ave :		June 10
Julene Markel		1413 Hillside Ave		June 10
Jason Cameron		1419 hillside		June 10
Martin Hemingway		1419 hillside		June 10
Bob Palumbo		1427 Hillside Ave		June 10
Brian Stevens		1433 Hillside Ave		
Lesley Curran		1455 Hillside Ave		
Catherine White		1475 Hillside Ave		June 10
Lynda Smith		1483 Hillside Ave		June 10
DAVE SMITH		1483 HILLSIDE AVE		June 10

Printed Name	Signature	Address	Comment	Date
KETLY PASKIN		574 CRESTVIEW DR	FULLY SUPPORT IT.	10/6/19
KEN EAGLE		575 CRESTVIEW DR	WANTING OPTIONS	10/6/19.
E Paege		1461 HILLSIDE AVE	fully support.	10 Jun 19
M. Simon		579 Highland Rd	Try to slow the traffic	June 10/19
R Sharkey		579 Highland Rd		June 10/19
Julie Mills		591 Highland Rd	fully support this	June 11, 2019
R. GAREAU		591 HIGHLAND Rd.	DANGEROUS CORNER	2019-JUN-11
GRAY TURNER		596 Highland Rd.	Speeding Driver's Need to slow down	2017-June-11
Jeri-Lynn Davies		629 Crestview Drive	Fully support-road action	June 11, 2019
Harold Johnson		592 Crestview Dr.	"2 way Stop Sign	June 11, 2019
ELIZABETH JOHNSON		592 Crestview Dr.	Many people don't slow for intersection	June 11, 2009
EVE BECHOLD		586 CRESTVIEW DR	AGREE WE NEED CHANGE	June 11 2009
Barb Greene		1523 Chilcotin Cres.	We need a safe division	June 11, 2019
DAVE GREENE		1523 CHILCOTIN CRE	" " "	June 11, 2019
BRUCE MANSION		580 CRESTVIEW Dr.		June 11/19
Alix Burdett		581 Crestview Dr.	Dangerous corner!	June 11'19

recommendation:
Hillside / Crestview
2 stop signs and
a crosswalk

Printed Name	Signature	Address	Comment	Date
Marja Koldewijn		1462 Hillside Ave		June 11/19
CHARLES KENNEDY		1489 HILLSIDE AVE		" "
MALIK BALBAH		548 NIMPKISH ST		JUNE 11/19
LISA EDWARDS		548 NIMPKISH ST		JUN 11/19
LIONEL TAYLOR		538 NIMPKISH ST		" "
E. Chason		535 NIMPKISH ST		" "
Lori Swain		555 Nimpkish St.		June 11/19
Adam Swain		555 Nimpkish St.		June 11/19
Gale D Hart		554 Nimpkish St		June 11/19
Samantha Bengry		560 Nimpkish St.		June 11/19
Bruce Ramsey		564 nimpkish st		June 11
Diana Waite		1517 Chinook Dr.		June 11
Shirley Gilson	Shirley Gilson	1509 Chinook Dr.		June 11
Leslie Pond		1510 Chinook Dr.		JUNE 11
AMANDA SHAW		1528 CHINOOK DR.		JUNE 11
Vadine Shaw		1508 Chinook Dr		June 11

Printed Name	Signature	Address	Comment	Date
Marcia Velasquez		1532 Chinook Dr		June 11, 2019
Cameron Flowers		1535 Chinook Dr		June 11 2019
Carol Van Dyk		1536 Chinook Dr		June 11 2019
Barb Masri		1540 Chinook Dr		June 11 2019
Anna Patterson		1529 Chilcaton Cres		June 11 2019
Giovanna Cochran		1526 Chilcaton Cres		June 11 2019
Ryan Koudenis		1462 HILLSIDE AVE		June 11 2019
Diane Lewis	By Diane Lewis	574 Crestview Dr.		June 18/19



Mayor and Council
Town of Comox
1809 Beaufort Ave.
Comox, BC V9M 1R9

LOG 19-312	REFER:	AGENDA: RCM
FILE: 0400-80	ACTION: file	July 3'19

RECEIVED

JUN 21 2019

TOWN OF COMOX
one file 0400-80
copy ~ RK/MK/SR/agenda
Mayor & Council
-CF

June 18, 2019

Re: Leased Space in the Former St. Joseph's Hospital

North Island College (NIC) is very pleased to inform Comox Mayor and Council that we are intending to lease space at the former St. Joseph's hospital site starting in September 2019. NIC has been working with staff from The Views at St. Joseph's (The Views) and Providence Residential and Community Care Services Society (Providence) to secure a lease for space to run Health Care programs at this site.

The space will be used to offer Health Care Assistant (HCA) and Early Childhood Education (ECE) programs starting in September 2019; and possibly Practical Nursing programs beginning in 2020. NIC expects to serve a minimum of 90 students annually at the St. Joe's site. The lease is proposed to run from September 1, 2019 to April 30, 2023, covering 4 academic years.

Leasing space at the former St. Joseph's site has many benefits for NIC. It helps to alleviate a short-term space shortage the College is experiencing at the Comox Valley campus. The College has always had a great working relationship with The Views and with Island Health, and we see this as an opportunity to strengthen that relationship, and to begin one with Providence. NIC is excited about the future of health care training in the Comox Valley, and the opportunity to work with the Town of Comox going forward.

Thank you,

Colin Fowler

Vice-President, Finance and Facilities

Twyla Slonski

From: Town of Comox – Administration
Sent: June 21, 2019 10:09 AM
To: Shelly Russwurm: Town of Comox
Cc: Twyla Slonski
Subject: FW: Revitalization Tax Exemption Amendment Bylaw 1914

RECEIVED

June 21, 2019

TOWN OF COMOX

From: k medley <kmedley@shaw.ca>
Sent: Friday, June 21, 2019 10:03 AM
To: Town of Comox – Administration <town@comox.ca>
Subject: Revitalization Tax Exemption Amendment Bylaw 1914

LOG: 19-313	REFER:	AGENDA: RCM - July 3
FILE: Planning	ACTION: MR	

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

Dear Mayor and Council;

We would like to go on the record as opposing the extension of the Downtown Revitalization Tax Exemption. We feel that those taxes are needed to address the traffic problem in the downtown area, especially along Comox Ave. At certain times of the day we have witnessed vehicles stuck diagonally across the intersections at the 4-way stops while they wait for a chance to turn. Also, we have witnessed drivers rushing through the yellow, even red lights at the Anderton/Comox Ave intersection. Finally, we have witnessed drivers speeding along Beaufort Ave and Buena Vista while trying to avoid Comox Ave. With the number of multi family developments planned or already under construction, and the eventual redevelopment of the old hospital, the traffic issues will get even worse and the safety of all, especially pedestrians and bikers, jeopardized.

Thank you for the opportunity to provide input.

Chris Campana and Kerri Medley
#16-351 Church St.
250-339-9594

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 | 19 th day of June, 2019 |
| (2) ADVERTISED A FIRST time this | 25 th day of June, 2019 |
| (3) ADVERTISED A SECOND time this | 27 th day of June, 2019 |
| (4) PUBLIC HEARING HELD this | 3 rd day of July, 2019 |
| (5) READ A THIRD time this | day of, 2019 |
| (6) ADOPTED this | day of, 2019 |

Russ Arnott,
Mayor

Richard Kanigan,
Corporate Officer