



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 4, 2018

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

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS:

- (7) a. [Shawn Vincent \(Comox Valley Rocks for Kids\) - Wrap up info](#)

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 20, 2018, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (15) a. [Management Report - July 4, 2018](#)
That the Management Report for July 4, 2018 be received and filed for information.
- (17) b. [Development Permit Application: DP 17-6 / Development Variance Permit Application: DVP 17-7 \(1170 Lazo Road\)](#)
1. *That Development Permit DP 17-6 be issued, subject to the Development Permit conditions listed in Schedule 1 of the July 4, 2018 Planning Report on DP 17-6 and DVP 17-7; and*
 2. *That DVP 17-7 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the July 4, 2018 Planning Report on DP 17-6 and DVP 17-7.*
- (41) c. [Requested Amendments to Bylaw #1856, Prevention and Regulation of Fires](#)
That the Comox Fire Prevention and Regulation Bylaw, 2017 NOT be amended to permit gas beach fires in Kye Bay.

- (47) d. [RZ 18-4 Recreation Cannabis Regulation Step 2 / PR 18-7 Recreational Cannabis Retail Procedure/Business Licence](#)
1. *That Comox Business Regulation Amendment Bylaw No. 1889, 2018 be given First, Second and Third Readings.*
 2. *That Comox Zoning Amendment Bylaw 1890 be given First and Second Readings.*
 3. *That Comox Planning Procedures Amendment Bylaw 1891 be given First, Second and Third Readings.*
 4. *That a Public Hearing in respect of Comox Zoning amendment Bylaw 1890 be scheduled for August 1, 2018, 7:00 pm, at d'Esterre House, 1801 Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the Local Government Act.*
 5. *That staff be instructed to publish notice of Comox Business Regulation Amendment Bylaw No. 1889, 2018 in accordance with section 94 of the Community Charter.*

5. SPECIAL REPORTS:

- (101) a. [Comox Valley Regional District Meeting Minutes](#)
That the following Comox Valley Regional District meeting minutes be received for information:
- Comox Valley Regional District Board held on Tuesday, June 26, 2018.

6. BYLAWS: NIL

7. NEW BUSINESS:

- (111) a. [Appointment of Deputy Director of Finance](#)
That Council appoint Jessie Proske as Deputy Director of Finance effective July 1, 2018.
- (113) b. [Fire Truck Replacement](#)
That Council authorize staff to amend "Comox Financial Plan Bylaw, 2018" by adding \$70,000 to permit the purchase of a 4X4 heavy duty, short box, extended cab pick-up, replacing the Comox Fire Rescue 3/4 ton utility pick-up truck which was involved in a motor vehicle accident and damaged beyond repair.
- (115) c. [Nautical Days Parade Committee – Authority to Expend Funds](#)
That the Nautical Days Parade Committee be granted authority to expend up to \$600.00 for parade souvenirs and supplies for the Nautical Days Parade.
- (117) d. [Investment Guidelines Revision. Council Policy CCL-021](#)
That the revised Policy No. CCL-012, 'Investment Guidelines', as included in the June 29, 2018 staff report from the Director of Finance, be approved.

8. CORRESPONDENCE:

- (125) a. [Selina Robinson, Minister \(Ministry of Municipal Affairs and Housing\) UBCM Meetings with Ministers](#)
- (127) b. [John Horgan, Premier \(Office of the Premier\) UBCM Meetings with Ministers](#)

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JULY 4, 2018

- (129) c. [Steve Scott \(Comox Valley Classic Cruisers\) Car Cruise](#)
- (133) d. [Russell Dyson \(Comox Valley Regional District\) Representation on the Comox Valley Sewerage System Liquid Waste Management Planning Technical and Public Advisory Committees](#)
- (145) e. [Jillian McLeod & Anna Brailey \(Highland Secondary\) Thank you](#)
- (147) f. [Bruce Jolliffe \(Comox Valley Regional District\) Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 1](#)
- (167) g. [Hu Wallis - Comox Fire Bylaw](#)

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

ADJOURNMENT



Deputy Corporate Administrator



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

Comox BC V9M 1R9 Fx: (250) 339-7110

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: _____

Organization you are representing: _____

Primary purpose of Organization: _____ Number of members: _____

Mailing address: _____

City: _____ Postal Code: _____

Contact name: _____ Email: _____

Phone: _____ Fax: _____

Subject matter: _____

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

Requested meeting and date: _____

Audio-visual equipment required: _____

Date of application: _____ Signature of applicant: _____

Please Note: _____
or Print Name: _____

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.

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday June 20, 2018

Present: Mayor P. Ives
Councillors R. Arnott, K. Grant, M. Grant
H. MacKinnon, B. Price, M. Swift

Absent: Nil

Call to Order:

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

The Agenda was Adopted.

There were 6 visitors in attendance.

1. DELEGATIONS:

a. Donald Jacquest - Future use of Comox Golf Club

Comox Golf Club

Mr. Jacquest asked that a question be added to the ballot at this year's local government election, asking if electors are in favour of the Comox Golf Course becoming a public park, when the current lease of the property to the Comox Golf Club expires in 2033. He stated that great cities have great central parks. He stated that a park would have a much greater benefit to all the residents of Comox, whereas, as a golf course, the majority of the public do not use the space.

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 6, 2018, be Approved.

(2018.146) -- CARRIED

b. Public Hearing Meeting Minutes

PH Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday June 6, 2018, be Approved.

(2018.147) -- CARRIED

c. Committee of the Whole Meeting Minutes

COW Minutes

That the Minutes of the Committee of the Whole, held in Council Chambers on Wednesday, June 13, 2018, be Received.

(2018.148) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - June 20, 2018

Management Report

That the Management Report for June 20, 2018 be received and filed for information.

(2018.149) -- CARRIED

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

b. Rezoning Application: RZ 17-9 Development Permit Application: DP 17-7 (1700 Balmoral Avenue)

1700 Comox Avenue

1. *That Comox Zoning Amendment Bylaw 1877 be given Third Reading.*

(2018.150) -- CARRIED
[Opposed: Councillor BPrice]
2. *That Comox Zoning Amendment Bylaw 1877 be Adopted.*

(2018.151) -- CARRIED
[Opposed: Councillor BPrice]
3. *That Comox Phased Development Agreement Authorization Bylaw 1878: 1700 Balmoral Avenue be given Third Reading.*

(2018.152) -- CARRIED
[Opposed: Councillor BPrice]
4. *That Comox Phased Development Agreement Authorization Bylaw 1878: 1700 Balmoral Avenue be Adopted.*

(2018.153) -- CARRIED
[Opposed: Councillor BPrice]
5. *That Development Permit DP 17-7 be issued, subject to the Development Permit Conditions listed in Schedule 1 of the June 20, 2018 Planning Report on RZ 17-9 and DP 17-7.*

(2018.154) -- CARRIED
[Opposed: Councillor BPrice]
6. *That Restrictive Covenants FB122070 and FB122076 be discharged.*

(2018.155) -- CARRIED
[Opposed: Councillor BPrice]

c. Rezoning Application: RZ 17-1 / Development Permit Application: DP 17-1 (618 & 634 Anderton Road)

618 - 634 Anderton Road

1. *That Comox Zoning Amendment Bylaw 1872 be Adopted.*

(2018.156) -- CARRIED
2. *That Comox Phased Development Agreement Authorization Bylaw 1873: 618 Anderton Road be Adopted.*

(2018.157) -- CARRIED
3. *That Development Permit DP 17-1 be issued, subject to the Development Permit Conditions listed in Schedule 1 of the June 20, 2018 Planning Report on RZ 17-1 and DP 17-1.*

(2018.158) -- CARRIED
4. *That Restrictive Covenant EK048266 be discharged.*

(2018.159) -- CARRIED

d. Rezoning Application: RZ 17-10 / Development Permit 17-6 / Development Variance Permit Application: DVP 17-7 (1170 Lazo Road)

1170 Lazo Road

1. *That Comox Zoning Amendment Bylaw 1874 be Adopted.*

(2018.160) -- CARRIED

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

- d. **Rezoning Application: RZ 17-10 / Development Permit 17-6 / Development Variance Permit Application: DVP 17-7 (1170 Lazo Road)**

1170 Lazo Road

2. *That Comox Phased Development Agreement Authorization Bylaw 1875: Lazo Road be Adopted.*

(2018.161) -- CARRIED

5. SPECIAL REPORTS:

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

CVRD Meeting Minutes

That the following Comox Valley Regional District meeting minutes be received for information:

- *Comox Valley Regional District Board held on Tuesday, June 5, 2018.*
- *Comox Valley Regional District (Comox Strathcona Waste Management) Board held on Thursday, June 07, 2018.*
- *Comox Strathcona Regional Hospital District Board held on Thursday, June 07, 2018.*

(2018.162) -- CARRIED

6. BYLAWS:

- a. **Comox Election and Assent Voting Bylaw No. 1888, 2018**

Election and Assent Voting Bylaw

That Comox Election and Assent Voting Bylaw No. 1888, 2018 be Adopted.

(2018.163) -- CARRIED

7. NEW BUSINESS:

- a. **Municipal Liability Insurance - Alternate Provider**

Alternate Liability Insurance Provider

That a letter of notice be submitted to the Municipal Insurance Association of BC (MIA) stating that the Town of Comox will be placing its liability insurance with another provider effective January 1, 2019.

(2018.164) -- CARRIED

- b. **Statement of Financial Information (SOFI) Report**

SOFI Report

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

(2018.165) -- CARRIED

8. CORRESPONDENCE:

- a. **Joseph Richard Briere (Joe's Taxi) Taxi Application**

Joe's Taxi

That the Passenger Transportation Board's Municipal Notice / Taxi Application dated May 17, 2018 for Joe's Taxi be received and filed for information.

(2018.166) -- CARRIED

- b. **Brenda Hunt (Mark R. Isfeld Secondary School) Grad Car Cruise**

Isfeld Grad Cruise

That the June 11, 2018 email from Brenda Hunt of Isfeld Secondary School, advising of their Grad Car Cruise on Wednesday June 27, 2018, be received and permission granted.

(2018.167) -- CARRIED

c. Joan Miller (Vancouver Island North Film Commission) Filming in the Valley

Filming in Comox Valley

That the June 7, 2018 email from Joan Miller of the Vancouver Island North Film Commission, requesting support for using a section of the Inland Island Highway as a film location for an upcoming feature film, be received and a letter of support provided.

(2018.168) -- CARRIED

d. EM (Bunny) Shannon (Comox Valley Social Planning Society) Thank you Councillor Mackinnon

Thank You Letter

That the June 10, 2018 letter from EM (Bunny) Shannon, thanking Councillor MacKinnon for his recent letter to the editor encouraging young people to consider running in the municipal election, be received and filed for information.

(2018.169) -- CARRIED

e. Hu Wallis - Comox Fire Bylaw

Comox Fire Bylaw

That the Fire Prevention and Regulation Bylaw be amended to permit gas beach fires in Kye Bay.

(2018.170) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Ken Grant

Councillor Grant advised that he attended:

- the Rock for Kids event,
- the Seafood Fest, the Gala event and the Kitchen Party, and
- the CVRD sport commission and water committee meetings.

b. Councillor Arnott

Councillor Arnott advised that he attended:

- the Cannabis Open House,
- the Shellfish Gala Dinner,
- the FCM Conference,
- a Filberg meeting on behalf of Councillor Swift, and
- a BIA meeting.

c. Councillor Swift

Councillor Swift advised that she attended:

- the Comox-Strathcona Waste Management meeting,
- the Comox-Strathcona regional hospital board meeting,
- the K'omoks First Nation governance sessions,
- the Regional District sewer commission meeting,
- the information session on creating a utilities commission, and
- the Shellfish brunch and cooking lesson.

d. Councillor Marg Grant

Councillor Grant advised that she:

- attended a Seniors' Centre board meeting,
- attended the Cannabis Open House,
- presented the Mack Laing memorial award,
- attended the K'omoks First Nation governance forum, and
- attended the Comox-Strathcona Solid Waste Management meeting.

e. Councillor MacKinnon

Councillor MacKinnon advised that he attended:

- the Berwick Open House,
- the Celebration of Excellence at Highland Secondary,
- the Cannabis Open House, and
- the K'omoks First Nation governance forum.

f. Councillor Price

Councillor Price advised that she attended:

- the K'omoks First Nation governance forum,
- the Berwick open house,
- the Regional District sewer commission, water committee and sports committee meetings,
- the Regional District Committee of the Whole meeting,
- the Cannabis open house,
- the Seafood Gala Dinner, and
- the Comox-Strathcona waste management meeting.

g. Mayor Ives

Mayor Ives advised that he:

- attended the Canadian Angus Annual Conference opening and reception,
- attended the Rock for Kids concert,
- attended a farewell barbeque for the former Pastor of the Pentecostal Church,
- attended the Sea Cadet graduation parade,
- attended an Island Coastal Economic Trust meeting,
- met with some resident of the Butchers Road area,
- attended all events at the Seafood Festival,
- attended a meeting regarding the Mayors' Cup Golf Tournament,
- presented the Mayors' Cup trophy to Courtenay Council,
- entered the oyster shucking competition at the Seafood Festival,
- attended the Cannabis open house, and
- attended a Comox Valley Airport Commission nominating entities meeting.

14. EXCLUDE THE PUBLIC:

a. Exclude the Public

Exclude the Public

That, pursuant to section 127 of the Community Charter, notice is hereby given that the Public be Excluded from the Special In-Camera Meeting of Council on Wednesday June 20, 2018, pursuant to the following sections of the Community Charter:

90(1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

90(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.

(2018.171) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:32 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT
July 4, 2018

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	Pilot project extended until the end of 2018 Organics collection for 2017 overall climbed slightly by 3.5%. Residents on average diverted a total of 124 kg per capita during the year, compared to 119 kg 2016. As per Council's Strategic Plan, staff will be looking at the feasibility of increasing organics collection by reducing the frequency of garbage collection this year.
2.	Aug 20, 2014	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Grant-in-aid provided to 19 Wing Comox as an incentive to develop a training facility at CFB Comox.
3.	Jan 18, 2017	Northeast Comox Storm Water Management Plan	Completion of Northeast Comox Storm Water Management Plan	Stakeholder and public meeting held April 26. Awaiting final submission from consultant.
4.	Jan 18, 2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Hearing held April 17 in Nanaimo. Next court date slated for October.
7.	August 2, 2017	Wayfinding Signage	Develop wayfinding signage standards, prototypes and implement Phase 1 signage	Presentation to Council mid-June or July. Project completion anticipated by mid-August.




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

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TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I
SUBJECT:	DEVELOPMENT PERMIT APPLICATION: DP 17-6 DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 17-7 1170 LAZO ROAD
DATE:	JULY 4, 2018 RCM

 Submitted by	 Concurrence	 Approval
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Planner's recommendation:

1. That Development Permit DP 17-6 be issued, subject to the Development Permit conditions listed in Schedule 1 of the July 4, 2018 Planning Report on DP 17-6 and DVP 17-7; and
2. That DVP 17-7 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the July 4, 2018 Planning Report on DP 17-6 and DVP 17-7.

Proposal:

The applications are to facilitate a 16 lot single-family subdivision.

The proposed development permit DP 17-6 is in relation to DPA#11 Wildlife Corridor.

The proposed development variance permit DVP 17-7 would vary Town of Comox Subdivision and Development Servicing Bylaw, 1261 Road Specifications, to provide traffic calming and improve pedestrian infrastructure and neighbourhood aesthetics. The proposed DVP 17-7 would also vary the Comox Zoning Bylaw 1850 interpretation of front lot line for proposed Lot 15, for clarity when establishing building setbacks.

The Application Summary is contained in **Attachment 1**. The applicant's submission is contained in **Attachment 2**. Note that the potential subdivision drawing contained in Attachment 2 would be revised during the subdivision process, to increase on-street parking from 3 to 5 vehicles.

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Background:

A rezoning application to facilitate the proposed subdivision was adopted at the June 20, 2018 Regular Council Meeting. Originally, DP 17-6 and DVP 17-7 were being processed concurrently with the rezoning. Due to an oversight, concurrent advertising of the rezoning and DVP did not occur, and processing of the DVP and DP were separated from the rezoning process.

In accordance with standard procedures, notification was sent to abutting property owners and tenants regarding Council's intent to consider DVP 17-7 at the July 4, 2018 Regular Council Meeting. Submissions received prior to the July 4, 2018 Regular Council Meeting will be distributed to Council.

OCP Implications:

The subject property is located within the following Development Permit Areas: DPA # 2 Ground Oriented Infill; DPA # 11 Wildlife Corridor; DPA # 16 Energy and Water Conservation and Reduction of Greenhouse Gas Emissions; and DPA # 17 Coach Houses. The proposed development is in conformance with OCP exemption criteria for DPA # 2, 16 and 17.

The development permit is in relation to DPA #11 Wildlife Corridor. An impact assessment report by a Registered Professional Biologist is included in **Attachment 2**. Undergrowth and native vegetation have been replaced with orchard areas and residential and barn buildings. The subject property provides an "edge habitat": migration pathways and feeding opportunities for the deer population on its south and south-east edges.

The biologist's report concludes that "the subject property can be developed as proposed without a significant loss of deer bedding habitat, while losses to migration corridor areas can be partially offset by: a) creating a 12.0 m Greenway along the southern and eastern boundaries; b) retaining vegetation within the proposed 12.0 metres Greenway; c) removing the fruit tree attractants; and d) enhancing migration by removing the old barbed wire fencing."

Subject to resolution of the Development Permit Conditions contained in **Schedule 1**, staff is of the opinion that the proposed development is in compliance, or substantial compliance with the applicable DPA # 11 guidelines.

Proposed Development Permit Variances:

The following proposed variances to Town of Comox Subdivision and Development Servicing Bylaw 1261 are consistent with OCP policies to encourage alternative transportation and neighbourhood identity in accordance with sustainability principles:

- Reducing pavement width to 6.0 metres has been documented to reduce travel speeds by 8 km/h and makes it clear that the driving lanes are to be shared by drivers and cyclist (i.e. vehicles to observe the same speed as cyclists) increasing cyclists' safety;

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- 2.4 m pull-out parking on one side of the road, sidewalks on both sides of the cul-de-sac, sidewalk alignment with the back of curb adjacent to the parking pull-outs, use of barrier curb and the location of street trees immediately adjacent to the sidewalks, facilitate pedestrian movement and add to neighbourhood identity. Planting of canopy trees in immediate proximity to the sidewalks provides shade, which is especially important to elderly and young pedestrians.
- The relocation of water, storm and sanitary sewer mains from the boulevards to beneath the road pavement and the provision of structural soils for the street trees are necessary for the location of the trees immediately adjacent to the sidewalk, while avoiding conflict with underground infrastructure.

These proposed variances are in keeping with those approved for the adjacent parcel to the west of the subject property (1182 Lazo Road), which is currently under development.

The unique lot configuration of proposed Lot 15 may cause uncertainty when determining the front lot line and corresponding setbacks, as required per Zoning Bylaw 1850. The development variance permit application includes the specification that for proposed Lot 15 only, the front lot line is a lot line common to the parcel and cul-de-sac portion of the street, starting at the commencement of the north radius and ending at the south interior lot line, as illustrated in Schedule 1, Lot 15 Front Lot Line Drawing.

MK/ RB

Schedules:

1. DP conditions
2. DVP conditions

Attachments:

1. Application Summary
2. Applicant's Submission
3. Public submissions

cc.

Derek Jensen, McElhanney Consulting Services Ltd.
495 Sixth Street, Courtenay, B.C. V9N 6V4

Alan Fraser, Town Parks Superintendent

JULY 4, 2018

SCHEDULE 1

DEVELOPMENT PERMIT CONDITIONS

1. Subdivision in substantial compliance with the Schedule 1, Proposed Subdivision Plan;
2. Removal of all fruit trees;
3. Removal of all barbed wire fencing;
4. In accordance with DPA #11 exemption 3.11.4(F)(II), height of fence can be no more than 1.20 metres above finished grade (it is encouraged for sections of the fence to have a distance of 0.45 metres from the finished grade to the bottom of the fence, to allow for safe passage of small mammals and fawns).

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DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. Subdivision in substantial compliance with the Schedule 1, Proposed Subdivision Plan;
2. Construction of no more than one access driveway per proposed lot, not exceeding 5.5 metres in width;
3. Comox Zoning Bylaw 1850, Section 3.2 Definitions, Front Lot Line, is to be varied for proposed Lot 15 to the following:

The Front Lot Line shall be a lot line common to the parcel and cul-de-sac portion of the street, starting at the commencement of the north radius and ending at the south interior side lot line, in accordance with **Schedule 1**, Lot 15 Front Lot Line Drawing;

4. Town of Comox Subdivision and Development Servicing Bylaw 1261, Schedule C.1, is to be varied as follows:
 - a. Appendix "C" Specifications for Highways, Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks):

Number of sidewalks - single-family with secondary suite allowance
From: one side of a cul-de-sac to both sides

Local Urban Road Pavement Width
From: 9.0 metres to: 6.0 metres, with 2.4 m pull-out parallel parking one side of the road

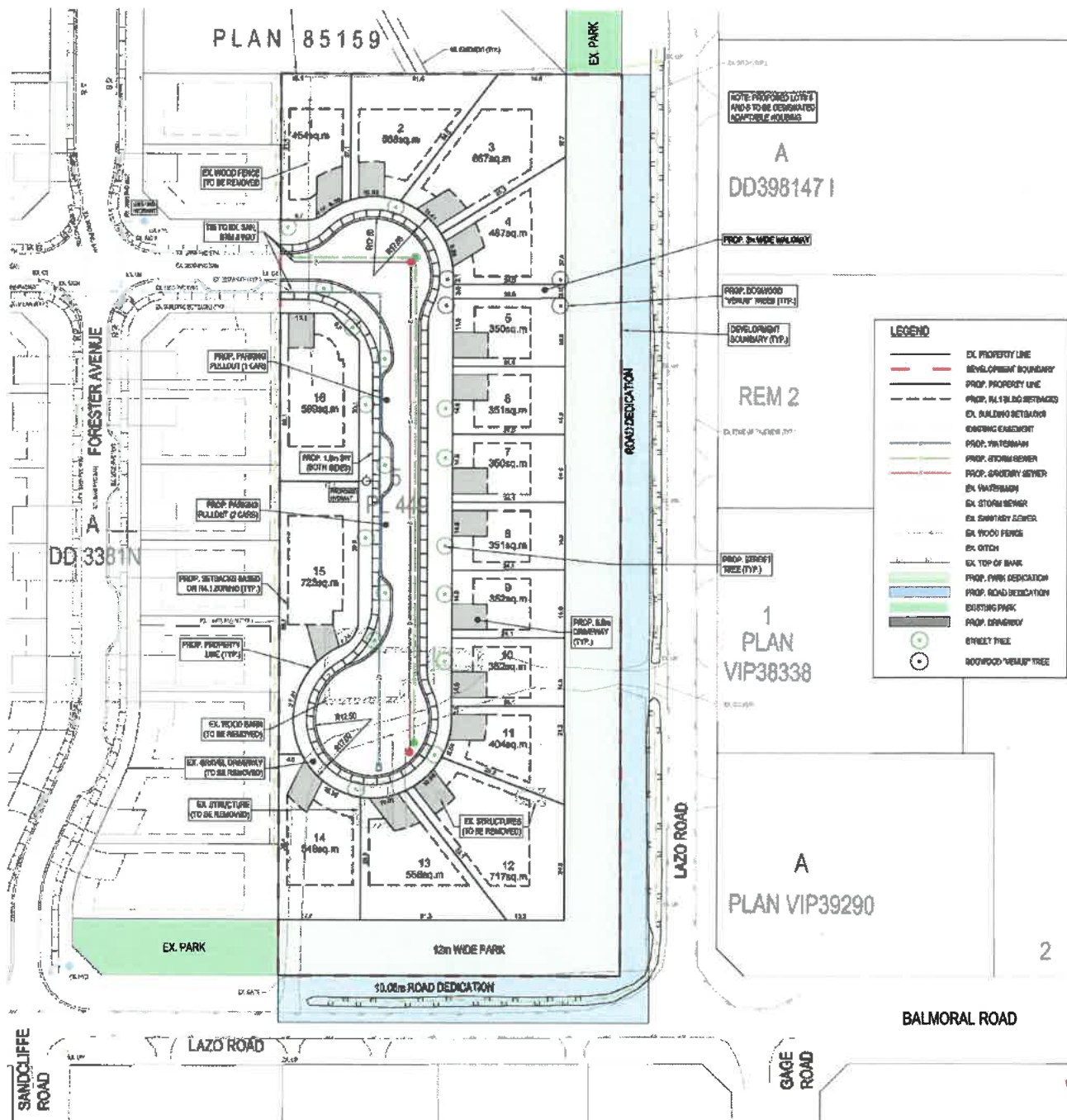
Type of curb
From: Rollover Curb to: Barrier curb, gutter
 - b. Appendix "C" Section 10.1 and 10.2:

Sidewalks
From: Back of curb, in accordance with Standard Drawing SC-10
To: Back of curb at parking pull out and otherwise boulevard between back of curb and sidewalk so that sidewalk alignment is straight.
 - c. Appendix "H" Section 1.2:

Street Trees and Underground utilities alignments
From: In accordance with drawings SH-1, SF-7 and SC-5
To: Notwithstanding drawings SH-1, SF-7 and SC-5, street trees shall be located immediately adjacent to the curb in accordance with **Schedule 1** Street Trees Plan; structural soil for street trees shall be provided of a composition and depth acceptable to the Parks Superintendent; and the location of water, storm and sanitary mains beneath the road pavement.

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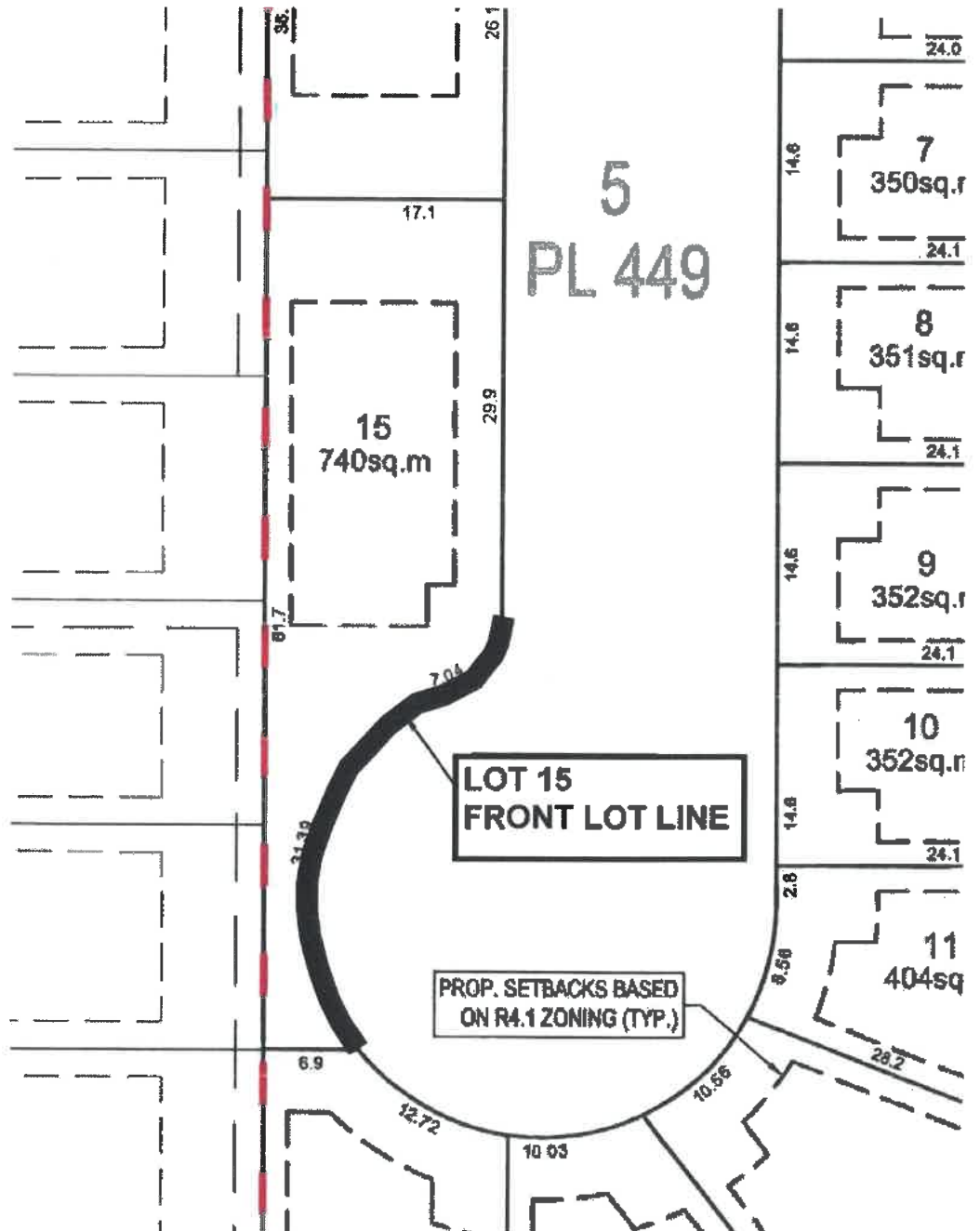
PROPOSED SUBDIVISION PLAN



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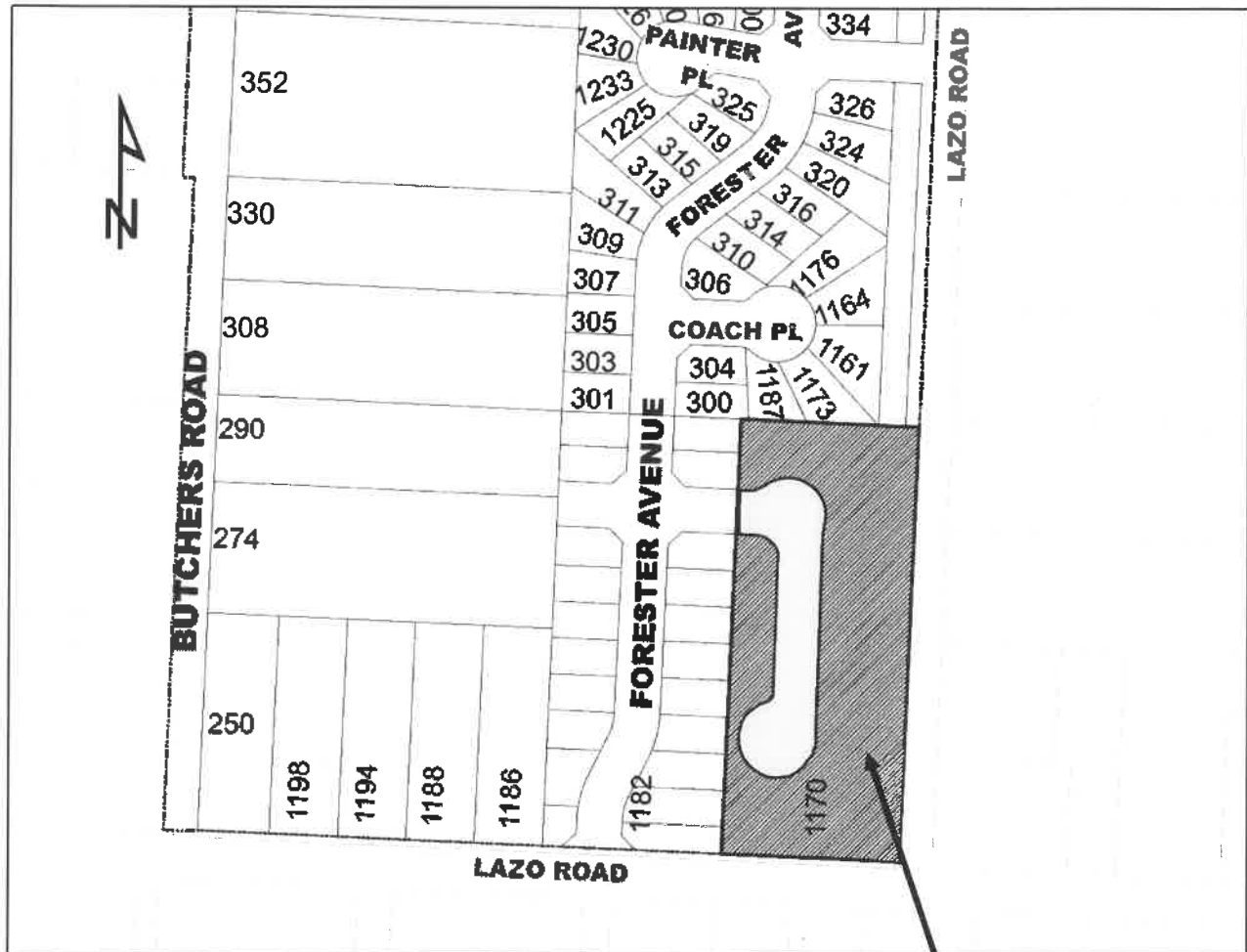
LOT 15 FRONT LOT LINE DRAWING



JULY 4, 2018

ATTACHMENT 1

APPLICATION SUMMARY



Subject Property:
ADDRESS: 1170 LAZO ROAD
LEGAL DESCRIPTION: Lot 5 District Lot 186 Comox District Plan 449
Except Parcel A (DD 3381N)

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Proposal: The applications are to facilitate a 16 lot single-family subdivision.

The proposed development permit DP 17-6 is in relation to DPA#11 Wildlife Corridor.

The proposed development variance permit DVP 17-7 would vary Town of Comox Subdivision and Development Servicing Bylaw, 1261 Road Specifications, to provide traffic calming and improve pedestrian infrastructure and neighbourhood aesthetics. The proposed DVP 17-7 would also vary the Comox Zoning Bylaw 1850 interpretation of front lot line for proposed Lot 15, for clarity when establishing building setbacks.

Owner: Assiniboine Developments Ltd. Inc. No. BC1068777
1115191 B.C. Ltd.

Applicant: Derek Jensen, McElhanney Consulting Services, Ltd.

Legal Description: Lot 5 District Lot 186 Comox District Plan 449 Except Parcel A (DD 3381N)

Civic Address: 1170 Lazo Road

Official Community Plan:

Land Use Designation: Residential: Ground Oriented Infill and
Residential: Townhouses and Ground Oriented Infill

Development Permit Areas: DPA # 2 Ground Oriented Infill (exempt)
DPA #11 Wildlife Corridor
DPA #16 Energy and Water Conservation and Reduction of Greenhouse Gas Emissions (exempt)
DPA # 17 Coach Houses (exempt)

Zoning: R4.1 Single-Family – 350 m² Parcel

Permitted uses: Accessory structures and uses, Home occupations, Secondary suites, Single-family dwellings,

Minimum parcel area 350 m²

Min. parcel frontage: 13.0 m and 15.0 m for parcels with exterior side lot line

Minimum parcel depth: 24.0 m

Maximum parcel coverage: 35%

Height and storeys: 8.0 m; Maximum 2 storeys

Surrounding Land Uses: R3.2 zoned single-family development to the north and west, Lazo Road and CVRD large lot single family development to the south and east.

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Comox Zoning Bylaw 1850

Interpretation, Section 3.2 Definitions

Front Lot Line **REQUIRED**

A lot line common to a parcel and a street other than a lane.

PROPOSED VARIANCE for Lot 15 only:

A lot line common to the parcel and cul-de-sac portion of the street, starting at the commencement of the north radius and ending at the south interior side lot line, in accordance with Schedule 1, Lot 15 Front Lot Line Drawing.

Town of Comox Subdivision and Development Servicing Bylaw 1261

Schedule C.1, Appendix "C" (Specifications for Highways), Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks)

Local Road	REQUIRED	PROPOSED VARIANCES
Pavement Width	9.0 metres	6.0 metres With 2.4 m pull-out parallel parking one side of the road
Type of curb	Rollover Curb	Barrier curb, gutter
Sidewalks	One side of a cul-de-sac and located back of curb In accordance with drawing SC-10	Both sides of the cul-de-sac and located back of curb at parking pull out and otherwise boulevard between back of curb and sidewalk so that sidewalk alignment is straight
Street Trees and Underground utilities alignments	In accordance with drawings: SH-1, SC-5 and SF-7	In accordance with the Schedule 1, Proposed Subdivision Plan, location of street trees immediately adjacent to sidewalks; provision of structural soil for the street trees of a composition and depth acceptable to the Parks Superintendent, and location of storm and sanitary mains beneath the road pavement.

**DP 17-6, DVP 17-7
1170 LAZO ROAD**

JULY 4, 2018

ATTACHMENT 2

APPLICANTS SUBMISSION

U:\Dev App\2017\OCP RZ\RZ 17-10 1170 Lazo Rd\Reports\4_RCM_DP17-6 DVP17-7_1170 Lazo
Road_04.07.2018.docx

Memorandum

To: Derek Jensen, ASCT
From: Warren Fleenor, R.P.Bio
Mical Dyck, Technologist, G.I.T.
Cc:

Date: September 13, 2017
Pages: 11
Project: 1030

RE: 1170 LAZO ROAD, COMOX – TOWN OF COMOX WILDLIFE CORRIDOR DPA 11

This document prepared by Current Environmental Ltd. describes the outcomes of field reconnaissance for deer migration and bedding on the subject property at 1170 Lazo Road, Comox. This assessment was completed according to requirements set out in Town of Comox (TOC) Official Community Plan Development Permit Area (DPA) #11 - Wildlife Corridor by a Registered Professional Biologist. The observations and conclusions made in this document are based on existing information and are described under the subjects shown below.

SUBJECTS:

1.0	Background	2
2.0	Methods	2
3.0	Site Description	2
4.0	Results/Discussion	3
5.0	Conclusion/Recommendations	4
6.0	Closure	4
7.0	Disclaimer	5
8.0	Figures	6
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Memorandum

1.0 BACKGROUND

The subject property is located at 1170 Lazo Road and bears legal description: Lot 5, Plan 449 Comox District (Figure 1 & 2). The approximate 1.5 hectare lot has been historically developed for agricultural and/or residential use and contains a single large barn, a small shed, and two orchard areas (Figure 2). The majority of vegetative undergrowth has been cleared from the site and the only remaining native vegetation is largely centered along the southeastern property boundary.

Neighbouring properties include a recently cleared and undeveloped lot to the west, Lazo Road to the south and east, and denser residential development to the north including Coach Place cul-de-sac (Figure 2). Proposed development on the subject property includes subdivision into 16 city sized lots, with a road intersecting off of the extended Forester Ave. to the west and ending in a cul-de-sac in the south end of the site. Also included in the plan is the establishment of a 12 m wide park along the northern and western edges of Lazo Road (Figure 2).

Pursuant to TOC DPA #11, a field level site reconnaissance was completed on September 12, 2017 to assess wildlife usage patterns, specifically those of migrating and bedding deer on the subject property according to the methods and observations described in the following sections.

2.0 METHODS

Sampling of ecological attributes within the subject property was completed September 12, 2017. Using aerial photos (2014) at a scale of 1:2,500, potentially valuable ecological elements were delineated and verified in the field. Field methodology for the site inventory was adapted from the *Canadian Wildlife Service Technical Report Series No 320 - Sensitive Ecosystem Inventory (SEI)* by Ward et al. (1998)¹. Methodology for the conservation evaluation was adapted from the *Environmental Best Management Practices for Urban and Rural Land Development* by Bracher and Caskey (2005)². The level of survey detail completed in this technical brief has been tailored to satisfy Environmental Report Requirements set out by the TOC.

3.0 SITE DESCRIPTION

The subject property is located within the Coastal Western Hemlock Eastern Very Dry Maritime (CWHxm1 variant) Biogeoclimatic (BGC) zone, and the Campbell River Natural Resource District (CRND). The site has been largely cleared of native vegetation, with the majority of the site consisting predominately of tall grasses, (Photo 1). There are a number of mature Douglas fir and Douglas maple trees along the west, south and southeastern edges of the property with a thicket of native undergrowth dominated by Nootka rose and bracken fern. The undergrowth is also thick with invasive species including Scotch broom, English holly and Himalayan blackberry (Photo 2). Historically cleared forest on the property has been replaced with a large barn (Photo 3), and two small fruit tree orchards (apple and pear) in the northwest and southeast corners of the property. The property immediately to the west was recently cleared and undeveloped at the time of the site reconnaissance (Photo 4).

¹ http://a100.gov.bc.ca/appsdata/acat/documents/r2124/SEI_4206_rpt1_1111625239116_8be42252200c4f0283b18cac66eed366.pdf

² http://www.env.gov.bc.ca/wld/documents/bmp/urban_ebmp/urban_ebmp.html

4.0 RESULTS/DISCUSSION

The subject property is located in proximity to the Lazo Conservation Area and Lazo Wildlife Management Area: two locations recognized as key deer habitat refuge areas. The ecological setting of this region of the Town of Comox has been subject to increased urbanization, as demonstrated by the character of the neighbouring property to the north, and is expected to have reduced deer migration pathways and bedding locations on the whole.

Deer densities in suburban areas have been shown to vary directly with available vegetated edge habitat, which is related to the amount and distribution of food and cover (Gaughan & DeStefano, 2005)³. Edge habitat is defined as the transition between open and forest canopy cover. The subject property provides edge habitat as well as attractive feeding opportunities for deer with the presence of two small apple and pear tree orchards (Figure 2). Many of the nearby properties in this region of Comox provide similar edge habitat in the transition from more rural areas to the east and northeast within aforementioned critical refuge areas, and the more concentrated urbanized areas of the Town to the west.

On a site level scale, the highest concentration of indirect evidence of deer usage (tracks, scat, trails, browsing, etc.) was observed approximately 20-40 m from the southern property boundary: the location of the highest concentration of relatively intact native vegetation on the property (Figure 2; Photo 5). Faint deer trails and fresh scat were visible in this portion of the property, particularly in the vicinity of the small fruit orchard in the southeast corner. An old barbed wire fence extends along most of the east and north boundaries, as well as broken sections extend along the south boundary of the property. The west boundary does not appear to have any impedence to deer access to the site. It is also likely that deer move across Lazo Road to transit through neighbouring properties to the south that have retained a more rural character populated by native vegetation.

The amount of browse observed on site was very limited and no bedding sites were identified. It appears that the subject property is primarily used by deer for feeding off the fruit trees, when fruit is in season, or otherwise as a migration pathway to and from neighbouring properties as described. Should the subject property be developed as proposed, available edge habitat will be slightly reduced and with it the extent of available migratory pathways. The removal of fruit tree attractants that will likely accompany development of the site is also expected to reduce deer traffic on the property.

A proposed 12 m corridor along the southern and eastern property boundary would help maintain some migratory passage for deer and other wildlife along Lazo Road as it would connect with an existing corridor along Lazo Road to the northeast. Of note, the corridor's proposed location adjacent to the road may amplify interactions between deer and vehicular traffic. A corridor that runs between the subject property and neighbouring property to the north could also serve to connect to the existing greenway along Lazo Road to the north while reducing interactions with the roadway, however this would result in a disconnection with the existing park dedication areas.

On a regional scale, development of the subject property would continue the expansion of urban densification pursued by the Town south of Guthrie Road, and east of Pritchard Road that has been advancing for the past 20 years. This process of urban expansion has moved deer migratory pathways southward towards Lazo Road, and the more rural properties of the Comox Valley Regional District (Figure 1). It is anticipated that, based on the character and lot sizes common to

³ <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.565.2402&rep=rep1&type=pdf>

Memorandum

the Town, larger parcels such as the subject property will continue to see increased densification and subdivision. This will result in the removal of existing vegetation and with it the attendant habitat qualities required by deer and other wildlife species. Proposed development of the subject property is consistent with urban expansion in this region of the Town boundaries, and the accompanying reduction of deer habitat at this scale should be expected.

5.0 CONCLUSION/RECOMMENDATIONS

Although deer migration is expected to be reduced by development of the property, losses can be partially mitigated by making an effort to retain vegetation wherever possible during development. In particular, retaining the vegetation within the proposed 12 m park areas along both Lazo Road alignments (Photo 6) will increase the wildlife migration suitability of the parks. The development of this property will likely push deer migration onto the more rural properties south of Lazo Road; the 12 m corridor will help retain some connectivity with that area. As mentioned, the location of the corridor along the two lengths of Lazo Road is not ideal for wildlife migration as it may amplify interactions between deer and vehicular traffic. However, it is felt that maintaining connectivity with the dedicated park/migration areas of adjacent developments is an acceptable approach. Reduced feeding opportunities expected to accompany the removal of the numerous fruit trees will also likely reduce deer activity on the property and modify site use patterns to become more of a transitory pathway than a feeding destination for the local deer population.

Edge habitat along the west boundary currently provide some browsing opportunities; however, once the proposed lots have been established the habitat values are likely to be reduced and there is no particular value to attempting to retain them in their current state. A number of mature trees close to the property boundary could be retained during the progress of work to act as a visual screen but habitat values for deer would remain low along these edges.

In conclusion the subject property can be developed as proposed without a significant loss of deer bedding habitat, while losses to migration corridor areas can be partially offset by: a) creating a 12 m greenway along the southern and eastern boundary; b) retaining vegetation within the proposed 12 m greenways; c) removing the fruit tree attractants; and d) enhancing migration by removing the old barbed wire fencing.

6.0 CLOSURE

We trust that the results and conclusions made in this report meet the Town of Comox's requirements for a biophysical assessment of the subject property at 1170 Lazo Road as it pertains to Development Permit Area #11 of the Town's Official Community Plan.



Warren Fleenor, R.P.Bio.



Mical Dyck, Technologist, G.I.T.

Current Environmental Ltd.

Memorandum

7.0 DISCLAIMER

This report was prepared exclusively for McElhanney Consulting Services Ltd. and the Town of Comox by Current Environmental Ltd. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the author, technical personnel and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by McElhanney Consulting Services Ltd. and the Town of Comox only, subject to the terms and conditions of its contract or understanding with Current Environmental Ltd. Use or reliance on this report by any third party is at that party's sole risk.

Memorandum

8.0 FIGURES



Figure 1. Key map showing location of subject property at 1170 Lazo Road in the Town of Comox.

1170 Lazo Road – TOC DPA 11 – Project. # 1030

Memorandum

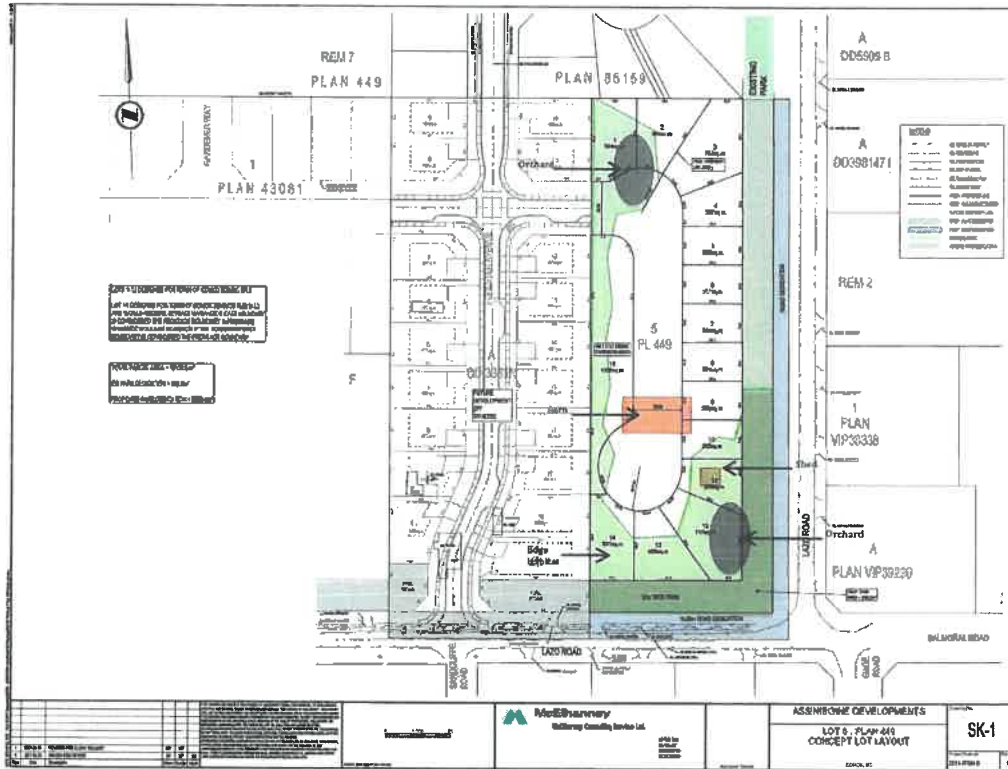


Figure 2. Site plan of 1170 Lazo Road showing approximate spatial distribution of deer habitat values relative to existing development and proposed lot layout. Adapted from McEhlanney.

1170 Lazo Road – TOC DPA 11 – PROJECT # 1030

Memorandum

9.0 PHOTOS



Photo 1. View north - northeast take from north side of the barn, showing cleared grassed area. The packed down grass appears to be machine made and is inferred to be from the test pits conducted in the area.

Memorandum

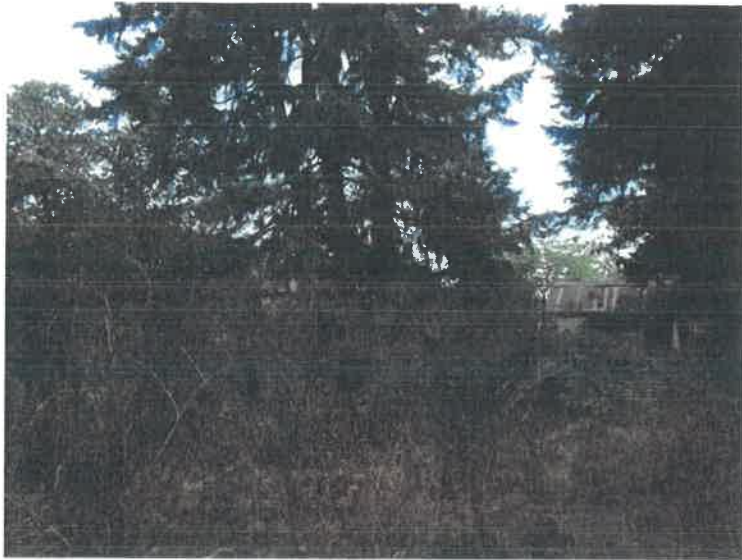


Photo 2. View north taken near southern property boundary near Lazo Road showing mature Douglas Fir and undergrowth of grasses, Scotch Broom and Himalayan Blackberries. Shed is visible and the fruit orchard is located to the right of this image. Possible deer tracks and deer scat were observed throughout this area.



Photo 3. View north from southern entrance to the property showing the large barn near the center of the property. Mature Douglas fir along the western edge of property and thick Himalayan Blackberry bushes surrounding the barn. Open grassed area visible extending to the right of the image.

Memorandum



Photo 4. View west showing the cleared undeveloped property immediately to the west at 1182 Lazo Road.



Photo 5. View east showing the mature Douglas firs and the potential deer tracks through the matted down grass.

Memorandum



Photo 6. View east along the southern boundary of the property (along Lazo Road) showing the area for the proposed 12 m park area.

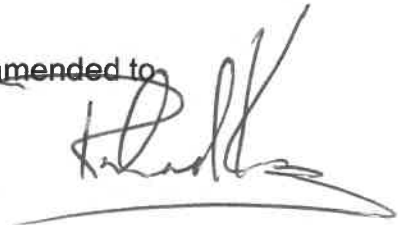
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**TOWN OF COMOX
MEMORANDUM**

TO:	MAYOR & COUNCIL
FROM:	GORD SCHREINER, FIRE CHIEF
SUBJECT:	REQUESTED AMMENDMENTS TO BYLAW #1856, PREVENTION and REGULATIONS of FIRES
DATE:	JUNE 21, 2018

RECOMMENDATION:

That the Comox Fire Prevention and Regulation Bylaw, 2017 NOT be amended to permit gas beach fires in Kye Bay.



BACKGROUND:

At its June 20, 2018 Regular Meeting, Council received a request from a resident of Kye Bay that:

- a) gas fire rings be permitted on Kye Bay beaches, similar to what Oak Bay has recently allowed, and
- b) that approved fire rings be permitted on Kye Bay beaches, similar to what is currently allowed at Point Holmes (i.e., wood fires).

Council subsequently passed a resolution, "That the Fire Prevention and Regulation Bylaw be amended to permit gas beach fires in Kye Bay".

Beach fires have not been permitted on Kye Bay beaches for many years. Even before Kye Bay joined the Town of Comox the Comox Fire Protection District bylaw did not allow for beach fires.

The Kye Bay Community web site (<http://kyebay.ca/no-fires-in-kye-bay/>) has a post dated July, 4, 2013 expressing concerns about beach fires.

It should also be noted that we recently had a written complaint from another Kye Bay resident expressing concerns about beach fires at Kye Bay.

Section 6.5 of our current bylaw does allow for ULC approved gas fire rings on residential property providing at least two meters clearance from combustibles and supervised by a person over 16 years old. Many of our citizens already use gas fire rings on their properties. Allowing gas rings in public places (like beaches) make their use more complicated and difficult to manage.

Gas fire rings are not allowed on other beaches under the Comox Fire Protection District Bylaw (which we also manage).

Allowing gas fire rings on the beaches (within the Town) may encourage others, nearby to have wood beach fires as they would assume fires are allowed.

Comox Fire has limited fire department staff to manage open fires in public places (beaches). Oak Bay has a full-time staffed (24 hour) fire department.

Wood beach fires are allowed at Goose Spit for a few months of the year and are managed by CVRD staff. Wood beach fires are also allowed in a very small rocky area at Point Holmes far away from any other combustibles.

It is not recommended that Council follow through with its resolution to permit gas beach fires in Kye Bay, for the reasons listed above. However, if Council does choose to follow through with its resolution, the attached Comox Fire Prevention and Regulation Amendment Bylaw No. 1829, 2018 is submitted for consideration of First, Second and Third Readings. An excerpt of the resulting consolidated bylaw with the proposed new provision highlighted in blue is also attached.

***ATTACHED: COMOX FIRE PREVENTION AND REGULATION BYLAW AMENDMENT NO. 1829, 2018.
PAGES 7-8 OF THE RESULTING CONSOLIDATED FIRE PREVENTION AND REGULATION
BYLAW***

(2) Beach fires

- (a) Beach fires are permitted within the area as shown on the Map in Schedule "A", attached to and forming part of this Bylaw, which is legally described as District Lot 459, Nanaimo Land District (the Point Holmes boat launch area).
- (b) **Portable outdoor propane or natural gas fueled fireplaces and fire pits are permitted along the Kye Bay beach area, subject to the conditions listed in sections 6(5)(b) to (d) of this bylaw.**

(3) Campground Fires

- (a) Campfires are permitted on Lot 1, DL 191, Plan VIP83187 (685 Lazo Road) between the dates of May 15 to September 15 each year.
- (b) Fires in the outdoor pavilion fireplace are permitted at 1, DL 191, Plan VIP83187 (685 Lazo Road).

(4) Conditions of Permitted Beach Fires and Campground Fires

(a) Notice of Unfavourable Conditions

- (i) Where the Fire Chief is of the opinion that conditions are not safe for a fire, owing to drought, lack of precipitation, accumulation of combustible materials, wind conditions or any other reason, the Fire Chief may post a notice advising that fires are not allowed.
- (ii) From the posting of the notice under subsection 6(4)(a)(i), no person shall start or maintain a fire until the notice is removed by the Fire Chief.
- (iii) The Fire Chief must post copies of the notice in at least three (3) locations where it is reasonable to expect that they will be visible to members of the public.

- (b) Fires shall only be ignited and maintained with seasoned wood, excluding driftwood, and used only for warmth or cooking.
- (c) Fires shall be ignited and maintained at all times in a designated fire pit or fireplace, which must be a minimum of 3 metres from driftwood, slash, grass or other combustible material.
- (d) Fires must be completely extinguished with water, not by covering the fire with sand or other material, by 11:00 p.m.


- (e) For the purpose of preventing danger, damage and injury to persons or property, fires must be continuously supervised and controlled by a competent person who is at least 16 years old.
- (5) Portable outdoor propane or natural gas fueled fireplaces and fire pits are permitted subject to the following:
- (a) No person shall use, or permit to be used, any appliance except on residential land;
 - (b) Appliance must be ULC approved;
 - (c) Appliance must be used a minimum distance of two metres from all combustibles; and
 - (d) Appliances must be continuously supervised and controlled by a competent person who is at least 16 years old.
- (6) Open Fire Permit
- (a) Each applicant for an Open Fire Permit must
 - (i) be a registered owner of the property for which the Open Fire Permit is being applied for; and
 - (ii) fill out an application form, as approved by the Fire Chief and as amended from time to time.
 - (b) No person shall start or maintain an open fire without having possession of a valid Open Fire Permit.
 - (c) An Open Fire Permit will only be issued for properties at least 4.05 hectares in area within the Agricultural Land Reserve, and classified as farm land pursuant to section 23 of the Assessment Act.
 - (d) The Fire Chief may refuse to issue an Open Fire Permit if the applicant of a Permit has previously failed to comply with any condition as set out in the Permit or this Bylaw, or has any outstanding fines levied in accordance with this Bylaw.
 - (e) An Open Fire Permit is not transferable.
 - (f) Where the Fire Chief is of the opinion that conditions are not safe for a fire, owing to drought, lack of precipitation, accumulation of combustible materials, wind conditions or any other reason, the Fire Chief may issue a written notice advising that open fires are not allowed.


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TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	RZ 18-4 RECREATIONAL CANNABIS REGULATION STEP 2 PR 18-7 RECREATIONAL CANNABIS RETAIL PROCEDURE/BUSINESS LICENSE
DATE:	JULY 4, 2018 RCM FIRST AND SECOND READING REPORT


Submitted by


Concurrence


Approval

Recommendation:

1. That Comox Business Regulation Amendment Bylaw No. 1889, 2018 be given First, Second and Third Reading (**Attachment 2**);
2. That Comox Zoning Amendment Bylaw 1890 be given First and Second Reading (**Attachment 3**);
3. That Comox Planning Procedures Amendment Bylaw 1891 be given First, Second and Third Reading (**Attachment 4**); and,
4. That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1890 be scheduled for August 1, 2018, 7:00pm, at d'Estere House, 1801 Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the *Local Government Act*.
5. That staff be instructed to publish notice of Comox Business Regulation Amendment Bylaw No. 1889, 2018 in accordance with section 94 of the *Community Charter*.

Proposal:

The RZ 18-4 proposal includes amendments to Comox Business Regulation, Zoning, and Planning Procedures Bylaws to permit the retail sale of recreational cannabis in the Town. This is the second of two steps to adapt the Town's bylaws to the recently enacted federal and pending provincial legislation to legalize recreational cannabis use.

Background:

A proposed regulatory framework to permit recreational cannabis sales was presented to Council at the June 6, 2018 Regular Council Meeting. This framework was then presented to the community at an Open House on June 14, 2018. An opportunity to provide feedback, via comment forms, was provided both at the Open House and via written or electronic submission until June 20, 2018. Written submissions received in response to the open house are contained in **Attachment 5**.

Concerns raised included the following:

1. Maximum number of recreational cannabis stores;
2. Recreational cannabis store proximity to liquor outlets; and
3. Exposure to cannabis smoke.

The proposed bylaws are based on the proposed regulatory framework presented at the June 6, 2018 Regular Council Meeting (zoning land for recreational cannabis sales in combination with the establishment of business license regulations specific to recreational cannabis sales), with updates to address issues raised during the Open House and bylaw drafting process. Key updates are summarized in this Report.

The proposed processing steps for consideration of the proposed bylaws are included in **Attachment 1**.

Draft Business Regulation Amendment Bylaw 1889:

Comments at the open house indicated concern about the maximum number of recreational cannabis stores (hereafter referred to as cannabis stores) the bylaw would allow. Draft Bylaw 1889 proposes to limit the number of business licences issued for cannabis stores to a total of three (two within the Downtown and one outside of the Downtown).

Many of the proposed business licence regulations are designed to keep the frontage of cannabis stores, stores that sell cannabis related paraphernalia and businesses that advocate or promote the use of recreational cannabis, clear and void of cannabis promotion.

In addition, Draft Bylaw 1889 amends the definition of business to match the definition of business as defined in the *Community Charter* and gives the Licence Inspector the ability to create and amend the format of Business Licence and Business Licence application forms.

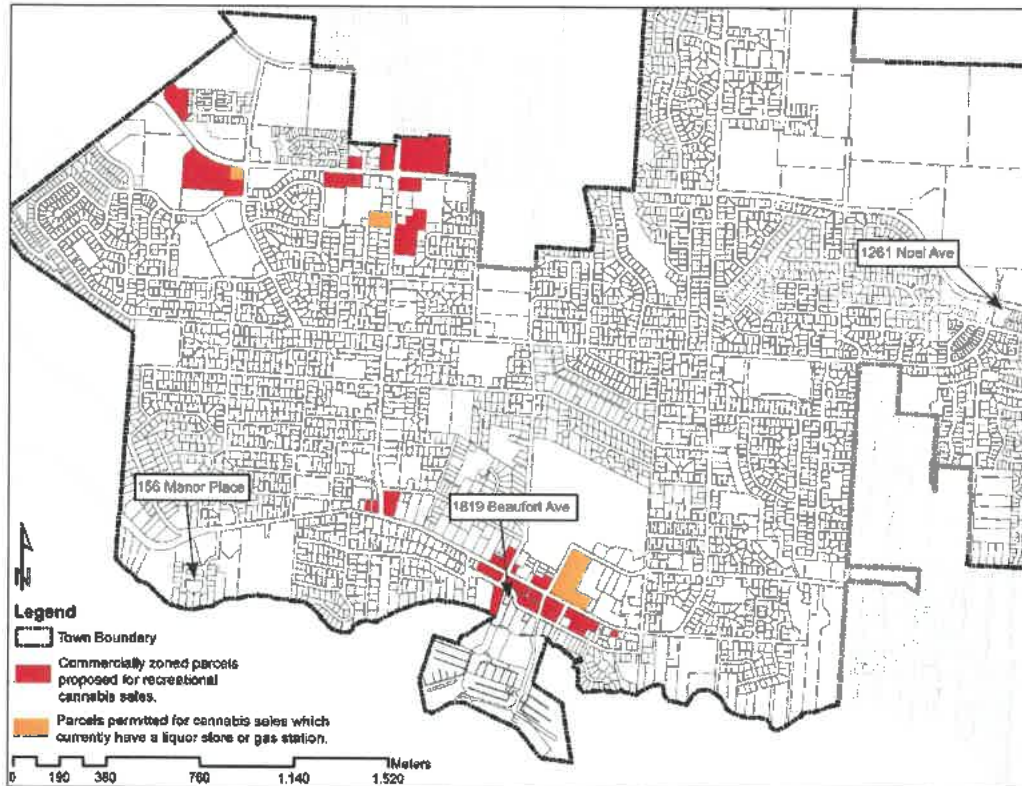
Draft Zoning Amendment Bylaw 1890:

Comments at the open house indicated concern about cannabis store proximity to liquor outlets in relation to mixing liquor and cannabis consumption. Provincial regulations prohibit the sale of liquor and cannabis in the same store. However, there is the potential for the promotion of cannabis use through the location of cannabis stores adjacent to liquor outlets. Draft Bylaw 1890 proposes that cannabis stores not be permitted on parcels containing a liquor store or a gas station, the latter being a high traffic area with potential for impulse purchases.

In addition, Draft Bylaw 1890 includes the following:

1. Restriction of cannabis stores to the sale of cannabis: no other products or paraphernalia (besides business contact and health information) may be sold or otherwise provided;
2. Minimum distances from schools and parks have been rationalized where they bisect a parcel; and
3. Removal of the following parcels as potential cannabis store locations:

- a. 156 Manor Place and 1261 Noel Avenue given that they are outside of the main commercial areas of the Town; and
- b. 1819 Beaufort given its proximity to the main entrance to Marina Park.



Map 1: Proposed locations for cannabis stores

Draft Planning Procedures Bylaw 1891

Draft Bylaw 1891 proposes the Town's application processing procedures for the Council's review of applications to the Province for cannabis retail sales licences. The proposed cannabis procedures mirror the Town's existing procedures for review of a liquor licence. The fee for a cannabis licence review is proposed to be the same as for review of a Liquor Primary license at \$2,500.

Smoking Regulations

Comments received at the open house indicate that there are some concerns surrounding the use of cannabis in public and exposure to second hand smoke. Under the provincial *Cannabis Control and Licensing Act*, cannabis use will be prohibited in the following places:

- School property;
- Health Board property;
- Skating rinks, sports fields, swimming pools, playgrounds, or skate parks;
- Spray pools or wading pools;
- Decks, seating areas, or other places used in association with the above places.
- Bus stops, train stations, taxi stands, or ferry docks or any other similar passenger loading zones.
- Within six metres of the above places.
- Any Federal, Provincial, or municipal park.
- Inside vehicles or boats including those operated by another person regardless of if it is in motion.

In addition to these places, cannabis use will also be prohibited anywhere that tobacco and vapour product use is prohibited under the provincial *Tobacco and Vapour Products Control Act*. A summary of these regulations is included in **Attachment 6**. Enforcement of these regulations is carried out by enforcement officers of the regional health authorities.

Landlords and businesses may also restrict the use of tobacco, vapour products, and cannabis on their own property.

Under the Community Charter¹, municipalities have the option to create bylaws which further restrict where smoking of any kind, including cannabis use, is permitted beyond provincial regulations. Council has previously expressed a desire to avoid enacting such bylaws citing enforcement issues as contained in the letter to the office of the medical health officer in **Attachment 7**. Unless directed otherwise by Council, no further actions to restrict where cannabis may be used are proposed.

MK/GA/ET

Attachments:

1. Processing Steps;
2. Comox Business Regulation Amendment Bylaw No. 1889, 2018
3. Comox Zoning Amendment Bylaw 1890
4. Comox Planning Procedures Amendment Bylaw 1891
5. Public Submissions
6. Tobacco and Vapour Free Places Regulations
7. February 8, 2017 Letter to the Office of the Medical Health Officer

¹ Section 8(3)(i)

ATTACHMENT 1

PROCESSING STEPS

1. Staff Report to Council on Public comments and bring forward bylaw amendments to the Zoning Bylaw for First and Second readings and the Planning Procedures Bylaw and the Business Regulation Bylaw for First, Second and Third readings.
2. Notification of amendments to Business Regulation Bylaw.
3. Public notification of Public Hearing on proposed Zoning Bylaw;
4. Public Hearing on proposed Zoning Amendment Bylaw;
5. Third Reading of proposed Zoning Amendment Bylaw;
6. Resolution of outstanding items;
7. Adoption of Zoning Amendment Bylaw, Business Regulation Amendment Bylaw, and Planning Procedures Amendment Bylaw.

ATTACHMENT 2

COMOX BUSINESS REGULATION AMENDMENT BYLAW NO. 1889, 2018

TOWN OF COMOX

BYLAW NO.1889

A BYLAW TO AMEND COMOX BUSINESS LICENCE BYLAW

WHEREAS the Council of the Town of Comox has the authority under the provisions of the Community Charter to amend Comox Business Regulation Bylaw No. 1882, 2018;

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 Business Regulation Amendment Bylaw No. 1889, 2018".

2. Amendments

Comox Business Regulation Bylaw No. 1882, 2018 is hereby amended by:

(1) Replacing in Section 2 the definition of "Business" with the following definition:

"Business" means

- (a) carrying on a commercial or industrial activity or undertaking of any kind,
and
- (b) providing professional, personal or other services for the purpose of gain or profit,

but does not include an activity carried on by the Provincial government, by corporations owned by the Provincial government, by agencies of the Provincial government or by the South Coast British Columbia Transportation Authority or any of its subsidiaries.

(2) Adding, in section 2, the following definitions:

"Cannabis" means any part of the cannabis plant, including its preparations and derivatives; does not include:

- (a) a non-viable seed;
- (b) a mature stalk without any leaf, flower, seed, or branch;

- (c) fiber derived from such stalks; or
- (d) the roots of a cannabis plant.

“Cannabis-Related Establishment” means a building or part thereof where

- (a) the use of cannabis is advocated or promoted; does not include an establishment where a Medical Practitioner may prescribe cannabis; or
- (b) paraphernalia used in the consumption of cannabis is offered or kept for sale at retail.

“Medical Practitioner” means a person who is registered and entitled under the laws of the Province of British Columbia to practise medicine.

“Recreational Cannabis Retail Store” means a building or part thereof where cannabis is offered or kept for sale at retail.

(3) Adding, as section 8(4), the following text:

Recreational Cannabis Retail Store – The following regulations apply to Recreational Cannabis Retail Stores:

- (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.
- (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.
- (c) If a Recreational Cannabis Retail Store is not operating within six months of the date on which the Town first issues a Business Licence for the Recreational Cannabis Retail Store, the Licence shall expire.
- (d) A Business Licence for a Recreation Cannabis Retail Store shall expire if the Recreational Cannabis Retail Store operations are discontinued for a continuous period of 6 months.

- (e) A maximum of two (2) Business Licences for Recreational Cannabis Retail Stores located within the area shown shaded in Schedule “B” shall be issued.
- (f) A maximum of one (1) Business Licence for a Recreational Cannabis Retail Store located outside of the area shown shaded in Schedule “B” shall be issued.
- (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.
- (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.
- (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.
- (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.
- (k) No person shall install roll down or other shutters which may be seen outside of the Recreational Cannabis Retail Store.

(4) Adding, as section 8(5), the following text:

Cannabis-Related Establishment – The following regulations apply to Cannabis-related Establishments:

- (a) 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 Cannabis-Related Establishment.
- (b) 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 Cannabis-Related Establishment.

- (c) No person shall block a window, which may be seen outside of the Cannabis-Related Establishment, with translucent or opaque material, artwork, posters, signs, shelving, display cases or similar elements.
- (d) No person shall install security bars that are located within one meter of a window which may be seen outside of the Cannabis-Related Establishment.
- (e) No person shall install roll down or other shutters which may be seen outside of the Cannabis-Related Establishment.

(5) Adding, as section 9(6), the following text:

The Licence Inspector is authorized to prescribe forms for Business Licence Applications and Business Licences.

(6) Replacing Section 11 Municipal Ticketing, subsection (4) with the following text:

Pursuant to section 265(1) of the *Community Charter* the fine amount set forth below in Column 3 is the fine amount for the offence that corresponds to the section number and words or expressions set out in Columns 1 and 2 opposite the fine amount:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
No Business Licence	3(1)	\$500.00
Fail to Display Licence	3(3)	\$100.00
Unlicensed Business Location	3(4)	\$100.00
Unlicensed Name Change	3(5)	\$100.00
Unlicensed Business Change	3(8)	\$250.00
Unlawful Placement of Equipment	7(c)	\$100.00
Fail to Obtain Permission	7(d)	\$100.00
Contractor-Fail to Produce Licence	8(1)(a)	\$500.00
Fail to Produce Sub Licence	8(1)(b)	\$200.00

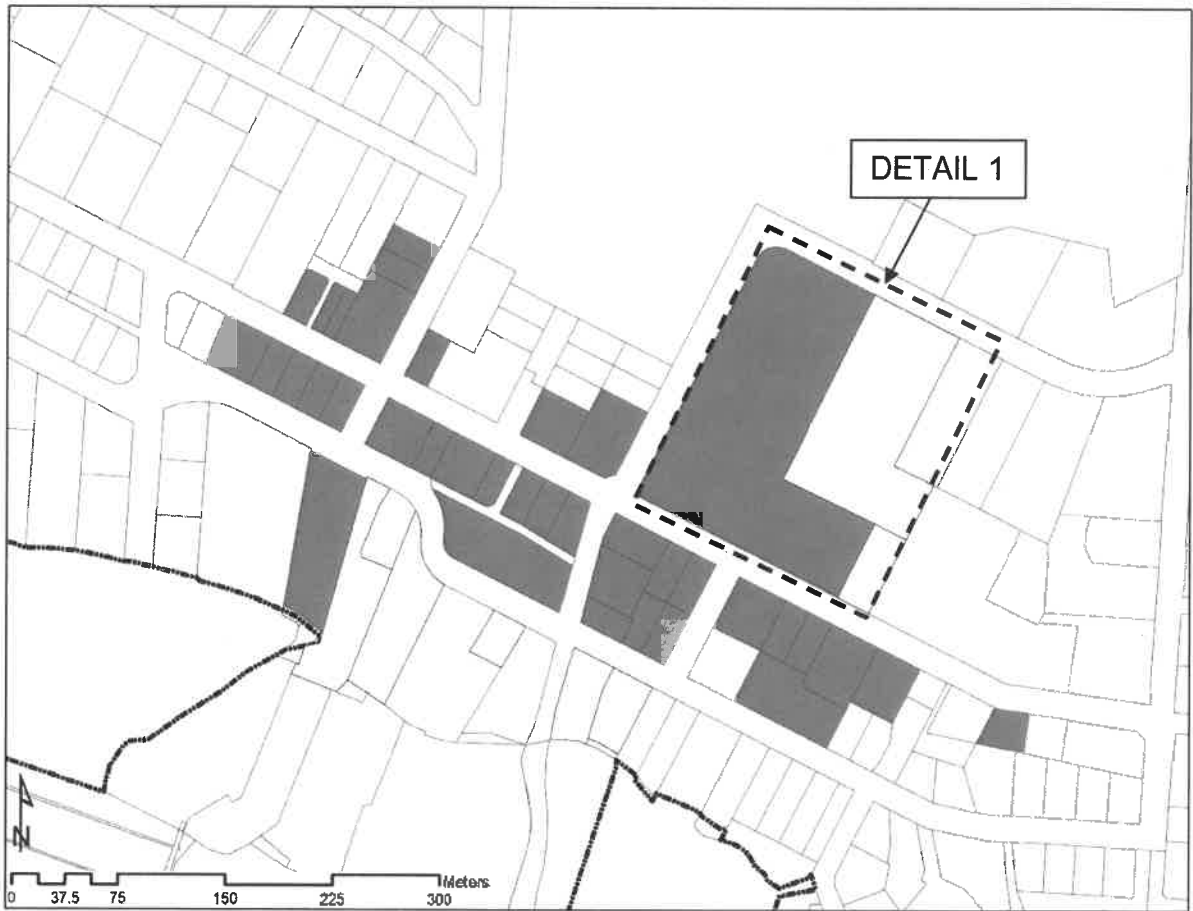
Bylaw No 1889, 2018
Schedule “1”

Schedule “A”
BUSINESS LICENCE FEES

Column 1	Column 2
ONGOING BUSINESSES	
Type of Business	Annual Fee
Apartment Building Business	\$6 per residence; \$60 minimum
Bed and Breakfast Business	\$100
Cannabis-Related Establishment	\$150
Financial Institution	\$100
Home-Based Business	\$100
Hotels, Motels, Restaurant Not Liquor Licensed	\$100
Liquor Licensed	\$150
Intermunicipal Licence	\$150
Inter-Community Licence	\$150
Peddler	\$250 per peddler
Not for Profit Business	\$0
Recreational Cannabis Retail Store	\$150
Business not specified above	\$100
TEMPORARY AND SEASONAL BUSINESSES	
Type of Business	Fee
Carnival or Circus	\$200 per day
Flea Markets	\$100 per day
Trade Shows	\$100 per day
Mobile vendors	\$10 per month; \$100 maximum
BUSINESS LICENCE AMENDMENT	
Business Licence Amendment Fee	\$10

Bylaw No 1889, 2018
Schedule “2”

Schedule “B”



Bylaw No. 1889, 2018
Schedule “2”

Schedule “B”

DETAIL 1



ATTACHMENT 3

COMOX ZONING AMENDMENT BYLAW 1890

TOWN OF COMOX

BYLAW NO. 1890

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 1890".

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended by:

(1) Adding the following definition to Section 3.2:

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 stores 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.

(2) Replacing, in Section 3.2, the definition of the term "Retail Store" with the following definition:

Retail Store

A building or part thereof where merchandise is offered or kept for sale at retail; does not include liquor stores or recreational cannabis retail stores.

(3) Replacing Section 5.10 Prohibited Uses subsection (7) with the following text:

- (7) the retail sale of cannabis, or any other method of distributing cannabis other than by a recreational cannabis retail store, shipping authorized by the Access to Cannabis for Medical Purposes Regulations and undertaken by a medical cannabis production facility, or shipping authorized by a licence issued under the *Cannabis Control and Licensing Act*, and for clarity, this prohibition includes the distribution of cannabis at

premises commonly known as compassion clubs, which distribute cannabis to club members or other persons at the premises, whether for use at the premises or at another location.

(4) Schedule "A" is amended as follows:

- (A) Adding the following text as Sections 302.1(15), 305.1(28), 306.1(28), 307.1(31), 308.1(17), 806.1(1)(o), 811.1(1)(h), 813.1(18), 820.1(28), and 825.1(21) and renumbering accordingly:

Recreational cannabis retail stores

- (B) Adding the following text as Sections 302.2(4), 308.2(4), 806.2(1)(a), 811.2(3), and 825.2(4) and renumbering accordingly:

A recreational cannabis retail store shall:

- i. not exceed 500m² in gross floor area;
- ii. only be permitted on those parcels or portions thereof shown shaded in Appendix "V"; and
- iii. be located a minimum of 250 metres from any other recreational cannabis retail store, as measured by the shortest distance between the outside of the perimeter walls of the recreational cannabis retail stores.

- (C) Adding the following text as Sections 307.2(5), 813.2(4), and 820.2(5) and renumbering accordingly:

A recreational cannabis retail store shall:

- i. not exceed 500m² in gross floor area;
- ii. only be permitted on those parcels or portions thereof shown shaded in Appendix "V";
- iii. be located a minimum of 250 metres from any other recreational cannabis retail store, as measured by the shortest distance between the outside of the perimeter walls of the recreational cannabis retail stores; and
- iv. not be permitted on the same parcel as a liquor store.

- (D) Adding the following text as section 305.2(4) and renumbering accordingly:

A recreational cannabis retail store shall:

- i. not exceed 500m² in gross floor area;
- ii. only be permitted on those parcels or portions thereof shown shaded in Appendix "V";
- iii. be located a minimum of 250 metres from any other recreational cannabis retail store, as measured by the shortest distance between the outside of the perimeter walls of the recreational cannabis retail stores; and
- iv. not be permitted on the same parcel as a liquor store, gas bar or service station.

(E) Adding the following text as section 306.2(3) and renumbering accordingly:

A recreational cannabis retail store shall:

- i. not exceed 500m² in gross floor area;
- ii. only be permitted on those parcels or portions thereof shown shaded in Appendix "V";
- iii. be located a minimum of 250 metres from any other recreational cannabis retail store, as measured by the shortest distance between the outside of the perimeter walls of the recreational cannabis retail stores; and
- iv. not be permitted on the same parcel as a gas bar or service station.

(5) Appendices are amended by adding Appendix "V" as shown in Schedule "1" which is attached to and forms part of this Bylaw.

3. Adoption

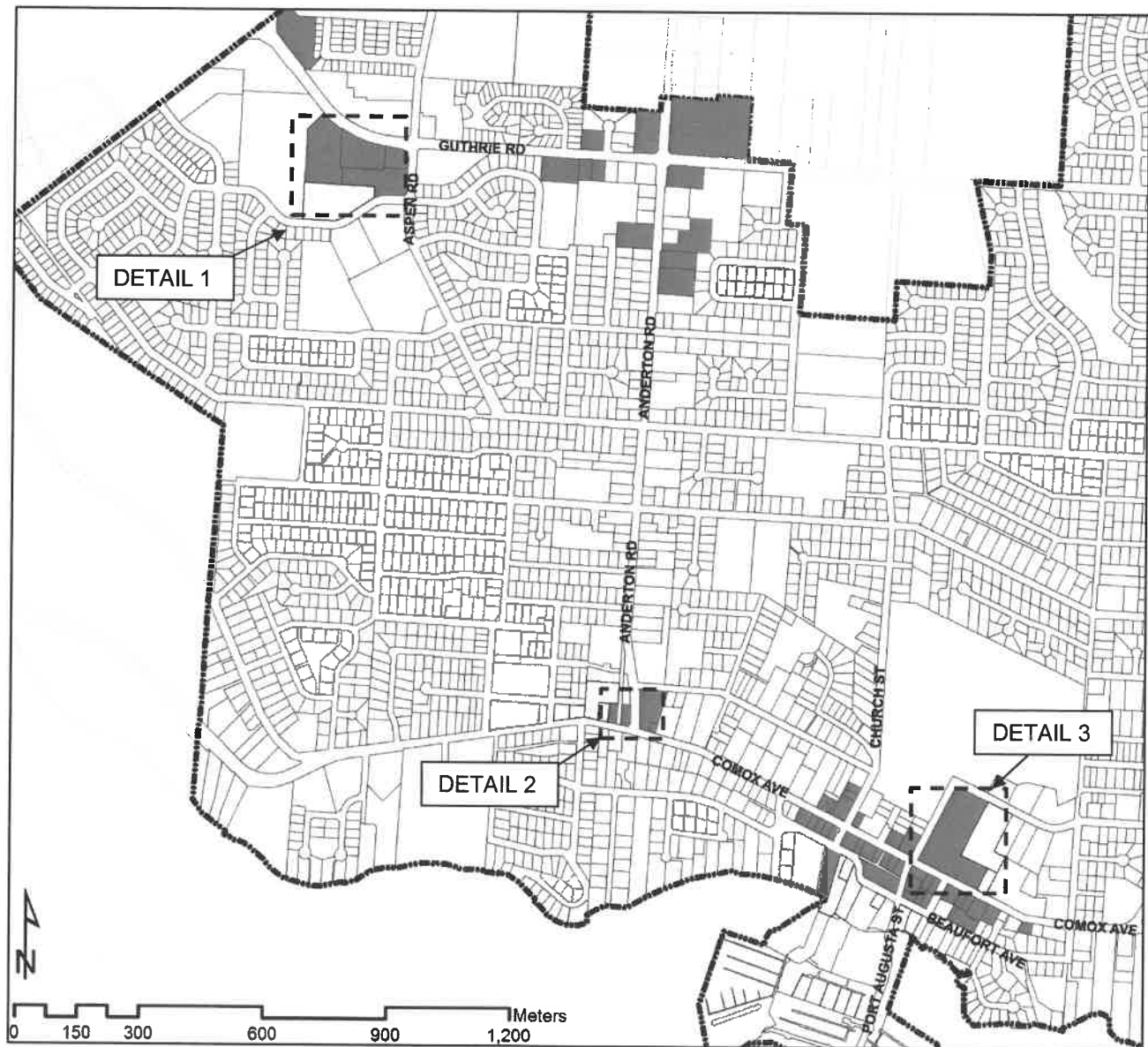
- | | | |
|--|--------|-------|
| (1) READ A FIRST AND SECOND time this | day of | ,2018 |
| (2) PUBLIC HEARING ADVERTISED A FIRST time this | day of | ,2018 |
| (3) PUBLIC HEARING ADVERTISED A SECOND time this | day of | ,2018 |
| (4) PUBLIC HEARING HELD this | day of | ,2018 |
| (5) READ A THIRD time this | day of | ,2018 |
| (6) ADOPTED this | day of | ,2018 |

Paul Ives,
Mayor

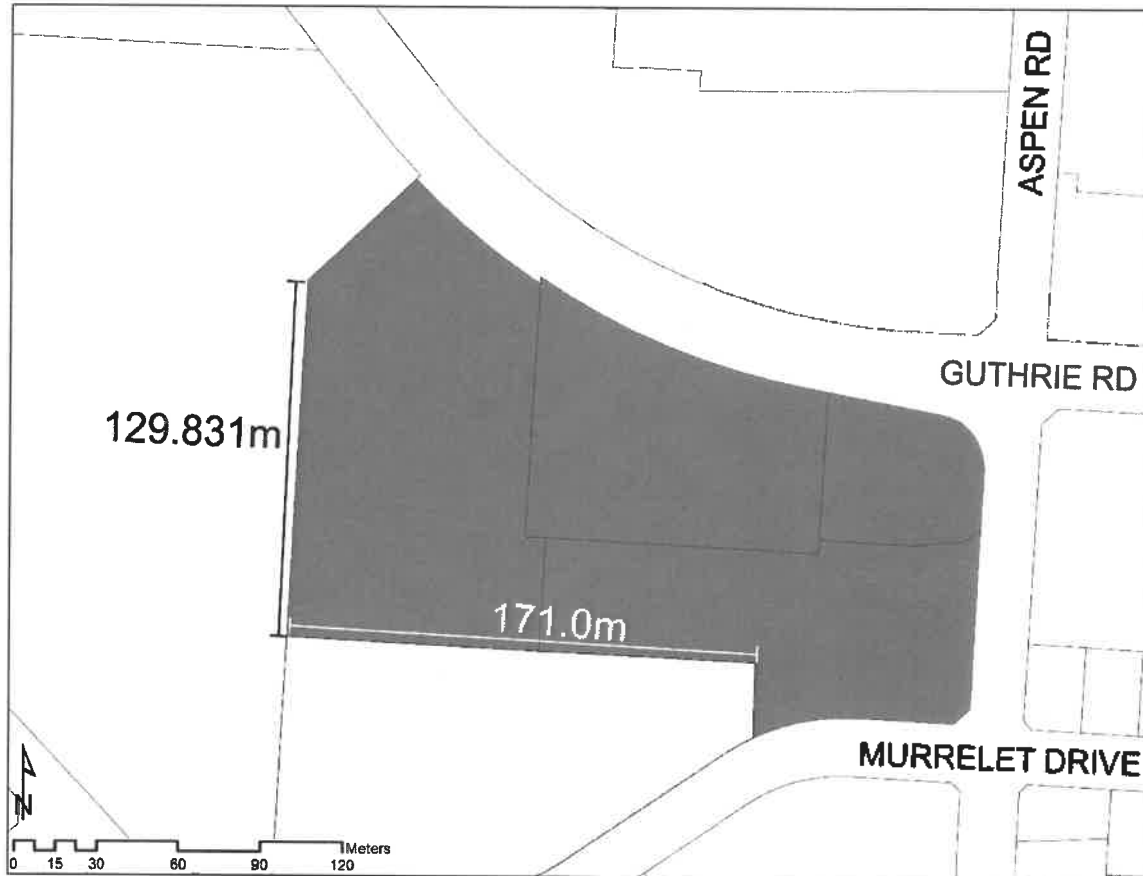
Richard Kanigan,
Corporate Officer

**Bylaw 1890
SCHEDULE "1"**

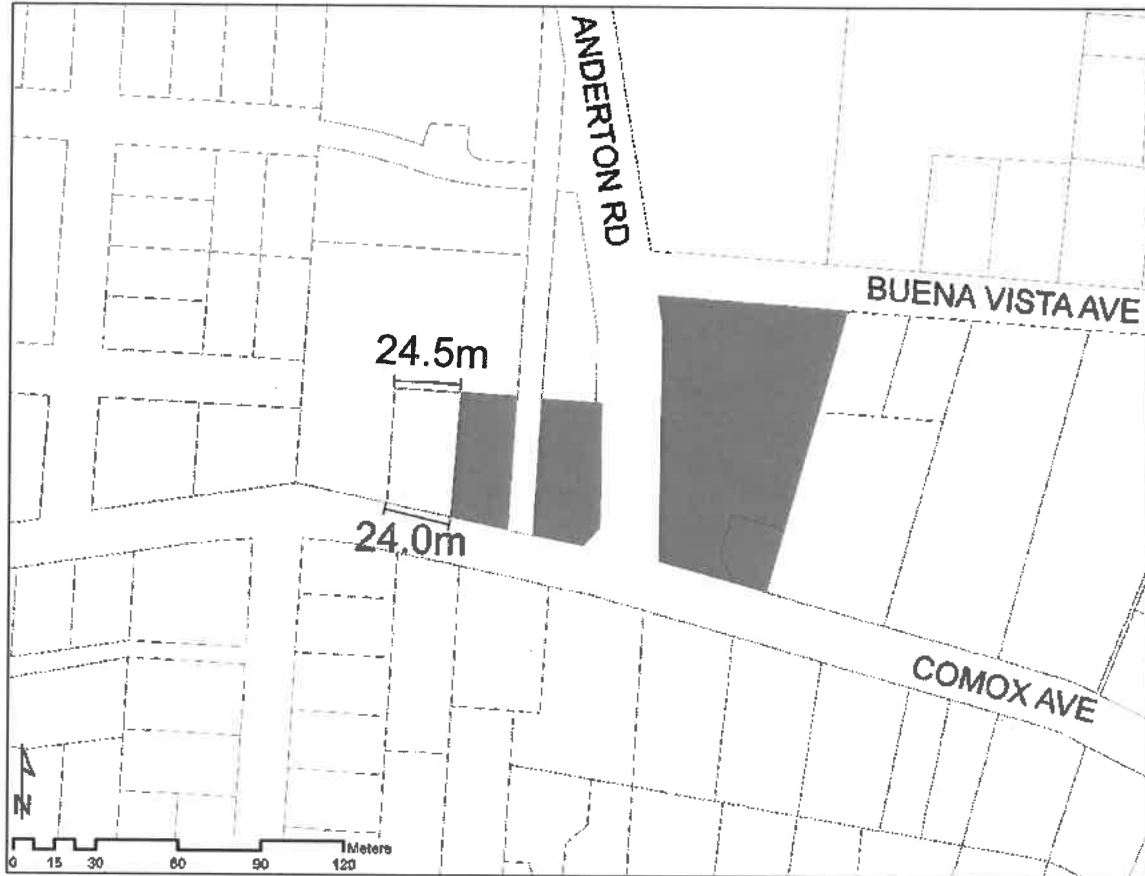
APPENDIX "V"



DETAIL 1



DETAIL 2



DETAIL 3



ATTACHMENT 4

COMOX PLANNING PROCEDURES AMENDMENT BYLAW 1891

TOWN OF COMOX

BYLAW 1891

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW No. 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 1891".

2. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

- (1) Adding the following definition, in the appropriate alphabetical order, to the list of definitions in section 2:

"general manager" means the general manager under the *Cannabis Control and Licensing Act*.

- (2) Adding as section 2(3)f and renumbering accordingly:

an application for a cannabis sales licence under Part 4 of the *Cannabis Control and Licensing Act*

- (3) Replacing section 6(3) with the following text:

Information submitted for all development applications shall be in the form specified by the Municipal Planner, or the Approving Officer in the case of a highway frontage exemption, and:

- a. shall include completed application forms, any drawings and specifications required by the Municipal Planner or Approving Officer to enable the Town to evaluate the Application in relation to all applicable bylaws and any requirements imposed under section 8 of this bylaw; and:
- b. in the case of an Application described in section 2(3)f, an Application will not be considered complete and processing of the Application shall not

begin until the Town has received notification from the general manager that the general manager has received an application for the subject property.

- (4) Replacing section 9 Development Application Sign, subsection (2) with the following text:

The Development Application Sign, excluding development described in sections 2(3)e and f, must conform generally to specifications issued by the Municipal Planner for such signs and must state:

- a. the legal description and civic address of the property that is the subject of the Application;
- b. the type of application and application number;
- c. a brief description of the proposal including, as applicable, the number of dwelling units and for commercial or industrial development, the gross floor area in square metres;
- d. the Applicant's name; and
- e. the phone number of a contact other than a Town official who can provide more detailed information on behalf of the Applicant.

- (5) Adding as section 9 Development Application Sign, subsection (4), and renumbering accordingly, the following text:

The Municipal Planner may require an Applicant for development described in section 2(3)f to post a Development Application Sign conforming generally to specifications issued by the Municipal Planner and stating:

- a. the legal description and civic address of the property that is the subject of the Application;
- b. the date of any scheduled Council meeting for consideration of an Application for a cannabis retail licence;
- c. the type of application and application number; and
- d. the proposed hours of cannabis retail sales.

The sign must remain posted until after Council's comments on the Application have been provided to the general manager and the Applicant, after which it must be removed within 7 days.

- (6) Adding as section 10 Notification, subsection (3)e the following text and renumbering accordingly:

- e. of a scheduled Council meeting to consider an Application for a provincial cannabis retail licence, except where the Municipal Planner determines that a written notification would not materially enhance public knowledge of an Application, in addition to placing two newspaper advertisements in accordance with the *Local Government Act* publication schedule for

notification of a public hearing, the Town will mail or otherwise deliver individual notices to all owners and tenants in occupation of the property in respect of which an Application is made and all parcels of land any portion of which is within a distance of 75 metres measured from the boundaries of any property to which the Application pertains, advising of:

- i. the legal description and civic address of the property that is the subject of the Application;
- ii. the time, date and place of the scheduled Council meeting for consideration of the Application;
- iii. the type of cannabis retail licence to which the Application pertains;
- iv. the proposed hours of cannabis sales in the premises.

- (7) Replacing section 14 Application Abandonment, Suspension and Extension, subsection (2) with the following text:

Except for an Application under section 2(3)e and f, an Applicant may request in writing that processing of a submitted Application be suspended for a period not exceeding 240 days from the date of the request, and, only one suspension of processing will be granted, whether for Applications being processed singly or concurrently on a subject property, prior to:

- a. first reading of a bylaw for an official community plan amendment, a zoning amendment, establishment of a Phased Development Agreement, or the repeal of a Heritage Designation;
- b. Council or the Municipal Planner making a decision to approve, with or without conditions, or reject a:
 - i. development permit Application;
 - ii. flood plain exemption Application;
 - iii. heritage alteration permit Application; or
 - iv. strata conversion Application;
- c. Council making a decision to approve, with or without conditions, or reject:
 - i. a development variance permit Application; or
 - ii. an Application to modify or discharge a *Land Title Act* Section 219 Covenant; or
- d. Council or the Approving Officer making a decision to approve, with or without conditions, or reject a highway frontage exemption Application.

- (8) Replacing Schedule "A" Table 1. Development Application Fees with Schedule "A" Table 1. Development Application Fees as contained in Schedule "1" attached to and forming part of this bylaw.

Bylaw 1891 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	New Liquor Primary Licence	\$2,520
8.2	Amendment to an existing Liquor Primary Licence	\$2,020
8.3	Food Primary: Patron Participation Entertainment Licence; Liquor Service Past Midnight Licence; or Amendment to existing Food Primary Licence	\$2,020
8.4	New Winery Endorsement Licence	\$2,520
8.5	Amendment to existing Winery Licence Endorsement Licence	\$2,020
8.6	A Liquor Licence Review Application in conjunction with a Zoning Bylaw Amendment Application	Rezoning application fee +\$845
8.7	Issuance, Renewal, Amendment or Transfer of a Cannabis Sales Licence	\$2,520
9	Subdivision	
9.1	Subdivision- Preliminary Layout Review Issuance	\$825
9.2	Subdivision Approval – per additional parcel created	\$165
9.3	Subdivision - Phased Strata Plan Declaration	\$825

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

**ATTACHMENT 5
PUBLIC SUBMISSIONS**



WE WANT TO HEAR FROM YOU



1809 Beaufort Avenue
Comox, BC V9M 1R9



e-mail
council@comox.ca

June 14th, 2018

Proposed Recreational Cannabis Regulations

The Town of Comox is proposing a framework to legalize and regulate recreational cannabis retail in the Town and wants to hear from you. This feedback will be compiled by staff and presented to Council at the July 4th 2018 Regular Council Meeting.

Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

NO concerns. Agree with zoning (commercial zones for retail stores), and buffer zones around schools, parks, etc. We feel that two retail stores would serve Comox adequately: one in the downtown area, and one in the N.W. area of Comox. If retail stores are not permitted, there is the risk (certainty?) that black market sales will continue in Comox. (Minimum one store in Comox).

Other comments or concerns? Please use the back of this sheet, if you need more space.

We are listening.
Thank you for your comments.

More Information

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

For more information, see the staff report included in the June 6th, 2018 agenda to Council, available at <http://comox.ca/council/meetings/>. Copies of the report and documents are available at Town Hall, 1809 Beaufort Avenue, Comox between the hours of 8:30am – 4:30pm Monday through Friday (except Statutory Holidays).



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June 14th, 2018

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

Other comments or concerns? Please use the back of this sheet, if you need more space.

Please make sure that any A/LP land within the boundaries of the Town of Comox is not used for the production of marijuana. Production of this product should only be allowed on industrial level of large production.

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

No - my concern was that a Comox was going to
bring access to legal sale of cannabis

Other comments or concerns? Please use the back of this sheet, if you need more space.

I like the proposed distances ~~for~~ from
schools + the visual marketing of the store
minimal ~~in the area~~ (like cigar shops + liquor
stores - government ones, anyways!)

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

*I would like to see less allocated or propisal properties in Comox, keep it under control and make it less (cannibas) available around town.
Are you hiring extra by-law officers to regulate this drug? example on the street, parks, sidewalks as some types of cannibas has a revolting smell to citizens that live here. Who do we call if we are up against a bad situation?*

S. Boutier

Other comments or concerns? Please use the back of this sheet, if you need more space.

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

We are listening.

Thank you for your comments.

More Information

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June 14th, 2018

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

*How will these Bylaws be reinforced?
Is there specific manpower assigned to enforcing the regulations?*

Other comments or concerns? Please use the back of this sheet, if you need more space.

I am concerned about being exposed to second hand marijuana smoke, how will my concerns be attended to. Open smoking of marijuana may well be promoting its use to youth + children who witness it.

**We are listening.
Thank you for your comments.**

More Information

Submitting Your Comments

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Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

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June 14th, 2018

Proposed Recreational Cannabis Regulations

The Town of Comox is proposing a framework to legalize and regulate recreational cannabis retail in the Town and wants to hear from you. This feedback will be compiled by staff and presented to Council at the July 4th 2018 Regular Council Meeting.

Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

I approve of the process but it only addresses the commercial aspect for recreational Cannabis.

It does not address the use of cannabis in our town. Should this be addressed before, even though it involves provincial & federal input.

Personally, I want some control as a town resident about where I may be exposed to cannabis use & any associated impairment.

Other comments or concerns? Please use the back of this sheet, if you need more space.

The town is only addressing the retail end. The only health (harms)

concerns are only being addressed as cigarette smoking, it the second hand smoke. Can town address where consumption occurs outside of the home, and like use of alcohol is fairly uncontrolled?

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

We are listening.

Thank you for your comments.

More Information

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June 14th, 2018

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

PLACE CANNABIS ON THE SAME LEVEL AS BOOZE. JUST BECAUSE ALCOHOL HAS BEEN LEGAL LONGER DOES NOT MEAN IT IS SAFER. PLEASE DO NOT STUDY THIS TO DEATH AND NOT HELP THE ONES THAT NEED IT. PLEASE DO NOT BAN A STORE BECAUSE ONE PERSON DOES NOT LIKE THE LOCATION PICKED FOR THE STORE.

Other comments or concerns? Please use the back of this sheet, if you need more space.

I APPRECIATE ~~SOME~~ SOME (MOST) OF THE SUGGESTED REGULATIONS BUT STILL SEE "REEFER MADNESS" IN THE BACKGROUND. WHY CAN'T WE HAVE LOCATIONS WHERE CANNABIS USERS CAN CONGRIGATE AND SOCIALIZE JUST LIKE BARS THAT ALREADY EXIST? OUR NEPHEW IS RCMP AND HE CLAIMS HE WOULD RATHER ATTEND TO A PERSON USING CANNABIS THEN BOOZE. LESS VIOLENCE!

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

We are listening.

Thank you for your comments.

More Information

For more information, see the staff report included in the June 6th, 2018 agenda to Council, available at <http://comox.ca/council/meetings/>. Copies of the report and documents are available at Town Hall, 1809 Beaufort Avenue, Comox between the hours of 8:30am – 4:30pm Monday through Friday (except Statutory Holidays).



WE WANT TO HEAR FROM YOU



1809 Beaufort Avenue
Comox, BC V9M 1R9



e-mail
council@comox.ca

June 14th, 2018

Proposed Recreational Cannabis Regulations

The Town of Comox is proposing a framework to legalize and regulate recreational cannabis retail in the Town and wants to hear from you. This feedback will be compiled by staff and presented to Council at the July 4th 2018 Regular Council Meeting.

Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

I have 3 comments (not being fully aware of specifics)
① Proximity to liquor stores, is this a consideration, often the mix of recreational pot combined with liquor is a bad mix

② Is there a hygiene control? Will "packages" be sealed and tamperproof, if there is an opportunity to sell by weight there needs to be adherence to public health rules.

③ Names of stores: please consider the public signage to avoid words such as "weed", "pot", "mj".

Other comments or concerns? Please use the back of this sheet, if you need more space.

Submitting Your Comments
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WE WANT TO HEAR FROM YOU



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Comox, BC V9M 1R9



e-mail
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June 14th, 2018

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

*I would prefer to have no cannabis stores in Comox.
If not possible, then I would at least like to see
a maximum number of stores allowed -- less the better.
I am sure there will be plenty of suppliers in Courtenay
who will supply serve the demand of the whole Comox Valley.
Thank you to Comox city & council for making this
a well-planned and reasonably priced process.*

Other comments or concerns? Please use the back of this sheet, if you need more space.

We are listening.
Thank you for your comments.

More Information

Submitting Your Comments

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Comox, BC V9M 1R9



e-mail
council@comox.ca

June 14th, 2018

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

I am very much in favour of the proposed regulations for cannabis retail in Comox. I am also heartened to see my local council being this proactive with this issue. Cannabis retail is coming, and in some municipalities is already here, and I am pleased to see preparations by my council addressing the hows and where's of retail sale.

Other comments or concerns? Please use the back of this sheet, if you need more space.

Comox residents are already purchasing cannabis at retail stores elsewhere and, in the process of doing so, are taking this, and other, businesses elsewhere. We would seem to have no shortage of available storefronts (some advertising their very reasonable rental rates) and it would be great if some enterprising local

We are listening.
Thank you for your comments.

O Ver

More Information

Submitting Your Comments

Please either leave this comment form with us at the Open House, or return your completed form to the Town Hall at 1809 Beaufort Avenue by 4:00 PM on June 20th.

Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

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entrepreneurs could be attracted to
open a store here rather than elsewhere
in the Valley.

Let's be seen as a progressive
community which welcomes
innovative new business opportunities
to our town

Twyla Slonski

From: LNMCKAY <lnmckay@shaw.ca>
Sent: June 12, 2018 5:55 PM
To: council
Subject: Say NO to Cannabis Retail store in Comox

RECEIVED

June 12, 2018

TOWN OF COMOX

Council:

As taxpayers, my husband and I do not wish to see any Cannabis retail stores opening in the town of Comox. There is a lot of evidence out there on the negative impact that second hand smoke from regular cigarette smoking has to individuals who do not smoke, and the second hand effects from Cannabis must be similar. If there is a medical need that someone requires this drug then surely there are other ways of obtaining the same benefits apart from smoking it.

Our vote is NO to having a retail Cannabis store in our town.

Yours truly,

Lesley and Neil McKay
760 Highwood Drive,
Comox, BC
Tel: 260 339 7211

LOG: 18-155	REFER:	AGENDA: ---
FILE: Planning	ACTION: File	

2 - planning file
copy -- Mayor & Council
K / SR / 110



WE WANT TO HEAR FROM YOU



1809 Beaufort Avenue
Comox, BC V9M 1R9



e-mail
council@comox.ca

June 14th, 2018

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Feedback

Do you have particular comments or concerns about the proposed regulations for recreational cannabis retail in the Town of Comox?

RECEIVED

JUN 18 2018

FROM
Bob Austin
940 LAZO Rd
Comox BC
250 339 0173

TOWN OF COMOX

Feedback is attached.

Other comments or concerns? Please use the back of this sheet, if you need more space.

LOG	TYPE	AGENDA
18-164	Pla	file

on Planning file
copy - RK/YK/SR

Submitting Your Comments

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Should Council proceed with the Cannabis Regulation bylaws, a Public Hearing will also be held. At that time, there will be an opportunity to speak in person or submit written comments.

We are listening.
Thank you for your comments.

More information

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TOWN OF COMOX
PROPOSED RECREATIONAL CANNABIS REGULATIONS

FEEDBACK:

Bob Austin, Lazo Road,...

My background: I have lived in the Comox area (Point Holmes) for 22 years.

In my career, I have worked as an investment Advisor (opened the BMO Nesbitt Burns Office in Comox).

I served as the CEO of two Canadian YMCA's, and for a time was a youth/street worker in

Montreal and while there was involved in the opening of a Drug Clinic in Montreal.

MY PERSPECTIVE....

A..Recreational Cannabis is a drug which is consumed with the sole purpose of getting high.

For my part, I have never seen any individual benefit from the recreational use of cannabis.

B...It has been shown to be a GATEWAY drug....leading many individuals to more dangerous drugs such as opiates, as well as alcohol addiction.

C...A percentage of new cannabis users will become habitual users and become addicted to cannabis. Recent studies show that about 8-9% of new cannabis users develop a cannabis addiction.

D...Any number of studies show that the prolonged use of cannabis inhibits development of the brain, hence the age 18 age limit...Many professionals believe that age 18 is too low.

E...My personal observations are from my work in Montreal and over the years, from knowing some adults who are regular users. I have observed that much of their life focus becomes use of cannabis which impairs *their motivation, drive and ambition.*

Many seem to do little with their lives.

F..Today cannabis impairment while driving a car is an issue and will become more of a problem with

legalization of cannabis....Currently, the police have no practical means of controlling this and protecting the general population.

G...Many people object to the smell of cannabis smoke in public spaces. It is hard to sanction the use of this drug on our streets and in our parks, (ie. marina park with all the children's' equipment, pot parties at the spit, and general usage on our streets such as Comox Avenue).

Public usage will be difficult to control....particularly with only one bylaw officer in Comox.

H...The use of cannabis will lead to health and behavior concerns with some individuals and the Town of Comox does not have the means to address these issues.

I....My Question is? ***Why welcome this drug into the Comox Valley?***

Conclusion....I can see absolutely no benefit to our community and our youth by permitting retail stores and thereby encouraging the use of cannabis. Further to this, I ask you as community leaders, that you reflect on the broader issues outlined above and make Comox...

A CANNABIS FREE COMMUNITY....

Please consider staying with the adoption of bylaw 1880 and in addition to bylaw 1880, adopt further measures to the effect that there be:

"No retail recreational cannabis sales in Comox, and in additon that there be no recreational cannabis usage outside your personal residence."

Comox will not be the only community in Canada to do this but in doing so, I believe you will be showing leadership and providing inspiration to other communities across the country....

Respectfully submitted,

Bob Austin.

P.S. If you wish to learn more about marijuana addiction and the problems with getting off this drug, I invite you to visit this site...

Marijuana-Anonymous.org. Marijuana Anonymous is an international organization dedicated to helping individuals get off their marijuana addiction...

It operates in the USA, Canada, Denmark, Australia and the UK...

It exists because of the growing issues with the consumption of cannabis and helps individuals kick their addiction.

**ATTACHMENT 6
TOBACCO AND VAPOUR FREE PLACES REGULATIONS**



Tobacco and Vapour Free Places

Under the *Tobacco and Vapour Products Control Act* and Regulation, owners, managers or lessees, are responsible for ensuring that their public and work places comply with the requirements for creating a tobacco and vapour free environment.

How is the law being enforced?

The *Tobacco and Vapour Products Control Act* and Regulation are enforced by regional health authority enforcement officers.

For more information about enforcement, visit Enforcement.

What are the penalties for breaking law?

Violations of smoke and vapour free legislation could result in a fine for the owner, manager, lessee and/or person smoking or vaping.

For more information about enforcement and penalties, visit Enforcement.

Using tobacco or vapour products outdoors

The *Tobacco and Vapour Products Control Regulation* sets a six metre zone around all doorways, air intakes and open windows to any public and work places in B.C. (previously, the buffer zone was three metres). This means there must be a six metre area around any doorway, air intake or open window to any public or work place in which no one can stand and use tobacco or vapour products. This protects against emissions entering these places and protects people as they enter or exit.

Places that may be considered public or workplaces include stores, offices, and entrances to condominiums/apartment buildings, work vehicles (e.g., delivery vans), public transit, taxis, cafes, casinos and pubs/bars.

There is an exception to the buffer zone restriction:

- Tobacco and vapour products can be used on an outdoor hospitality patio (e.g., patio of a bar, casino, café) that is within a buffer zone if there are no open windows, doors or active air intakes between the patio and the hospitality venue. For example, patrons can use vapour products on a casino's patio as long as the doors are closed except for exiting/entering, the windows to the casino are closed and the air intake is not operating.

NOTE: You may live in a community/municipality that has greater restrictions on outdoor smoke/vapour product use. Some communities in B.C. ban use of tobacco and vapour products on hospitality patios have buffer zones that are larger than six metres or ban use of these products on outdoor spaces such as beaches or playgrounds. **If your community has such a bylaw, it takes precedence over the provincial requirement. Whichever requirement is more restrictive is the requirement you must follow.** As an example, the provincial legislation allows vapour product use on a hospitality patio. However, your community/municipality bans it through a bylaw. Therefore, the community/municipality bylaw is the one that must be followed.

You can print your own sign on an [Avery #6573 label \(PDF, 152KB\)](#).

Responsibilities of managers or owners to enforce the buffer zone

Owners and managers are required to take reasonable steps to prevent people from smoking/vaping within the six metre buffer zone on their property. They are not required to enforce the law on public property such as sidewalks, unless the person is within the control of the owner (such as a customer or patron) or is their employee. For example, if you place a bench at the doorway to your store, you must make sure people do not use tobacco or vapour products while sitting there.

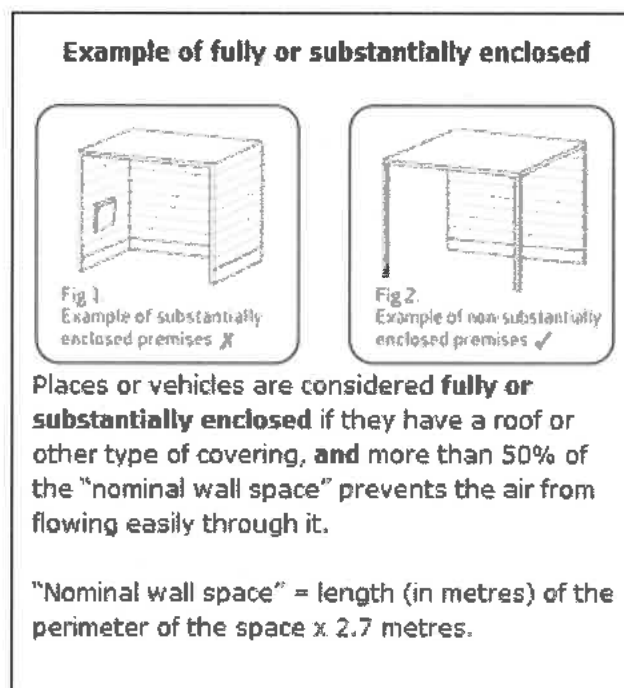
Please note that many local governments have more restrictive laws in place. Please check with your local government before making any changes to your premises. Also check with [WorkSafeBC](#) for any additional environmental workplace requirements that may affect your operations.

Which places must be smoke and vapour free?

Smoking and vaping is not permitted in any fully or substantially enclosed public place or work place, or in the buffer zone around doors, open windows and air intakes to these locations. This includes both permanent structures and temporary ones such as marquee tents.

Places are considered fully or substantially enclosed if they have a roof or other type of covering, and more than 50% of the "nominal wall space" prevents the air from flowing easily through it.

If you require further guidance on whether your premises are enclosed or substantially enclosed, please contact an enforcement officer at your health authority.



Am I responsible for enforcing the buffer zone outside my doorway, when the door opens onto public property, such as a public sidewalk?

Business owners, managers or lessees are required to take reasonable steps to prevent people from smoking on their property with the six metre buffer zone. They are not required to enforce the law on public property such as sidewalks, unless the person is within the control of the owner, manager or lessee (such as a customer or patron)

or is an employee.

More restrictive buffer zones are in place in some communities. Please check with your local government for information on the buffer zone requirements in your community.

Can I smoke or vape in my vehicle?

There are two situations when smoking and vaping is not allowed in a vehicle:

1. When it is your work vehicle: under the *Tobacco and Vapour Products Control Act*, smoking and vaping is banned inside all workplaces, and if you are using a work vehicle, then it is a workplace and you cannot smoke or vape inside it, even if you are the sole occupant.
2. When someone under the age of 16 is in your vehicle; it is a violation of the *Motor Vehicle Act* to smoke or vape in any vehicle when youth under 16 are present.

Can I smoke or vape in my home?

Smoking and vaping is restricted in your home when it is another person's place of work. If workers or service providers, such as homecare workers and trades people, come to work inside your home, WorkSafeBC advises that smoking stop 1 hour before they arrive.

If you live in a multi-unit building, like an apartment, condominium or townhouse, these are two issues to keep in mind:

1. You cannot smoke or vape within six metres of the doorways, open windows or air intakes that are connected to common areas. Some examples of common areas are the lobby, laundry area or hallways.
2. Your property may have a non-smoking policy or a lease agreement that further restricts smoking or vaping. Many buildings are bringing in smoke-free and vapour-free policies. For more information on how to make your home smoke free, please see smokefreehousingbc.ca.

For more information, see BC HealthFile "[The Harmful Effects of Second-hand Smoke](#)."

Can I smoke or vape in my hotel room?

In hotels, check with management to find out the smoking or vaping policies within sleeping rooms.

You cannot smoke or vape in the common areas of hotels such as lobbies, hallways, and restaurants. You cannot smoke within six metres of doorways open windows or air intakes around the hotel. Many communities have enhanced smoke-free bylaws that extend the buffer zone. Check with your local community for laws in the area.

What about smoking or vaping on school property?

All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the *Tobacco and Vapour Products Control Act* and Regulation. This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

There is an exception to the tobacco-free restriction:

- The ceremonial use of tobacco is exempted from the ban on tobacco use in schools if the ceremonial use is pre-approved by the school board and it is performed in relation to a traditional aboriginal activity.

Is smoking or vaping allowed on health authority property?

The legislation gives Health Authorities the discretion to implement designated outdoor smoking areas that allow tobacco or vapour product use. It is up to health authorities to decide if they will designate an area for the use of one, both or neither of these products.

Exceptions to the law

Vapour products cannot be used on health authority sites except in the following circumstances:

- Residents and patients of a hospital or residential care facility can use vapour products inside buildings only if there is a designated, specially constructed room that meets the standards set by [WorkSafeBC's Occupational Health and Safety Guidelines, Part 4](#). Only residents and patients can use vapour products in this room – visitors and staff cannot. Health authorities are not required to provide such rooms.
- If an outdoor designated use area is provided. Health authorities may designate an area as:
 - tobacco use only;
 - vapour products use only; or
 - both tobacco and vapour products.
- Health authorities are not required to have designated areas for either product.

If patients and residents are concerned about how they will cope without tobacco or vapour products while they are on site, they should speak to facility staff. Nicotine medication can regulate nicotine levels and make the adjustment easier.

Health Authority Contacts

To learn more about smoking prevention programs in your area, or to ask questions about enforcement of tobacco laws, contact your local health authority.

- [Fraser Health](#)
- [Interior Health](#)
- [Island Health](#)
- [Northern Health](#)
- [Vancouver Coastal Health](#)

QuitNow

QuitNow provides 24-hour support for British Columbians who want to quit smoking and remain smoke-free. This free service is available by telephone, on the web, or by text.

- [QuitNow.ca](#)

ATTACHMENT 7

**FEBRUARY 8, 2017 LETTER TO
THE OFFICE OF THE MEDICAL HEALTH OFFICER**

File No: 0400-90 / 17-017

February 8, 2017

Office of the Medical Health Officer
355 – 11th Street
Courtenay, BC V9N 1S4

**Attn: Dr. Charmaine Enns, MD, MHSc, FRCPC, Medical Health Officer
Shelley McClure, Ed.D, CEC, CAM, Leader, Operations**

Dear Dr. Enns & Ms. McClure

**Re: Recommendations to Implement Smoke-Free Bylaws within the
Town of Comox**

Thank you for your January 12, 2017 letter to Mayor Ives and members of Council recommending that the Town of Comox partner with Island Health to take steps to reduce tobacco use, exposure to 'second-hand' smoke by way of implementing bylaws that would prohibit smoking at patios, parks, playgrounds and beaches. Please note that Council formally received your letter at its Regular Meeting held February 1, 2017 at which time Council resolved as follows.

"that the January 12, 2017 letter from Dr. Charmaine Enns and Shelley McClure, requesting that the Town prohibit smoking at public places such as patios, parks, playgrounds and beaches, be received and filed for information."

While we commend the efforts of Island Health in taking steps towards not only reducing tobacco use but also exposure to 'second-hand' smoke, until such time as municipalities find themselves sharing in the federal/provincial revenues generated by the sales of tobacco, and various tobacco related products, only then might we find ourselves in a position to create and implement Smoke-Free bylaws within our jurisdictions, noting the resources required for enforcement.

If you require anything further at this time, please do not hesitate to contact Town staff or me at 250.339.2202.

Yours truly,

Paul Ives, Q.C.
Mayor

C: R. Kanigan, CAO

K:\Admin\Council\Correspondence\2017\RCM_2017_02_08\17017_Response_Island_Health_Smoke-Free_Bylaw_2017_02_08

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'

RECEIVED

JAN 17 2017

Excellent care, for everyone,
everywhere, every time.



TOWN OF COMOX

January 12, 2017

His Worship Mayor Paul Ives
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

LOG: 17-017	FILE:	AGENDA:
0400-90	ACTION: NR	RCM Feb. 1 '17

o/c file
Copies Council
RK/SR/NK

Dear Mayor Ives:

Re: Recommendations – Local Government Smoke-Free Bylaws

On behalf of the Medical Health Officers for Island Health, the Tobacco & Vapour Prevention and Control program (TVPC) is writing to invite the Town of Comox to partner with Island Health to take steps to reduce tobacco use, exposure to “second-hand” smoke, and to model a tobacco free lifestyle in the community of Town of Comox. We recommend that the Town of Comox prohibits smoking at patios, parks, playgrounds and beaches, and includes guidelines for post-secondary campuses through the creation of a smoke-free bylaw. We have attached a smoke-free bylaw template and fact sheet to help guide your process.

As of September 1, 2016 the province of British Columbia updated several laws that govern tobacco and vapour products. The *Tobacco Control Act* and Regulation were replaced with the *Tobacco and Vapour Products Control Act* and Regulation. The scope of the new legislation is now expanded to include e-cigarettes and vapour products. However, it does not extend to all outdoor public spaces. The Town of Comox can contribute to the health and wellbeing of all citizens across the life course by creating and implementing smoke-free bylaws in outdoor public spaces, public places, and work sites.

For the purpose of crafting smoke-free bylaws we advocate defining:

- “Smoke” or “smoking” to include or burning of a cigarette or cigar, or any substance using a pipe, hookah pipe, lighted smoking device, or electronic smoking device;
- “Burning” to mean to produce smoke, vapour or other substances that can be inhaled, including vegetative matter; and
- “Vegetative matter” as any plant product that can be dried and burned into vapour.

Environmental smoke whether from tobacco, marijuana, heated vapour, or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos. These substances upon combustion are likely to produce fine particulate matter as well as a variety of noxious chemicals, all of which is harmful to human health. Repeated surveys have demonstrated overwhelming public support for local regulations which restrict the public consumption and use of tobacco, vapour, or other substances that can be inhaled.

Therefore, the Medical Health Officers of Island Health recommend councils implement the following recommendations:

- Make outdoor public places smoke-free by prohibiting tobacco, vapour or other substances that can be inhaled in areas where children play, including beaches, parks, playgrounds, sports fields, and athletic stands.

Office of the Medical Health Officer
355 - 11th Street, Courtenay BC V9N 1S4

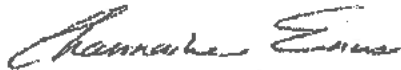
Tel: 250.331.8591 | Fax: 250-331-8513
vaha.ca

- Add public places not included in the Tobacco and Vapour Products Control Regulation, such as patios of bars and restaurants (currently exempted by the Regulation), transit stops (not just shelters), construction and marine environments, and all other outdoor public places where individuals are required to queue for the receipt of any service.
- Include water pipes in bylaws. A developing health threat is associated with the use water pipes and regardless of the material smoked in these devices, the same restrictions as smoke-free places should apply. Consideration should also be given to preclude the sale and public use of water pipes within the boundary of the municipality.
- Council support for comprehensive tobacco legislation passed through the Union of BC Municipalities (UBCM) process. Such resolutions may take time before implementation, hence the importance of Council acting now to protect and promote the health of your constituents.

In addition to protecting citizens from second-hand smoke exposure, smoke-free outdoor places support individuals who want to quit smoking and provide positive role modelling for children and youth. Effective smoke control measures save lives, financial resources, and are vital to protecting the integrity of BC's healthcare system.

On behalf of Island Health Medical Health Officers and the TVPC program we thank you for taking the time to consider these recommendations. We look forward to working with you to enable the creation and enactment of policies.

Yours in health,



Dr. Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer



Shelley McClure, Ed.D, CEC, CAM |Leader, Operations
Tobacco & Vapour Prevention and Control Program

CE,SM/tm

Tuesday, June 26, 2018

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, June 26, 2018 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

Chair:	B. Jolliffe	Baynes Sound-Denman/Hornby Islands (Area 'A')
Vice-Chair:	B. Wells	City of Courtenay
Directors:	E. Eriksson	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area 'C')
	K. Grant	Town of Comox
	L. Jangula	City of Courtenay
	B. Leigh	Oyster Bay – Buttle Lake (Area 'D')
	B. Price	Town of Comox
	G. Sproule	Village of Cumberland
	M. Theos	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	K. Douville	Acting Corporate Financial Officer
	J. Martens	Manager of Legislative Services
	A. Mullaly	Acting General Manager of Planning and Development Services
	M. Rutten	General Manager of Engineering Services
	I. Smith	General Manager of Community Services
	J. Warren	General Manager of Corporate Services

Absent:

Directors:	R. Nichol	Lazo North (Area 'B')
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ATTENDANCE:

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

RECOGNITION OF TRADITIONAL TERRITORIES:

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

IN-CAMERA MEETING:

E. Grieve/B. Wells: THAT the board adjourn to an in-camera session pursuant to the following sub-sections of section 90 of the Community Charter:

90(1)(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality;

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

ADOPTION OF MINUTES:

B. Wells/B. Price: THAT the Comox Valley Regional District Board minutes dated June 5, 2018 be adopted.
208 Carried

REPORTS:

BOARD OF VARIANCE - MAY 30, 2018

K. Grant/E. Grieve: THAT the Board of Variance minutes dated May 30, 2018 be received.
208 Carried

COMMITTEE OF THE WHOLE - JUNE 5, 2018

B. Wells/B. Price: THAT the Committee of the Whole minutes dated June 5, 2018 be received.
208 Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - MAY 15, 2018

M. Theos/B. Wells: THAT the board enter into an agreement with the Comox Valley Glacier Kings Junior B Hockey Club for the construction and operation of a dressing room at the Comox Valley Sports Centre site.
210 Carried

SEWAGE COMMISSION - JUNE 12, 2018

B. Wells/E. Grieve: THAT the Sewage Commission minutes dated June 12, 2018 be received.
208 Carried

COMMITTEE OF THE WHOLE - JUNE 12, 2018

K. Grant/B. Price: THAT the Committee of the Whole minutes dated June 12, 2018 be received.
208 Carried

B. Wells/M. Theos: THAT the 2017 Statement of Financial Information for the Comox Valley Regional District be approved.
208 Carried

K. Grant/B. Price: THAT the board provide a letter of support to INFilm for the proposed shooting of the feature film entitled "Sonic" from September 13, 2018 to September 17, 2018 on the Island Highway 19 from the Buckley Bay interchange south to the Cook Creek interchange.
208 Carried

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - JUNE 18, 2018

K. Grant/B. Leigh: THAT the Black Creek - Oyster Bay Services Committee minutes dated June 18, 2018 be received.

208 Carried

E. Grieve/B. Leigh: THAT Bylaw No. 5 being the "Black Creek/Oyster Bay Water Service Regulation, Fees and Charges Bylaw No. 5, 2008" be amended as per the revised bylaw attached as Appendix A to the staff report dated June 13, 2018.

209 Carried

B. Leigh/E. Grieve: THAT the proposed changes to Schedule A of Bylaw No. 519 being the "Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018" be adopted.

209 Carried

K. Grant/B. Price: THAT the board approve the extension and amendment of the current Fire and Rescue Services Mutual Aid Agreement with the City of Campbell River, City of Courtenay, Town of Comox, Village of Cumberland, Union Bay Improvement District, and the Ships Point Improvement District, for a five-year term (May 10, 2018 – May 10, 2023), as outlined in staff report dated June 11, 2018;

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

210 Carried

ELECTORAL AREAS SERVICES COMMITTEE - JUNE 18, 2018

K. Grant/B. Wells: THAT the Electoral Areas Services Committee minutes dated June 18, 2018 be received.

208 Carried

B. Wells/E. Grieve: THAT the board approve the Development Variance Permit DV 5A 18 (Goodridge & Turriff - Tozer Road) to increase the maximum permitted height for an accessory building from 6.0 metres to 6.5 metres for property described as Lot 50, Section 2, Newcastle District, Plan 22008, PID 000-176-982;

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

208 and 213 Carried

B. Price/B. Wells: THAT the board give first and second readings to Bylaw No. 538, being the "Comox Valley Zoning Bylaw, 2005, Amendment No. 75" which rezones Lot A, District Lot 136, Comox District, Plan 8418, PID 005-548-926 (4320 & 4356 Camco Road, Wing) from Country Residential One (CR-1) to Country Residential One Exception 8 (CR-1-8);

AND FINALLY THAT pursuant to Section 464(1) of the Local Government Act (RSBC, 2015, c.1), the board schedule a public hearing for Bylaw No. 538, being the "Comox Valley Zoning Bylaw, 2005, amendment No. 75" (RZ 1C 18).

208 and 213 Carried

K. Grant/B. Wells: THAT Bylaw No.2866 being the "Comox Valley Water Systems Regulation, Fees and Charges Bylaw No.2866, 2006" be amended as per the revised bylaw attached as Appendix B.

209 Carried

Director Jangula entered the meeting at 4:04 pm.

B. Wells/K. Grant: THAT Zoning Bylaw Amendment Application RZ 2C 18 to permit Water and Beverage Bottling use on the property described as Lot C, Block 29, Comox District, Plan 25306, PID 002-904-713 (2410 Sackville Road) proceed to public hearing following first reading of the bylaw.

208 and 213

Carried

K. Grant/B. Price: THAT the board approve a fee refund request from the owners of 1808, 1814, 1810, 1806, 1796, 1800, 1798, 1826 and 1818 Astra Road (files DP 9B 17, DP 10B 17, DP 11B 17, DP 12B 17, DP 13B 17, DP 14B 17, DP 15B 17, DP 18B 17 and DP 21B 17), on the basis of a 50 per cent refund of the original application fee.

208 and 213

Carried

K. Grant/E. Grieve: THAT the board endorse the agency referral list as outlined in Appendix D of staff report dated June 13, 2018, and direct staff to commence the external agency referral process for the draft Rural Comox Valley Zoning Bylaw (CVRD - Comprehensive Zoning Bylaw Review);

AND FINALLY THAT Comox Valley Regional District staff consult with First Nations in accordance with the Referrals Management Program dated September 25, 2012.

208 and 213

Carried

K. Grant/B. Wells: THAT proposed Bylaw No. 514 being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment 3", which removes Section 44.(6) of the Official Community Plan that requires parcels proposed for subdivision in accordance with Section 514 of the Local Government Act (RSBC, 2015, c. 1) be two times the size of the minimum parcel size required in the zoning, be given first and second reading;

AND THAT the Comox Valley Regional District Board endorse the agency referral list as outlined in Appendix B, of staff report dated June 7, 2018, and direct staff to start the external agency referral process as part of a proposed amendment of Bylaw No. 514;

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

208 and 213

Carried

K. Grant/E. Grieve: THAT the board approve the request to modify the restrictive covenant (EG126032) to reduce the flood construction level from 3.0 metres to 1.5 metres for the property described as That Part of District Lot 47, New Castle District, Lying to the South of the Centre Line of Coal Creek, Except that Part in the Right of Way of the Esquimalt and Nanaimo Railway Company as Registered under No. 5964F and Except Part in Plans 391R, VIP57345, VIP61292, VIP61649 and VIP61961, PID 009-670-301 (7861 MacArtney Drive – Shirkie and Au);

AND FINALLY THAT a Comox Valley Regional District officer be authorized to sign the modification instrument attached as Appendix B to the staff report dated June 5, 2018.

208 and 213

Carried

K. Grant/B. Price: THAT the Forbidden Plateau Road area residents (via the Forbidden Plateau Road Association – FPRA) be notified of any relevant community meetings and/or consultation opportunities associated with the Community Wildfire Protection Plan for the purpose of identifying future grant applications.

207

Carried

K. Grant/B. Wells: THAT Comox Valley Regional District be open to Forbidden Plateau Road Association

funding applications for an eligible community project under a future intake of the Union of BC Municipalities' Strategic Wildfire Prevention FireSmart program.

207 Carried

K. Grant/B. Wells: THAT the Comox Valley Regional District be open to requests from the Forbidden Plateau Residents Association (or applicable organization) to help facilitate access to grant programs in support of community-led fire protection.

207 Carried

B. Wells/B. Price: THAT the 'Financial Fairness for Capital Assets (Greater Comox Valley Water Distribution Service Policy' be approved;

AND FURTHER THAT bylaws to repeal expired services and unnecessary parcel taxes, amend existing parcel taxes, transfer reserve funds and introduce new parcel taxes be considered by the board be adopted;

AND FINALLY THAT the communication strategy presented in Appendix G to the staff report dated June 13, 2018 be approved in order to inform the residents and property owners in the Greater Comox Valley Water Distribution Service about the administrative changes and financial impacts.

209 Carried

B. Wells/B. Price: THAT Bylaw No.111 being the "Royston Water Service Regulation, Fees and Charges Bylaw No.111, 2010" be amended as per the revised bylaw attached as Appendix A.

207 Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - JUNE 19, 2018

K. Grant/B. Wells: THAT the Comox Valley Sports Centre Commission minutes dated June 19, 2018 be received.

208 Carried

COMOX VALLEY WATER COMMITTEE - JUNE 19, 2018

K. Grant/B. Wells: THAT the Comox Valley Water Committee minutes dated June 19, 2018 be received.

208 Carried

REGIONAL GROWTH STRATEGY AMENDMENT: PROPOSED CHANGES TO AMENDMENT PROCESS

K. Grant/B. Wells: THAT the report dated June 20, 2018 providing the board with recommendations from the Regional Growth Strategy (RGS) Steering Committee regarding proposed amendments to Section 5.2, Amendments to the RGS be received.

208 and 212 Carried

A. Mullaly, Acting General Manager of Planning Services, provided an overview of the staff report dated June 20, 2018 regarding proposed amendments to Section 5.2, Amendments to the Regional Growth Strategy.

K. Grant/B. Wells: THAT the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the

Regional Growth Strategy, Bylaw No. 120, being the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010";

AND FURTHER THAT the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of this report, dated June 20, 2018, as a standard amendment;

AND FURTHER THAT the Comox Valley Regional District Board adopt the Consultation Plan, appended to this report as Appendix B, as the required Consultation Plan;

AND FINALLY THAT the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

208 and 212

Carried NAY: E. Eriksson, L.
Jangula

COMOX VALLEY REGIONAL DISTRICT DIRECTORS - ACTIVITIES FOR YEAR ENDING DECEMBER 31, 2017

B. Price/E. Grieve: THAT the report from Director Grant dated June 13, 2018 providing business activities conducted from January to December 2017 be received.

208

Carried

BYLAWS AND RESOLUTIONS:

K. Grant/B. Wells: THAT Bylaw No. 543 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 76" be given first reading.

208 and 213

Carried

E. Grieve/B. Price: THAT Bylaw No. 514, being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment No. 3" be given first and second readings concurrently.

208 and 213

Carried

E. Grieve/B. Wells: THAT Bylaw No. 538 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 75" be given first and second readings concurrently.

208 and 213

Carried

B. Leigh/E. Grieve: THAT Bylaw No. 544 being "Black Creek - Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008, Amendment No. 8" be given first and second readings concurrently.

209

Carried

E. Grieve/B. Leigh: THAT Bylaw No. 544 being "Black Creek - Oyster Bay Water Service Regulation, Fees and Charges Bylaw, 2008, Amendment No. 8" be read a third time.

209

Carried

B. Leigh/E. Grieve: THAT Bylaw No. 545 being "Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018, Amendment No. 1" be given first and second readings concurrently.

209

Carried

E. Grieve/K. Grant: THAT Bylaw No. 545 being "Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018, Amendment No. 1" be read a third time.

209

Carried

E. Grieve/B. Wells: THAT Bylaw No. 546 being "Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 12" be given first and second readings concurrently.

209 Carried

E. Grieve/B. Wells: THAT Bylaw No. 546 being "Comox Valley Water Systems Regulation Fees, and Charges Bylaw No. 2866, 2006, Amendment No. 12" be read a third time.

209 Carried

E. Grieve/B. Wells: THAT Bylaw No. 547 being "Royston Water Service Regulation, Fees and Charges Bylaw, 2010, Amendment No. 2" be given first and second readings concurrently.

207 Carried

K. Grant/B. Price: THAT Bylaw No. 547 being "Royston Water Service Regulation, Fees and Charges Bylaw, 2010, Amendment No. 2" be read a third time.

207 Carried

K. Grant/B. Price: THAT Bylaw No. 522 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 73" (1671, 1673 and 1675 Ryan Road East, Lenco Development Ltd., Fernco Development Ltd., and Norco Development Ltd.) be adopted.

208 and 213 Carried

K. Grant/B. Price: THAT Bylaw No. 536 being "Electoral Areas Parks Regulations Bylaw No. 103, 2010, Amendment No. 6" be adopted.

209 Carried

B. Wells/K. Grant: THAT Bylaw No. 540 being "Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 7" be adopted.

209 Carried

E. Grieve/K. Grant: THAT Bylaw No. 541 being "Comox Valley Exhibition Grounds Fees and Charges Bylaw No. 244, 2013, Amendment No. 4" be adopted.

209 Carried

B. Wells/K. Grant: THAT Bylaw No. 542 being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 13" be adopted.

209 Carried

NEW BUSINESS:

PUBLIC HEARING NOTICE - BYLAW NO. 514 & BYLAW NO. 538

B. Wells/K. Grant: THAT the new business notice dated June 19, 2018 regarding the scheduling of a public hearing for Bylaw No. 514 being "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment No. 3" (CVRD) and for Bylaw No. 538 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 75" (Wing - 4320 & 4356 Camco Rd.), be received.

208 and 213 Carried

K. Grant/B. Wells: WHEREAS the following bylaws have received first and second readings by the regional district board:

- Bylaw No. 514 being "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment No. 3"; and
- Bylaw No. 538 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 75";

AND WHEREAS, pursuant to Section 464 (1) of the Local Government Act [RSBC 2015, c.1], it is necessary to hold a public hearing on the aforementioned bylaws;

THEREFORE BE IT RESOLVED THAT:

1. A public hearing will be held on July 17, 2018 at 6:00 pm;
 2. The location of the public hearing will be at the Comox Valley Regional District boardroom located at 550b Comox Road, Courtenay, BC;
 3. Director Nichol is appointed as chair of the public hearing;
 4. Director Jolliffe is appointed as vice chair of the public hearing;
 5. The directors from Electoral Areas A, B, and C are appointed to attend the public hearing; and
 6. At least one (1) of the above-named persons must be in attendance at the public hearing.
- 208 and 213 Carried

PUBLIC HEARING NOTICE - BYLAW NO. 543

K. Grant/B. Wells: THAT the new business notice dated June 19, 2018 regarding the scheduling of a public hearing for Bylaw No. 543 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 76" (MacKenzie & Heynck - 2410 Sackville Road) be received.

208 and 213 Carried

E. Grieve/B. Wells: WHEREAS the following bylaw has received first reading by the regional district board:

- Bylaw No. 543 being "Comox Valley Zoning Bylaw, 2005, Amendment No. 76" (MacKenzie & Heynck - 2410 Sackville Road)

AND WHEREAS, pursuant to Section 464 (1) of the Local Government Act [RSBC 2015, c.1], it is necessary to hold a public hearing on the aforementioned bylaw;

THEREFORE BE IT RESOLVED THAT:

1. A public hearing will be held on July 23, 2018 at 6:00 pm;
 2. The location of the public hearing will be at the Conference Hall in the Florence Filberg Centre located at 411 Anderton Avenue, Courtenay, BC;
 3. Director Nichol is appointed as chair of the public hearing;
 4. Director Jolliffe is appointed as vice chair of the public hearing;
 5. The directors from Electoral Areas A, B, and C are appointed to attend the public hearing; and
 6. At least one (1) of the above-named persons must be in attendance at the public hearing.
- 208 and 213 Carried

B. Wells/K. Grant: THAT the correspondence dated June 19, 2018 from Director Jangula requesting the board's consideration of sending a request to the City of Courtenay, Town of Comox, the Village of Cumberland and the Electoral Areas Services Committee to add a non-binding question regarding a governance review to the ballot for the 2018 general local elections, be received.

208

Carried

L. Jangula/K. Grant: THAT the councils for the City of Courtenay, Town of Comox and the Village of Cumberland and the Electoral Areas Services Committee be requested to consider including the following non-binding question on their ballots on October 20, 2018:

"Are you in favour of conducting a study, in partnership with the Province of BC, to review the governance structures and policies of (insert local government name here) and other local governments within the Comox Valley to consider the feasibility and implications of restructure?"

YES or NO

AND FINALLY THAT up to \$10,000 from the CVRD's member municipalities and electoral areas administration services be used to support the Comox Valley Chamber of Commerce in promoting awareness and a clear understanding about this referendum.

208

Carried *NAY: B. Jolliffe, G. Sproule*

Director Leigh left the meeting at 4:50 pm.

DIRECTOR GRIEVE - MERVILLE CENTENNIAL CELEBRATION

K. Grant/B. Price: THAT the correspondence dated June 21, 2018 regarding the centennial celebration of the Merville Soldiers' Settlement community and requesting the board's consideration of sending greetings and an invitation to officials from Merville, France, be received.

208

Carried

E. Grieve/K. Grant: THAT the Comox Valley Regional District send a letter of introduction and a brief summary of the history of the Merville Community (Comox Valley) to Mayor Helen-Marcel, Mayor of the Town of Ailly-sur Noye, to support the Merville, BC Centennial Celebrations in 2019;

AND FURTHER THAT a separate formal invitation be sent to Mayor Helen-Marcel to attend (or an appointed councillor) the Merville Centennial Celebrations in 2019.

208

Carried

DIRECTOR JOLLIFFE - GRANT-IN-AID

K. Grant/B. Wells: THAT the correspondence from Director Jolliffe requesting the board's consideration of providing a grant-in-aid payable from Electoral Area 'A' to the Fallen Alders Community Club be received.

208

Carried

E. Grieve/B. Wells: THAT the following grant-in-aid, payable from Electoral Area 'A' (Baynes Sound), be approved:

\$1,500.00 for the Fallen Alders Community Club to assist with facility improvements and maintenance.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 4:52 pm.

RISE AND REPORT:

The board rose from its restricted in-camera session at 6:00 pm.

TERMINATION:

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

208

Carried

Time: 6:00 pm.

Confirmed this _____ day of _____ 20__:

Bruce Jolliffe

Chair

Certified Correct and Recorded By:

Jake Martens

Manager of Legislative Services



TOWN OF COMOX
Regular Meeting of Council

STAFF REPORT
 Meeting Date: July 4, 2018

TO: Mayor & Council	FILE: Personnel File
FROM: Clive Freundlich, Director of Finance	DATE: June 21, 2018
SUBJECT: Appointment of Deputy Director of Finance	

Prepared by: <i>T. SLONSKI</i> Executive Coordinator	Supervisor: <i>R. KANIGAN</i>	Financial Approved: <i>Clive Freundlich</i> Clive Freundlich, Fin. Director	Report Approved: <i>[Signature]</i> Richard Kanigan, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council appoint Jessie Proske as Deputy Director of Finance effective July 1, 2018.

PURPOSE:

For Council to formally appoint staff to a statutory position.

BACKGROUND:

The *Community Charter* (CC) requires a Council to establish, by bylaw, specific officer positions, including a financial officer in relation to the powers, duties and functions under CC section 149. Legislation also extends to an individual who is assigned the deputy position.

DISCUSSION:

Debra Andrew has served in the capacity of Deputy Director of Finance with the Town of Comox for numerous years. Ms. Andrew will be retiring from her position with the Town on July 4, 2018.

Jessie Proske began her employment with the Town of Comox in September 2012 in the position of Accounting Clerk IV and has served in that capacity since that time. As a result of Jessie's dedication and hard work, her positive contributions to the finance department overall, and the ability to promote from within the organization, Jessie was offered the position of Deputy Director of Finance given Ms. Andrew's retirement and the vacancy created. Jessie has accepted the position and has been working closely with Clive Freundlich, Director of Finance and Debra Andrew as she transitions into this new role.

SUMMARY:

Staff recommend passing a motion to formally appoint Jessie Proske as Deputy Director of Finance.

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TOWN OF COMOX
Regular Meeting of Council

STAFF REPORT
 Meeting Date: July 4, 2018

TO: Mayor & Council	FILE:
FROM: Richard Kanigan	DATE: June 26, 2018
SUBJECT: Fire Truck Replacement	

Prepared by: <u>G. SCHREINER</u> Executive Coordinator	Supervisor: <u>R. KANIGAN</u>	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Richard Kanigan, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council authorize staff to amend “Comox Financial Plan Bylaw, 2018” by adding \$70,000 to permit the purchase of a 4x4 heavy duty, short box, extended cab pick-up, replacing the Comox Fire Rescue ¾ ton utility pick-up truck which was involved in a motor vehicle accident and damaged beyond repair.

PURPOSE:

To obtain Council authorization to replace the Comox Fire Rescue ¾-ton utility pick-up truck and amend the Town’s Financial Plan Bylaw, 2018” to accommodate the purchase of the replacement vehicle.

BACKGROUND:

On Thursday, June 7, 2018 our ¾-ton utility pick-up truck was involved in a significant motor vehicle accident that damaged the vehicle beyond repair. This vehicle was instrumental in the day-to-day operations of the department including allowing our department to provide the province with assistance on interface fires. Currently, a second vehicle is doubling for its role, but as summer is upon us, the Fire department is looking to replace this vehicle as soon as possible.

DISCUSSION:

In accordance with section 165 (2) of the *Community Charter*, Council may amend the financial plan by bylaw at any time. Staff are requesting authorization from Council to amend its financial plan in order to allocate funds for the replacement of the ¾-ton utility pick-up. Following the Town’s purchasing policy a Request for Proposals (RFP) was issued on June 26, 2018 with a closing date of July 4, 2018.

FINANCIAL IMPLICATIONS:

Cost for fire vehicle replacements are shared between the Town’s Fire Department (Town) and the Comox Fire Protection Improvement District (CFPID) on cost sharing percentages established each year based on population.

For 2018 the cost sharing percentages are:

Town	73.4439 %
CFPID	26.5561 %

Funding sources for an estimated cost replacement of \$60,000

Insurance proceeds (Intact Insurance)	\$ 8,000
Fire Reserve (Town)	\$ 45,535
Fire Reserve (CFPID)	\$ 16,465

While insurance covers the vehicle for its market value, the vehicle involved in the MVA was eleven years old and we anticipate insurance proceeds will not cover more than \$8,000 towards the replacement cost of the vehicle.

There are adequate monies in the two reserve funds identified above.

SUMMARY:

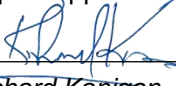
Comox Fire Rescue has recently lost one of its heavy-duty utility vehicles due to a significant motor vehicle accident. While we are extremely pleased to report that personnel involved in the accident suffered minor injuries, the vehicle is unrepairable. As the fire department relied heavily on this vehicle for its day-to-day operations, replacement is necessary. The Town's current financial plan bylaw did not identify funds for this particular vehicle replacement and therefore, staff are requesting that Council consider the recommendation identified in this report.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: July 4, 2018

TO: Mayor and Council	FILE: 0540 - 50
FROM: Richard Kanigan, Chief Administrative Officer	DATE: June 28, 2018
SUBJECT: Nautical Days Parade Committee - Authority to Expend funds	

Prepared by: <hr/> <i>R. KANIGAN</i>	Supervisor: <hr/> <i>R. KANIGAN</i>	Financial Approved: <hr/> <i>C. Freundlich, Fin. Director</i>	Report Approved:  <hr/> <i>Richard Kanigan, CAO</i>
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the Nautical Days Parade Committee be granted authority to expend up to \$600.00 for parade souvenirs and supplies for the Nautical Days Parade.

BACKGROUND:

The Nautical Days Parade Committee consists of Councillors Russ Arnott, Maureen Swift and Marg Grant. They have been discussing the potential of purchasing additional Town of Comox wristbands to supplement the current inventory that could be distributed by members of Council during the Nautical Days parade.

Councillors Arnott, Swift and Grant are prepared to provide additional information at the Council meeting.

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TOWN OF COMOX Regular Council Meeting

FROM:	Clive Freundlich, Director of Finance
SUBJECT:	Investment Guidelines Revision, Council Policy CCL-021
MEETING DATE:	July 4, 2018
DATE:	June 29, 2018

<i>Clive Freundlich</i>
Submitted by

Concurrence

<i>[Signature]</i>
Approval

RECOMMENDATION:
That the revised Policy No. CCL-012, 'Investment Guidelines', as included in the June 29, 2018 staff report from the Director of Finance, be approved.

BACKGROUND:
The intent of the revised Investment Guidelines Policy is to broaden the Town's opportunity to invest at financial institutions, with the establishment of a minimum credit quality rating. This allows the Town more flexibility in seeking higher returns on its investments.

It is suggested that the Policy be broadened to include the following:

1. Banks (part 6.1 & 6.3 of revised policy)
Broaden to all Canadian Schedule 1 Banks meeting the 'medium investment grade' credit quality rating or higher.

2. Credit Unions (part 6.2 & 6.3 of revised policy)
Include all BC Credit Unions, insured 100% by the Credit Union Deposit Insurance Corporation of British Columbia (CUDIC), and that meet the 'medium investment grade' credit quality rating or higher.

In 2018, the government corporation CUDIC was established to provide unlimited deposit insurance for BC Credit Unions. Although all BC credit union are covered by CUDIC, only the largest of Canadian Credit Unions have a credit quality rating required in our revised Investment Guidelines.

3. Local Credit Unions (part 6.4 & 6.5 of revised policy)
The revised policy also extends to include Credit Unions in the Town of Comox that meet the Town's objective of Safety of Principal.



DEFINITIONS & LISTS

The resulting broadened list of investment opportunities in the revised Policy would include:

- A. Schedule 1 Banks A Canadian bank that is not a subsidiary of a foreign bank (i.e. a domestic bank).

Includes:

- Bank of Montreal
- Bank of Nova Scotia – Scotiabank (Assets \$85 Billion)
Town of Comox banks with Scotiabank.

DBRS Credit Quality Rating:

Long-term: AA

Short-term: R-1 (high)

- Canadian Imperial Bank of Commerce
- Canadian Western Bank
- Laurentian Bank of Canada
- National Bank of Canada
- Royal Bank of Canada
- Toronto-Dominion Bank

- B. Qualifying BC Credit Unions

Includes:

- Vancouver City Savings Credit Union (Assets \$21 Billion)

DBRS Credit Quality Rating:

Long Term: n/a

Short Term: R-1 (low)

- Coast Capital Credit Union (Assets \$13 Billion)

DBRS Credit Quality Rating:

Long Term: BBB (high)

Short Term: R-1 (low)

- First West Credit Union (Assets \$13 Billion)

DBRS Credit Quality Rating:

Long Term: n/a

Short Term: R-1 (low)

- C. Qualifying Local Credit Union – limit to 10% of portfolio

- Includes the Coastal Community Credit Union (CCCU), (Assets \$2.4 Billion)
- CCCU exclusively deposits with 'Central 1 Credit Union' rated as follows:
Long Term: A (high)
Short Term: R-1 (middle)



Coast Community Credit Union's donations to the local community over the past 2 years, \$40,695:

Organization	Amount	Initiative
FarmFolk CityFolk Society (Young Agrarians)	\$15,000	"Grow A Farmer"-Vancouver Island
The SHED Tool Library and Makerspace Co-operative	\$5,500	The SHED Tool Library and Makerspace Mobile Tool Shed Build
Comox Valley Economic Development	\$5,000	Winter Fest
Comox Valley Economic Development	\$5,000	Winter Fest
LUSH Valley Food Action Society	\$3,520	Community Kitchens, On the Go Kits
Comox Valley Chamber of Commerce	\$1,250	Business Leadership Award
Dawn To Dawn Action on Homelessness-Comox Valley	\$500	Spices and Blarney - Fundraising Dinner to Raise awareness and much needed funds to help with accommodations for the homeless in the Comox Valley
Comox Valley Community Arts Council	\$500	Youth Poetry Project contest
Dawn to Dawn Action on Homelessness	\$500	A Night of Wonders
Rainbow Youth Theatre	\$500	Rainbow Youth Theatre Summer Production
Rainbow Youth Theatre	\$500	Rainbow Youth Theatre Summer Production
4Rs Education Centre (Society)	\$500	Jesse Ruben Concert
Rainbow Youth Theatre	\$500	2018 Season of Rainbow Youth Theatre
Comox Valley Growers and Seed Savers	\$300	Seedy Saturday +D281E279D3:D29D3:D282
Comox Valley Growers and Seed Savers	\$250	Gardening equipment and supplies for school garden and education program
West Coast Environmental Education Society	\$250	Science and Nature Program
Comox Valley Therapeutic Riding Society	\$250	Barn Buddies
Mt. Washington Freestyle Club	\$250	BC timber tour
Black Creek Community Association	\$250	Black Creek Woodland Egg Hunt
L'Arche Comox Valley	\$200	Sound of Belonging Fundraiser
BNI	\$175	Christmas dinner Earl Newell

It should be noted the Scotiabank also regularly contributes to our Comox Valley community through fundraisers and cash donations, including: Relay for Life Fundraiser, Ducks Unlimited, BC Children's Hospital Foundation, MS Walk, and various other. In the past, they contributed \$100,000 to the North Island College Foundation.



Existing Investment Guidelines, Council Policy CCL – 021:



TOWN OF COMOX

1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL - 021
ESTABLISHED: < 2003	LAST REVISED: MAY 2, 2003
TITLE: INVESTMENT GUIDELINES	

Council recognizes that the investment of public funds must reflect a conservative management philosophy based on three fundamentals:

- a) The first priority is the preservation of capital.
- b) The second priority is the assurance of liquidity.
- c) The third priority is the achievement of high returns.

Investment of Town surplus funds and Reserve Accounts will be restricted to the following financial institutions:

Royal Bank of Canada;
Bank of Montreal;
Canadian Imperial Bank of Commerce;
Bank of Nova Scotia (ScotiaBank);
Toronto-Dominion Bank; and
Municipal Finance Authority Investment Funds.

In all investments including and exceeding \$500,000.00, the Director of Finance will consult with Chief Administrative Officer and the Mayor.

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO CCL – 012
ESTABLISHED: < 2003	LAST REVISED: JULY 4, 2018
TITLE: INVESTMENT GUIDELINES	

1. Purpose

The purpose of the investment policy of the Town of Comox (Town) is to provide the framework for investment portfolio management. It is the policy of the Town to invest Town funds in a manner that will provide the optimal blend of investment security and return while meeting the short and long term cash flow demands and comply with the statutory requirement of the *Local Government Act*.

2. Scope

The investment policy applies to all cash operating funds, capital funds and reserve funds.

3. Objectives

The investment of funds must reflect a conservative management philosophy based on three fundamental objectives, in the following order of priority:

3.1 Safety of Principal

Investments shall be made to ensure preservation of capital within the portfolio. Preservation of capital is accomplished through placement of funds with creditworthy institutions and through portfolio diversification. Diversification is required to minimize potential losses on individual securities and to maximize the yield from a blend of financial products.

3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements.

3.3 Return on Investment

The investment portfolio shall be designed with the objective of maximizing returns subject to the risk constraints and liquidity requirements of the Town.

4. Standard of Care

4.1 Prudence

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Investments will not be made for speculation. Foremost will be consideration for the safety of capital. Staff must be aware of reasonably foreseeable risks, trends and fluctuations in the market, and be able to recognize unreasonable risks whilst ensuring the liquidity of the investment portfolio.

4.2 Ethics and Conflict of Interest

Staff responsible for investing shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

4.3 Delegation of Authority

Authority to manage the Town investment program is granted to the Director of Finance and is derived from Section 237 of the *Local Government Act* as follows:

Section 237: One of the officer positions established under section 234 must be assigned the responsibility of financial administration, which includes the following powers, duties and functions investing funds, until required, in investments referred to in section 183 of the *Community Charter* (investment of municipal funds).

5. Credit Risk Monitoring

In addition to in-house monitoring, the Town make use of the credit analysis available through its financial institutions, brokers, and credit rating institutions. This includes, but is not limited to the Dominion Bond Rating Service (DBRS), Standard & Poor's (S&P), and Moody's. It must be recognized that the use of any credit analysis is an assessment and not a guarantee for safety of principal.

6. Authorized and Suitable Investments

Money held by the Town may be invested or reinvested according to section 183 of the Community Charter subject to the following conditions:

6.1 Investments in banks limited to Canadian 'schedule 1' chartered banks.

6.2 Investment in credit unions limited to credit unions in British Columbia covered by the Credit Union Deposit Insurance Corporation of British Columbia.

6.3 Investments in securities under 6.1 and 6.2 above must:

Have a DBRS rating of R-1 (low) or higher for Short term debt and a rating of A- for Long term debt or Bonds or comparable ratings of another rating organization, indicating equal or superior credit quality (see Appendix 1 of the policy).

6.4 A Credit Union in the Town of Comox that:

- has been issued a Town of Comox business license
- is insured by the Credit Union Deposit Insurance Corporation of British Columbia
- is a member in good standing of 'Central 1 Credit Union'
- has Assets more than \$1.5 billion, as reported in the credit unions audited Financial Statements - Consolidated Statement of Financial Position.

6.5 Investments in securities under 6.4 above must:

Not exceed 10% of the Town's Cash and Investment balance as reported in the Town's audited Financial Statements – Consolidated Statement of Financial Position.

6.6 Investments shall be held in the name 'Town of Comox' by approved institutions.

7. Investment Parameters

7.1 Maturity

To the extent possible the Town shall attempt to match its investments with anticipated cash flow requirements. However, because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio shall be continuously invested in readily available funds to meet ongoing obligations. Long term investments may be acquired if the maturity is related to a specific program, and is made to coincide as nearly as practicable with the expected use of the funds attached to that program.

8. Competitive Bids

The Town shall solicit competitive verbal quotations for the purchase and sale of securities when it is prudent to do so. This policy recognizes that, from time to time, offerings of value may require immediate action. Under such circumstances competitive bids may not be sought provided that value can be substantiated by market data information services.

Appendix 1

Credit Quality Ratings

	Moody's		Standard & Poor's		Domain Bond Rating Service		Grade
	Long-term	Short-term	Long-term	Short-term	Long-term	Short-term	
	<i>Moody's</i>		<i>Standard & Poor's</i>		<i>DBRS</i>		
Highest Quality	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)	Investment Grade
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)	
High Quality	Aa2	P-1	AA	A-1	AA	R-1 (middle)	
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)	
Upper Medium Grade	A1	P-1	A	A-2	A (high)	R-1 (low)	
	A2	P-1	A	A-2	A	R-1 (low)	
	A3	P-1	A	A-2	A (low)	R-1 (low)	
Medium Grade	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)	
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)	
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)	
Speculative	Ba1	NP	BB	B	BB (high)	R-3	Speculative Grade
	Ba2	NP	BB	B	BB	R-4	
	Ba3	NP	BB	B	BB (low)	R-4	
Highly Speculative	B1	NP	B	B	B (high)	R-4	
	B2	NP	B	B	B	R-5	
	B3	NP	B	B	B (low)	R-5	
Substantial Risk	Caa1	NP	CCC	C	CCC	R-5	
	Caa2	NP	CCC	C	CCC	R-5	
	Caa3	NP	CCC	C	CCC	R-5	
Extremely Speculative	Ca	NP	CC	C	CC	R-5	
Possibly in Default	C	NP	R	R	C	R-5	
Default			D	D	D	D	

1 RECEIVED

JUN 11 2018



TOWN OF COMOX

LOG: 18-169	REFER:	AGENDA: Rcm
FILE: 0390-20	ACTION: TS	July 4 '18

June 11, 2018

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me, or with provincial government, agency, commission and corporation staff, during the upcoming annual UBCM Convention taking place in Whistler, September 10 to 14, 2018.

*on file 0390-20-UBCM
copy to Mayor & Council
RK/SR/TS/
agenda*

You will also receive a letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet Ministers.

If you would like to meet with me at the Convention, please complete the online request form at: MAH Minister's Meeting and submit it to the Ministry of Municipal Affairs and Housing before **July 13, 2018**. Meeting arrangements will be confirmed by mid-August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful if you would fill out the online form with detailed topic information. By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the Provincial Appointment Book (PAB). This PAB lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

As I approach my second Convention as Minister responsible for local government, I look forward to hearing more about your communities, to identifying opportunities to work together with you in partnership, and to growing our relationships in the spirit of collaboration.

Sincerely,

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Wendy Booth, President, Union of British Columbia Municipalities

Ministry of Municipal Affairs and
Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

www.gov.bc.ca/mah

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JUN 11 2018

TOWN OF COMOX

LOG: 18-168	REFER:	AGENDA: Rcm July 4 '18
FILE: 0390-20	ACTION: TS	

one file 0390-20-UBCM
copy ~ Mayor + Council
RK/SR/TS / agenda

June 11, 2018

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 10-14.

Communication, Collaboration, Cooperation, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://UBCMreg.gov.bc.ca> (live, as of today). Please note that this year's invitation code is [REDACTED] and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier

Office of the
Premier

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Str Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria

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Cruising Together Since '86

June 15, 2018

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

Attention: Mayor Ives

18-165	REFER:	AGENDA:
8100-01	ACTION: MR	Rem July 4 '18

on file
copy ~ Mayor/Council
RK/MSR/AF/TH/GS.

RECEIVED

JUN 18 2018

TOWN OF COMOX

The Comox Valley Classic Cruisers have been established since 1986. We are a nonprofit club which supports the local community.

Every year we hold a Car show, with a Car Cruise through the Comox Valley the night before, attracting some 400 cars from all over. This is a popular event with thousands of spectators lining the route.

This year our event takes place the weekend of July 28th and 29th. The cruise will depart and return from the Exhibition Grounds on Headquarters Road.

We have talked to the RCMP and have their support and they have also offered to lead the Car Cruise.

This year we are seeking this opportunity to have certain intersections controlled to allow us to cruise without stopping and are requesting support from both the City of Courtenay and the Town of Comox.

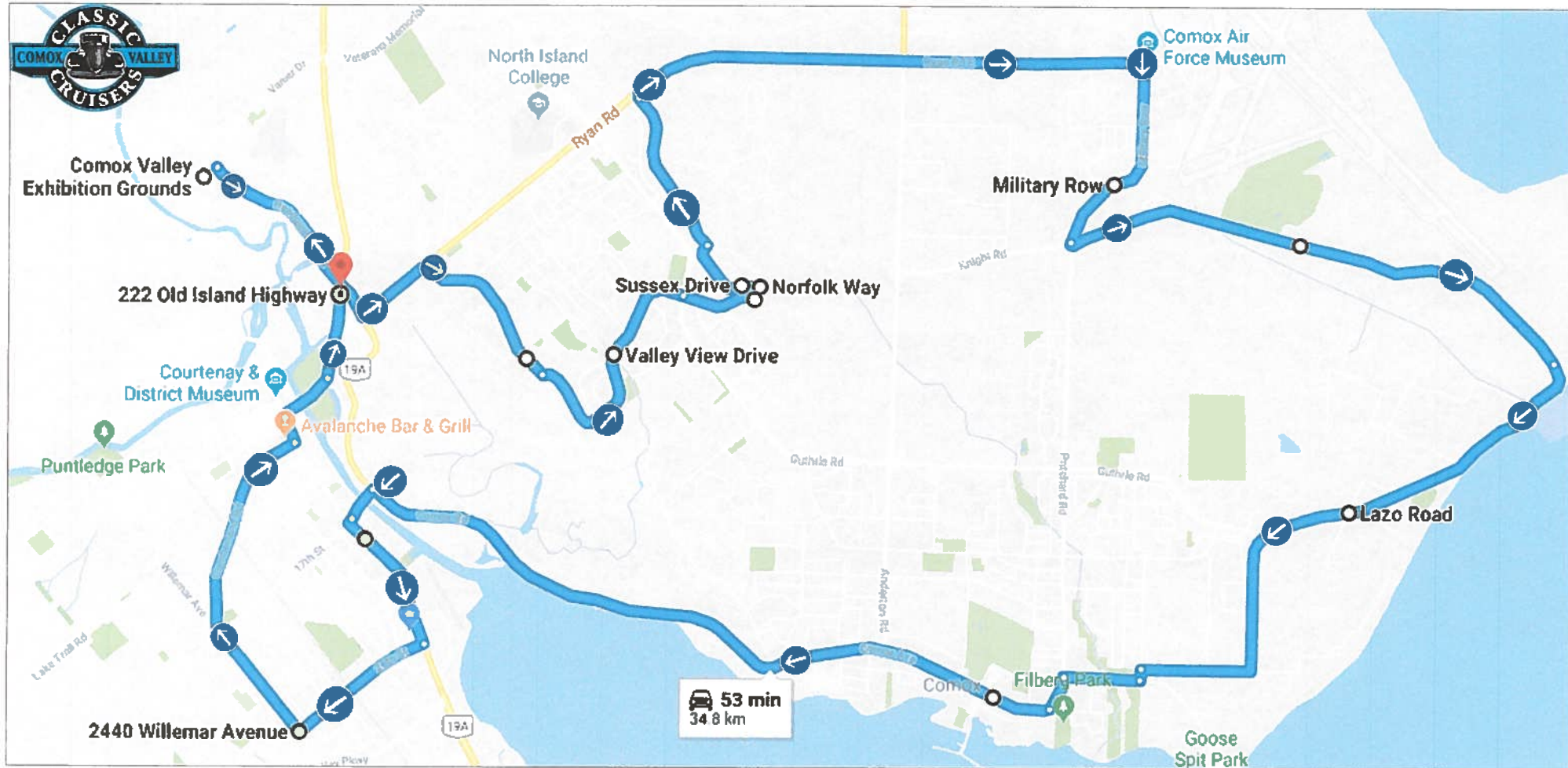
Please consider our request and we hope to have a response from you soon.

Thank you.

Sincerely,

Steve Scott, President
Comox Valley Classic Cruisers
Ph.: 250-792-2658
Email: president@cvclassiccruisers.com

Comox Valley Classic Cruisers
P.O. Box 3122
Courtenay, B.C.
Canada V9N 5N4



ONE WAY ONLY - ROUTE RUNS CLOCKWISE

- | | | |
|---|---|---|
| <ol style="list-style-type: none"> 1. Turn Right on Headquarters Road 2. Turn Left onto Ryan Road 3. Turn Right onto the Back Road 4. Follow Back Road to Valley View Drive 5. Turn Left on Valley view Drive 6. Cross Lerwick Rd. (traffic light) Valley View Dr. becomes Idiens Way 7. Left turn onto Norfolk Way 8. Left turn onto Sussex Dr. 9. Left turn onto Crown Isle Dr 10. Right turn onto Ryan Rd. (traffic light) | <ol style="list-style-type: none"> 12. Right turn onto Military Row Rd (Gate) 13. Turn in the traffic circle onto Knight Rd 14. Knight Rd. becomes Lazo Rd 15. Follow Lazo Rd. past Point Homes 16. Right turn onto Lazo Rd 17. Left turn onto Torrence Rd. 18. Right turn onto Balmoral Ave 19. Left turn onto Pritchard Rd. 20. Right turn (curve) onto Comox Ave 21. Follow Comox Ave/Rd. until you reach 17th St. & Bridge (traffic lights) 22. Left turn onto Cliffe Ave. head south. | <ol style="list-style-type: none"> 23. Right turn on 26th Ave. 24. Right turn on Willemar Avenue to ROUNDABOUT 25. Turn Right onto Cumberland Road 26. Continue to 8th Street 27. Turn left on Cliffe Avenue 28. Follow Cliffe Avenue to 5th Street Lights 29. Turn Right over the Bridge 30. Straight to lights at next intersection 31. Left onto 19A (Old Island Highway) 32. Left at Intersection 19A & Headquarters Rd 33. Head back to the Exhibition Grounds |
|---|---|---|

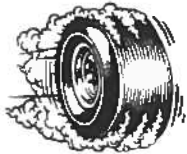
IMPORTANT - PLEASE READ



HELP KEEP THE CAR SHOW CRUISE

The safety of the public during our annual Cruisin' the Valley has been questioned because of a few isolated incidents. This fun event organized by the Comox Valley Classic Cruisers could possibly be canceled if the public, participants or organizers are put at risk.

Please read the following information and drive safe.



NO STUNTS / NO BURNOUTS



MOTOR VEHICLE ACT

Part 9 — Motor Vehicle Impoundment

RCMP - GRC

"stunt" means circumstances in which, taking into account the condition of the highway, traffic, visibility and weather, the driver or operator of a motor vehicle is driving or operating the motor vehicle without reasonable consideration for other persons using the highway or in a manner that is likely to cause harm to an individual or likely to distract, startle or interfere with users of the highway by doing any of the following:

- (a) causing any or all of the motor vehicle's tires to lift from the road surface;
- (b) causing the motor vehicle to lose traction while turning the motor vehicle;
- (c) driving the motor vehicle in a manner to cause the motor vehicle to spin;
- (d) driving the motor vehicle in a lane intended for oncoming traffic for longer than necessary to pass another vehicle;
- (e) slowing or stopping the motor vehicle in a manner that prevents other motor vehicles from passing or in a manner that blocks or impedes other motor vehicles;
- (f) without justification, driving as close as possible to another motor vehicle, a pedestrian, or a fixed object.

**Vehicle
Impoundment**

ENFORCEMENT BY COMOX VALLEY R.C.M.P

NOTE: For a FIRST OFFENCE the penalty is a \$196 fine, 6 points and 7 day impound

The Comox Valley Classic Cruisers have agreed to ban offenders from future club functions.

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Office of the Chief Administrative Officer

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



RECEIVED

June 22, 2018

File: 5340-01

June 22, 2018

TOWN OF COMOX

Sent via email only to: rkanigan@comox.ca

Town of Comox
Richard Kanigan, CAO
1809 Beaufort Avenue
Comox BC, V9M 1R9

LOG: 18-173	REFER:	AGENDA:
FILE: 0114-20-L'	ACTION: RK	RCM - July 4 '18

o ~ cfile 0114-20-LWMP
copy ~ Mayor & Council
RK / SA / SR / agenda

Dear: Mr. Kanigan

Re: Representation on the Comox Valley Sewerage System Liquid Waste Management Planning Technical and Public Advisory Committees

We are contacting you today to invite the Town of Comox to take part in the Comox Valley Sewerage System (CVSS) Liquid Waste Management Planning (LWMP) process being undertaken by the Comox Valley Regional District (CVRD).

As a municipal participant on the CVSS, Town of Comox representation on the advisory committees is crucial. To this end, and in line with the June 12, 2018 Comox Valley Sewage Commission motion supporting the proposed LWMP advisory committee terms of reference, we ask that you appoint one municipal staff representative from your engineering department and one alternate to sit on the Technical Advisory Committee (TAC) being formed to advise the LWMP Steering Committee.

In addition we would request this letter be presented to the Town of Comox Mayor and Council to appoint one elected official and one alternate to sit on the Public Advisory Committee (PAC) being formed to advise the LWMP Steering Committee.

Here is a brief overview of the project and the role of the TAC and the PAC:

PROJECT OVERVIEW

The City of Courtenay, Town of Comox, Department of National Defence and the K'ómoks First Nation are served by the CVSS, which provides conveyance (pump stations and trunk mains), treatment and effluent discharge functions.

Near term upgrades are required for the conveyance infrastructure, particularly to allow decommissioning of the Willemar Bluffs forcemain which has an elevated risk of failure due to being installed within the intertidal zone along an exposed section of coastline. Medium term upgrades are also required at the Comox Valley Water Pollution Control Centre (Brent Road treatment plant) for both capacity and treatment quality.

The CVRD has elected to follow the BC Ministry of Environment and Climate Change's LWMP process for planning the conveyance and treatment upgrades.

We are currently recruiting 10-12 representatives from various local government and agency stakeholders groups to form a TAC. We are also creating the similarly sized PAC, with representation from community, environmental and business stakeholders and local residents.

ROLE of TAC and PAC MEMBERS

The role of TAC and PAC members are to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment that are served and potentially impacted by the CVSS in order to make appropriate recommendations to the Steering Committee. This is a volunteer (non-paid) role that will take part in approximately 5-10 meetings for each the TAC and the PAC over the planning process. Members are responsible for attending all meetings. If a member is unable to participate in person, their appointed alternate should attend on their behalf. Members are responsible for coming prepared to meetings and to liaise with the organizations or communities they have been selected to represent.

FOR MORE INFORMATION

We have prepared and attached the TAC and PAC terms of reference for you to consider. Please contact Kris La Rose, Senior Manager of Water/ Wastewater Services at 250-334-6083 if you have any questions.

Ideally, we are hoping to confirm members of the TAC and the PAC by July 6, 2018; we request your reply before that date.

Respectfully,

R. Dyson

Russell Dyson
Chief Administrative Officer

Enclosure: CVRD Terms of Reference- CVSS LWMP TAC (2018)
CVRD Terms of Reference- CVSS LWMP PAC (2018)

\zb

Terms of Reference
COMOX VALLEY SEWERAGE SYSTEM LIQUID WASTE MANAGEMENT PLAN -
TECHNICAL ADVISORY COMMITTEE

Background

Long term planning of wastewater infrastructure is a critical function for any community. The City of Courtenay and the Town of Comox are jointly served by the Comox Valley Sewerage System, which provides conveyance (pump stations and trunk mains), treatment and effluent discharge functions.

Near term upgrades are required for the conveyance infrastructure, particularly to allow decommissioning of the Willemar Bluffs forcemain which has an elevated risk of failure due to being installed within the intertidal zone along an exposed section of coastline. Medium term upgrades are also required at the Comox Valley Water Pollution Control Centre (Brent Road treatment plant) for both capacity and treatment quality.

The Comox Valley Regional District (CVRD) has elected to follow the BC Ministry of Environment and Climate Change's Liquid Waste Management Plan (LWMP) process for planning these upgrades. This is a comprehensive planning process involving extensive public consultation, engineering study, financial analysis and provincial regulatory review.

The LWMP requires consideration of both current circumstances and longer term population growth. It also allows for consideration and planning of water conservation, infiltration reduction, storm water management and resource recovery. These subject areas can be addressed during initial plan development, or during a subsequent plan update, expected approximately every five years. The initial plan development is not expected to address storm water management.

Once completed, and approved by the Minister of Environment, the LWMP provides the regulatory authorization for proceeding with the planned works, and also confers borrowing authority to the CVRD to finance the works. Kept current with regular updates, the approved LWMP will set the strategic directions for the Comox Valley Sewerage System (CVSS) for the next twenty years.

The LWMP process calls for the establishment of four committees. A guiding steering committee will advise the CVRD Board throughout the development of the LWMP, and two advisory committees will advise the steering committee. The Comox Valley Sewage Commission will act as the LWMP Steering Committee, and a Technical Advisory Committee (TAC) and Public Advisory Committee (PAC) are being created to gather relevant input and provide recommendations to the Steering Committee. The fourth committee is the plan monitoring committee, which will be created later to oversee the implementation of the completed LWMP.

The CVRD will retain an engineering consulting firm (the Consultant) to provide services related to the LWMP process.

Role of the Committees and the PAC

While the responsibility for the management of the LWMP ultimately rests with the CVRD Board of Directors, the Steering Committee, TAC and PAC will assist in this responsibility by providing input, perspective, specific expertise and recommendations. Members of the committees are expected to participate in meetings and assist with:

- Identifying goals and challenges;
- Generating and reviewing ideas to meet them; and
- Working towards consensus solutions.

To assist with communication and understanding of the process, committee members will be sent the meeting agenda packages and meeting notes for all three committees. Members of one committee are encouraged to attend the other committee meetings as observers.

There may also be several joint TAC-PAC meetings, and the CVRD may combine the two committees into one if it proves advantageous to do so.

The TAC is an advisory group who will consider technical information related to the LWMP and any necessary environmental impact study, on behalf of the Steering Committee. It is the responsibility of the TAC to review and become familiar with the CVRD's LWMP process. The TAC will also provide input and feedback on relevant technical reports, discussion papers, and other documents provided by CVRD Project Staff and the Consultant.

Role and Responsibilities of TAC Members

The role of TAC members is to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment in order to make appropriate recommendations to the Steering Committee. It is also the responsibility of the TAC members to review and become familiar with the CVRD's LWMP process and the function of the CVSS itself.

Participating in the TAC is both a privilege and an obligation. Members have an important liaison role with the responsibility to represent and inform the organizations or communities they have been selected to represent. They are expected to bring their own perspectives to the table, but must be prepared to provide to, and disseminate from the committee, the full range of perspectives, including those with which they may disagree.

TAC recommendations will be informed by input and opinion from committee members, broader public consultations, the Steering Committee, the PAC and the Consultant. The role of TAC members is to develop and maintain a broad understanding of the proposed project and the technical issues and implications for stakeholders, residents and the environment in the south region. All members have the authority to contribute to recommendations to the Steering Committee based on the interests of the group or organization they represent or on their own expertise.

It is intended that recommendations to the Steering Committee will be made by consensus, though there may be some that are recorded as non-consensus. A consensus recommendation may include the identification of a specific interest or concern to be noted in the record but not as a limiting factor. A non-consensus recommendation will be made if, after adequate deliberation, the member(s) is/are still not in accord with other members. The non-consensus party must provide a

written submission for the record, outlining the rationale for the non-consensus recommendation, within one week of the distribution of the draft meeting notes.

Membership

The CVRD will seek and invite representation from the key stakeholder agencies and organizations with interest or jurisdiction in the project area (see attached list of invited agencies and organizations). The total number of representatives will be at the discretion of CVRD Project Staff. The appointments will be based on agency and organization representation and will not be personal appointments.

Members will submit one alternate for approval of the whole at the first meeting or immediately to CVRD Project Staff upon resignation of the primary or alternate.

Termination of a member that is falling short of his/her obligations, not considered to be actively participating, or is not abiding by the code of conduct (below) will be at the discretion of the CVRD.

This committee will stand for the duration of the LWMP process at minimum; following the completion of the LWMP, follow-up activities may be required, and some members may be asked to stand for the plan monitoring committee.

A list of committee representatives will be attached once the terms of reference have been finalized.

TAC Representatives to the PAC

The LWMP guidelines require that the TAC also be represented on the PAC. The lead technical consultant, CVRD engineering staff and municipal technical staff will perform this role. These representatives may also advise the Steering Committee and the CVRD Board and will be responsible for in responding to media requests on behalf of the TAC.

Code of Conduct

During meetings, public events, and other activities related to the LWMP project, all participants of the committee will endeavour to conduct themselves as follows:

- Support an open and inclusive process;
- Disclose any potential conflicts of interest;
- Treat others with courtesy and respect;
- Listen attentively with an aim to understand;
- Speak in terms of interests versus positions;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Be open to outcomes, not attached to outcomes;
- Focus on service provision; and
- Share and discuss ideas from a professional perspective.

Members are responsible for coming prepared to meetings and to liaise with groups or organizations to which they are accountable or have a fiduciary responsibility.

Members are responsible for attending all meetings. If an occasion arises in which members are unable to participate in person, their appointed alternate should attend on their behalf.

Communications with the General Public

TAC members may find themselves from time to time liaising with the general public, and must do so in accordance with the code of conduct outlined above.

The committee meetings will be closed to the public, however the meeting notes will be made available to the public unless it was agreed to in advance that a particular discussion was to be confidential, in which case, the meeting notes will not be made available. Confidential topics at committee meetings may fall under Section 90 of the *Community Charter*.

The responsibility to respond to public comment rests with CVRD Project Staff and the CVRD Board, unless otherwise indicated.

Contact with the Media

Any contact with the media regarding issues related to the work of this committee shall be handled by the CVRD Project Staff or the committee representative. The latter only applies if there is agreement by the CVRD Project Staff and committee. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the CVRD Board Chair. The CVRD Chief Administrative Officer and the Communications Department will provide assistance and/or guidance to those persons responding to the media.

Frequency of Meetings

Meetings will be expected to occur both on an ongoing basis (for example, monthly, quarterly or at key milestones) and as required to address pressing LWMP process issues that arise. It is expected that at least five to ten committee meetings will be held over the course of the LWMP process. PAC meetings will normally be held at the CVRD offices during business hours. The committee members will also be expected to participate in public consultation activities, which may include separate meetings, open houses or less formal gatherings.

Committee Administration

CVRD Project Staff and the Consultant will be responsible for managing, scheduling and facilitating all meetings, with the assistance of a professional facilitator, and for providing administrative support.

CVRD Staff will ensure the agenda and all material are provided to the members prior to the meeting. Items of new business should be brought to the attention of CVRD Staff prior to the meeting, for consideration and distribution to group members in advance of the meeting; the inclusion of such items will be at the discretion of CVRD Project Staff.

The CVRD Project Staff will appoint a recording secretary for the purposes of preparing meeting notes. The record shall reflect the meeting purpose, key points from the discussion of agenda items, and the ensuing recommendations or action items.

The draft meeting notes will be distributed to committee members for review prior to being finalized. The final meeting notes will be provided to the CVRD Board, the CVRD Project Staff, and the Steering Committee, the TAC and the PAC. Where the Board feels it is necessary, the PAC representative may be asked to meet with and brief the Board on particular items or issues.

Resources

Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities will be covered and coordinated by CVRD Project Staff. Committee members will be responsible for their own travel expenses. There will be no remuneration provided to members for participation.

Liquid Waste Management Plan Technical Advisory Committee (TAC) - Invitation List

- BC Ministry of Environment and Climate Change
- BC Ministry of Municipal Affairs and Housing
- Vancouver Island Health Authority
- Fisheries and Oceans Canada
- K'ómoks First Nation
- City of Courtenay Engineering Staff
- Town of Comox Engineering Staff
- Department of National Defence
- Lead Technical Consultant
- Specialist Technical Consultants as required
- CVRD Engineering Staff
- PAC governmental representative
- PAC non-governmental representative
- Facilitator (acting as Chair)

Terms of Reference

COMOX VALLEY SEWERAGE SYSTEM LIQUID WASTE MANAGEMENT PLAN - PUBLIC ADVISORY COMMITTEE

Background

Long term planning of wastewater infrastructure is a critical function for any community. The City of Courtenay and the Town of Comox are jointly served by the Comox Valley Sewerage System, which provides conveyance (pump stations and trunk mains), treatment and effluent discharge functions.

Near term upgrades are required for the conveyance infrastructure, particularly to allow decommissioning of the Willemar Bluffs forcemain which has an elevated risk of failure due to being installed within the intertidal zone along an exposed section of coastline. Medium term upgrades are also required at the Comox Valley Water Pollution Control Centre (Brent Road treatment plant) for both capacity and treatment quality.

The Comox Valley Regional District (CVRD) has elected to follow the BC Ministry of Environment and Climate Change's liquid waste management plan (LWMP) process for planning these upgrades. This is a comprehensive planning process involving extensive public consultation, engineering study, financial analysis and provincial regulatory review.

The LWMP requires consideration of both current circumstances and longer term population growth. It also allows for consideration and planning of water conservation, infiltration reduction, stormwater management and resource recovery. These subject areas can be addressed during initial plan development, or during a subsequent plan update, expected approximately every five years. The initial plan development is not expected to address storm water management.

Once completed, and approved by the Minister of Environment and Climate Change, the LWMP provides the regulatory authorization for proceeding with the planned works, and also confers borrowing authority to the CVRD to finance the works. Kept current with regular updates, the approved LWMP will set the strategic directions for the Comox Valley Sewerage System (CVSS) for the next twenty years.

The LWMP process calls for the establishment of four committees. A guiding steering committee will advise the CVRD Board throughout the development of the LWMP, and two advisory committees will advise the steering committee. The Comox Valley Sewage Commission will act as the LWMP Steering Committee, and a Technical Advisory Committee (TAC) and Public Advisory Committee (PAC) are being created to gather relevant input and provide recommendations to the Steering Committee. The fourth committee is the plan monitoring committee, which will oversee the implementation of the completed LWMP.

The CVRD will retain an engineering consulting firm (the Consultant) to provide services related to the LWMP process.

Role of the Committees and the PAC

While the responsibility for the management of the LWMP ultimately rests with the CVRD Board of Directors, the Steering Committee, TAC and PAC will assist in this responsibility by providing input, perspective, specific expertise and recommendations. Members of the committees are expected to participate in meetings and assist with:

- Identifying goals and challenges;
- Generating and reviewing ideas to meet them; and
- Working towards consensus solutions.

To assist with communication and understanding of the process, committee members will be sent the meeting agenda packages and meeting notes for all three committees. Members of one committee are encouraged to attend the other committee meetings as observers.

There may also be several joint TAC-PAC meetings, and the CVRD may combine the two committees into one if it proves advantageous to do so.

The PAC is an advisory group whose primary role is to represent “community interests” – the people, areas and environments that are served, and potentially impacted by the CVSS, and advise the Steering Committee accordingly.

The PAC will:

- Consider community goals as represented by major planning documents (OCP’s, Sustainability Plans, etc);
- Consider public opinion and feedback related to the LWMP on behalf of the Steering Committee;
- Provide feedback on documents provided by the CVRD Project Staff and/or the Consultant;
- Have the authority to provide input and recommendations to the Steering Committee on matters pertaining to the LWMP.

Role and Responsibilities of PAC Members

The role of PAC members is to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment in order to make appropriate recommendations to the Steering Committee. It is also the responsibility of the PAC members to review and become familiar with the CVRD’s LWMP process and the function of the CVSS itself.

Participating in the PAC is both a privilege and an obligation. Members have an important liaison role with the responsibility to represent and inform the organizations or communities they have been selected to represent. They are expected to bring their own perspectives to the table, but must be prepared to provide to, and disseminate from the committee, the full range of perspectives, including those with which they may disagree.

It is intended that recommendations to the Steering Committee will be made by consensus, though there may be some that are recorded as non-consensus. A consensus recommendation may include the identification of a specific interest or concern to be noted in the record but not as a limiting factor. A non-consensus recommendation will be made if, after adequate deliberation, the member(s) is/are still not in accord with other members. The non-consensus party must provide a written submission for the record, outlining the rationale for the non-consensus recommendation, within one week of the distribution of the draft meeting notes.

Membership

The CVRD will seek and invite representation from key public, community, business, and stewardship stakeholders with interests in the project area (see attached list of invited public, community, business, and stewardship stakeholders). The total number of representatives will be at the discretion of the CVRD. Appointment of local resident representatives will be performed by the Municipal and Lazo North (Electoral Area B) Directors to ensure the accountability of the process.

Members will submit one alternate for approval of the whole at the first meeting or immediately to CVRD Project Staff upon resignation of the primary or alternate.

Termination of a member that is falling short of his/her obligations, not considered to be actively participating, or is not abiding by the code of conduct (below) will be at the discretion of the CVRD.

The PAC will stand for the duration of the LWMP process, which is expected to be two to three years. At the completion of the LWMP, the PAC will be dissolved and the plan monitoring committee will be struck, and some PAC members will be encouraged to stand, to ensure continuity. A list of representatives will be attached once committee membership is finalized.

PAC Representatives to the TAC

The LWMP guidelines require that the PAC also be represented on the TAC, with one governmental and one non-governmental representative. The committee shall elect the non-governmental representative and alternate from amongst its members at the inaugural meeting. The role of the representatives is to represent the PAC in discussions with the TAC, the Steering Committee, the CVRD Board and Project Staff, as needed. From time-to-time, the representatives may also be responsible for in responding to media requests on behalf of the PAC.

Code of Conduct

During meetings, public events, and other activities related to the LWMP project, all participants of the committee will endeavour to conduct themselves as follows:

- Support an open and inclusive process;
- Disclose any potential conflicts of interest;
- Treat others with courtesy and respect;
- Listen attentively with an aim to understand;
- Speak in terms of interests versus positions;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Be open to outcomes, not attached to outcomes;
- Focus on service provision; and
- Share and discuss ideas from a professional perspective.

Members are responsible for coming prepared to meetings and to liaise with groups or organizations to which they are accountable or have a fiduciary responsibility.

Members are responsible for attending all meetings. If an occasion arises in which members are unable to participate in person, their appointed alternate should attend on their behalf.

Communications with the General Public

PAC members may find themselves from time liaising with the general public, and must do so in accordance with the code of conduct outlined above.

The committee meetings will be closed to the public, however the meeting notes will be made available to the public unless it was agreed to in advance that a particular discussion was to be confidential, in which case, the meeting notes will not be made widely available. Confidential topics at committee meetings may fall under Section 90 of the *Community Charter*.

The responsibility to respond to public comment rests with CVRD Project Staff and the CVRD Board, unless otherwise indicated.

Contact with the Media

Any contact with the media regarding issues related to the work of this committee shall be handled by the CVRD Project Staff or the committee representative. The latter only applies if there is agreement by the CVRD Project Staff and committee. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the CVRD Board Chair. The CVRD Chief Administrative Officer and the communication department will provide assistance and/or guidance to those persons responding to the media.

Frequency of Meetings

Meetings will be expected to occur both on an ongoing basis (for example, monthly, quarterly or at key milestones) and as required to address pressing LWMP process issues that arise. It is expected that at least five to ten committee meetings will be held over the course of the LWMP process. PAC meetings will normally be held at the CVRD offices during business hours. The committee members will also be expected to participate in public consultation activities, which may include separate meetings, open houses or less formal gatherings.

Committee Administration

CVRD Project Staff and the Consultant will be responsible for managing, scheduling and facilitating all meetings, with the assistance of a professional facilitator, and for providing administrative support.

CVRD Staff will ensure the agenda and all material are provided to the members prior to the meeting. Items of new business should be brought to the attention of CVRD Staff prior to the meeting, for consideration and distribution to group members in advance of the meeting; the inclusion of such items will be at the discretion of CVRD Project Staff.

The CVRD Project Staff will appoint a recording secretary for the purposes of preparing meeting notes. The record shall reflect the meeting purpose, key points from the discussion of agenda items, and the ensuing recommendations or action items.

The draft meeting notes will be distributed to committee members for review prior to being finalized. The final meeting notes will be provided to the CVRD Board, the CVRD Project Staff, and the Steering Committee, the TAC and the PAC. Where the Board feels it is necessary, the PAC representative may be asked to meet with and brief the Board on particular items or issues.

Resources

Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities will be covered and coordinated by CVRD Project Staff. Committee members will be responsible for their own travel expenses. There will be no remuneration provided to members for participation.

Liquid Waste Management Plan Public Advisory Committee (PAC) - Invitation List

- Councillor from City of Courtenay
- Councillor from Town of Comox
- Area B Director
- Local residents
 - Croteau area
 - Brent Road area
 - Town of Comox (2)
 - City of Courtenay (2)
- K'omoks First Nation
- Comox Valley Conservation Strategy Community Partnership
- BC Shellfish Growers Association
- Comox Valley Chamber of Commerce
- CVRD Engineering Staff
- CVRD Planning Staff
- Municipal Engineering Staff
- Lead Technical Consultant
- Facilitator (acting as the Chair)

RECEIVED

JUN 23 2018

TOWN OF COMOX

LOG: 18-174	REFER:	AGENDA: Renew July 11 '18
FILE: 0220-01	ACTION: file	

on file
 Mayor's Council
 agenda

To Mr. McKinnon

Thank you so much for leaving such a positive legacy for myself and others to aspire to. Your kindness and generosity inspire me to work harder for others and become more involved in our global community. I am so honoured to have been presented an award in your honour.

Sincerely, Jillian McLeod

Thank you so much for this award. I was not expecting it at all and was caught off guard! Thank you for everything you do in the community, and for being so involved globally. We all benefit and appreciate the contributions you put into this community. I am so honoured to have been presented this award. I hope I can contribute to the community and world, selflessly, as much as you have. Thank you
 Sincerely,
 Anna Braley

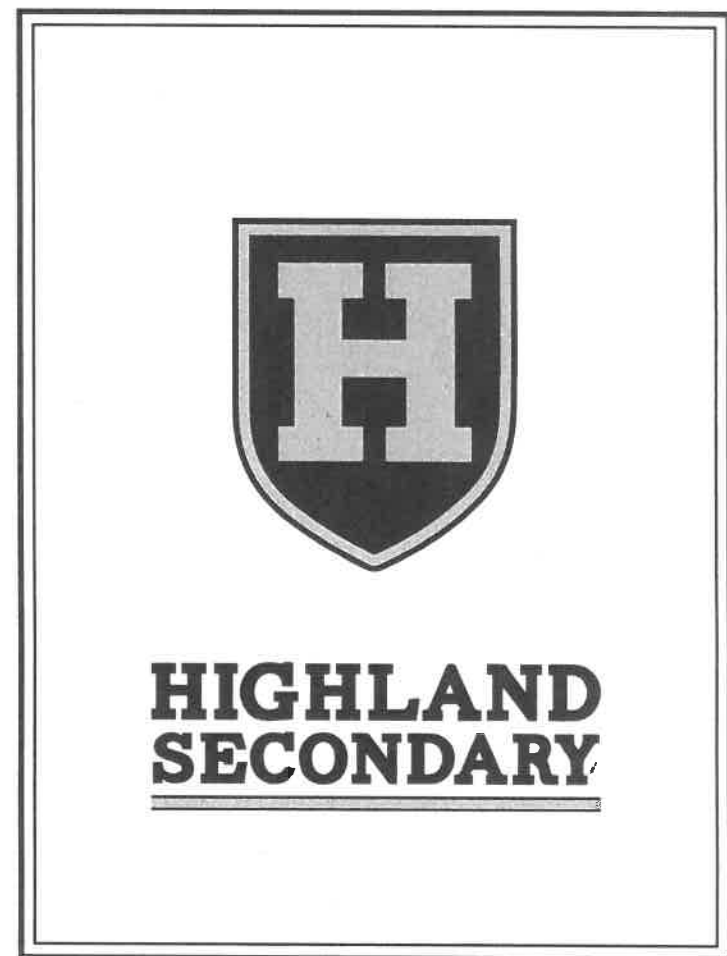
HIGHLAND SECONDARY SCHOOL

School District No. 71 (Comox Valley)

750 Pritchard Road
Comox, BC V9M 3S8

Tel: 250-339-5525
Fax: 250-339-0832

www.HighlandSecondary.ca



Office of the Chair

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

o - RCM Agenda
copies - Council
- RK / MK



RECEIVED

June 27, 2018

File: 6410-20 / Amendments
RGS 1CV 18

TOWN OF COMOX

June 27, 2018

Sent via email: srusswurm@comox.ca

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

LOG: 18-175	REFER:	AGENDA:
FILE: 0114-20/5	ACTION: MR	RCM - Jul 4,

Dear Mayor and Council:

Re: Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 1

Please be advised that on June 26, 2018, the Comox Valley Regional District Board passed the following recommendations:

THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of this report, dated June 20, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the Consultation Plan, appended to this report as Appendix B, as the required Consultation Plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

In accordance with *Local Government Act* (RSBC, 2015, c. 1) Section 433(4), this letter is to confirm the initiation of the amendment.

If you have any questions, please contact the planning department at planningdevelopment@comoxvalleyrd.ca.

Sincerely,



Bruce Jolliffe
Chair

cc: A. Mullaly, Acting General Manager of Planning and Development Services, CVRD
R. Dyson, Chief Administrative Officer, CVRD
R. Kanigan, Chief Administrative Officer, Town of Comox
M. Kamenz, Municipal Planner, Town of Comox

DATE: June 20, 2018**FILE:** 6410-20/Amendments
RGS 1CV 18**TO:** Chair and Directors
Regional District Board**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer*R. Dyson***RE: Regional Growth Strategy Amendment: Proposed Changes to Amendment Process****Purpose**

The purpose of this report is to provide the board with recommendations from the Regional Growth Strategy (RGS) Steering Committee regarding proposed amendments to Section 5.2, Amendments to the RGS.

Recommendation from the Chief Administrative Officer:

THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of this report, dated June 20, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the Consultation Plan, appended to this report as Appendix B, as the required Consultation Plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

Executive Summary

- In August 2017, the board determined that a five-year review of the RGS was not required but directed staff to:
 - Bring forward an amendment to revise the Minor Amendment Process language in Section 5.2(4) to align it with the *Local Government Act* (RSBC, 2015, c. 1) (LGA); and
 - Return to the board with a list and analysis of other housekeeping and proposed amendments to the RGS to improve administration of the RGS.
- In accordance with the process for amendments described in the RGS, the RGS Steering Committee, comprising the Chief Administrative Officers of the CVRD, the City of Courtenay, the Town of Comox and the Village of Cumberland, convened on June 15, 2018 to discuss changes to Section 5.2, Amendments to the RGS.

- Steering Committee minutes and background Technical Advisory Committee report are attached as Appendix C. The Steering Committee recommends that the board pass a resolution to initiate a standard amendment to the RGS in order to amend the language of Section 5.2, adopt the required Consultation Plan (Appendix B) and provide notice of initiation to affected local governments.
- The LGA requires that any change to the process for amending an RGS be undertaken as a standard amendment (i.e. not a minor amendment). The LGA requires that as soon as is practicable after initiating an amendment, the board adopt a Consultation Plan that provides, in the opinion of the board, for early and ongoing consultation with stakeholders.
- “Affected local government(s)” are defined in the LGA as the participants of the RGS service (electoral areas and member municipalities) and adjacent regional districts (Powell River, Strathcona, Nanaimo, Alberni-Cluqot).

Prepared by:

Concurrence:

Concurrence:

A. Mullaly

R. Dyson

D. Allen

Alana Mullaly
Acting General Manager of
Planning and Development
Services Branch
CVRD

Russell Dyson
Chief Administrative Officer
CVRD

David Allen
Chief Administrative Officer
City of Courtenay

Concurrence:

Concurrence:

R. Kanigan

S. Topham

Richard Kanigan
Chief Administrative Officer
Town of Comox

Sundance Topham
Chief Administrative Officer
Village of Cumberland

Stakeholder Distribution (Upon Agenda Publication)

David Allen, Chief Administrative Officer, City of Courtenay	✓
Richard Kanigan, Chief Administrative Officer, Town of Comox	✓
Sundance Topham, Chief Administrative Officer, Village of Cumberland	✓

Attachments: Appendix A – “Proposed Amendments to RGS Section 5.2”
Appendix B – “Consultation Plan”
Appendix C – “Steering Committee Minutes, June 15, 2018”

Proposed Amendment No. 1

Section One Text Amendment

1. Part 05, “Implementation and Monitoring”, Section 5.1(1.), be amended by replacing the reference to “*Local Government Act s.866*” with “*Local Government Act s.446*”;
2. Part 05, “Implementation and Monitoring”, Section 5.1(3.), be amended by replacing the reference to “*Local Government Act s.855*” with “*Local Government Act s.434*”;
3. Part 05, “Implementation and Monitoring”, Section 5.2(1.), be amended by deleting the title that now reads “*Standard Amendments*” and re-numbering accordingly;
4. Part 05, “Implementation and Monitoring”, Section 5.2(1.), be amended by replacing the text that now reads

“An amendment to the RGS, other than those considered to be a minor amendment, is considered a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 25 of the Local Government Act”

With:

“An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment. The process that is required to adopt a minor amendment is as set out in section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment.”

5. Part 05, “Implementation and Monitoring”, Section 5.2(2.) be amended by deleting the title that now reads “*Minor Amendments*” and re-numbering accordingly;
6. Part 05, “Implementation and Monitoring”, Section 5.2(2.) be amended by replacing the reference to “Section 857.1” with “Section 437”;
7. Part 05, “Implementation and Monitoring”, Section 5.2(3.) Criteria for Minor Amendments, be amended by replacing the reference in 5.2(3)(e) to “*Part 25*” with “*Part 13*”;
8. Part 05, “Implementation and Monitoring”, Section 5.2(4.) be amended by replacing the text that now reads:

“Minor amendments may be applied for by a member municipality, the regional district, external agency, private land owner or developer. Once a minor amendment application has been received, the process for review and adoption is as follows:”

With:

“Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:”

9. Part 05, “Implementation and Monitoring”, Section 5.2(4.) be amended by replacing the text that now reads

“Upon receiving a minor amendment application, the CVRD will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the application and provide comments to CVRD staff”

With:

“Upon a board resolution to initiate an amendment, the regional district will set up a Technical Advisory Committee meeting for review and discussion of the proposed amendment. The Technical Advisory Committee will provide comments, in the form of a report prepared by regional district staff, to the Steering Committee”.

10. Part 05, “Implementation and Monitoring”, Section 5.2 (4.) be amended by replacing the text that now reads

“On receipt of an application with comments from the technical advisory committee, CVRD staff will prepare a preliminary report for review by the RGS steering committee. Steering committee comments and recommendations will be forwarded to the CVRD Board to assist in its decision on whether the application should be processed as a minor amendment”

With:

“Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss the proposed amendment. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The Steering Committee’s report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment”

11. Part 05, “Implementation and Monitoring”, Section 5.2(4.) be amended by replacing the text that now reads

“The CVRD board will assess any proposed amendment in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the board members present, to proceed with an amendment application as a minor amendment. Where the board resolves to proceed with an amendment application as a minor amendment, the Board will...”

With:

“The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will...”

12. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “RGS amendment initiated” with “Board resolution to initiate RGS amendment”
13. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “CVRD Board determines if amendment is minor (2/3 vote)” with “Board resolution by 2/3 vote if an amendment is minor”

Subject: Proposed Amendment to Part 5.2 Regional Growth Strategy

File: 3410-20 / RGS 1CV 18

Purpose

To outline a consultation process in support of a proposed standard amendment to revise section 5.2 (Amendments to the RGS) of the Regional Growth Strategy.

Target Audience(s):

As defined in the *Local Government Act* (RSBC, 2015, c. 1) (LGA) under Section 434(2), the following individuals/organizations will be consulted:

- Citizens of the Comox Valley
- Affected local governments: Town of Comox, City of Courtenay, Village of Cumberland, Regional District of Nanaimo, Powell River Regional District, Strathcona Regional District and Alberni-Clayoquot Regional District
- First Nations: K’omoks First Nation, Homalco Indian Band, We Wai Kai Nation of the Laich-Kwil-Tach Treaty Society, and the Wei Wai Kum / Kwiakah First Nation of the Kwiakah Treaty Society
- School District No. 71 (Comox Valley), School District No. 93 (Comox Valley Francophone)
- Union Bay Improvement District, Ship’s Point Improvement District, Fanny Bay Improvement District
- Ministry of Municipal Affairs and Housing

Project Background:

- In August 2017 the Comox Valley Regional District Board directed staff to return with revised language for the Regional Growth Strategy (RGS) Section 5.2(4.) Minor Amendment Process.
- Staff have prepared revised wording for Section 5.2(4.) in order to align the amendment process with the LGA, specifically:
 - Clarifying that board initiation of an amendment is the first step in the review process.
 - Clarifying that the board determines by resolution whether a proposed amendment is to be considered as a minor amendment or standard amendment.
- Proposed revision also establishes that a proposed amendment may be tabled for board consideration by a member municipality, the Electoral Areas Services Committee or the board. A private landowner or agency would work directly with either the respective member municipality or Electoral Areas Services Committee to propose an amendment for board consideration.
- LGA directs that any RGS changes that relate to process must be reviewed as a standard amendment (i.e. not minor).

Key Speaking Points:

- The proposed amendment will change the RGS amendment process.
- The proposed amendment does not affect the overall goals and objectives or growth management principles of the RGS.

- The proposed amendment reinforces the role of the board to direct any amendments to the RGS.

Spokesperson: Alana Mullaly

Guiding principles:

- Project to have budget sufficient to cover communications strategies.
- All materials and communication will follow the Comox Valley Regional District Corporate Identity guide

Budget:

- 2018:
 - Advertising: \$1,000

Consultation Plan Objectives:

1. To provide notice to citizens, affected local governments, First Nations, School District Nos. 71 & 93 (Comox Valley, Francophone); area improvement districts (i.e. Union Bay, Ship’s Point, Fanny Bay); and the Ministry of Municipal Affairs and Housing in accordance with Section 434 of the LGA.
2. To provide an opportunity for the above individuals and agencies to provide feedback on the proposed amendment.

Consultation Plan Elements (commence upon Board’s initiation of amendment):

Tactic	Description	Responsibility	Budget	Due Date
Adopt consultation plan	Consultation plan must provide opportunities for early and ongoing consultation	Content: Alana Mullaly Confirmation: Technical Advisory Committee Recommendation: Steering Committee Approval: board	N/A	Concurrent with board resolution to initiate amendment
Letter to affected local governments	Provide notice of initiation to affected local governments and province	Alana Mullaly	Staff time	Minimum 30 days before first reading of bylaw per LGA
Website	Update website with details on the proposed revisions and provide FAQ’s.	Content: Alana/Jennifer Updating: Beverly/Jennifer	Staff Time	June 2018
Newspaper Advertisement - Public Hearing Ad	Book and develop the required public hearing ad	Content: Planning Design/Book/Distribute Communications	\$1,000	TBD

Public Hearing	Plan the public hearing in support of this.	Planning	TBD	TBD
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Next Steps:

- Approval of Consultation Plan
- Execution of Consultation Plan elements

Approval History

Created by: Robyn Holme/ Jennifer Steel	Updated: May 9, 2018
Amended by: Alana Mullaly	May 24, 2018

Minutes of the Regional Growth Strategy Steering Committee meeting held on June 15, 2018 in the Village of Cumberland Offices located at 2673 Dunsmuir Ave, Cumberland, BC commencing at 8:37 am.

File: 6410-20 / CV RGS Amendments

Present: Russell Dyson, Chief Administrative Officer, Comox Valley Regional District (chair)
Sundance Topham, Chief Administrative Officer, Village of Cumberland
David Allen, Chief Administrative Officer, City of Courtenay
Richard Kanigan, Administrator, Town of Comox
Alana Mullaly, Manager of Planning Services, Comox Valley Regional District

Recording: Sylvia Stephens, Branch Assistant, Comox Valley Regional District

TOPIC

The committee met to review amendments to the Comox Valley Regional District (CVRD) Regional Growth Strategy, Section 5.2, as initiated by the CVRD Board at its meeting August 29, 2017 as follows:

“AND FURTHER THAT staff return to the board with revised language in section 5.2 (4) Minor Amendment Process, of the Regional Growth Strategy to better align the process for minor amendments to the Regional Growth Strategy with the Local Government Act so that the strategy can be revised, as a standard amendment in section 5.2 (4)”

RECOMMENDATIONS

D. Allen / S. Topham: THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of staff report dated June 5, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the consultation plan, appended to this report as Appendix B, as the required consultation plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

CARRIED

D. Allen / R. Kanigan: THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a Terms of Reference for the

Technical Advisory Committee to replace the 2008 Regional Growth Strategy preparation Technical Advisory Committee Terms of Reference for the Steering Committee’s review and acceptance.
CARRIED

R. Kanigan / S. Topham: THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a list of proposed amendments for the Steering Committee’s review that will fulfill the Comox Valley Regional District Board’s August 2017 resolution to report back.
CARRIED

ADJOURNMENT

Time: 9:14 am

Recorded By:

S. Stephens

Sylvia Stephens
Branch Assistant Planning and
Development Services Branch

Certified Correct:

R. Dyson

Russell Dyson
Chief Administrative Officer

DATE: June 5, 2018

FILE: 6410-20/RGS 1CV 18

TO: Steering Committee
Regional Growth Strategy

FROM: Technical Advisory Committee
Regional Growth Strategy

RE: Regional Growth Strategy Standard Amendment Recommendation and Next Steps

Purpose

To provide the Regional Growth Strategy (RGS) Steering Committee (SC) with recommendations from the RGS Technical Advisory Committee (TAC) regarding changes to Section 5.2, Amendments to the RGS.

Recommendations from the Technical Advisory Committee:

1. THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of staff report dated June 5, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the consultation plan, appended to this report as Appendix B, as the required consultation plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

2. THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a Terms of Reference for the Technical Advisory Committee to replace the 2008 Regional Growth Strategy preparation Technical Advisory Committee Terms of Reference for the Steering Committee’s review and acceptance.
3. THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a list of proposed amendments for the Steering Committee’s review that will fulfill the Comox Valley Regional District Board’s August 2017 resolution to report back.

Executive Summary

- In August 2017, the board determined that a five-year review of the RGS was not required but directed staff to:
 - Bring forward an amendment to revise the Minor Amendment Process language in Section 5.2(4) to align it with the *Local Government Act*; and
 - Return to the board with a list and analysis of other housekeeping and proposed amendments to the RGS to improve administration of the RGS.
- The TAC convened on May 9, 2018 and recommends that the SC send a report to the board recommending initiation of a standard amendment and adoption of a consultation plan as the next steps in fulfilling the board’s direction to revise Section 5.2(4).
- The *Local Government Act* (RSBC, 2015, c. 1) (LGA) requires that any change to the process for amending an RGS be undertaken as a standard amendment (i.e. not a minor amendment).
- The TAC has identified a need to update the 2008 Terms of Reference that were established during the preparation of the RGS in order to reflect the TAC’s role in the RGS amendment process (i.e. versus preparation process).
- The TAC seeks authorization to begin identifying possible housekeeping and other items for the SC’s consideration in early to mid-2019.

Prepared by:

A. Mullaly

Alana Mullaly, MCIP, RPP
Manager of Planning Services

Concurrence:

J. Walker

Judith Walker, MCIP, RPP
Senior Planner
Village of Cumberland

Concurrence:

M. Kamenz

Marvin Kamenz, MCIP, RPP
Town Planner
Town of Comox

Concurrence:

I. Buck

Ian Buck, MCIP, RPP
Director of Development Services
City of Courtenay

Background/Current Situation

In August 2017, the board approved the following:

“THAT staff return to the board with revised language in Section 5.2 (4) Minor Amendment Process, of the Regional Growth Strategy to better align the process for minor amendments to the Regional Growth Strategy with the Local Government Act so that the strategy can be revised, as a standard amendment in Section 5.2 (4);

THAT staff return to the board with a list and analysis of other housekeeping and proposed amendments to the Regional Growth Strategy that could improve the administration of Regional Growth Strategy and still fall within the stated goals and objectives of the strategy.”

Proposed Amendment Language

The TAC's proposed amendment (in bylaw format) is contained in Appendix A. Specifically, the proposed language would accomplish the following:

1. Clearly state that the first step in the RGS amendment process is for the board to consider whether to initiate an amendment to the RGS and to do so by resolution.
2. Clearly identify that it is the role of the board to determine whether a proposed amendment is to be considered as a minor amendment (i.e. versus a standard amendment).
3. Establish that proposed amendments can be introduced by a member municipality, the Electoral Areas Services Committee, or the board, including on behalf of a private landowner or agency.
4. Update the LGA references in Part 5 of the RGS to reflect the re-numbering of the LGA (e.g. replace "Part 25" references with "Part 13").

Policy Analysis

Sections 433 (initiation), 434 (consultation) and 437 (minor amendments) of the LGA are particularly salient to the TAC's recommendations.

Options

1. Proceed with some or all of the TAC's recommendations and take a report to the Committee of the Whole and board to initiate a standard amendment.
2. Refer the matter back to TAC with direction on revisions.

The TAC recommends option 1.

Financial Factors

Costs relating to the TAC's recommendation will relate to staff time, advertising, hosting a public hearing and legal review. The following provisions are made in the approved 2018-2022 Function No. 512 budget to address any proposed amendments initiated in 2018:

- Meeting expenses: \$500
- Advertisement: \$1,000
- Legal review: \$8,000

Legal Factors

The content of Appendix A, being the TAC's proposed amendment language will be sent for legal review, if the board initiates a standard amendment, prior to any bylaw readings.

Regional Growth Strategy Implications

The proposed amendments to Section 5.2 will align the RGS with the LGA. The proposed amendments do not affect the substance of the RGS goals and policies.

Intergovernmental Factors

The TAC comprises the four planning staff members that represent the RGS service's four participants. The TAC was established via a 2008 Memorandum of Understanding on the preparation of the RGS. The purpose of the TAC in the amendment process is to provide the SC (the four Chief Administrative Officer's) with technical advice on the planning implications of proposed amendments. As a first step in the amendment proposal process, the TAC provides advice on the process type (i.e. standard versus minor) and the consultation plan. It would only be following the board's initiation of an amendment that the TAC would provide advice to the SC on the substance of a proposed amendment. TAC recommends that the SC authorize the TAC to draft an update to the 2008 TAC Terms of Reference for the SC's consideration. This will reflect the role of the TAC in a post-RGS adoption climate. Further, TAC seeks endorsement from the SC to begin

work on identifying other possible amendments to the RGS to fulfill the August 2017 board resolution (e.g. minor amendment criteria, indicators and monitoring tools, etc.).

Citizen/Public Relations

The LGA requires that after the initiation of an amendment (or concurrently), the board must adopt a consultation plan that, in the opinion of the board, provides opportunities for early and ongoing consultation. In adopting a consultation plan, the board must turn its mind to whether a public hearing is required. The TAC has included a public hearing in its recommended consultation plan (Appendix B). Key rationale is that this is the first amendment to the RGS that the board is being asked to initiate and therefore the TAC anticipates public interest. Further, the content of the TAC's recommended amendment would establish that only the member municipalities, Electoral Areas Services Committee or board could table an amendment for the board's consideration of initiation. Note that a third party applicant would still be able to present an amendment proposal to the application jurisdiction and that elected body could propose an amendment to the board effectively on the third party's behalf.

Attachments: Appendix A – “Proposed Amendment Bylaw”
Appendix B – “Consultation Plan”

Proposed Amendment No. 1

Section One Text Amendment

1. Part 05, "Implementation and Monitoring", Section 5.1(1.), be amended by replacing the reference to "*Local Government Act s.866*" with "*Local Government Act s.446*";
2. Part 05, "Implementation and Monitoring", Section 5.1(3.), be amended by replacing the reference to "*Local Government Act s.855*" with "*Local Government Act s.434*";
3. Part 05, "Implementation and Monitoring", Section 5.2(1.), be amended by deleting the title that now reads "*Standard Amendments*" and re-numbering accordingly;
4. Part 05, "Implementation and Monitoring", Section 5.2(1.), be amended by replacing the text that now reads

"An amendment to the RGS, other than those considered to be a minor amendment, is considered a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 25 of the Local Government Act"

With:

"An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment. The process that is required to adopt a minor amendment is as set out in section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment."

5. Part 05, "Implementation and Monitoring", Section 5.2(2.) be amended by deleting the title that now reads "*Minor Amendments*" and re-numbering accordingly;
6. Part 05, "Implementation and Monitoring", Section 5.2(2.) be amended by replacing the reference to "Section 857.1" with "Section 437";
7. Part 05, "Implementation and Monitoring", Section 5.2(3.) Criteria for Minor Amendments, be amended by replacing the reference in 5.2(3)(e) to "*Part 25*" with "*Part 13*";
8. Part 05, "Implementation and Monitoring", Section 5.2(4.) be amended by replacing the text that now reads:

"Minor amendments may be applied for by a member municipality, the regional district, external agency, private land owner or developer. Once a minor amendment application has been received, the process for review and adoption is as follows:"

With:

"Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:"

9. Part 05, "Implementation and Monitoring", Section 5.2(4.) be amended by replacing the text that now reads

"Upon receiving a minor amendment application, the CVRD will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the application and provide comments to CVRD staff"

With:

“Upon a board resolution to initiate an amendment, the regional district will set up a Technical Advisory Committee meeting for review and discussion of the proposed amendment. The Technical Advisory Committee will provide comments, in the form of a report prepared by regional district staff, to the Steering Committee”.

10. Part 05, “Implementation and Monitoring”, Section 5.2 (4.) be amended by replacing the text that now reads

“On receipt of an application with comments from the technical advisory committee, CVRD staff will prepare a preliminary report for review by the RGS steering committee. Steering committee comments and recommendations will be forwarded to the CVRD Board to assist in its decision on whether the application should be processed as a minor amendment”

With:

“Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss the proposed amendment. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The Steering Committee’s report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment”

11. Part 05, “Implementation and Monitoring”, Section 5.2(4.) be amended by replacing the text that now reads

“The CVRD board will assess any proposed amendment in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the board members present, to proceed with an amendment application as a minor amendment. Where the board resolves to proceed with an amendment application as a minor amendment, the Board will...”

With:

“The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will...”

12. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “RGS amendment initiated” with “Board resolution to initiate RGS amendment”
13. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “CVRD Board determines if amendment is minor (2/3 vote)” with “Board resolution by 2/3 vote if an amendment is minor”

Subject: Proposed Amendment to Part 5.2 Regional Growth Strategy

File: 3410-20 / RGS 1CV 18

Purpose

To outline a consultation process in support of a proposed standard amendment to revise section 5.2 (Amendments to the RGS) of the Regional Growth Strategy.

Target Audience(s):

As defined in the *Local Government Act* (RSBC, 2015, c. 1) (LGA) under Section 434(2), the following individuals/organizations will be consulted:

- Citizens of the Comox Valley
- Affected local governments: Town of Comox, City of Courtenay, Village of Cumberland, Regional District of Nanaimo, Powell River Regional District, Strathcona Regional District and Alberni-Clayoquot Regional District
- First Nations: K’omoks First Nation, Homalco Indian Band, We Wai Kai Nation of the Laich-Kwil-Tach Treaty Society, and the Wei Wai Kum / Kwiakah First Nation of the Kwiakah Treaty Society
- School District No. 71 (Comox Valley), School District No. 93 (Comox Valley Francophone)
- Union Bay Improvement District, Ship’s Point Improvement District, Fanny Bay Improvement District
- Ministry of Municipal Affairs and Housing

Project Background:

- In August 2017 the Comox Valley Regional District Board directed staff to return with revised language for the Regional Growth Strategy (RGS) Section 5.2(4.) Minor Amendment Process.
- Staff have prepared revised wording for Section 5.2(4.) in order to align the amendment process with the LGA, specifically:
 - Clarifying that board initiation of an amendment is the first step in the review process.
 - Clarifying that the board determines by resolution whether a proposed amendment is to be considered as a minor amendment or standard amendment.
- Proposed revision also establishes that a proposed amendment may be tabled for board consideration by a member municipality, the Electoral Areas Services Committee or the board. A private landowner or agency would work directly with either the respective member municipality or Electoral Areas Services Committee to propose an amendment for board consideration.
- LGA directs that any RGS changes that relate to process must be reviewed as a standard amendment (i.e. not minor).

Key Speaking Points:

- The proposed amendment will change the RGS amendment process.
- The proposed amendment does not affect the overall goals and objectives or growth management principles of the RGS.

- The proposed amendment reinforces the role of the board to direct any amendments to the RGS.

Spokesperson: Alana Mullaly

Guiding principles:

- Project to have budget sufficient to cover communications strategies.
- All materials and communication will follow the Comox Valley Regional District Corporate Identity guide

Budget:

- 2018:
 - Advertising: \$1,000

Consultation Plan Objectives:

1. To provide notice to citizens, affected local governments, First Nations, School District Nos. 71 & 93 (Comox Valley, Francophone); area improvement districts (i.e. Union Bay, Ship’s Point, Fanny Bay); and the Ministry of Municipal Affairs and Housing in accordance with Section 434 of the LGA.
2. To provide an opportunity for the above individuals and agencies to provide feedback on the proposed amendment.

Consultation Plan Elements (commence upon Board’s initiation of amendment):

Tactic	Description	Responsibility	Budget	Due Date
Adopt consultation plan	Consultation plan must provide opportunities for early and ongoing consultation	Content: Alana Mullaly Confirmation: Technical Advisory Committee Recommendation: Steering Committee Approval: board	N/A	Concurrent with board resolution to initiate amendment
Letter to affected local governments	Provide notice of initiation to affected local governments and province	Alana Mullaly	Staff time	Minimum 30 days before first reading of bylaw per LGA
Website	Update website with details on the proposed revisions and provide FAQ’s.	Content: Alana/Jennifer Updating: Beverly/Jennifer	Staff Time	June 2018
Newspaper Advertisement - Public Hearing Ad	Book and develop the required public hearing ad	Content: Planning Design/Book/Distribute Communications	\$1,000	TBD

Public Hearing	Plan the public hearing in support of this.	Planning	TBD	TBD
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Next Steps:

- Approval of Consultation Plan
- Execution of Consultation Plan elements

Approval History

Created by: Robyn Holme/ Jennifer Steel	Updated: May 9, 2018
Amended by: Alana Mullaly	May 24, 2018

Shelly Russwurm: Town of Comox

Subject: FW: Comox Fire Bylaw - report to council

RECEIVED

June 28, 2018

o - RCM Agenda
copies - Council

- RK / GS / AF

TOWN OF COMOX

From: Hu Wallis <hwallis@telus.net>

Sent: June 28, 2018 1:19 PM

To: council <council@comox.ca>

Cc: Gord Schreiner <firehall@comox.ca>; Martin Crilly <martin.crilly@shaw.ca>; Norm Wiens <normwiens@gmail.com>

Subject: Comox Fire Bylaw - report to council

To: Comox Mayor and Council

Further to my note of June 13th [below], I understand that council has requested a report from the Comox Fire Chief on the option of permitting gas fire rings at Kye Bay beach - and that his report may be presented to council on July 4th, 2018.

I know that Chief Schreiner has concerns about the present level of illegal beach fires, and that permitting gas fires may encourage more illegal wood fires. I share his concern about the illegal fires, most of which are well away from the road, and difficult to extinguish, since water is hard to come by at those locations.

As you consider this matter, I'd ask that you bear the following points in mind:

1. Nobody has a greater interest in protecting the properties at Kye Bay than the residents and tax-payers.
2. Requirements such as a continuous water source to extinguish the fire would effectively limit legal fires to beach areas adjacent to residential property.
3. Comox could impose additional requirements, such as a prior inspection of the site, which would further limit fires to responsible residents, and to areas where any uncontrolled fire could be reached.
4. The present bylaw has two exemptions which appear somewhat inequitable to the level of control applied elsewhere in Comox:
 - a. Cape Lazo Campground, where camp fires are permitted, and tap water is available onsite.
 - b. Point Holmes launch ramp area, where beach fires are permitted. There is no source of water but the ocean, unless a fire truck is called.

I hope that you will give favourable consideration to changes to the fire bylaw which will allow responsible residents to enjoy beach fires safely. I have copied this note to Chief Schreiner and representatives of the Kye Bay residents group.

Thank you.

Hu

Hu Wallis
250 592-0198 - Home
778 977-4051 - Cell
hwallis@telus.net

LOG: 18-176	REFER:	AGENDA: RCM - Jul 4
FILE: 3900-20	ACTION: MR	

From: Hu Wallis <hwallis@telus.net>

Sent: June 13, 2018 6:20 PM

To: 'council@comox.ca' <council@comox.ca>

Cc: 'firehall@comox.ca' <firehall@comox.ca>

Subject: Comox Fire Bylaw

To: Comox Mayor and Council

Our family has owned property on the beach at Kye Bay for 90 years. Part of our growing up experience was beach fires. While we understand some of the reasoning behind the Comox fire bylaw, we continue to miss the beach fire experience, and the opportunity to share it with our kids, who are the 5th generation on the property. We would ask that two amendments to the bylaw be considered, and believe that they could meet the intentions of the current bylaw.

1. **Allow gas fire rings on the beach as Oak Bay has recently done -**
<https://www.saanichnews.com/news/portable-gas-fires-now-legal-on-oak-bay-beaches/> Our property is treed to the beach, so we currently have picnic dinners on the beach, but could not legally have a gas fire there. Fire safety could be enhanced if conditions were set, possibly including a permit from Comox.
2. **Allow approved fire rings on the beach as is done at the Pt Holmes ramp and Cape Lazo Campground**
This could be managed by setting requirements such as is done at those locations, and additionally, to require a continuous water supply at the fire ring, and a permit from Comox – this would confine fire rings to areas immediately adjacent to residential properties, and minimize uncontrolled fires.

We that Comox's objectives could be met under conditions like those suggested above, as they apparently are at the currently exempted areas. I would be pleased to discuss these matters further.

Hu

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