



TOWN OF COMOX

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REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY AUGUST 1, 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

**NOTICE is hereby given that a Public Hearing has been scheduled for 07:00 PM at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, in order to consider the following:
Bylaw 1890 - Rezoning Application RZ 18-4 (Recreational Cannabis Regulation Step 2)**

1. DELEGATIONS:

- (123) a. [John Paulin & Lynn Edey \(Royal Canadian Legion\) 1825 Comox Avenue / PR 18-3](#)
- (163) b. [Jason Walker \(Land & Sea Brewing Company\) 2040 Guthrie / PR 18-8](#)
- (185) c. [Pat Savard \(New Tradition Brewing\) 215 Port Augusta Street Comox Mall / PR 18-10](#)
- d. [Al Fraser \(Parks Superintendent\) Wayfinding Project Update](#)

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 July 4, 2018, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (15) a. [Management Report - August 1, 2018](#)
That the Management Report for August 1, 2018 be received and filed for information.
- (17) b. [2017 Annual Report](#)
That the 2017 Annual Report, as contained in the August 1, 2018 Regular Council Meeting agenda, be Approved.

5. SPECIAL REPORTS: NIL

6. BYLAWS: NIL

7. NEW BUSINESS:

- (81) a. [Non-Binding Community Opinion Question - Future of Comox Golf Course Property](#)
Direction requested.
- (83) b. [Non-Binding Community Opinion Question - Governance Restructure Study](#)
Direction requested.
- (87) c. [Loss of Municipal Officers' Expense Allowance](#)
1. *That Council direct staff to amend "Comox Council Remuneration and Expense Bylaw, 2006" by deleting Subsection 2 (1) & (2) Council Remuneration and add replace with the following*
- 2.(1) *The Mayor shall be paid remuneration for discharge of the duties of office in the amount of thirty eight thousand, three hundred and eighty four dollars (\$38,384.00) per year*
 - 2.(2) *Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of twenty thousand, two hundred and thirty dollars (\$20,230.00) per year.*
- And Delete Subsection 3 - Allowance for Expenses in its entirety.*
2. *That the amendment bylaw take effect January 1, 2019.*
- (91) d. [Development Variance Permit Application: DVP 18-4 1759 Robb Avenue](#)
That Development Variance Permit DVP 18-4 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the August 1, 2018 Planning Report on DVP 18-4.
- (105) e. [Development Variance Permit Application: DVP 18-5 \(2137 Comox Avenue\)](#)
That Development Variance Permit DVP 18-5 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the August 1, 2018 Planning Report on DVP 18-5.
- (123) f. [Planning Report PR 18-3 Transition to LIQUOR PRIMARY from LIQUOR PRIMARY-CLUB LICENCE at 1825 Comox Ave. Comox Legion](#)
That staff be directed to gather the views of residents in the Town of Comox on the transition of the Liquor Primary-Club Licence to Liquor Primary Licence application PR 18-3 as follows:
- a. *Placement of a newspaper notice with invitation to comment in two consecutive issues of a newspaper; and*
 - b. *Mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.*
- (151) g. [PR 18-7 Recreational Cannabis Retail Procedure/Business Licence](#)
That this Report be received for information.

TOWN OF COMOX

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- (163) h. [Planning Report PR 18-8 Lounge Endorsement Application Review 2040 Guthrie Road](#)
That staff be directed to gather the views of residents in the Town of Comox on the Lounge Endorsement application PR 18-8 as follows:
a. *Placement of a newspaper notice with invitation to comment in two consecutive issues of a newspaper; and*
b. *Mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.*
- (185) i. [Planning Report PR 18-10 Lounge Endorsement Liquor Licence Application Review New Tradition Brewing Company 215 Port augusta St. - Comox Mall](#)
That staff be directed to gather the views of residents in the Town of Comox on the Lounge Endorsement application PR 18-10 as follows:
a. *Placement of a newspaper notice with invitation to comment in two consecutive issues of a newspaper; and*
b. *Mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.*
- (201) j. [Regional Organics Composting Facility](#)
That Council of the Town of Comox provide conditional support to the Regional Organics Program and Option F subject to a detailed cost comparative analysis being completed by the CVRD and given full consideration by the Comox Strathcona Waste Management Board on a Regional Compost Facility site in the Comox Valley or smaller facilities in both Campbell River and the Comox Valley versus solely locating the compost facility in Campbell River at the Norm Wood Environmental Centre.

8. CORRESPONDENCE:

- (233) a. [John Ingram - Comox Golf Course](#)
- (235) b. [Jonathan Barry \(Ministry of Children and Family Development\) Childcare BC New Spaces Fund Announcements](#)
- (237) c. [Honourable Selina Robinson & Honourable Shane Simpson \(Office of the Minister\) Homelessness Action Plan](#)
- (241) d. [Sharren K. Grant \(Great Canadian Shoreline Cleanup\) Thank you for the donation](#)
- (243) e. [Wendy Booth \(UBCM\) Gas Tax Agreement Community Works Fund Payment](#)
- (245) f. [Marcia Turner - DVP 18-4 / No Objection](#)
- (247) g. [Chris and Diane Gage - DVP 18-4 / Opposed](#)
- (249) h. [Bruce Jolliffe \(Comox Valley Regional District\) Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 1](#)

9. LATE ITEMS:

- (251) a. [Addendum Report to Item 7 \(d\) DVP 18-4 \(1759 Robb Avenue\)](#)

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

a. [Exclude the Public](#)

That, pursuant to section 127 of the Community Charter, notice is hereby given that the Public be Excluded from the Special In-Camera Meeting of Council on Wednesday August 1, 2018, pursuant to the following sections of the Community Charter:

90(1)(a) Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and

90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

ADJOURNMENT



Deputy Corporate Administrator

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday July 4, 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 5 visitors in attendance.

1. DELEGATIONS:

a. Shawn Vincent (Comox Valley Rocks for Kids) - Wrap up info

Comox Valley Rocks for Kids

Mr. Vincent summarized his experience with the Rocks for Kids event. He recognised Town staff, Al Fraser and Jeff Whetter, for their assistance and expertise during the event. He also thanked Sue Wood of the Comox BIA and John Mang. Mr. Vincent advised that the event was a success and he estimates raised about \$5,000 for the Comox Valley Child Development Association. He stated that he hopes to do the event again next year. Mr. John Mang advised that the event went well although he would like to see additional infrastructure in the park. He stated that the entertainment was strong, with both out of town and local performers.

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 20, 2018, be Approved.

(2018.172) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - July 4, 2018

Management Report

That the Management Report for July 4, 2018 be received and filed for information.

(2018.173) -- CARRIED

b. Development Permit Application: DP 17-6 / Development Variance Permit Application: DVP 17-7 (1170 Lazo Road)

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*

(2018.174) -- CARRIED

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.*

(2018.175) -- CARRIED

c. Requested Amendments to Bylaw #1856, Prevention and Regulation of Fires

Fire Prevention and Regulation Bylaw

That the Comox Fire Prevention and Regulation Bylaw, 2017 be amended to permit gas beach fires in Kye Bay for summer 2018, with a review to be conducted following the end of the season.

(2018.176) -- DEFEATED

[Opposed: Mayor Ives, Councillors MGrant HMacKinnon BPrice MSwift]

d. RZ 18-4 Recreation Cannabis Regulation Step 2 / PR 18-7 Recreational Cannabis Retail Procedure/Business Licence

Retail Cannabis Stores

Mr. Kamenz, Municipal Planner, provided a summary of his report on retail cannabis stores. He presented background information on the first step taken - to prohibit retail cannabis stores in the Town, and identified that a framework has been developed to now allow retail cannabis stores in accordance with the community's wishes. Mr. Kamenz also identified the number of stores that would be permitted as well as the proposed locations that would be permitted.

1. *That Comox Business Regulation Amendment Bylaw No. 1889, 2018 be given First, Second and Third Readings.*

(2018.177) -- CARRIED

2. *That Comox Zoning Amendment Bylaw 1890 be given First and Second Readings.*

(2018.178) -- CARRIED

3. *That Comox Planning Procedures Amendment Bylaw 1891 be given First, Second and Third Readings.*

(2018.179) -- CARRIED

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.*

(2018.180) -- CARRIED

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.*

(2018.181) -- 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 26, 2018.*

(2018.182) -- CARRIED

6. BYLAWS: NIL

7. NEW BUSINESS:

a. Appointment of Deputy Director of Finance

Deputy Director of Finance

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

(2018.183) -- CARRIED

b. Fire Truck Replacement

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.

(2018.184) -- CARRIED

c. Nautical Days Parade Committee – Authority to Expend Funds

Nautical Days Souvenirs

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.

(2018.185) -- CARRIED

d. Investment Guidelines Revision, Council Policy CCL-021

Investment Guidelines Policy

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.

(2018.186) -- CARRIED

8. CORRESPONDENCE:

- a. Selina Robinson, Minister (Ministry of Municipal Affairs and Housing) UBCM Meetings with Ministers**
John Horgan, Premier (Office of the Premier) UBCM Meetings with Ministers

UBCM Minister Meetings

The June 11, 2018 letters from Minister Selina Robinson, Ministry of Municipal Affairs and Housing, and Premier John Horgan, regarding setting up Minister's meetings at the Union of BC Municipalities' Convention, was received for information.

(2018.187) -- CARRIED

- b. Steve Scott (Comox Valley Classic Cruisers) Car Cruise**

Classic Car Cruise

That the June 15, 2018 letter from Steve Scott of the Comox Valley Classic Cruisers, requesting support from the Town of Comox in having certain intersections controlled, be approved subject to staff requirements being met.

(2018.188) -- CARRIED

- c. Russell Dyson (Comox Valley Regional District) Representation on the Comox Valley Sewerage System Liquid Waste Management Planning Technical and Public Advisory Committees**

LWMP Public Advisory Committee

That the June 22, 2018 letter from Russell Dyson, Chief Administrative Officer for the Comox Valley Regional District, inviting the Town to take part in the Comox Valley Sewerage System Liquid Waste Management Planning process being undertaken, be received and that Councillor Maureen Swift be appointed to the Public Advisory Committee with Councillor Ken Grant appointed as alternate.

(2018.189) -- CARRIED

- d. Jillian McLeod & Anna Brailey (Highland Secondary) Thank you**

Thank You Notes

That the thank you notes to Councillor MacKinnon, received June 26, 2018 from Jillian McLeod and Anna Brailey, be received and filed for information.

(2018.190) -- CARRIED

- e. **Bruce Jolliffe (Comox Valley Regional District) Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 1**

**Regional Growth Strategy
Amendment**

That the June 27, 2018 letter from Chair Bruce Jolliffe of the Comox Valley Regional District, advising of the initiation of an amendment to the Regional Growth Strategy Bylaw No. 120, be received and filed for information.

(2018.191) -- CARRIED

- f. **Hu Wallis - Comox Fire Bylaw**

Gas Fires at Kye Bay

That the June 28, 2018 email from Hu Wallis, providing further information on why he feels gas fires should be permitted along the Kye Bay beach, be received and filed for information.

(2018.192) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

- a. **Councillor Price**

Councillor Price advised that she attended:

- a Comox Archives and Museum Society meeting, and mentioned they are looking for photos and memorabilia on Nautical Days history,
- the Regional District board meeting,
- Deb Andrews' retirement reception, and
- the Harbourwood Park new playground equipment official opening.

- b. **Councillor Swift**

Councillor Swift advised that she attended:

- the National Indigenous People's Day events,
- the July 1 festivities,
- the Next Ride Transit event, and
- the Filberg volunteer coffee event.

- c. **Councillor Arnott**

Councillor Arnott advised that he:

- represented the Mayor for the North Island College graduation ceremony,
- attended the Harbourwood Park playground equipment official opening, and
- attended Deb Andrews' retirement reception.

- d. **Councillor MacKinnon**

Councillor MacKinnon advised that he attended:

- the Glacier view and Vanier school graduation ceremonies,
- the National Indigenous People's Day events,
- Deb Andrews' retirement reception, and
- the Harbourwood Park official opening,

Councillor MacKinnon also advised that he participated in the Canada Day 1 Mile Run and gave kudos to the BIA for bringing about the summer ambassador program.

e. Councillor Marg Grant

Councillor Grant advised that she:

- attended Deb Andrews' retirement reception,
- attended the National Indigenous People's Day events,
- Talked to Don Cameron about his plans for the house at 1700 Balmoral Avenue
- attended the Harbourwood Park playground equipment official opening, and
- attended the Isfeld graduation ceremony.

f. Councillor Ken Grant

Councillor Grant advised that he:

- attended the Regional District board, in-camera, and restricted in-camera meetings,
- attended the Next Ride Transit event,
- participated in the Canada Day parade on behalf of the Town, and
- met with a local group interested in some of the building parts from the 1700 Balmoral Avenue home

g. Mayor Ives

Mayor Ives advised that he attended:

- the National Indigenous People's Day events,
- a BC Ferries' charity golf tournament for Big Brothers and Big Sisters,
- a teleconference call regarding Recycle BC's annual report,
- the Next Ride Transit event,
- Deb Andrews' retirement reception,
- the Isfeld graduation ceremony, and
- the Harbourwood Park playground equipment official opening.

12. MAYOR'S STATEMENT:

a. Stepping Down from the Role of Mayor

Mayor's Statement

Mayor Ives read from a press release that much has been accomplished over his past 15+ years on Council, and that he has enjoyed the ride being an elected official. He advised that the time has come to step down from his role as Mayor, and that he would like to encourage younger people that represent diversity and gender balance to consider putting their names on the ballot. Mayor Ives thanked his family for their support over the past years, and gave his support to all running for a seat on Council in October.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:50 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

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**TOWN OF COMOX – MANAGEMENT REPORT
August 1, 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 at August 1 Council meeting. 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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2017

ANNUAL MUNICIPAL REPORT

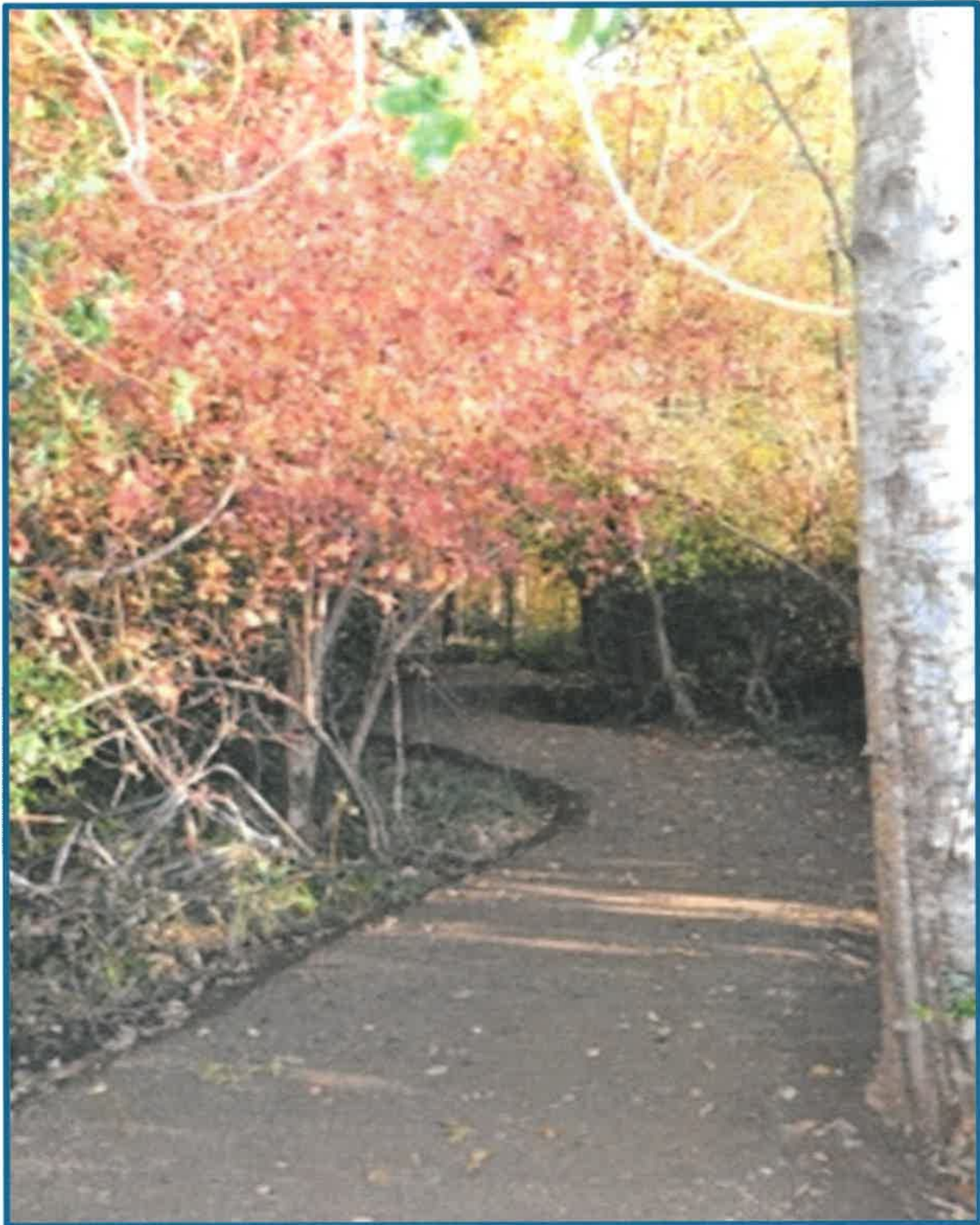
TOWN OF COMOX

1809 BEAUFORT AVENUE

COMOX, BC



Prepared by:
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9



New improvements – Highmoor Greenway

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Street Pianos - Beaufort Family Dental donated this piano located at the Comox Town Circle at Comox Centre Mall. Another piano is located at the Comox Marina Sail Buildings and the Potting Shed @ Filberg Park

MESSAGE FROM THE MAYOR

The days are long but the years are short, or so it seems, as once again, I find myself preparing this message to the citizens of Comox and reflecting on the many events, celebrations, accomplishments achieved in the third year of our four-year term as your Council.

Council continues to recognize the importance of strategic planning/priority setting and once again found ourselves participating in a strategic planning-priority setting workshop. It was at this workshop that Council reviewed the status of the initiatives detailed in our current Strategic Plan as well as creating an opportunity for Council to identify priorities for the remainder of our term. We find this process to be extremely beneficial and we hope the residents do as well as it guides our work, sets goals and priority actions and informs you, the citizens what Council intends to focus on over the next few years.



Continuing to follow and work towards achieving our key strategic priorities, the Waterfront Vitalization project, the Town was able to conclude construction of our award winning twin sail buildings – Spinnaker & Genoa as well as completing construction of the new splash pad and playground. These improvements have created the opportunity to provide premier meeting space as well as increasing opportunities for families to spend time together as families. One only needs to visit our park on a beautiful summer day to witness the pleasure and enjoyment had by all. Another complement to our marina park was the implementation of ‘Pianos in the Park’ and it is not uncommon to experience an impromptu concert as our local residents and visitors sit down to play and share their musical talents.

On the infrastructure front, Council continues to focus the Town’s resources in ensuring the Town’s infrastructure remains at its best and that improvements occur at minimal cost to the taxpayer. This past year we were able to complete a number of improvements including the change rooms and showers at our Community Centre as well as improvements to the booking software. We were also able to complete phase II of Robb Road resurfacing/improvements from Church Street to Prichard Road (including the planting of 50 additional street trees); Lazo Road Foreshore Project and as noted above, Council’s Marina Revitalization Projects (twin sail buildings, splash pad and playground). We were also able to continue on our path of road resurfacing in an effort to minimize any major road reconstruction in the future.

MESSAGE FROM THE MAYOR – CONT'D

On the Regional front, we continue to work hard on important issues such as water filtration and treatment as well as solid waste management and location of a composting facility. In 2017 Council was able to repeal Knight Road Sanitary Sewer Main Extension Capital Fee Bylaw - a bylaw originally adopted by Council in May of 2010 for the purpose of collecting a capital fee from those properties benefiting from and connecting to the Town's Knight Road Sanitary Sewer System. Council's ability to repeal this bylaw was a result of transferring the Knight Road Sanitary sewer line to the Comox Valley Regional District (CVRD), which was part of the regional sewer fee apportionment settlement negotiated earlier this year between the CVRD, the City of Courtenay and the Town of Comox. We also continue our efforts on the future role in seniors care with the St. Joseph's Hospital Task Force given the opening of the new North Island Hospital.



In 2017, we were saddened with the loss of two of the Town's Freemans, Dr. George Piercy and Ms. Alice Bullen. These individuals contributed significantly to the betterment of our community and they will be missed. On a more pleasant note, the Town did confer Freedom of the Town to Mr. John Marinus at a formal ceremony held in August with members of John's family and friends present.

Don Jacquest, Director of Finance retired after many years of dedicated service to the Town as well as Mandy Johns, former Recreation Director at the Community Centre. The level of service these two individuals provided to Council and the residents of the community was truly exceptional and it was not unheard of to find Don going to residents' homes, personally collecting their property tax payments or addressing water meter concerns. We wish them both many years of happy retirement.

Council is pleased with the many projects completed along with the improvements that have been made and we hope you are to. While this Council enters into its last year of its four-year term, we will continue to focus on completing our various projects and priorities -- all of which continue to make Comox the best place to live, work and play. – Mayor Paul Ives

A handwritten signature in blue ink, appearing to be 'P. Ives'.

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

Full speed ahead! Another year has come and gone and it continues to surprise and amaze me how much we have accomplished over the past year. Some highlights from last year include:

The second phase of the Robb Avenue reconstruction project, which was completed on time and budget, and the result – a visually pleasing and safe east/west connection through Comox. In addition, this past spring provided the first opportunity to witness the stunning display of blossoming magnolias and cherry trees that will become even more splendid in the years to come.

The Lazo Road Foreshore Rehabilitation project also wrapped up this year with the re-establishment of native vegetation. This project has been highlighted in engineering trade magazines praising its innovative design, which included implementing Green Shores design concepts that ensure a more sustainable foreshore. It also continues to be a very popular walking area for Comox Valley residents.

The Marina Vitalization project faced some construction challenges with extended periods of inclement weather, however the grand opening of the buildings and the new splash park and playground have placed the memory of the construction challenges in the distant past. Building rentals continue to increase as more groups and individuals take advantage of this prime waterfront location and its facilities. The result of these improvements have led to a hub of activity in the Town's Marina Park that will be an attraction for residents and visitors for many years to come.

We heard the pleas from patrons to have the ability to take a hot shower at the Community Centre (without having to wait for an extended period for hot water to arrive) by completing a rebuild of both changerooms, which included a new hot water delivery system.

Moving forward, we find ourselves facing significant changes with the regional water system over the next number of years. This past year, staff have been involved in various planning and design meetings related to the provincially mandated water treatment plant. The overall project, estimated to cost approximately \$110 million includes a new water intake, treatment plant and transmission line. This new infrastructure will separate the regional water system from being dependent on the BC Hydro Penstock and the new technology should significantly reduce, if not eliminate, future boil water notices.

The Town of Comox continues to be 'discovered' as a wonderful place to call home and we make every effort to manage growth pressures and the resulting changes that come with these factors. One of the fascinating aspects of working in local government is that as projects wrap up, there are many more in the queue that require our focus and attention. I am proud of our accomplishments over this past year, and I am excited to work on next year's list of projects and initiatives. – CAO Richard Kanigan





From left to right: Councillor Hugh MacKinnon, Councillor Maureen Swift, Councillor Ken Grant, Mayor Paul Ives, Councillor Marg Grant, Councillor Barbara Price, Councillor Russ Arnott

Mayor and Council members serve a four-year term. The next General Local Election will occur in October 2018.

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

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

STRATEGIC PLAN OVERVIEW

The Town of Comox held an afternoon/evening workshop on November 23, 2016 with Council and senior staff to reflect on and update the existing Strategic Plan.

The purpose of the workshop was to review the current status of the initiatives detailed in the existing Strategic Plan and to identify priorities for the remainder of the Council term. The desired outcome for the workshop was to create a roadmap for the remainder of the Council term which focuses on important priorities and guides the allocation of resources including Council, staff and financial.

Purpose of the Strategic Plan

This strategic plan aligns with our 2011 Official Community Plan (OCP) vision statement. The 2016 strategic plan guides our work, sets goals and priority actions for the Town of Comox. It tells our citizens what Council plans to accomplish and sets performance measures and targets for assessing progress over the next four years.

Vision from 2011 Official Community Plan

The Town of Comox is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighborhoods, commercial/service areas and the waterfront through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability.

Core Services – What we do

- Public safety and protection
- Strong governance and administration
- Financial management and accountability
- Economic Development
- Public works: infrastructure and engineering
- Recreation
- Parks
- Arts and culture
- Community development and planning

Strategic priorities - In addition to core services include:

- Downtown vitalization/marina enhancement
- Fiscal balance/infrastructure asset management
- OCP implementation
- Comox Economic Development Plan implementation

STRATEGIC PLAN PRIORITIES

DOWNTOWN VITALIZATION AND MARINA ENHANCEMENT

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

Council will do this by:

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

FISCAL BALANCE AND INFRASTRUCTURE ASSET MANAGEMENT

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

Council will do this by:

- completing an inventory of all engineering assets;
- maintaining critical infrastructure assets at levels that do not lead to an increase in the infrastructure deficit;
- hosting a public open house on upcoming capital projects;
- resolving issues related to the provision of a recycling service;
- increasing participation in the curbside organics program; and
- establishing a reserve fund for a municipal facility.

OFFICIAL COMMUNITY PLAN IMPLEMENTATION

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

Council will do this by:

- considering affordable housing initiatives;
- completing a west Comox boundary extension, including storm water and servicing plans;
- developing a tree protection bylaw;
- increasing connectivity between and within neighbourhoods through greenway and trail development; and
- developing way-finding signage for trails and greenways.

ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION

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

Council will do this by:

- collaborating with the St. Joseph's hospital and school district boards on future plans for the former hospital and closed school sites,
- continuing to work with partners on the attraction of a fixed wing search and rescue facility, and
- developing a marketing strategy for the development of lands near the airport,
- working with stakeholders to find a suitable location for overnight floatplane moorage, and
- advocating for solutions to water and sewer issues.



New splash pad – Marina Park



New Playground Structure - Marina Park

PROGRESS AND OBJECTIVES – DOWNTOWN VITALIZATION / MARINA ENHANCEMENT				
GOAL	OBJECTIVE	ACTION	TIMEFRAME	OUTCOME
Develop strong, collaborative stakeholder relationships	In cooperation with the Downtown BIA, facilitate the implementation of a Downtown Facade Improvement Program		2017	No longer a BIA priority
	Water Park	Consider funding and construction	2017	Project completed
Waterfront / Marina Park development	Event Marketing for Marina Park and Downtown Comox	Continue to develop action plan for attraction of additional events throughout the year in Marina Park and downtown	2017-18	Community Centre promoting new facilities
		Preliminary programming of sail buildings for spring 2017	2017-18	Town's rental inventory has increased and programming through Community Centre
	Waterfront / Marina Enhancement	Complete additional design for Phase 2 waterfront park development (marine service building)	2018	
		Consider additional projects in the park and board walk	2018-19	In progress – boardwalk - promenade extension

PROGRESS AND OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT

GOAL	OBJECTIVE	ACTION	TIMEFRAME	OUTCOME
Establish an Asset Management Program	Complete an inventory of engineering assets		Ongoing	In progress
	Continue to develop an Asset Management Plan		Ongoing	Ongoing
	Ensure adequate funding for asset maintenance and replacement through financial planning process		Ongoing	Part of financial planning process & grant funding received
	Develop a strategy for payback of public works building borrowing and establishment of a reserve fund for municipal facility		2018	Public works building will be repaid in 2018. Town Hall functional analysis / space needs assessment in 2021
Capital Plan Open House	Host Public Open House displaying upcoming capital projects		2017	Open House in May
MMBC - Recycling	Resolve funding issue with MMBC and Province		2017	Resolved – Comox participant/partner in program
Increase Curbside Organics Collection	Consider altering frequency of garbage pick up to every two weeks, organics and recycling collection on a weekly basis		2019	
	Enhance messaging to promote organics program		2019	
Enhance Trail and Greenway Network	Continued focus on greenway development		2016-2019	Brooklyn Creek channel enhancement/ Highmoor greenway & Lazo Road foreshore
	Enhance trail development to improve connectivity through: <ul style="list-style-type: none"> • data collection - incorporation into GIS in 2016 capital plan • Property acquisition • Construction of key trail connections 		2017-18 2017-18 2017-18	Ongoing Lazo greenway Highmoor greenway
	Develop way-finding signage standards, proto types and implement phase one signage using 2016 budget allocation		2017	In progress
Current and Updated Studies	Hector Road Servicing Plan		2018	In progress
	Review Transportation Plan to ensure shovel ready projects for federal/provincial grant opportunities (Rodello, Comox roundabout & Glacier View)		2017-18	Ongoing

PROGRESS AND OBJECTIVES – OFFICIAL COMMUNITY PLAN IMPLEMENTATION

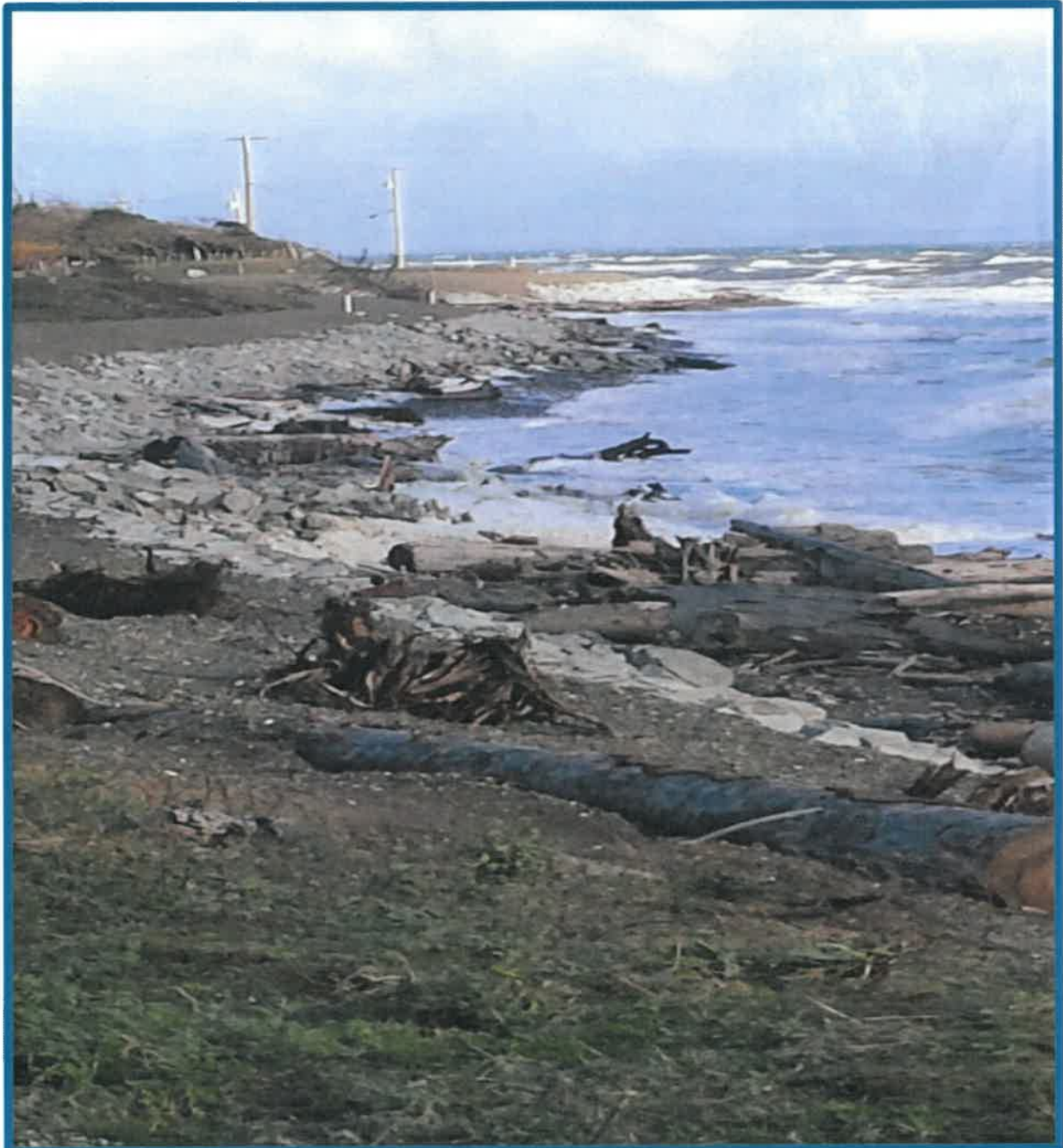
GOAL	OBJECTIVE	ACTION	TIMING	OUTCOME
Consider affordable housing initiatives	Investigate potential partnerships with Habitat for Humanity and Coalition to end Homelessness in the Comox Valley		ongoing	Habitat for Humanity potential partnership ongoing. \$30,000 to Dawn to Dawn in 2017
Hector-Aspen boundary extension	Complete Storm Water Management and Servicing Plans		2018	In progress
	Proceed with Storm Water and Servicing Plans		2018	In progress
Educate public on role of local government	Explore options for increased communications capacity (e.g. contract or project based capacity)		ongoing	Contracted communications firm for target based information
Refine public process related to development applications	Continue to meet targets		ongoing	Extended downtown revitalization program.
Implement tree protection	OCP contains tree protection requirements –look at augmenting tree protection during OCP review/update		2019	

PROGRESS AND OBJECTIVES – ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION				
GOAL	OBJECTIVE	ACTION	TIMING	OUTCOME
Fixed Wing Search and Rescue	FWSAR project to Comox	Continue working with CVEDS and CVAC	2017	Funding announced – construction start pending
Harbour Air – Establishment of safe, overnight moorage for float plane	Work with other waterfront stakeholders to find a suitable location for overnight floatplane moorage		2016-2018	Ongoing
Future of Comox Elementary School site	Collaborate with SD 71 on the disposition or repurposing of the former Comox Elementary School Site		2017-18	Presently on hold
Future of St. Joseph's Hospital	Collaborate with St. Joseph's hospital board on developing a future plan for hospital site		2016-18	In progress
Development of Airport Lands (Light Industrial)	In cooperation with CVEDS, develop marketing strategy for the development of lands near airport		ongoing	New research facility approved
Resolve Boil Water and Sewer Issues	Council to advocate for solutions to regional water and sewer issues		2017-18	Water treatment plant approved for design. Continue to seek/secure grant funding



*Mayor Paul Ives presents Certificate of Freeman to
Mr. John Marinus - 2017*

STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2017



Lazo Road Foreshore Project

Town of Comox
Statement of Financial Information
Contents
Year Ended December 31, 2017

Required Information:

Please refer to:

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

Town of Comox

Consolidated Statement of Financial Position as at December 31, 2017

	2017	2016
Financial Assets:		
Cash	\$ 5,698,893	\$ 3,816,826
Short-term investments (Note 2b)	21,175,351	19,632,609
Receivables (Note 4)	818,127	995,799
Land for resale	9,847	9,847
	27,702,218	24,455,081
Financial Liabilities:		
Payables (Note 5)	2,200,441	2,520,667
Deferred revenue (Schedule 3)	1,116,418	1,131,025
Restricted Revenue (Schedule 3)	5,461,207	5,554,099
Deposits	1,488,671	1,302,656
Net debenture debt (Note 6)	428,261	932,801
Future Payroll Obligations (Note 9)	916,151	922,127
	11,611,149	12,363,375
Net Financial Assets	16,091,069	12,091,706
Non-financial assets:		
Tangible capital assets (Schedule 5)	86,033,960	85,664,830
Supply inventory	258,153	212,026
Prepaid expenses	77,791	58,195
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	86,378,654	85,943,801
Accumulated surplus (Note 18)	\$ 102,469,723	\$ 98,035,507

Contingent liabilities (Note 7)



Clive Freundlich, CPA, CGA

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

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

Town of Comox
Consolidated Statement of Operations
Year Ended December 31, 2017

	Budget (Note 17)	2017	2016
Revenue			
Property valuation tax	\$ 8,078,123	\$ 8,074,336	\$ 7,861,808
Parcel taxes	638,431	632,758	629,109
Payments in-lieu of taxes	1,449,962	1,438,582	1,453,520
Revenue from taxation	10,166,516	10,145,676	9,944,437
Utility fees	6,303,641	6,340,136	6,147,154
Other sale of service	2,509,747	2,992,305	2,434,644
Licences, permits & planning fees	226,750	253,812	266,343
Developer cost charges applied	444,776	168,144	8,759
Tangible capital assets contributed	-	-	30,825
Donations	201,400	91,844	26,300
Investment income	120,000	224,524	173,075
Penalties and interest on taxes	64,500	57,734	54,163
Actuarial earnings on sinking fund	-	132,033	112,090
Rentals	126,476	146,302	136,837
Other	48,100	1,061,990	41,857
Gain on disposal of assets	-	230,874	33,000
Unconditional Grants	390,000	376,918	387,149
Conditional Grants	1,792,477	1,529,522	2,019,647
	22,394,383	23,751,814	21,816,280
Expenses			
General government	1,593,478	1,768,377	1,685,432
Protective services	3,109,515	2,831,500	2,724,527
Solid waste management	1,400,889	1,372,988	1,353,934
Development services	558,961	439,468	445,166
Transportation	1,779,512	3,399,093	3,171,175
Parks, recreation, and culture	4,055,471	4,447,934	4,334,680
Marina	169,537	228,496	234,981
Water services	2,335,206	2,559,908	2,421,747
Sewer services	2,192,666	2,269,834	2,239,603
	17,195,235	19,317,598	18,611,245
Annual surplus	5,199,148	4,434,216	3,205,035
Accumulated surplus, beginning of year	98,035,507	98,035,507	94,830,472
Accumulated surplus, end of year	\$ 103,234,655	\$ 102,469,723	\$ 98,035,507

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

Town of Comox
Statement of Financial Information
Schedule of Debts
Notes 5 to 7 of the Consolidated Financial Statements
Year Ended December 31, 2017

5. PAYABLES

Payables are composed of the following amounts:

	2017	2016
Wages payable	\$ 195,855	\$ 176,649
Governments	1,645,590	1,702,434
Trade & Other	358,996	641,584
Total payables	\$ 2,200,441	\$ 2,520,667

6. DEBENTURES ISSUED FOR THE TOWN

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

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2017 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2428	Kye Bay Water & Sewer system	18 years	2.40%	\$ 317,250	\$ 208,683	\$ 108,567	\$ 5,083	\$ 9,731
Oct 2004 B/L #1407	Downtown Revitalization	14 years	2.00%	475,000	\$ 428,299	45,701	7,480	19,272
Apr 2008 B/L #1520	Pt. Holmes Water	14 years	4.65%	270,000	\$ 156,209	113,791	3,654	10,958
Apr 2011 B/L #1807	Comox Rec. Centre	7 years	4.20%	1,000,000	\$ 839,798	160,202	12,265	74,305
Total at December 31, 2017				\$ 2,062,250	\$ 1,633,989	\$ 428,261	\$ 28,482	\$ 114,266
Total at December 31, 2016				\$ 4,162,250	\$ 3,229,449	\$ 932,801	\$ 55,810	\$ 245,468

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

Year	Schedule Annual Payments			Sinking Fund Actuarial Earnings	Net Debt Outstanding
	Principal	Interest	Total		
2018	\$ 174,071	\$ 49,259	\$ 223,330	\$ 68,802	\$ 185,388
2019	23,225	18,759	41,984	15,383	146,780
2020	23,225	18,759	41,984	17,095	106,459
2021	23,225	18,759	41,984	18,884	64,350
2022	23,225	12,482	35,707	20,753	20,371

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

Town of Comox
Statement of Financial Information
Schedule of Debts
Notes 5 to 7 of the Consolidated Financial Statements
Year Ended December 31, 2017

7. CONTINGENT LIABILITIES

(a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the Town of Comox. At December 31, 2017 the Comox Valley Regional District had net debt of \$31,272,596 owing (\$36,029,834 at December 31, 2016) which is \$76,773,019 in debt issues net of \$45,500,423 sinking funds at December 31, 2016 (\$78,039,519 net of \$42,009,686 sinking funds at December 31, 2016) including debentures issued for the Town (Note 6), the City of Courtenay, the Village of Cumberland and itself.

(b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 6). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$28,482 at December 31, 2017; \$55,810 in 2016), plus Promissory Notes issued by the Town at the time of issue (\$114,266 at December 31, 2017; \$245,468 in 2016).

(c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2017 the District's share of those tangible capital assets (at cost and net book value) were \$985,511 and \$456,909 respectively (\$898,154 and \$353,751 in 2016) and its share of a Fire Department Capital Reserve was \$72,116 (\$101,535 in 2016).

(d) Municipal Insurance Association of BC

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

(e) Claims

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

Town of Comox
Statement of Financial Information
Remuneration & Expenses for Elected Officials
Year Ended December 31, 2017

Schedule 1

	Remuneration	Expenses
Russ Arnott, Councillor	17,311	\$ 4,244
Ken Grant, Councillor	17,311	3,891
Marg Grant, Councillor	17,311	1,638
Paul Ives, Mayor	32,270	12,065
Hugh MacKinnon, Councillor	17,311	2,576
Barbara Price, Councillor	17,311	3,091
Maureen Swift, Councillor	<u>17,311</u>	<u>4,243</u>
	<u>\$ 136,136</u>	<u>\$ 31,749</u>

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

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

- 1) \$ 100,000 life insurance Year Ended December 31, 2017
- 2) \$ 300 weekly indemnity for total disability
- 3) \$ 3,000 additional medical expense

Town of Comox
Statement of Financial Information
Remuneration & Expenses for Employees Earning over \$75,000
Year Ended December 31, 2017

Schedule 2

	Remuneration	Expenses
Gail Ardestad, Planner 2	\$ 78,359	2,702
Debra Andrew, Deputy Director of Finance	89,542	4,174
Shelley Ashfield, Municipal Engineer	102,805	2,113
Regina Bozerocka, Planner 1	77,019	418
Cory Brooks, Fire Department Assistant	80,096	1,997
Al Fraser, Parks Superintendent	95,082	3,270
Brett Green, Foreman	97,620	508
Donald Jacquest, Director of Finance	120,758	1,862
Kyle Jorgensen, Maintenance Operator	77,924	290
Marvin Kamenz, Town Planner	109,730	3,725
Richard Kanigan, Administrator	137,651	9,337
Jim Lariviere, Assistant Fire Chief	95,961	2,050
Joel Louke, Utility Operator	77,281	2,403
Ian Rogers, Building Inspector	75,825	1,561
Shelly Russwurm, Deputy Corporate Administrator	94,192	1,777
Gord Schreiner, Fire Chief	108,988	4,577
Andrew Scott, Equipment Operator	75,323	395
Rick Shelton, Assistant Fire Chief	104,211	1,185
Robert Stevens, Fire Department Assistant	78,183	691
Glenn Westendorp, Public Works Superintendent	<u>99,728</u>	<u>400</u>
subtotal	1,876,277	45,434
all employees under \$75,000	3,312,539	43,961
Total for all employees	<u>\$ 5,188,816</u>	<u>\$ 89,395</u>

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

Total employee remuneration (above) less taxable benefits	\$ 5,079,161
Plus Council remuneration (Schedule 1)	136,136
Increase to Accrued Payroll & Post-Employment Benefits in year	13,230
Plus employee benefits included in Disbursements (Schedule 3)	<u>1,060,482</u>
Salaries, wages and employee benefits reported on Schedule 1 of the Consolidated Financial Statements for the Town of Comox	<u>\$ 6,289,009</u>

NOTES:

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

Town of Comox
Statement of Financial Information
Schedule of Disbursements over \$25,000
Year Ended December 31, 2017

Schedule 3

475816 BC Ltd	33,109.30
Above & Beyond Tree Service	28,271.25
Andrew Sheret Limited	125,517.72
B C Assessment Authority	133,632.40
B C Hydro	418,283.55
Big Island Building Services Ltd.	42,894.66
Black Press Group Ltd.	39,994.33
Chimo Gymnastics Club	341,024.55
City of Courtenay	31,307.12
Cohlmeier Architecture Limited	38,504.65
Comox Business In Action	72,900.00
Comox Firefighters Association	33,556.15
Comox Valley Martial Arts & Fitness	37,513.17
Comox Valley Regional District	7,149,606.39
Comox-Strathcona Regional Hospital Dist	2,129,364.30
Corix Water Products Limited Partnership	105,856.76
Crown Contracting Limited	462,199.51
CUPE Local 556	51,183.13
Edgett Excavating Ltd.	88,552.04
Eterra Environmental	767,822.00
Enex Fuels Ltd.	57,573.95
Fort Garry Fire Trucks Ltd	507,756.37
GCS Technology Services Inc.	113,554.52
Guillevin International Inc.	43,592.52
Hand-In-Hand Early Years	56,727.36
Hazelwood Construction Services	187,320.11
Hetek Solutions Inc.	70,805.23
ICBC Insurance Corporation of BC	33,456.00
Kinetic Construction Ltd	1,201,702.51
Lacasse Construction Ltd	275,677.47
Lafarge Canada Inc	71,918.56
Leighton Contracting (2009)Ltd	1,418,867.19
Martin Hagarty Architect Ltd	33,111.33
McElhanney Consulting Services	197,598.65
Minister Of Finance	1,453,641.72
MNP LLP	34,783.87
Municipal Insurance Assn Of B.C.	91,947.73
Municipal Pension Plan	804,135.61
Nilson, Birgit	58,097.10
Pacific Blue Cross/ BC Life	375,702.43
Peninsula Co-op	51,195.61
PerfectMIND Inc.	28,168.70
Progressive Systems Ltd	40,548.74
Receiver General For Canada	2,581,652.21
Scotiabank Visa	127,012.60
Silvacare Inc	30,032.14
Susan Wood Communications	26,250.00
Tayco Paving Co Ltd	40,561.74
Telus	30,940.58

Town of Comox
Statement of Financial Information
Schedule of Disbursements over \$25,000
Year Ended December 31, 2017

Schedule 3

Temple Consulting Group Ltd	38,261.86
Thomson, Steve	49,928.57
Trane Canada ULC	40,960.04
Vancouver Island Regional Library	622,696.00
Western Traffic Ltd	37,993.54
Willis Canada Inc	93,273.00
Worksafe BC	87,315.18
Young, Anderson	103,799.71
	subtotal
	23,249,653.43
Plus all payees disbursed under \$25,000	<u>1,886,275.22</u>
Total disbursements, all payees	<u><u>25,135,928.65</u></u>
<u>Reconciliation to Total Expenditures reported in Financial Statement:</u>	
Total Disbursements for all payees (reported above)	25,135,928.65
Plus Council & Employee remuneration (Sch. 1 and Sch. 2)	5,228,527.06
Less remittances of property taxes collected for others (net of offsets) not included in expenditures on the Financial Statements	(6,923,028.47)
Less long term debt principal payments not included in expenditures on the Financial Statements	(372,507.00)
Less employees share of payroll disbursements not included in expenditures on the Financial Statements	(1,585,362.13)
Less GST recoveries from disbursements in year	(387,138.01)
Less expenditures on tangible capital assets	(4,352,242.00)
Plus amortization expense from tangible capital assets	2,988,987.00
Less DCCs, development bonds and deposits refunded in year	(138,579.43)
Less changes in other asset & liability accounts included in expenses on the Financial Statements	<u>(276,987.67)</u>
Total Expenses reported on Statement 2 and Schedules 1 & 6 of the Consolidated Financial Statements for the Town of Comox	<u><u>19,317,598.00</u></u>

Town of Comox
 Statement of Financial Information
 Year Ended December 31, 2017
 Schedule of Payments for Grants or Contributions

Schedule 4

Recipient of Grant or Contribution		Purpose of Grant
Citizens On Patrol Society	\$ 4,700	Operation of Society
City of Courtenay	547	Skateboard Park Maintenance
Comox Archives & Museum Society	24,996	Operation of Society
Comox Business in Action Association	72,900	Business Improvement Area
Comox Nautical Days Committee	24,000	Festival Operations
Comox Valley Art Gallery	5,000	Gallery Operations
Comox Valley Community Policing	6,150	Auxiliaries & Crime Prevention
Comox Valley Land Trust	1,500	Eco-Asset Symposium
Comox Valley Regional District	29,207	Emergency Preparedness
Hosegrove, Livia	500	Mack Laing Bursary
Sid William Theatre Society	20,000	Theatre Operations
	<hr/>	
	\$ 189,500	
	<hr/> <hr/>	

Town of Comox
Statement of Financial Information
Preparation and Approval of Report
Year Ended December 31, 2017

Schedule 5

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

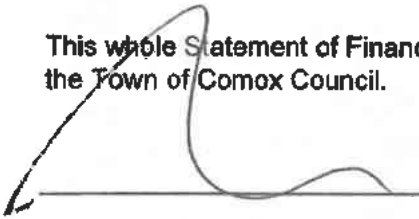


2018-06-20

Date

Clive Freundlich, Director of Finance

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



2018-06-20

Date

Paul Ives, Mayor

CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017



Comox Fire Rescue – Emergency Response

Town of Comox

Index to Consolidated Financial Statements

Year Ended December 31, 2017

Management's Responsibility for Financial Reporting

Independent Auditors' Report

Statements

- 1. Consolidated Statement of Financial Position**
- 2. Consolidated Statement of Operations**
- 3. Consolidated Statement of Change in Net Financial Assets**
- 4. Consolidated Statement of Cash Flows**

Notes to the Consolidated Financial Statements

Supplemental Schedules

- 1. Schedule of Expenses by Object (Type)**
- 2. Schedule of Continuity of Reserve Funds**
- 3. Schedule of Deferred and Restricted Reserve Continuity**
- 4. Continuity of Equity in Tangible Capital Assets**
- 5. Schedule of Tangible Capital Assets**
- 6. Schedule of Operations by Segment (2017)**
- 7. Schedule of Operations by Segment (2016)**

Town of Comox

Management's Responsibility for Financial Reporting

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

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

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



Clive Freundlich, CPA, CGA
Director of Finance

Independent Auditors' Report

To the Mayor and Council of Town of Comox:

We have audited the accompanying consolidated financial statements of Town of Comox, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of operations, changes in net financial assets, cash flows and the related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Town of Comox as at December 31, 2017 and the results of its operations changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Courtenay, British Columbia

May 9, 2018

MNP LLP

Chartered Professional Accountants

Town of Comox
 Consolidated Statement of Financial Position
 as at December 31, 2017

	2017	2016
Financial Assets:		
Cash	\$ 5,698,893	\$ 3,816,826
Short-term investments (Note 2b)	21,175,351	19,632,609
Receivables (Note 4)	818,127	995,799
Land for resale	9,847	9,847
	27,702,218	24,455,081
Financial Liabilities:		
Payables (Note 5)	2,200,441	2,520,667
Deferred revenue (Schedule 3)	1,116,418	1,131,025
Restricted Revenue (Schedule 3)	5,461,207	5,554,099
Deposits	1,488,671	1,302,656
Net debenture debt (Note 6)	428,261	932,801
Future Payroll Obligations (Note 9)	916,151	922,127
	11,611,149	12,363,375
Net Financial Assets	16,091,069	12,091,706
Non-financial assets:		
Tangible capital assets (Schedule 5)	86,033,960	85,664,830
Supply inventory	258,153	212,026
Prepaid expenses	77,791	58,195
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	86,378,654	85,943,801
Accumulated surplus (Note 18)	\$ 102,469,723	\$ 98,035,507

Contingent liabilities (Note 7)



Clive Freundlich, CPA, CGA

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

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

Town of Comox
Consolidated Statement of Operations
Year Ended December 31, 2017

	Budget (Note 17)	2017	2016
Revenue			
Property valuation tax	\$ 8,078,123	\$ 8,074,336	\$ 7,861,808
Parcel taxes	638,431	632,758	629,109
Payments in-lieu of taxes	1,449,962	1,438,582	1,453,520
Revenue from taxation	10,166,516	10,145,676	9,944,437
Utility fees	6,303,641	6,340,136	6,147,154
Other sale of service	2,509,747	2,992,305	2,434,644
Licences, permits & planning fees	226,750	253,812	266,343
Developer cost charges applied	444,776	168,144	8,759
Tangible capital assets contributed	-	-	30,825
Donations	201,400	91,844	26,300
Investment income	120,000	224,524	173,075
Penalties and interest on taxes	64,500	57,734	54,163
Actuarial earnings on sinking fund	-	132,033	112,090
Rentals	126,476	146,302	136,837
Other	48,100	1,061,990	41,857
Gain on disposal of assets	-	230,874	33,000
Unconditional Grants	390,000	376,918	387,149
Conditional Grants	1,792,477	1,529,522	2,019,647
	22,394,383	23,751,814	21,816,280
Expenses			
General government	1,593,478	1,768,377	1,685,432
Protective services	3,109,515	2,831,500	2,724,527
Solid waste management	1,400,889	1,372,988	1,353,934
Development services	558,961	439,468	445,166
Transportation	1,779,512	3,399,093	3,171,175
Parks, recreation, and culture	4,055,471	4,447,934	4,334,680
Marina	169,537	228,496	234,981
Water services	2,335,206	2,559,908	2,421,747
Sewer services	2,192,666	2,269,834	2,239,603
	17,195,235	19,317,598	18,611,245
Annual surplus	5,199,148	4,434,216	3,205,035
Accumulated surplus, beginning of year	98,035,507	98,035,507	94,830,472
Accumulated surplus, end of year	\$ 103,234,655	\$ 102,469,723	\$ 98,035,507

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

Town of Comox
 Consolidated Statement of Change in Net Financial Assets
 For the Year Ended December 31, 2017

	Budget (Note 17)	2017	2016
Surplus for the year	\$ 5,199,148	\$ 4,434,216	\$ 3,205,035
Tangible capital assets contributed		-	(30,825)
Acquisition of tangible capital assets	(7,690,724)	(4,352,242)	(4,252,451)
Amortization of tangible capital assets		2,988,987	2,914,818
Disposition of tangible capital assets		994,125	-
	(2,491,576)	4,065,086	1,836,577
(Increase) / decrease in supply inventory		(46,127)	30,223
Increase in prepaid expenses		(19,596)	(2,751)
		-	(65,723)
		(65,723)	27,472
Increase / (decrease) in Net Financial Assets	(2,491,576)	3,999,363	1,864,049
Net Financial Assets at beginning of year	12,091,706	12,091,706	10,227,657
Net Financial Assets at end of year	\$ 9,600,130	\$ 16,091,069	\$ 12,091,706

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

Town of Comox
Consolidated Statement of Cash Flows
as at December 31, 2017

	2017	2016
Net inflow (outflow) of cash related to the following activities:		
Operating activities:		
Surplus for the year	\$ 4,434,216	\$ 3,205,035
Non-cash items included in operations:		
Contribution from developers	-	(30,825)
Amortization of tangible capital assets	2,988,987	2,914,818
Disposition of tangible capital assets	994,125	-
Actuarial adjustment on debt	(132,033)	(112,090)
Net changes to financial assets & liabilities through operations:		
Decrease in receivables	177,872	120,818
Increase / (Decrease) in payables	(320,226)	234,446
Increase / (Decrease) in deferred revenue	(14,607)	48,958
Increase / (Decrease) in development cost charges	(92,892)	202,660
Increase in other deposits	186,015	34,559
Increase / (Decrease) in future payroll obligations	(5,976)	20,429
(Increase) / Decrease in supply inventory	(46,127)	30,223
Increase in prepaid expenses	(19,596)	(2,751)
	8,149,558	6,666,280
Investing Activities		
Short-term investing	(1,542,742)	(7,647,273)
Capital Activities		
Acquisition of tangible capital assets	(4,352,242)	(4,252,451)
Financing activities:		
Debenture principal repaid	(372,507)	(372,506)
Increase / (Decrease) in cash and cash equivalents	1,882,067	(5,605,950)
Cash and cash equivalents, beginning of year	3,816,825	9,422,775
Cash and cash equivalents, end of year	\$ 5,698,892	\$ 3,816,825
Supplemental cash flow information		
Interest paid	\$ 86,674	\$ 153,104
Interest received	\$ 224,524	\$ 173,075

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

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

1. PURPOSE

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

2. SIGNIFICANT ACCOUNTING POLICIES

(a) British Columbia Municipalities

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

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

(b) Short-term Investments

Investments are comprised of various investment funds of the Municipal Finance Authority of BC which have fluctuating returns and are carried at the lower of cost and market value, and a six-month Guaranteed Investment Certificate yielding 1.55% that matures January 22, 2018.

Short-term Investments	2017	2016
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund	\$ 47,857	\$ 48,346
Intermediate Bond Fund	5,727,080	5,682,509
Money Market Fund	9,358,628	7,867,993
	15,133,565	13,598,848
Scotiabank Guaranteed Investment Certificate	6,041,786	6,033,761
	\$ 21,175,351	\$ 19,632,609

(c) Trust Fund

A Town-administered trust fund has been excluded from the financial statements. The balance in the fund was \$ 255,970 at December 31, 2017 (\$ 77,776 in 2016). It was invested in the MFA Short-term Bond Fund in 2017 and 2016. The only transactions in the fund were a contribution from the Town (\$178,000) and interest earned (\$194 in 2017 and \$1,104 in 2016).

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Tangible Capital Assets

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

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

(e) Future Payroll Obligations

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

(f) Inventory

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Funds

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

(h) Revenue Recognition

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

(i) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2017.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2017 the Town has not recorded any liability for contaminated sites as no such sites have been identified.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) **Measurement Uncertainty**

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

3. RECENT ACCOUNTING PRONOUNCEMENT

(a) **Related Party Disclosures**

In March 2015, as part of the CPA Canada Public Sector Accounting Handbook Revisions Release No. 42, the Public Sector Accounting Board (PSAB) issued a new standard, PS 2200 Related Party Disclosures. This new Section defines related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements. This section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted. The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

(b) **Definition of Assets**

In June 2015, new PS 3210 Assets was included in the CPA Canada Public Sector Accounting Handbook. The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

3. RECENT ACCOUNTING PRONOUNCEMENT (continued)

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

(c) Contingent Assets

In June 2015, new PS 3320 Contingent Assets was included in the CPA Canada Public Sector Accounting Handbook. The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

3. RECENT ACCOUNTING PRONOUNCEMENT (continued)

(d) Contractual Rights

In June 2015, new PS 3380 Contractual Rights was included in the CPA Canada Public Sector Accounting Handbook. This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

(e) Restructuring Transactions

In June 2015, new PS 3430 Restructuring Transactions was included in the CPA Canada Public Sector Accounting Handbook. The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and de-recognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

Town of Comox

Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

3. RECENT ACCOUNTING PRONOUNCEMENT (continued)

The financial position and results of operations prior to the restructuring date are not restated.

Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018.

Earlier application is encouraged.

The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

4. RECEIVABLES

Receivables are composed of the following amounts:

	2017	2016
Employees	\$ 1,487	\$ 1,219
Governments	200,316	394,671
Other	616,324	599,909
Total receivables	\$ 818,127	\$ 995,799

5. PAYABLES

Payables are composed of the following amounts:

	2017	2016
Wages payable	\$ 195,855	\$ 176,649
Governments	1,645,590	1,702,434
Trade & Other	358,996	641,584
Total payables	\$ 2,200,441	\$ 2,520,667

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

6. DEBENTURES ISSUED FOR THE TOWN

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

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2017 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 years	2.40%	\$ 317,250	\$ 208,683	\$ 108,567	\$ 5,083	\$ 9,731
Oct 2004 B/L #1407	Downtown Revitalization	14 years	2.00%	475,000	\$ 429,299	45,701	7,480	19,272
Apr 2008 B/L #1520	Pt. Holmes Water	14 years	4.65%	270,000	\$ 156,209	113,791	3,654	10,958
Apr 2011 B/L #1607	Comox Rec. Centre	7 years	4.20%	1,000,000	\$ 839,798	160,202	12,265	74,305
Total at December 31, 2017				\$ 2,062,250	\$ 1,633,989	\$ 428,261	\$ 28,482	\$ 114,266
Total at December 31, 2016				\$ 4,162,250	\$ 3,229,449	\$ 932,801	\$ 55,810	\$ 245,468

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

Year	Schedule Annual Payments			Sinking Fund	Net Debt
	Principal	Interest	Total	Actuarial Earnings	Outstanding
2018	\$ 174,071	\$ 49,259	\$ 223,330	\$ 68,802	\$ 185,388
2019	23,225	18,759	41,984	15,383	146,780
2020	23,225	18,759	41,984	17,095	106,459
2021	23,225	18,759	41,984	18,884	64,350
2022	23,225	12,482	35,707	20,753	20,371

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

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

7. CONTINGENT LIABILITIES

(a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the Town of Comox. At December 31, 2017 the Comox Valley Regional District had net debt of \$31,272,596 owing (\$36,029,834 at December 31, 2016) which is \$76,773,019 in debt issues net of \$45,500,423 sinking funds at December 31, 2016 (\$78,039,519 net of \$42,009,686 sinking funds at December 31, 2016) including debentures issued for the Town (Note 6), the City of Courtenay, the Village of Cumberland and itself.

(b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 6). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$28,482 at December 31, 2017; \$55,810 in 2016), plus Promissory Notes issued by the Town at the time of issue (\$114,266 at December 31, 2017; \$245,468 in 2016).

(c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2017 the District's share of those tangible capital assets (at cost and net book value) were \$985,511 and \$456,909 respectively (\$898,154 and \$353,751 in 2016) and its share of a Fire Department Capital Reserve was \$72,116 (\$101,535 in 2016).

(d) Municipal Insurance Association of BC

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

(e) Claims

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

8. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan, a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Town of Comox paid \$438,793 for employer contributions to the plan in 2017, on behalf of 72 employees (\$422,304 in 2016 on behalf of 68 employees).

The next valuation will be as at December 31, 2018, with results available in 2019.

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

9. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$916,151 at December 31, 2017 (\$922,127 in 2016).

Vacation Accrual is calculated to be \$482,158 at December 31, 2017 (\$475,827 in 2016). Sick, Severance, & Meritorious Service is calculated to be \$433,993 at December 31, 2017 (\$466,300 in 2016).

Meritorious Service is for Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.0% and discounted back at a discount rate of 2.90% (2% and 2.85% respectively in 2016). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

Town of Comox

Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

10. FINANCIAL INSTRUMENTS

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

11. ENVIRONMENTAL REGULATIONS

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

12. FEDERAL PAYMENTS IN LIEU OF TAX

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

13. RESTRICTION ON DEFERRED REVENUE

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

14. TRANSFERS BETWEEN RESERVE FUNDS

During 2014 the Town transferred \$800,000 from the Sewer Enterprise Reserve to the Capital Works Reserve, from which it was spent on a capital project. Under Section 189 of the Community Charter, the Town must repay this transfer with an amount equivalent to the interest that would have been earned had these funds remained in the Sewer Enterprise Reserve. In its 2017 Financial Plan Council budgeted a \$250,000 repayment of the transfer.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

15. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 6 and 7 (for 2017 and 2016, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

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

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

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

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

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

Marina – is operation of the Town's marina.

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

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

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

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

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

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

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

16. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

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

Continuity of Funds:	2017	2016
Opening balance at start of year	\$ 2,820,266	\$ 2,680,459
Transfers received during year	635,339	627,350
Interest on investments	29,061	22,393
Draws to fund eligible projects	(675,426)	(509,936)
Closing balance at end of year	\$ 2,809,240	\$ 2,820,266

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

17. RECONCILIATION OF 2017 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 4, 2017 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Towns 2017 Financial Plan:

Reconciliation of 2017 Budget Reported to Financial Plan:	
Net budget for 2017 reported	\$ 5,199,148
Capital acquisitions in Financial Plan	(7,690,724)
Transfers from capital reserves in Financial Plan	1,022,750
Transfers to capital reserves in Financial Plan	(1,074,101)
Surplus appropriated for operations in Financial Plan	2,915,436
Debt principal repayments in Financial Plan	(372,509)
Net of Financial Plan	\$ -

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended December 31, 2017

18. ACCUMULATED SURPLUS

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

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

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

Accumulated Surplus	2017	2016
Operating Funds:		
General Operating Fund	\$ 3,117,749	\$ 3,007,275
Water Operating Fund	924,924	840,107
Sanitary Sewer Operating Fund	2,340,026	2,068,319
	<u>6,382,699</u>	<u>5,915,701</u>
Capital Funds:		
General Capital Fund	67,669,246	65,640,816
Water Capital Fund	9,296,772	9,335,012
Sanitary Sewer Capital Fund	8,648,430	9,764,952
	<u>85,614,449</u>	<u>84,740,780</u>
Reserve Funds (Schedule 2)	10,472,575	7,379,026
Net of Financial Plan	\$ 102,469,723	\$ 98,035,507

19. COMPARATIVE FIGURES

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

Town of Comox
 Schedule of Expenses by Object (Type)
 Year ended December 31, 2017

Schedule 1

	Budget (Note 17)	2017	2016
Expenses			
Salaries, wages and employee benefits	\$ 6,490,637	\$ 6,289,009	\$ 5,926,721
Contracted and general services	7,914,018	7,398,114	6,995,560
Materials, goods, supplies and utilities	2,667,705	2,536,055	2,414,142
Interest and bank charges	107,875	105,433	171,863
Amortization of tangible capital assets	-	2,988,987	2,914,818
Other	15,000	-	188,141
	\$ 17,195,235	\$ 19,317,598	\$ 18,611,245

Town of Comox
 Schedule of Continuity of Reserve Funds
 Year ended December 31, 2017

Schedule 2

	2017	2016
Opening Balance of Reserve Funds	\$ 7,379,026	\$ 6,216,390
Contributions to funds from operations	3,862,440	1,859,826
Interest earned on funds	77,214	57,746
Withdrawals from funds for capital acquisitions	(846,105)	(754,936)
Closing balance of Reserve Funds (Note 18)	\$ 10,472,575	\$ 7,379,026

Represented by the following financial assets:

Cash and short-term investments	\$ 10,472,575	\$ 7,379,026
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Including the following Reserve Funds:

Federal Gas Tax (Community Works) Funds (Note 16)	\$ 2,809,240	\$ 2,820,266
Capital Works Reserve	86,228	65,589
Equipment Replacement Reserve	646,782	491,989
Municipal Marina Reserve	375,525	287,722
Water Utility Reserve	528,195	518,192
Sewer Enterprise Reserve (Note 14)	5,060,199	2,305,194
Lancaster Sewer Lift Station Capital Reserve	76,663	67,793
Point Holmes Sewer Lift Station Capital Reserve	50,558	41,940
Waterfront Walkway Reserve	323	319
Affordable Housing Reserve	173,276	169,747
Fire Department Capital Reserve - Town Share	190,181	257,895
Public Safety Reserve	403,289	250,845
	10,400,459	7,277,491
Fire Department Capital Reserve CFPID share (Note 7c)	72,116	101,535
	\$ 10,472,575	\$ 7,379,026

Town of Comox

Schedule of Deferred and Restricted Revenue Continuity
 Year ended December 31, 2017

Schedule 3

	2016 Balance	Receipts	Interest	Refunded	Recognized as Revenue	2017 Balance
Deferred Revenue						
Prepaid property taxes	\$ 735,752	\$ 750,050	\$ 4,756	\$ -	\$ 738,433	\$ 752,125
Prepaid parcel tax commutation - Kye Bay Water / Sewer	7,662	-	-	-	-	7,662
Prepaid Storm Drainage Development Works Payment	26,858	-	-	26,858	-	-
Prepaid recreation fees	274,325	275,339	-	-	272,442	277,222
Prepaid marina fees	69,088	70,156	-	-	69,088	70,156
Prepaid dog tags	1,490	1,483	-	-	1,490	1,483
Prepaid business licenses	100	100	-	-	100	100
Prepaid property rents	7,000	-	-	-	7,000	-
Prepaid administration fees	1,080	-	-	-	1,080	-
Prepaid environmental mitigation	7,670	-	-	-	-	7,670
Total Deferred Revenue	1,131,025	1,097,128	4,756	26,858	1,089,633	1,116,418
Restricted Revenue						
<u>Development Charges:</u>						
Open Space Development Cost Charges	2,612,899	6,634	20,554	-	10,106	2,629,981
Water Development Cost Charges	1,169,733	-	9,187	-	1,055	1,177,865
Major Road Development Cost Charges	220,072	9,532	1,759	-	-	231,363
Storm Drain Development Cost Charges	814,187	-	6,394	-	156,983	663,598
Sanitary Sewer Development Cost Charges	84,160	3,767	677	-	-	88,604
	4,901,051	19,933	38,571	-	168,144	4,791,411
<u>Other Restricted Revenue</u>						
5% Payment in Lieu of Parks Dedication	393,776	-	3,093	-	-	396,869
Developer Payments in Lieu of Parking	29,630	-	232	-	-	29,862
Developer Payments for Affordable Housing	229,642	13,423	-	-	-	243,065
	653,048	13,423	3,325	-	-	669,796
Total Restricted Revenue	5,554,099	33,356	41,896	-	168,144	5,461,207
	\$ 6,032,076	\$ 1,117,061	\$ 43,327	\$ 26,858	\$ 1,257,777	\$ 5,907,829

Town of Comox

Continuity of Equity in Tangible Capital Assets
Year ended December 31, 2017

Schedule 4

	2017	2016
Opening balance of equity in Tangible Capital Assets	\$ 84,740,780	\$ 82,887,726
Changes in Capital Assets		
Acquisitions of tangible capital assets	4,352,242	4,252,451
Tangible capital assets acquired through development	-	30,825
Write-offs of assets replaced (at NBV)	(994,125)	-
Amortization expense	(2,988,987)	(2,914,818)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	372,506	372,506
Actuarial earnings on debenture sinking fund	132,033	112,090
Closing Balance of Equity in Tangible Capital Assets	\$ 85,614,449	\$ 84,740,780

Represented by the following:

Capital assets at cost (Schedule 5)	\$ 130,292,814	\$ 127,263,830
Less accumulated amortization	(44,258,854)	(41,598,999)
Tangible capital assets at net book value	86,033,960	85,664,831
Net debenture debt (Note 6)	(428,261)	(932,801)
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	\$ 85,614,449	\$ 84,740,780

	Engineering Structures													Total	2016
	Land	Park Development	Buildings	Vehicles and Heavy Equipment	Other Equipment	Roads and Related Infrastructure	Storm Drains and Ponds	Marina Structures	Parks Structures	Water Structures	Sanitary Sewer Structures	Assets not yet in use			
COST															
Opening balance	\$ 8,985,177	\$ 1,389,260	\$ 16,560,496	\$ 4,866,312	\$ 3,251,638	\$ 41,105,943	\$ 22,289,133	\$ 1,139,716	\$ 2,446,198	\$ 11,214,201	\$ 12,614,670	\$ 1,421,088	\$ 127,263,830	\$ 123,248,341	
Add: Acquisitions and cost adjustments	-	-	1,333,428	507,366	168,966	1,144,326	229,247	-	703,243	144,109	47,474	74,049	4,352,242	4,283,278	
Add/(Less): Assets put to use	-	-	1,075,243	-	-	138,882	-	-	40,497	42,836	-	(1,287,455)	-	-	
Less: Write-downs and disposals at cost	-	-	-	(205,643)	-	(16,982)	(12,789)	-	-	(2,521)	(1,065,923)	-	(1,323,253)	(267,789)	
Closing balance	8,985,177	1,389,260	16,868,167	5,168,637	3,420,634	42,372,189	22,485,591	1,139,716	3,169,936	11,398,625	11,576,221	197,679	130,292,814	127,268,830	
ACCUMULATED AMORTIZATION															
Opening balance	-	663,966	3,397,935	2,757,651	1,916,631	18,699,753	6,043,583	601,335	965,476	3,006,296	3,423,472	-	41,598,999	38,951,971	
Add: Amortization	-	42,145	371,491	340,532	287,203	1,194,793	310,359	43,309	94,352	150,766	154,046	-	2,988,987	2,914,818	
Less: Accumulated amortization on write-downs	-	-	-	(203,901)	-	(16,982)	(10,968)	-	-	(2,166)	(95,084)	-	(329,133)	(267,789)	
Closing balance	-	906,111	3,769,326	2,894,283	2,205,634	19,776,564	6,342,935	644,644	1,079,828	3,156,894	3,482,434	-	44,258,854	41,598,000	
Net Book Value for the year ended December 31, 2017	\$ 8,985,177	\$ 483,149	\$ 15,199,841	\$ 2,274,354	\$ 1,214,800	\$ 22,595,605	\$ 16,142,656	\$ 495,072	\$ 2,110,110	\$ 8,241,731	\$ 8,093,787	\$ 197,679	\$ 86,033,960	\$ 85,664,830	

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

Schedule 6

	General Government	Protective Services	Waste Disposal	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2017 Budget
Revenue											
Property valuation tax	\$ 7,984,564	\$ -	\$ -	\$ 72,901	\$ 16,871	\$ -	\$ -	\$ -	\$ -	\$ 8,074,336	\$ 8,078,123
Parcel taxes	-	-	-	-	20,974	-	-	298,509	312,975	632,758	638,431
Payments In-lieu of taxes	1,438,582	-	-	-	-	-	-	-	-	1,438,582	1,449,962
Utility fees	-	-	1,437,447	-	-	-	-	2,434,890	2,467,799	6,340,136	6,303,641
Other sale of service	90,776	804,929	-	-	12,313	1,717,732	366,555	-	-	2,992,305	2,509,747
Licences, permits & planning fees	93,977	118,224	-	41,611	-	-	-	-	-	253,812	226,750
Developer cost charges applied	-	-	-	-	167,089	-	-	1,055	-	168,144	444,776
Tangible capital assets contributed	-	-	-	-	-	-	-	-	-	-	-
Donations	8,625	-	-	-	-	83,219	-	-	-	91,844	201,400
Investment income	150,839	5,945	-	-	29,712	-	2,803	5,048	30,177	224,524	120,000
Penalties and interest on taxes	57,734	-	-	-	-	-	-	-	-	57,734	64,500
Actuarial earnings on sinking fund	-	-	-	-	19,289	100,568	-	8,589	3,587	132,033	-
Rentals	-	-	-	-	-	146,302	-	-	-	146,302	126,476
Other	57,869	-	-	-	2,212	-	-	-	1,001,909	1,061,990	48,100
Gain on disposal of assets	-	18,857	-	-	(1,791)	-	-	(353)	214,161	230,874	-
Unconditional Grants	314,941	61,380	-	597	-	-	-	-	-	376,918	390,000
Conditional Grants	-	17,100	-	-	1,481,650	30,772	-	-	-	1,529,522	1,792,477
	10,197,907	1,026,435	1,437,447	115,109	1,748,319	2,078,593	369,358	2,748,038	4,030,608	23,751,814	22,384,383
Expenses											
Employees	1,258,353	1,046,394	48,936	329,684	1,029,703	2,209,888	84,120	208,099	63,832	6,289,009	6,490,637
Services	431,609	1,489,432	1,321,248	108,008	229,001	1,386,416	82,979	325,749	2,013,673	7,398,114	7,914,018
Materials	36,287	141,690	2,804	1,776	307,753	332,204	11,257	1,694,512	7,772	2,536,055	2,667,705
Interest	4,809	-	-	-	9,500	72,365	-	15,455	3,304	105,433	107,875
Amortization	27,319	143,984	-	-	1,823,136	447,062	50,140	316,093	181,253	2,988,987	-
Other	-	-	-	-	-	-	-	-	-	-	15,000
	1,768,377	2,831,500	1,372,988	439,468	3,399,093	4,447,934	228,496	2,559,908	2,269,834	19,317,598	17,195,235
Surplus for the year	\$ 8,429,530	\$ (1,805,065)	\$ 64,459	\$ (324,359)	\$ (1,650,774)	\$ (2,369,341)	\$ 140,862	\$ 188,130	\$ 1,760,774	\$ 4,434,216	\$ 5,199,148

Town of Comox
 Schedule of Operations by Segment
 Year ended December 31, 2016

Schedule 7

	General Government	Protective Services	Waste Disposal	Development Services	Transportation	Parks, Recreation & Culture	Marine	Water	Sanitary Sewer	Total All Segments	2016 Budget
Revenue											
Property valuation tax	\$ 7,772,034	\$ -	\$ -	\$ 72,899	\$ 16,875	\$ -	\$ -	\$ -	\$ -	\$ 7,861,808	\$ 7,864,507
Parcel taxes	-	-	-	-	21,015	-	-	296,964	311,130	629,109	633,581
Payments in-lieu of taxes	1,453,520	-	-	-	-	-	-	-	-	1,453,520	1,389,281
Utility fees	-	-	1,431,527	-	-	-	-	2,262,158	2,453,469	6,147,154	6,072,855
Other sale of service	31,592	416,084	-	-	25,980	1,615,332	345,556	-	-	2,434,644	2,390,621
Licences, permits & planning fees	88,587	130,371	-	47,385	-	-	-	-	-	266,343	210,250
DCC's used for capital acquisitions	-	-	-	-	-	-	-	8,759	-	8,759	292,050
TGA acquired through developers	-	-	-	-	17,480	-	-	13,345	-	30,825	-
Donations	5,000	-	-	-	-	21,300	-	-	-	26,300	93,900
Investment income	119,198	3,453	-	-	22,630	-	1,884	3,904	22,006	173,075	115,000
Penalties and interest on taxes	54,163	-	-	-	-	-	-	-	-	54,163	88,000
Actuarial earnings on sinking fund	-	-	-	-	17,216	84,198	-	7,474	3,202	112,090	-
Rentals	-	-	-	-	-	136,837	-	-	-	136,837	130,981
Other	34,603	-	-	-	7,254	-	-	-	-	41,857	17,700
Gain on disposal of assets	-	-	-	-	33,000	-	-	-	-	33,000	-
Unconditional Grants	313,530	73,619	-	-	-	-	-	-	-	387,149	415,000
Conditional Grants	-	16,600	-	-	1,806,753	196,294	-	-	-	2,019,647	2,958,821
	9,872,328	640,127	1,431,527	120,284	1,968,203	2,053,961	347,440	2,592,604	2,789,807	21,816,280	22,672,547
Expenses											
Employees	1,174,749	931,219	55,904	335,903	905,755	2,457,932	75,036	218,283	71,940	5,926,721	6,213,608
Services	261,945	1,491,177	1,298,030	105,653	169,649	1,320,290	92,489	335,259	1,921,068	6,995,560	7,761,819
Materials	52,699	173,926	-	3,611	257,339	311,443	17,317	1,549,914	47,893	2,414,142	2,428,101
Interest	3,895	-	-	-	9,500	139,709	-	15,455	3,304	171,863	174,909
Amortization	4,003	128,205	-	-	1,828,932	405,306	50,138	302,836	195,398	2,914,818	-
Other	188,141	-	-	-	-	-	-	-	-	188,141	15,000
	1,685,432	2,724,527	1,353,934	445,167	3,171,175	4,334,680	234,980	2,421,747	2,239,603	18,611,245	16,593,437
Surplus for the year	\$ 8,186,896	\$ (2,084,400)	\$ 77,593	\$ (324,883)	\$ (1,202,972)	\$ (2,280,719)	\$ 112,460	\$ 170,857	\$ 550,204	\$ 3,205,035	\$ 6,079,110

PERMISSIVE PROPERTY TAX EXEMPTIONS



*Pedestrians & pets enjoying the new boardwalk – Marina Park
(next to Award Winning Twin Sail Buildings)*

Town of Comox

Effect of Permissive Exemptions on 2018 Taxation

Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property	Taxable Value of Property	Effect of Tax Exemption Bylaw	Property Class	Town General	Total Taxes Exempted
				Per Revised Roll	Per Revised Roll	Per Revised Roll Exc. Stat. Exemptions			
Comox Golf Course	231.000	76% Town owned share of land <i>total lot size 46.68 acres</i>	76% Town owned share of land <i>total lot size 46.68 acres</i>	10,000	10,000	-	6	-	-
				900,000 <i>land only</i>	215,000 <i>land only</i>	685,000 <i>76% of land</i>	8	4,002.11	7,609.19
Filberg Lodge & Park	470.001 & 470.004	All of land & buildings <i>total lot size 9.096 acres</i>	All of land & buildings <i>total lot size 9.096 acres</i>	1,893,000	-	1,883,000	6	20,343.18	42,060.39
				22,100	-	12,100	6	130.72	270.27
				2,736,000 <i>all of property</i>	- <i>all of property</i>	2,736,000 <i>all of property</i>	8	15,965.08	30,392.31
Comox Archives & Museum	279.004	All of land & building occupied	All of land & building occupied	141,000 <i>all of property</i>	- <i>all of property</i>	131,000 <i>all of property</i>	6	1,415.27	2,926.14
Pearl Ellis Art Gallery	279.005	All of land & building occupied	All of land & building occupied	140,900 <i>all of property</i>	- <i>all of property</i>	130,900 <i>all of property</i>	6	1,414.19	2,923.89
Lion's Den	279.006	All of land & building occupied	All of land & building occupied	310,000 <i>all of property</i>	- <i>all of property</i>	300,000 <i>all of property</i>	6	3,241.08	6,701.07
Unity Comox Valley	279.008	All of land & building occupied	All of land & building occupied	86,400 <i>all of property</i>	- <i>all of property</i>	76,400 <i>all of property</i>	6	825.40	1,706.54
Tigger Too Day Care	492.001	All of land & building	Half of land & building	554,000 <i>all of property</i>	277,000 <i>all of property</i>	277,000 <i>half of land & improvements</i>	1	728.34	1,725.78
Comox Valley Marine Rescue Society	481.028	All of building	All of land and improvements	32,500 <i>all of property</i>	- <i>all of property</i>	22,500 <i>all of property</i>	6	243.08	502.57
Point Holmes Recreation Association	27501.125	All of land & improvements	All of land & improvements	607,100 <i>all of property</i>	- <i>all of property</i>	597,100 <i>all of property</i>	6	6,450.83	13,337.36
Comox United Church	1.170	All of land surrounding church <i>total lot size 0.709 acres</i>	All of land surrounding church <i>total lot size 0.709 acres</i>	263,900 <i>land only</i>	- <i>land only</i>	211,120 <i>remainder of land</i>	8	1,233.47	2,285.46
Comox Pentecostal Church	507.004	All of land surrounding church <i>total lot size 2.0 acres</i>	All of land surrounding church <i>total lot size 2.0 acres</i>	437,400 <i>land only</i>	- <i>land only</i>	398,034 <i>remainder of land</i>	8	2,325.51	4,308.87
St. Peter's Anglican Church	375.000	All of land surrounding church <i>total lot size 0.578 acres</i>	All of land surrounding church <i>total lot size 0.578 acres</i>	382,900 <i>land only</i>	- <i>land only</i>	291,004 <i>remainder of land</i>	8	1,700.19	3,150.23
Bay Community Church	802.052	2 acres of land <i>total lot size 4.742 acres</i>	All of land surrounding church <i>total lot size 4.742 acres but 0.142 acres under building is statutorily exempt, leaving 4.6 residual acres</i>	159,000	-	159,000	1	418.07	970.37
				219,300 <i>land only</i>	- <i>land only</i>	209,300 <i>remainder of land</i>	8	1,222.84	2,265.76

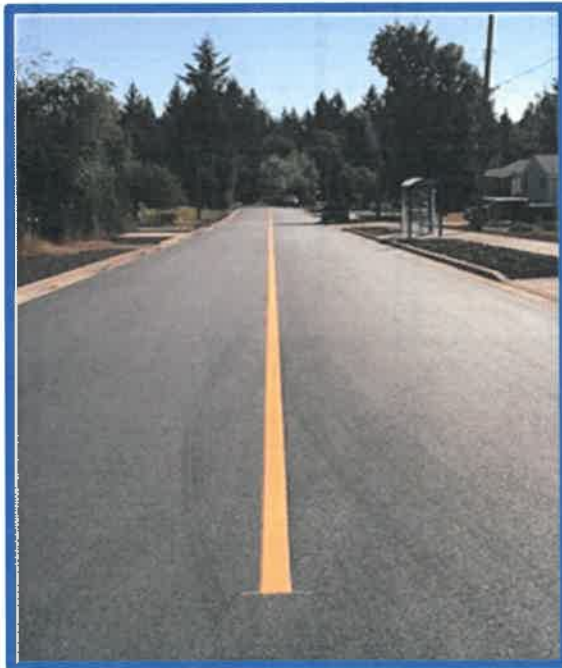
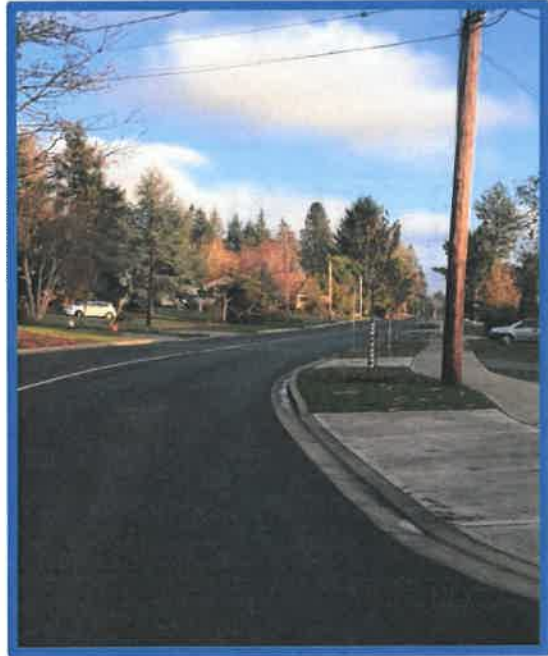
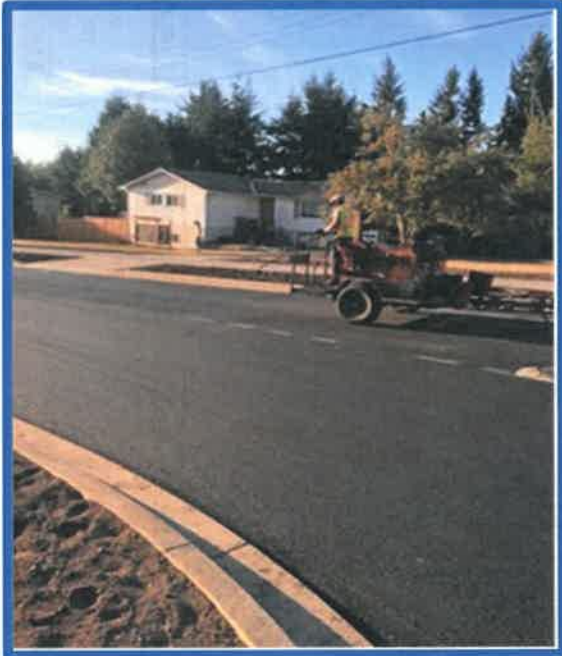
Town of Comox

Effect of Permissive Exemptions on 2018 Taxation

Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of	Taxable Value	Effect of Tax	Property	Town General	Total Taxes
				Property	of Property	Exemption Bylaw			
				Per Revised Roll	Per Revised Roll	Per Revised Roll			
				Exc. Stat. Exemptions					
Comox Valley Presbyterian Church	600.970	All of land surrounding church <i>total lot size 2.33 acres</i>	All of land surrounding church <i>total lot size 2.33 acres</i>	372,300 <i>land only</i>	- <i>land only</i>	349,962 <i>remainder of land</i>	8	2,044.65	3,788.47
St. Joseph's Hospital	1.015	All of land surrounding hospital <i>total lot size 15.719 acres</i>	All of land surrounding hospital <i>total lot size 15.719 acres</i>	\$ 6,695,000 <i>land only</i>	\$ - <i>land only</i>	5,757,700 <i>remainder of land</i>	6	62,203.89	116,668.28
Comox Seniors Centre Association	398.000	All of land & building	All of land & building	1,472,000 <i>all of property</i>	- <i>all of property</i>	1,472,000 <i>all of property</i>	8	8,600.16	15,934.98
Royal Canadian Legion No. 160	388.000	All of Land & Building	All of Land & Building	458,000 <i>all of property</i>	- <i>all of property</i>	448,000 <i>all of property</i>	6	4,840.01	9,312.17
				458,000 <i>all of property</i>	- <i>all of property</i>	458,000 <i>all of property</i>	8	2,675.87	5,087.61
Nature Trust of BC	701.000	All of land	All of land	512,000	-	512,000	1	1,346.25	3,124.73
	703.000	All of land	All of land	545,000	-	204,375	8	1,194.06	2,212.45
	1100.394	All of land	All of land	4,800 <i>all of land</i>	- <i>all of land</i>	4,800 <i>all of land</i>	1	12.62	29.30
888 (Komox) RCAF Wing	803.020	All of Class 8 Land & Building	All of Class 8 Land & Building	368,000	358,000	-	6	-	-
				243,000 <i>all of property</i>	- <i>all of property</i>	243,000 <i>all Class 8 property</i>	8	1,419.73	2,630.57
D'Esterre Senior Citizens Housing Society	475.001	All of land surrounding units <i>total lot size 0.75 acres</i>	All of land surrounding units <i>total lot size 0.75 acres</i>	357,200 <i>land only</i>	- <i>land only</i>	275,044 <i>remainder of land</i>	1	723.20	1,678.59
Comox Valley Tennis Club	229.006	All of Land & Building	All of Land & Building	62,600	62,600	52,600	6	568.27	1,065.85
				3,400 <i>all of property</i>	- <i>all of property</i>	3,400 <i>all of property</i>	8	19.86	36.81
				\$ 20,446,800	\$ 922,600	\$ 17,900,339		\$ 147,327.93	\$ 284,706.01
				Breakdown by Property Class					
							1	3,228.48	7,528.77
							6	101,675.92	197,474.53
							8	42,423.53	79,702.71
				\$ 17,900,339				\$ 147,327.93	\$ 284,706.01

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

CONTINUITY OF DEVELOPMENT COST CHARGES



Phase 2 – Robb Avenue Improvements

**Town of Comox
Schedule of Development Cost Charge (DCC) Continuity
Year Ended December 31, 2017**

	2016 Balance	Receipts	Interest	Recognized as Revenue	2017 Balance
Open Space Development Cost Charges	\$ 2,612,899	\$ 6,634	\$ 20,554	\$ 10,106	\$ 2,629,981
5% Payment in Lieu of Parks Dedication	393,776	-	3,093	-	396,869
Water Development Cost Charges	1,169,733	-	9,187	1,055	1,177,865
Major Road Development Cost Charges	220,072	9,532	1,759	-	231,363
Storm Drain Development Cost Charges	814,187	-	6,394	156,983	663,598
Sanitary Sewer Development Cost Charges	84,160	3,767	677	-	88,604
	\$ 5,294,827	\$ 19,933	\$ 41,664	\$ 168,144	\$ 5,188,280

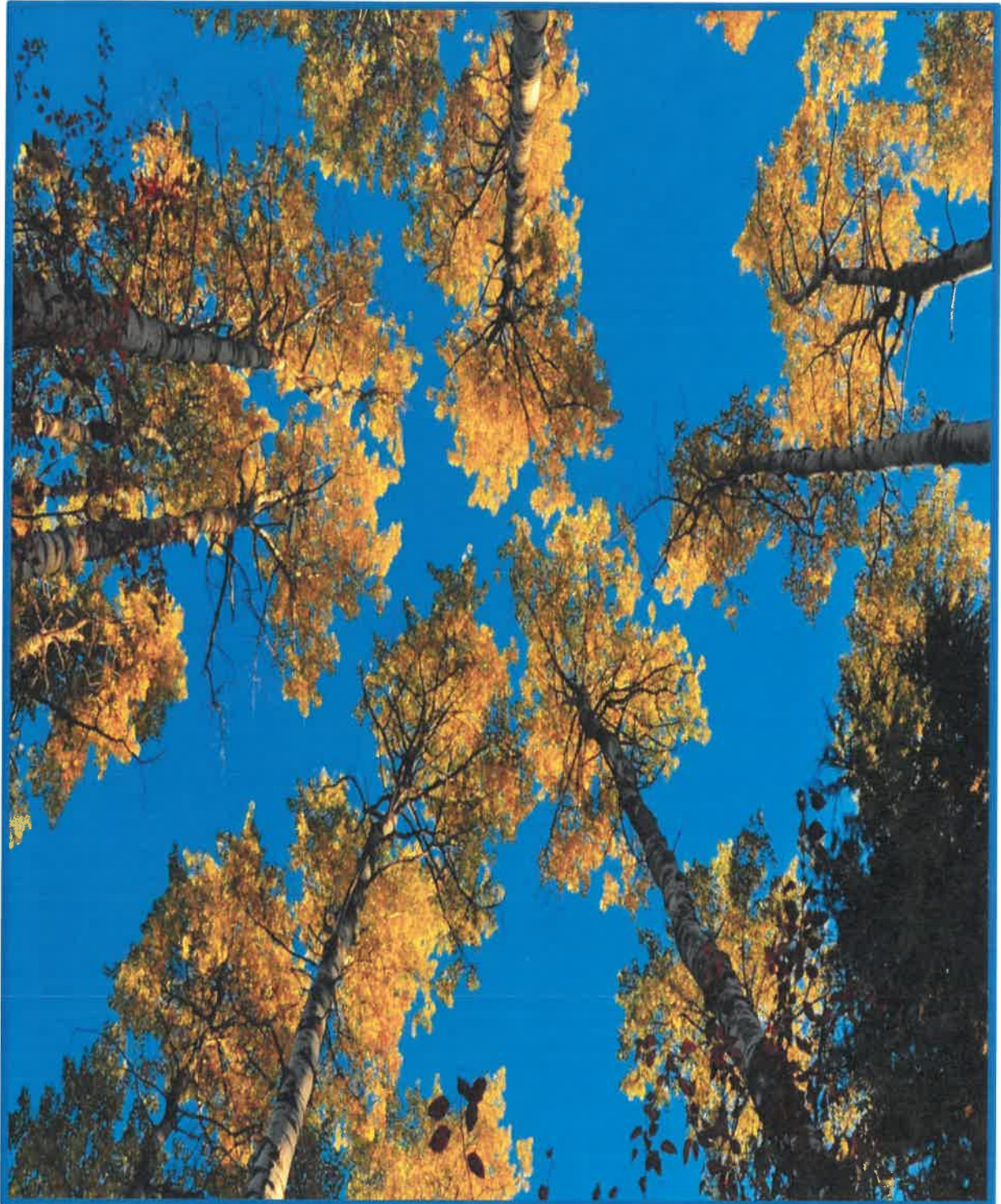
There were no DCC exemptions or waivers granted in 2017.



Comox Fire Rescue Fireboat



Members of Comox Fire Rescue – Provincial Deployment



View @ Highmore

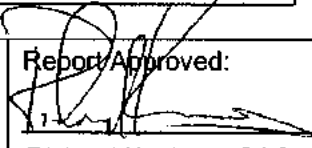
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TOWN OF COMOX
Regular Meeting of Council

STAFF REPORT
 Meeting Date: August 1, 2018

TO: Mayor & Council	FILE: 5960-20-CGC
FROM: Richard Kanigan, Chief Administrative Officer	DATE: July 25, 2018
SUBJECT: Non-Binding Community Opinion Question – Future of Comox Golf Course Property	

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

Direction requested.

BACKGROUND:

Council received a delegation from Don Jacquest at the June 20, 2018 regular meeting of Council. Mr. Jacquest requested that Council consider adding a non-binding question to the October 20, 2018 ballot for General Local Elections this fall which reads:

“Are you 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?”

Given that the current lease agreement with the Comox Golf Club Ltd is in place for another 15 years, it may be somewhat premature to consider adding a non-binding question to the ballot this year.

It is expected that the Town will be conducting an Official Community Plan review in the next few years and the future use of the Golf Course property could definitely form an important part of that process.

Depending on the outcome of the discussions that would occur during an OCP review process, it may be more suitable to consider a question being added to the 2022 General Local Elections ballot in October 2022.

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TOWN OF COMOX
Regular Meeting of Council

STAFF REPORT
 Meeting Date: August 1, 2018

TO: Mayor & Council	FILE: 3110-01
FROM: Richard Kanigan, Chief Administrative Officer	DATE: July 25, 2018
SUBJECT: Non-Binding Community Opinion Question – Governance Restructure Study	

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

Direction requested.

BACKGROUND:

The attached correspondence from the Comox Valley Regional District puts forward a request that Comox Council consider including the following non-binding question on the ballot for the October 20, 2018 Local Government Election:

Are you in favour of conducting a study, in partnership with the Province of BC, to review the governance structures and policies of the Town of Comox and other local governments within the Comox Valley to consider the feasibility and implications of restructure?

There is still time to add this question to the ballot to coincide with the October 20, 2018 General Local Elections although the decision would have to be made at the August 1, 2018 regular meeting of Council to provide staff sufficient time to add it to the ballot.

Council may wish to consider if the question is clear enough, particularly when it comes to costs associated with conducting the study. In addition, Council may be familiar with a similar initiative having been approved in the Greater Victoria area between the City of Victoria and the District of Saanich. Although the question is similar, it is much clearer as it will include a specific amount that would be spent on conducting a restructure study, as shown in the approved question:

“Are you in favour of spending [an amount to be determined] for establishing a Citizens’ Assembly to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria?”

Staff from the Village of Cumberland have advised that Cumberland Council will not be adding the non-binding question on the ballot for the October 20, 2018, general local elections. The City of Courtenay Council has approved adding the non-binding question to the ballot, however they did not approve providing \$10,000 to the Chamber of Commerce.

ATTACHMENT: CVRD CORRESPONDENCE DATED JUNE 29, 2018

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



Comox Valley
REGIONAL DISTRICT

RECEIVED

File: 0115-01

June 29, 2018

June 29, 2018

TOWN OF COMOX

Sent via email: russwurm@comox.ca

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

LOG: 18-189	REFER:	AGENDA: RCM - Aug. 1
FILE: 0114-20	ACTION: MR	

o ~ cfile
copy ~ Mayor & Council
RK/CF/SR /TS /agenda

Dear Mayor and Council:

Re: Non-Binding Community Opinion Question – Governance Restructure Study

The Comox Valley Regional District Board adopted the following resolution at its June 26, 2018 meeting:

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.

As way of background information, please find attached a copy of the correspondence from Director Jangula regarding this matter that was submitted to the Comox Valley Regional District Board at its June 26, 2018 meeting.

Please consider including the above noted non-binding community opinion question on your local government's ballot for the 2018 general local elections. In order to assist with the planned public awareness campaign, I respectfully request written confirmation of your council's decision at your soonest convenience.

Sincerely,

B. Jolliffe

Bruce Jolliffe
Chair

Enclosure

File:

June 19, 2018

Chair and Directors
Committee of the Whole

I would respectfully request your consideration of the following:

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 your 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 \$10,000.00 from the Comox Valley Regional District’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.”

Background

The reason I put this question to you, as the Comox Valley Regional District (CVRD) Committee of the Whole, is that I feel we should be polling the entire Comox Valley as to the general opinion for conducting a restructure study on the City of Courtenay, Village of Cumberland, Town of Comox and the CVRD. By using October 20, 2018, which is the general voting day for local governments in BC, we would be seeking voter interest in this important topic while not also costing taxpayers more to hold a referendum on a different date. Also, the CVRD is best positioned to consider this matter and then refer it to its member municipalities to consider adding the same question to their own ballots. That referral could be done over July and August, with a firm commitment by each council and the CVRD electoral area directors occurring by the end of August, in time for including the question on each ballot. It would make the most sense to have one common question to ask all of the members of the public in the Comox Valley, and that is why I’ve proposed the referendum question noted above. I also feel the choice of words in the referendum question above is important because it promotes an independent and comprehensive review of the Comox Valley local governments and seeks to find a better system that is effective and responsible to the taxpayer. Lastly, it should be clear that any changes to local governments would only come after the comprehensive review delivers its findings and all parties can consider the matter further.

The views expressed in this letter are those of the director and do not necessarily reflect those of the corporation or the full board of directors.

You'll also note the recommendation includes some funding from the CVRD's general administration service to support an awareness campaign so that the public at large can understand the referendum question and the implications for a 'YES' or 'NO' vote are clear. Because of the extensive work that the Comox Valley Chamber of Commerce has undertaken over the past couple of years on the governance review, the dedicated funds would be used to support the Chamber to meet with the Committee of the Whole and/or member municipality councils, as needed, to ensure direction and purpose from the elected officials is clear and also develop materials to:

- Explain the importance of the question
- Identify the impact of voting yes or no
- Describe the next steps associated with a study if the resulting vote is a yes
- Describe how a study would be conducted if one or more jurisdictions does not participate or vote yes.

I would anticipate that each local government would link from their individual websites to the Chamber's website to promote awareness about this topic.

Respectfully,

L. Jangula

Larry Jangula
Director



**TOWN OF COMOX
REGULAR COUNCIL MEETING**

STAFF REPORT
Meeting Date: August 1, 2018

TO: Mayor and Council	FILE: 0530-01
FROM: Shelly Russwurm, Deputy Corporate Administrator	DATE: July 9, 2018
SUBJECT: Loss of Municipal Officers' Expense Allowance	

Prepared by: Shelly Russwurm, DCA	Supervisor: 	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Richard Kanigan, CAO
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Recommendation from the Chief Administrative Officer:

1. That Council direct staff to amend "Comox Council Remuneration and Expense Bylaw, 2006" by deleting Subsection 2 (1) & (2) Council Remuneration and add replace with the following
 2. (1) The Mayor shall be paid remuneration for discharge of the duties of office in the amount of thirty eight thousand, three hundred and eighty four dollars (\$38,384.00) per year
 2. (2) Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of twenty thousand, two hundred and thirty dollars (\$20,230.00) per year.

and Delete Subsection 3 – Allowance for Expenses in its entirety.
2. That the amendment bylaw take effect January 1, 2019.

Purpose

To inform Council of an upcoming change to the accounting rules for Mayor and Councillor remuneration, and provide options for responding to this change.

Strategic Plan Linkage

This topic relates to Council's core services of *Strong Governance and Administration* and *Financial Management and Accountability*, as identified in its current Strategic Plan.

Background

Council's current remuneration is as follows:

- Mayor - \$33,628
- Councillor - \$17,724

Pursuant to subsection 81(3) of the federal Income Tax Act, portions of a municipal officers' remuneration – that is, amounts that are considered expenses related to the discharge of their duties – are exempt from income tax. In the Town of Comox, the Comox Council Remuneration and Expense Bylaw, 2006 states that, "one-third (1/3) of the remuneration authorized for Mayor and Councillor shall be deemed to be an allowance for expenses incidental to the discharge of the duties of an Elected Municipal Office", meaning that one-third of the remuneration for Mayor and Councillors is exempt from income tax.

In the 2017 federal budget, it was announced that the exemption allowance for expenses related to the discharge of duties would be eliminated, leaving Council remuneration fully taxable. The net effect of this is that after-tax remuneration will be reduced. By how much is dependent on each Council member's individual tax bracket.

Discussion

As mentioned above, the effect of the change in tax rules will reduce Council's after-tax income. The reduction will depend on each Council member's total annual income from all sources and their tax bracket.

To account for the loss of the expense allowance (based on a 30% tax bracket), Council Salaries in 2019 would rise approx. \$20,000 to \$160,000 (14%).

Adjusted cost for the loss of the expense allowance - 2019

Position	2018 + loss adjustment	2019 Remuneration	# of Persons	2019 Cost
Mayor	(\$ 33,628 + \$ 4,756)	\$ 38,384	1	\$ 38,384
Councillor	(17,724 + 2,506)	20,230	6	121,384
				<u>\$ 159,768</u>

However, the added financial cost of moving to a fully taxable pay system would be outweighed by other benefits, such as supporting openness and transparency, fairness, direct comparison, and ease of understanding to the public. It would also provide clarity to election candidates, and compensation sufficient enough to attract a broad representation of quality candidates.

Council has not had an independent market review of its remuneration since 2005, which resulted in the adoption of the Council Remuneration and Expense Bylaw, 2006. Although this Bylaw established that an independent market review be conducted again in 2010, Council resolved (in February 2011) that "Council continue indefinitely with its current practice of establishing Mayor and Councillor remuneration, in accordance with Section 2(3) of [the] Bylaw". The current practice is to adjust remuneration each year by 50% of the percentage change in the Vancouver Consumer Price Index over the immediately preceding year plus 50% of the average percentage change in Mayor and Councillor remuneration over the immediately preceding year for the City of Courtenay, the Town of Qualicum Beach, the City of Parksville, and the Town of Sidney.

Council has some time before the elimination of the tax-free portion takes effect in 2019. Any decision made at this time could become effective at a later date, such as in November 2018 with a new Council, or in January 2019, when the new rules take effect.

Options

Options for Council's consideration include the following:

1. No Change:

Since the changes are not effective until January 2019, Council may wish to not take any action at this time, and let the newly elected Council consider changes after the local government elections in October.

2. Amend Bylaw:

Council may wish to amend its existing bylaw now to address the change introduced in the 2017 federal budget, in advance of the upcoming general local elections and increases its annual remuneration as outlined in the discussion of this report.

3. Independent Market Review:


Council may wish to have another independent market review conducted, that could consider both the changes to the tax-free portion of its remuneration and an comparison of other similar municipalities. The independent market review could be undertaken by a consultant or an advisory committee.


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TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 18-4 1759 ROBB AVENUE
DATE:	AUGUST 1, 2018 – REGULAR COUNCIL MEETING


Submitted by


Concurrence


Approval

Recommendation:

That Development Variance Permit DVP 18-4 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the August 1, 2018 Planning Report on DVP 18-4.

Proposal:

The proposal is to vary Comox Zoning Bylaw 1850, to facilitate development of a secondary suite on the subject property:

1. Section 3.2 definition of secondary suite from "secondary suites shall be located above or below the other dwelling unit" to "secondary suites shall be located side-by-side to the other dwelling unit"; and
2. Section 101.9 required rear yard setback from 7.5 metres, to 3.0 metres.

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

Background:

In accordance with standard procedures, notification was sent to abutting property owners and tenants regarding Council's intent to consider the DVP 18-4 at the August 1, 2018 Regular Council Meeting.

Public submissions received prior to the August 1, 2018 Regular Council Meeting will be distributed to Council.

AUGUST 1, 2018

OCP Implications:

The subject property's OCP designation is Residential: Detached. This designation is intended to accommodate the following land uses: a single detached dwelling and, on the same parcel, a secondary suite or a coach house.

The subject property is located in Development Permit Area #17 Coach Houses and the proposal meets the exemption criteria of DPA #17 under Section 3.17.4 (B and C).

Zoning Implications:

The subject property is zoned R1.1 – Single Family under Comox Zoning Bylaw 1850. The lot is 784 m² with an existing single family home built to front Robb Avenue, with interior side setbacks at 8.2 metres on the west side and 16.1 metres on the east side from Megin Way, which is a private road (Lot 1 Plan 53678 includes Megin Way as per **Attachment 3**).

Secondary suite zoning regulations encourage compatibility with surrounding single-family development. The intent of the existing requirement to locate secondary suites above or below the primary unit is to avoid exterior indications of a suite, thereby maintaining a single-family streetscape.

The acceptability of this variance is directly tied to the building design and appearance from the street and adjacent properties. The proposed secondary suite will have a minimal impact on the neighbourhood as the entrances to both dwellings are located on different elevations, mimicking a single family dwelling. The secondary suite will front on to the private road to the east (Megin Way) while the principal dwelling fronts on Robb Avenue. Existing and proposed materials will also match.

The existing single-family dwelling already encroaches into the rear (south) setback and is currently three metres from the rear property line. This variance would formalize the existing encroachment. The proposed secondary suite addition would maintain a five metre setback from the rear property line, allowing for private yard space associated with the secondary suite. No further encroachment will be permitted.

No alteration of mature vegetation or trees is proposed.

MK/RB/ET

Attachments:

1. Application Summary
2. Applicants' Submission
3. Subdivision Plan of Lot 3 Block 4 Section 56 Comox District Plan 4032

cc: Clive Quigley 1865 Coleman Road, Courtenay, BC. V9J 1WU. 250-338-5012

AUGUST 1, 2018

SCHEDULE 1
DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) Development in accordance with drawings in Attachment 2;
- (2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850:
 - a. Section 3.2 Definition of Secondary Suite

From:

A dwelling unit that is secondary to another dwelling unit.

Single-family dwellings containing a secondary suite shall be owner occupied.

Secondary suites shall:

- (1) be located only in single-family dwellings;
- (2) be limited to one (1) per single-family dwelling;
- (3) be completely contained within the principal building;
- (4) have a dwelling unit gross floor area not exceeding 40% of the gross floor area of the principal building or 90 m2 whichever is the lesser;
- (5) be located above or below the other dwelling unit, shared utility and storage areas are excluded from this requirement; and
- (6) have their own entrance separate from that of the other dwelling unit.

To:

A dwelling unit that is secondary to another dwelling unit.

Single-family dwellings containing a secondary suite shall be owner occupied.

Secondary suites shall:

- (1) be located only in single-family dwellings;
- (2) be limited to one (1) per single-family dwelling;
- (3) be completely contained within the principal building;
- (4) have a dwelling unit gross floor area not exceeding 40% of the gross floor area of the principal building or 90 m2 whichever is the lesser;
- (5) be located side-by-side to the other dwelling unit, shared utility and storage areas are excluded from this requirement; and
- (6) have their own entrance separate from that of the other dwelling unit.

AUGUST 1, 2018

b. Schedule "A" Section 101.9 (2):

From:

Rear setback shall not be less than 7.5 metres.

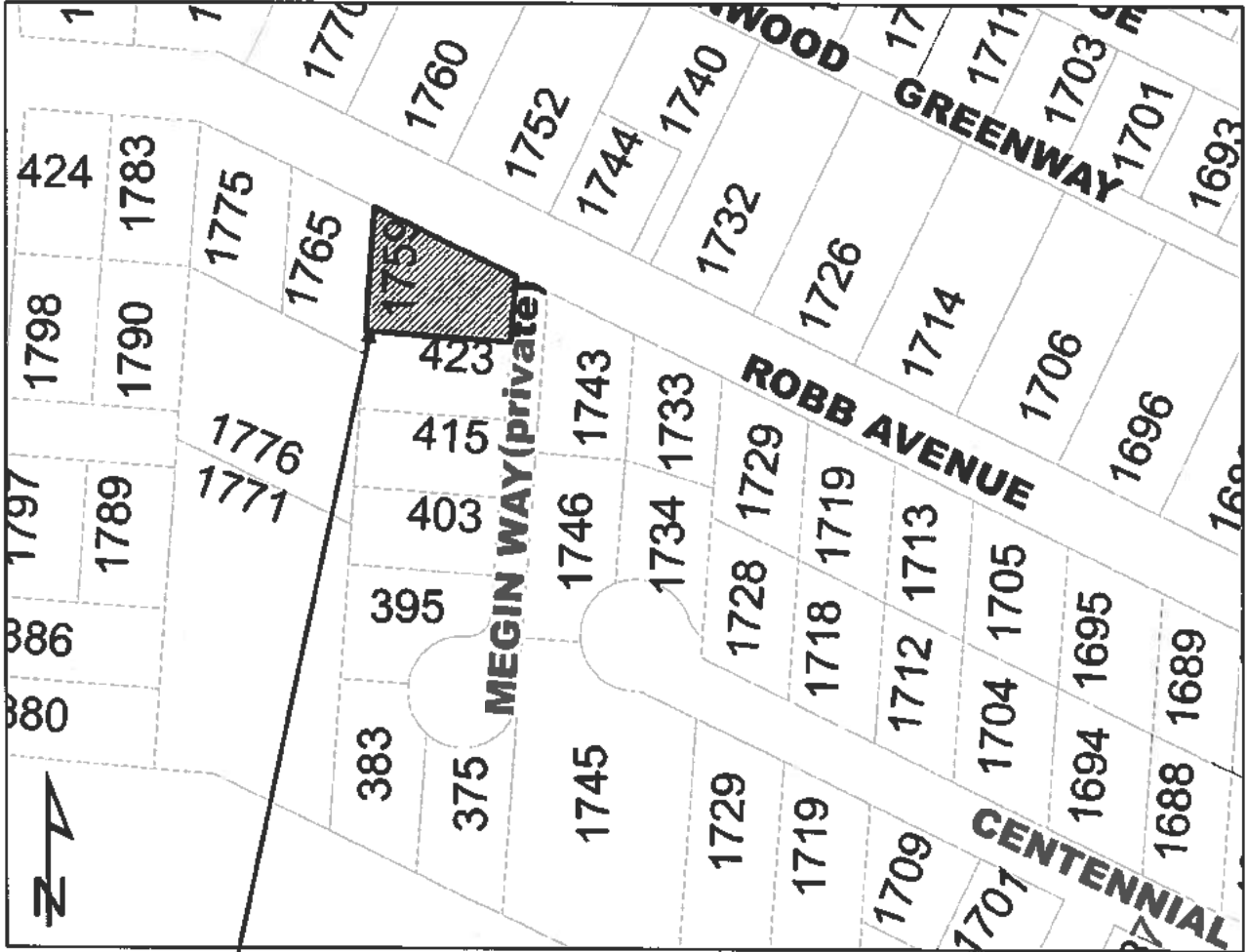
To:

Rear setback shall not be less than 3.0 metres.

AUGUST 1, 2018

ATTACHMENT 1

APPLICATION SUMMARY



Subject Property:
1759 Robb Avenue
PID: 017-672-708
LOT 7, SECTION 56, COMOX DISTRICT, PLAN VIP53678

AUGUST 1, 2018

Proposal	The proposal is to vary Comox Zoning Bylaw 1850, to facilitate development of a secondary suite on the subject property: <ol style="list-style-type: none"> Section 3.2 definition of secondary suite from "secondary suites shall be located above or below the other dwelling unit" to "secondary suites shall be located side-by-side to the other dwelling unit"; and Section 101.9 required rear yard setback from 7.5 metres, to 3.0 metres. 	
Owner/ Applicant:	Clive Quigley	
Legal Description:	LOT 7, SECTION 56, COMOX DISTRICT, PLAN VIP53678	
Civic Address:	1759 Robb Avenue	
OCP: Land Use Designation:	Residential: Detached	
DPA's	DPA #17.	
Zoning Bylaw:	R1.1 Single Family	
Permitted Uses Include:	Accessory structures and uses, Bed and Breakfast accommodations, Coach houses, Home occupations, Secondary Suites, Single-family dwellings.	
Location of secondary suite	Existing Above or below the other dwelling unit.	Proposed Variance Side-by-side to the other dwelling unit.
Required Setbacks Rear:	7.5m	3.0m
Front:	7.5m	Proposed: 7.5m
Interior Side:	2.0m	2.0m
Exterior Side:	2.0m	3.5m
Surrounding Uses:	Single-family dwellings to the north, east, south, and west.	

AUGUST 1, 2018

**ATTACHMENT 2
APPLICANT SUBMISSION**

-----Original Message-----

From: clive quigley [mailto:cdquigley@shaw.ca]

Sent: May 18, 2018 2:04 PM

To: Regina Bozerocka <rbozerocka@comox.ca>

Subject: attachment to variance application

Dear Comox board of variance,

This letter accompanies my application for a variance on the south end of my property at 1759 Robb avenue. Here are my reasons for requesting the variance.

When the property was first built upon, part of the structure of the main house was outside of the set back allowance. Therefore the part outside would not be able to be insured as a part of the house.

I wish to build a Secondary suite adjacent to the original structure. This suite would be a one level one bedroom unit and all rooms would be wheelchair accessible. Until my wife or I need this suite due to age or infirmity the suite would be available on the Comox rental market.

Part of the proposed suite would need a variance as it is outside of the set back allowance.

The exterior of the suite would match the original house including siding, brickwork, window shape and roofing material.

This property has easy access to transit. bus stop outside the front door.

The suite will have a garden space on three sides and a small deck.

There will be a removal of a decorative garden bed on the Megin Way side to make room for the secondary suite but the plants removed would be relocated to enhance the decorative bed on the Robb Avenue side of the house.

Access to the suite and off street parking for the suite would be off Megin Way.

Access to the main house is off Robb Avenue.

Every effort will be made to make the suite energy efficient, durable and livable.

I shall contact all neighbours giving information and addressing any of their concerns.

Regards, Clive Quigley

NOTES

- GENERAL CONDITIONS:**
1. ALL DIMENSIONS TO A FACE OF CURB OR TO A CORNER OF A CURB OR CHANGING SIDEWALK.
 2. WORK SHOWN BY THIS PLAN IS FOR GENERAL GUIDANCE ONLY. IT IS SUBJECT TO AN AMENDMENT - PROVIDED BY LOCAL JURISDICTION.
 3. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF ALL UTILITIES, INCLUDING BUT NOT LIMITED TO: (1) UTILITIES SHOWN ON THIS PLAN; (2) UTILITIES SHOWN ON OTHER PLANS; (3) UTILITIES SHOWN ON GROUND SURVEY; (4) UTILITIES SHOWN ON AERIAL PHOTOGRAPHS; (5) UTILITIES SHOWN ON OTHER PLANS.
 4. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF ALL UTILITIES, INCLUDING BUT NOT LIMITED TO: (1) UTILITIES SHOWN ON THIS PLAN; (2) UTILITIES SHOWN ON OTHER PLANS; (3) UTILITIES SHOWN ON GROUND SURVEY; (4) UTILITIES SHOWN ON AERIAL PHOTOGRAPHS; (5) UTILITIES SHOWN ON OTHER PLANS.
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PLAN REVIEW		
REV	DATE	DESCRIPTION
1	08/15/17	ISSUED FOR PERMIT
2	08/15/17	ISSUED FOR PERMIT
3	08/15/17	ISSUED FOR PERMIT
4	08/15/17	ISSUED FOR PERMIT
5	08/15/17	ISSUED FOR PERMIT
6	08/15/17	ISSUED FOR PERMIT
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98	08/15/17	ISSUED FOR PERMIT
99	08/15/17	ISSUED FOR PERMIT
100	08/15/17	ISSUED FOR PERMIT

PROJECT ID: QUIG1
 CIVIC ADDRESS: CLIVE QUIGLEY
 1750 ROBB AVE
 COXMOX, BRITISH COLUMBIA
 V6A2N6
 250-358-5012

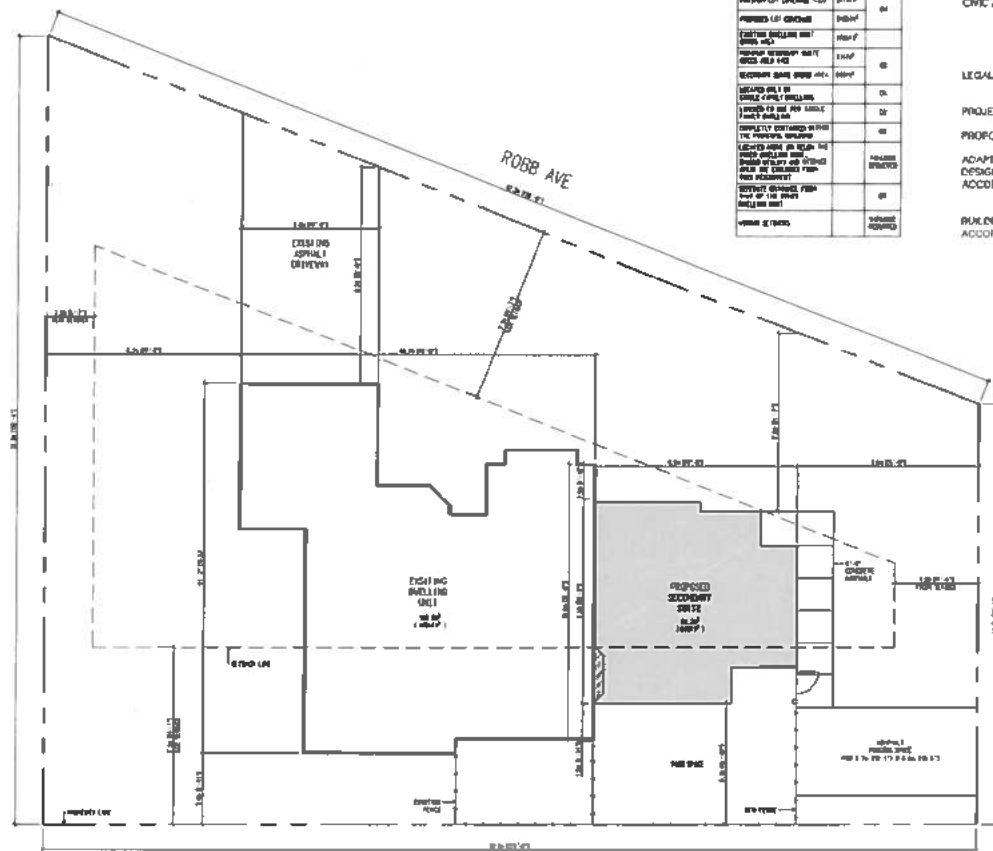
LEGAL ADDRESS: PLAN 4032, BLOCK 4
 LOT 7, SECTION 56

PROJECT DESCRIPTION: ADAPTABLE SECONDARY SUITE

PROPOSED USE: RESIDENTIAL

ADAPTABLE STANDARDS DESIGNED IN ACCORDANCE TO: COXMOX ZONING BYLAW 1990
 5.00 SPECIAL NEEDS HOUSING STANDARDS - ADAPTABLE HOUSING

BUILDINGS DESIGNED IN ACCORDANCE TO: PART 9 BRITISH COLUMBIA BUILDING CODE



SITE PLAN
 08/15/17

REV	DESCRIPTION	CON	CHK	DATE
3	RELEASED FOR CONSTRUCTION	BM	BP	2018/02/27
2	RELEASED FOR APPROVAL	BM	BP	2018/02/12
1	RELEASED FOR DISCUSSION	BM	BP	2018/02/04

CoDesign LIFESTYLE INTERIORS

10000 Main Street | Vancouver, British Columbia
 403-707-7573 | BC 250-899-7573
 www.CoDesignQLT.ca | info@co-design.com

QUIG1
 CLIVE QUIGLEY
 1750 ROBB AVE
 COXMOX, BC
 250-358-5012

SITE LAYOUT

I100



NORTH ELEVATION
SCALE 1/4" = 1'-0"

EAST ELEVATION
SCALE 1/4" = 1'-0"

SOUTH ELEVATION
SCALE 1/4" = 1'-0"

NOTES

- GENERAL CONSTRUCTION NOTES**
1. ALL CONSTRUCTION IS TO BE CHECKED BY A COMPETENT PARTY & ALL THE NECESSARY PERMITS OBTAINED.
 2. WHEN ORDERING MATERIALS, CHECK THE SPECIFICATIONS FOR ALL MATERIALS TO BE USED. THE MANUFACTURER'S RECOMMENDATIONS FOR ALL MATERIALS SHALL BE USED. ALL MATERIALS SHALL BE OF THE BEST QUALITY AVAILABLE.
 3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL BUILDING CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL ELECTRICAL CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL PLUMBING AND MECHANICAL CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL FIRE CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL SAFETY CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL ENVIRONMENTAL CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL HEALTH AND SAFETY CODE, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.
 10. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN NATIONAL ACCESSIBILITY ACT, 2015, AND ALL APPLICABLE LOCAL BY-LAWS, ORDINANCES, REGULATIONS, AND CODES.

2	RELEASED FOR CONSTRUCTION PERMITS	DM	RP	DM	2018/04/27
2	RELEASED FOR APPROVAL	DM	RP	DM	2018/03/12
1	RELEASED FOR DISCUSSION	DM	RP	DM	2018/02/01
ISS	DESCRIPTION/COMMENT	DM	DM	DM	DATE

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 www.CoDesignLifestyleInteriors.com

QUIG1
 CLIVE DUNGLAY
 1750 ROEBB AVE
 COMOX, BC
 250-338-3012

ELEVATIONS
 1201

INSET 10'

AUGUST 1, 2018

ATTACHMENT 3
SUBDIVISION PLAN OF LOT 3 BLOCK 4 SECTION 56 COMOX DISTRICT PLAN 4032

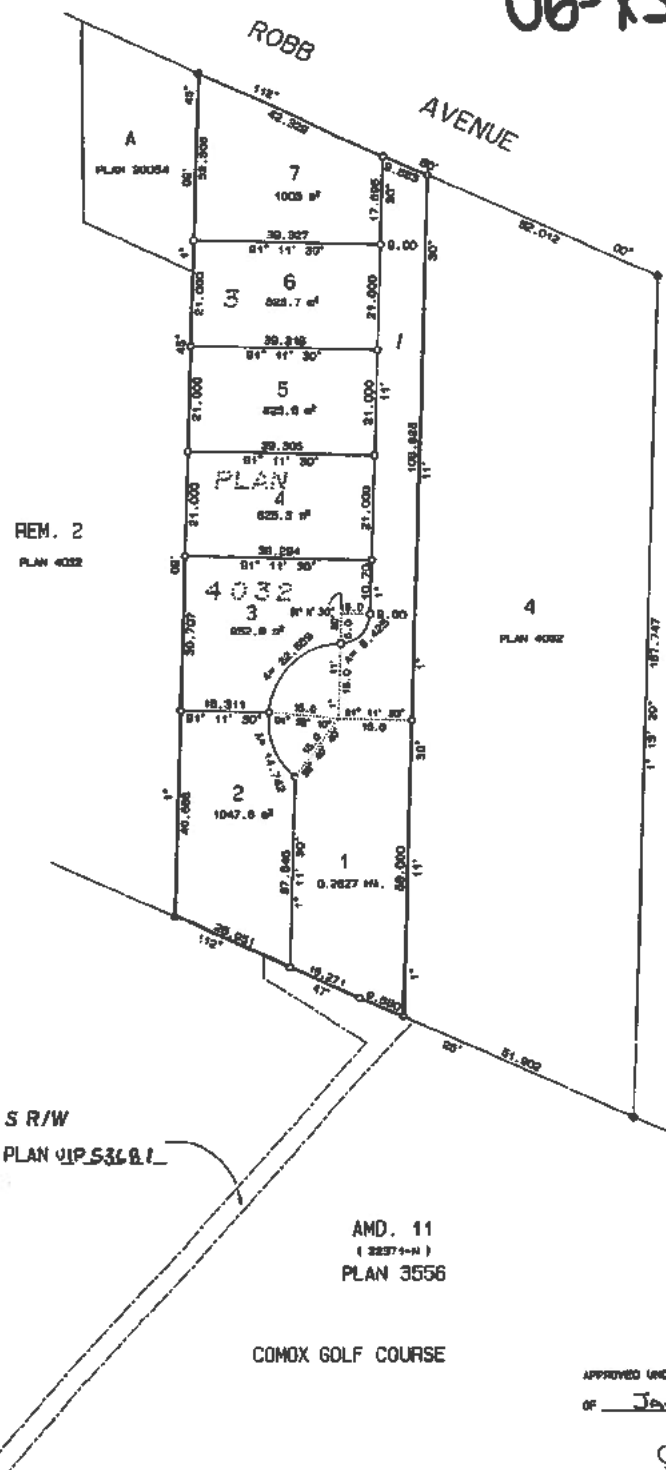
06-XS-771RS

SUBDIVISION PLAN OF LOT 3
BLOCK 4
SECTION 56
COMOX DISTRICT
PLAN 4032.
B.C.G.S. 92F.066
SCALE 1:750 (METRIC)



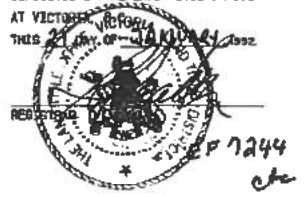
LEGEND

BEARINGS ARE ASTROMONIC AND DERIVED FROM PLAN 4032.
ALL DISTANCES ARE IN METRES
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○ DENOTES STANDARD IRON POST SET
m² DENOTES SQUARE METRES
HA. DENOTES HECTARE



PLAN VIP 53678

DEPOSITED IN THE LAND TITLE OFFICE
AT VICTORIA, BRITISH COLUMBIA
THIS 21ST DAY OF JANUARY 1982



OWNER: PT. HOLMES ADVENTURES LTD.
(INCORPORATION NO. 216,588)

[Signature]
AUTHORIZED SIGNATORY
WITNESS
ADDRESS
OCCUPATION

I, IAN H. ZAHARKO, A BRITISH COLUMBIA LAND SURVEYOR
OF COMOX, IN BRITISH COLUMBIA, CERTIFY THAT I WAS
PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY
REPRESENTED BY THIS PLAN AND THAT THE PLAN AND SURVEY
ARE CORRECT. THE SURVEY WAS COMPLETED ON THE 13TH
DAY OF NOVEMBER 1981.

[Signature] B.C.L.S.

RCM Agenda August 1, 2018

COMOX GOLF COURSE

AMD. 11
(22571-M)
PLAN 3556

APPROVED UNDER THE LAND TITLE ACT THIS 13TH DAY
OF JANUARY 1982

[Signature] APPOINTING OFFICER

ROSE H. GLOVER B.C.L.S.
IAN H. ZAHARKO B.C.L.S.
BRITISH COLUMBIA LAND SURVEYORS
221-B CHURCH STREET
COMOX
V8N 6K6

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TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 18-5 2137 COMOX AVENUE
DATE:	AUGUST 1, 2018 – REGULAR COUNCIL MEETING



Submitted by



Concurrence



Approval

Recommendation:

1. That Development Variance Permit DVP 18-5 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the August 1, 2018 Planning Report on DVP 18-5.

Proposal:

The proposal is to vary the following section of Comox Zoning Bylaw 1850 to permit the installation of 4 initial antennas, 4 future antennas, 4 future microwave dishes, and associated equipment including two cabinets and cabling on the rooftop of the former St. Joseph’s General Hospital building located at 2137 Comox Avenue: Section 701.8 Height, from not exceeding 15.0 metres to not exceeding 19.0 metres.

An Application Summary is contained in **Attachment 1**. The Applicants’ Submission is contained in **Attachment 2**.

Background:

In accordance with standard procedures, notification was sent to abutting property owners and tenants regarding Council’s intention to consider the Development Variance Permit at the August 1, 2018 Regular Council Meeting. Submissions received prior to the August 1, 2018 Regular Council Meeting will be distributed to Council.

AUGUST 1, 2018

OCP Implications:

The subject property's OCP designation is Institutional.

The subject property is located in Development Permit Area #3 General Multi-Family and Development Permit Area #13 Hazardous Area. The proposal meets the exemption criteria of DPA #3 under Section 3.3.4 (D) and DPA #13 under Section 3.13.4 (E). There are no OCP implications related to the proposed variance.

Zoning Implications:

The subject property is zoned PA1.1 – Public Assembly under Comox Zoning Bylaw 1850. The lot is 64,670 m² and currently houses the old St. Joseph's General Hospital.

Freedom Mobile is proposing a suite of 4 initial antennas, 4 future antennas, 4 future microwave dishes, and associated equipment including two cabinets and cabling. The existing zoning requires a height of no more than 15.0 metres. The proposed variance would increase this height allowance to 19.0 metres to permit the construction of the proposed equipment which does not meet the existing height allowance. Of Freedom Mobile's total suite of proposed equipment, six antennas, three microwave dishes, and a cabling tray are above the maximum height of 15.0 metres.

The proposed equipment is affixed either to the main roof of the existing building or the side walls of the existing rooftop penthouses. None of the proposed equipment exceeds the maximum height of the existing rooftop antennas on the building. However, as the number of antennas increases, the visual impact in regards to building height and rooftop clutter also increases.

It is anticipated that there will be some redevelopment of the site in the future. If new buildings are constructed on the site between the hospital and the road, there will be potential for screening of rooftop equipment. If the hospital building is removed, any new height exemptions would require a new variance.

No painting is proposed and Freedom Mobile's equipment will match existing rooftop equipment.

MK/ET

Attachments:

1. Application Summary
2. Applicants' Submission

cc: Tawny Verigin
Freedom Mobile c/o Cypress Land Services
Suite 1051 – 409 Granville Street
Vancouver, BC
604-620-0877

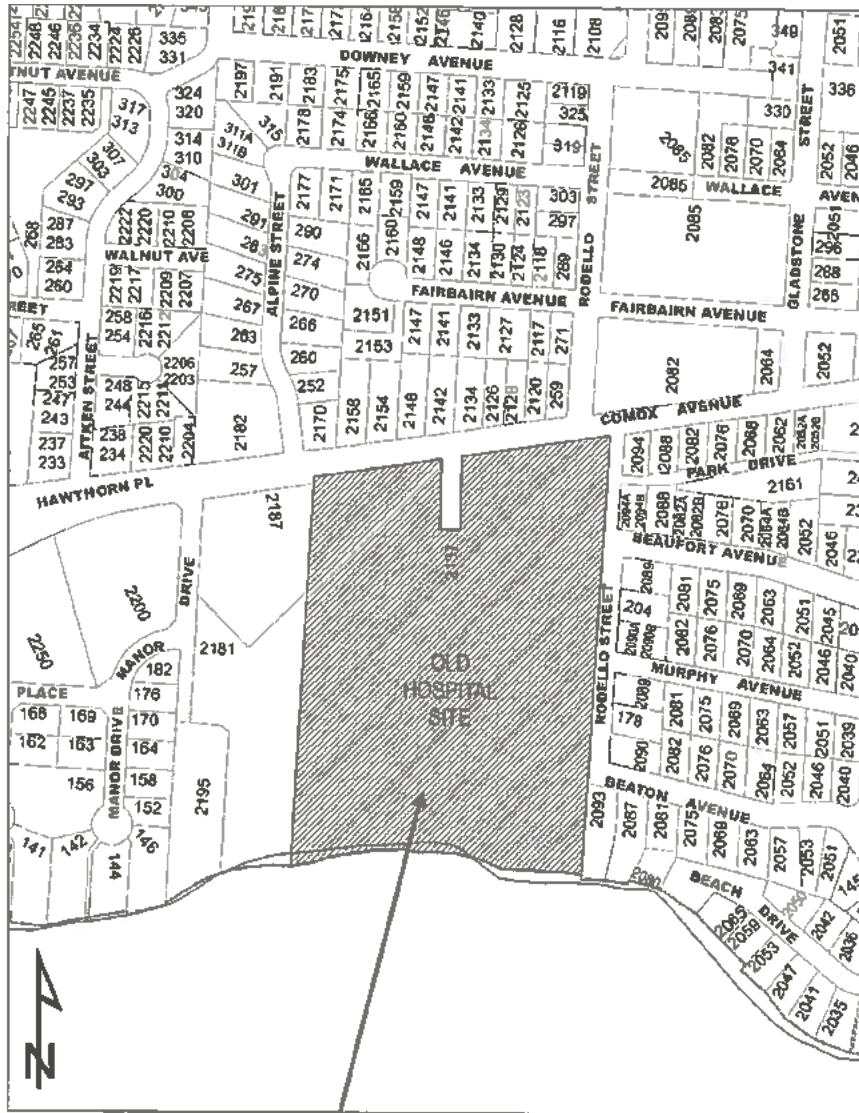
AUGUST 1, 2018

SCHEDULE 1
DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) Development in accordance with drawings in Attachment 2;
- (2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850:
 - a. Schedule A, Section 701.8:
 - I. Height shall not exceed 19.0 metres for four initial antennas, four future antennas, four future microwave dishes, and two equipment cabinets and associated cable trays in accordance with the plans in Attachment 1, Sheets 1 to 8.
- (3) All proposed equipment shall match the colour of existing rooftop equipment.

AUGUST 1, 2018

ATTACHMENT 1
APPLICATION SUMMARY



Subject Property shown shaded above:

2137 Comox Avenue

LOT 1, SECTION 1 AND 2, COMOX DISTRICT, PLAN 17718,
EXCEPT PART IN PLANS 18512 AND EPP11402

AUGUST 1, 2018

Proposal	The proposal is to vary the following section of Comox Zoning Bylaw 1850 to permit the installation of 4 initial antennas, 4 future antennas, 4 future microwave dishes, and associated equipment including two cabinets and cabling on the rooftop of the former St. Joseph's General Hospital building located at 2137 Comox Avenue: Section 701.8 Height, from not exceeding 15.0 metres to not exceeding 19.0 metres.	
Applicant:	Tawny Verigin, Freedom Mobile c/o Cypress Land Services	
Legal Description:	LOT 1, SECTION 1 AND 2, COMOX DISTRICT, PLAN 17718, EXCEPT PART IN PLANS 18512 AND EPP11402	
Civic Address:	2137 Comox Road	
OCP:		
Land Use Designation:	Institutional	
Development Permit Areas:	DPA #3 General Multi-Family and DPA#13 Hazardous Areas	
Zoning Bylaw:	PA1.1 Public Assembly	
Permitted Uses Include:	Accessory structures and uses, Hospitals and related facilities, parking lots, utility buildings and facilities, etc.	
Parcel Area:	750 m ²	
Height and Stories:	Height shall not exceed 15.0 metres	Variance proposes Height shall not exceed 19.0 metres
Surrounding Uses:	Single-family dwellings to the north and east. Apartments to the west. Waterfront to the south. Commercial to the northeast.	

**DVP 18-5
2136 COMOX AVE**

AUGUST 1, 2018

**ATTACHMENT 2
APPLICANT SUBMISSION**

July 3, 2018

Elliot Turnbull
Planning Technician
Town of Comox
1809 Beaufort Avenue
Comox BC, V9M 1R9

Subject: Freedom Mobile Radiocommunications Facility Proposal
Written Application Rationale
Address: 2137 Comox Ave, Comox, BC
PID: 004-008-952
Coordinates: 49.674240° N, 124.940950° W
Freedom Mobile Site: BCC0004A

Overview

Cypress Land Services Inc., in our capacity as agent to Freedom Mobile, is submitting this Written Application Rationale to as part of the Development Variance Permit ("DVP") Application related to the installation and operation of a radiocommunications facility. We have been in preliminary consultation with the Town of Comox Planning Staff to discuss the proposed installation in order to provide dependable wireless data and voice communication services.

Proposed Site

The proposed site location is identified as 2137 Comox Ave., Comox, BC. It is proposed to place a roof top cell site on the existing hospital roof. Cabinets are to be placed on roof top area as well. Rogers and TELUS have installations already present. Freedom Mobile is proposing to add additional telecommunications equipment which Installation of 4 initial antennas, 4 future antennas, 4 future microwave dishes and ancillary radio equipment including 2 equipment cabinets and cabling.

Freedom Mobile has completed preliminary design plans which are included in the Development Variance Permit Application package. These preliminary design plans are subject to final engineered design and land survey.

Freedom Mobile encourages comments from the Town of Comox Planning staff regarding the proposed design.

Rationale for Site Selection

Freedom Mobile seeks to maintain and improve high quality, dependable network services. In order to improve network performance, Freedom Mobile is seeking to add the proposed radiocommunications installation.

The proposed site is a result of many considerations. The site is considered appropriate as it is an existing structure with other Freedom Mobile antenna installed on the rooftop and is in an area that is suitable for the operations of Freedom Mobile's network equipment.

Freedom Mobile has entered into an agreement with the building owner. Freedom Mobile's radio frequency engineering has identified that the proposed installation will enhance service coverage for Freedom mobile's network which to downtown Comox.

Consultation Process with the Town of Comox

Innovation, Science and Economic Development Canada, (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that Industry Canada has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed rooftop installation. Following ISED's requirements, the proposed rooftop installation is excluded from consultation (as described in the Industry Canada circular, CPC-2-0-03, and commonly referred to as the "CPC"). Information on the "CPC" consultation process developed by ISED may be found on-line at:

<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

The Town of Comox's policy on wireless installations is the Zoning Bylaw. Building permits are issued upon conformance with the zoning bylaw so carriers must comply with the towns zoning regulations. Any antenna structure which does not meet the height limitations of our Zoning Bylaw will require a variance.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php

Conclusion

Freedom Mobile is committed to working with the Town of Comox in determining an appropriate location and design for a radiocommunications tower that will improve wireless services.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604.620.0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely,
CYPRESS LAND SERVICES
Agents for FREEDOM Mobile

A handwritten signature in blue ink, appearing to read "Tawny Verigin".

Tawny Verigin
Municipal Affairs Specialist



PROJECT NAME:	PRELIMINARY
PROJECT TYPE:	NEW ROOFTOP
PROJECT SITE No.:	BCC0004A
SITE NAME:	ST. JOSEPH'S GENERAL HOSPITAL
ADDRESS:	2137 COMOX AVE., COMOX, B.C.

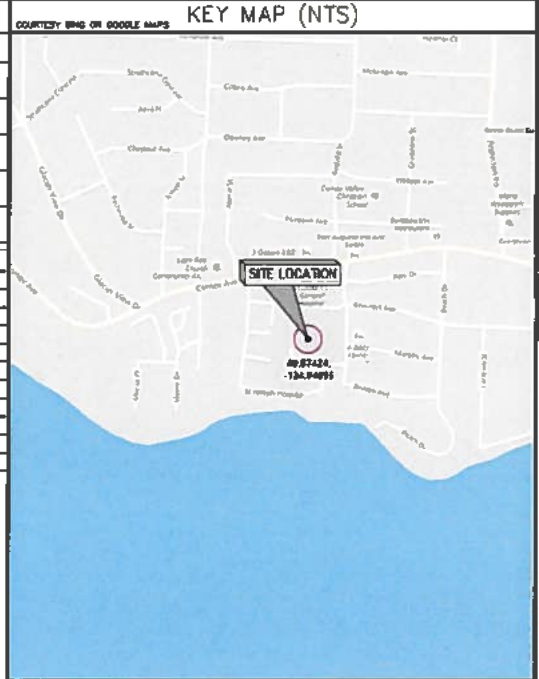


BUILDING PHOTO

COPYRIGHT: INFORMATION, INCUBATION, USE OF INFORMATION PROVIDED WITHOUT WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE

APPROVALS		
DEPARTMENT	SIGNATURE	DATE

DRAWING INDEX			
SHEET	DRAWING DESCRIPTION	NO.	DATE
COV.	TITLE SHEET & SITE KEY PLAN	D	04 JUL 18
A01	REFERENCE SHEET/LOADING	0	04 JUL 18
A02	SITE PLAN	0	04 JUL 18
A03	ROOF PLAN	0	04 JUL 18
A04	WEST ELEVATION	0	04 JUL 18
A05	SOUTH ELEVATION	0	04 JUL 18
A06	EAST ELEVATION	0	04 JUL 18
N01	EQUIPMENT DETAILS	0	04 JUL 18



GEOGRAPHIC COORDINATES	
LATITUDE:	N 49.674240
LONGITUDE:	W 124.940950

- NOTES:
1. ENSURE ALL ASPECTS OF WORK CONFORM TO FREEDOM MOBILE SPECIFICATIONS.
 2. CONTRACTOR TO VERIFY NORTH DIRECTION AND REPORT ANY DISCREPANCIES.
 3. ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE.
 4. READ THESE DRAWINGS IN CONJUNCTION WITH ALL OTHER CONTRACT DOCUMENTS.
 5. CONTRACTOR TO VERIFY EXISTING CONDITIONS ON SITE PRIOR TO FABRICATION FOR EXACT FIT. NOTIFY CONSULTANT/ENGINEER REGARDING ANY DISCREPANCIES.
 6. DO NOT SCALE DRAWINGS.

ISSUE		
NO.	DESCRIPTION	DATE
0	PRELIMINARY	04 JUL 18







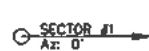





ROEHAMPTON COMMUNICATIONS LTD.
 744 WEST HASTINGS ST.
 SUITE 219
 VANCOUVER, BC V6C 1A5
 TEL. (778)300-1233
 CALGARY - EDMONTON - WINNIPEG - TORONTO

EQUIPMENT SCHEDULE


RADIO ANTENNA SCHEDULE							
MT.	RADIO ANTENNA			RRU		CABLE LENGTH (m)	STATUS
	SECTOR	MODEL	AZIM.(DEG.)	QTY.	MODEL		
1	1	KRE 800-10864	±45°	2/1	FRUJ/FRBE	±32	PROPOSED
9	1	KRE 800-10864	±45°	2/1	FRUJ/FRBE	±32	FUTURE
2	2	KRE 800-10864	±110°	2/1	FRUJ/FRBE	±20	PROPOSED
10	2	KRE 800-10864	±110°	2/1	FRUJ/FRBE	±20	FUTURE
3	3	KRE 800-10864	±180°	2/1	FRUJ/FRBE	±34	PROPOSED
	3	KRE 800-10864	±180°	2/1	FRUJ/FRBE	±34	FUTURE
4	4	KRE 800-10864	±310°	2/1	FRUJ/FRBE	±19	PROPOSED
11	4	KRE 800-10864	±310°	2/1	FRUJ/FRBE	±19	FUTURE
JUMPERS = LDF4 DC=1/2-3/4" FIBER = 3/8"-1/2" DC/FIBER LENGTH=FROM EQUIPMENT TO RRU LOCATION							

MICROWAVE SCHEDULE					
MT.	RADIO ANTENNA			CABLE LENGTH (m)	STATUS
	#	MODEL (SIZE)	AZIMUTH(DEG.)		
5	1	2' DIA.	TBD	±32	PROPOSED
6	2	2' DIA.	TBD	±20	PROPOSED
7	3	4' DIA.	TBD	±30	PROPOSED
8	4	2' DIA.	TBD	±19	PROPOSED
JUMPERS = LDF4 DC=1/2-3/4" FIBER = 3/8"-1/2" DC/FIBER LENGTH=FROM EQUIPMENT TO RRU LOCATION					


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LEGEND			
NORTH ARROW		MOUNT ID	 - PROPOSED MT#  - FUTURE MT#
DETAIL TITLE		PROPOSED ANTENNA	
SECTION/DETAIL		EXISTING ANTENNA	
PARTIAL DETAIL		EXISTING ANTENNA OTHER CARRIER	
REVISION CLOUD		PLAN VIEW ANTENNA DESCRIPTION	PROPOSED KRE ELEV.= Az.
PROPOSED INSTALLATION		ELEVATION MARKER	 T/O LOWER PH = 50m

- ### NOTES
1. CONTRACTOR IS RESPONSIBLE TO MAKE PROVISION TO SUPPORT OR WORK AROUND EXISTING BUILDING STRUCTURES, EXISTING EQUIPMENTS, PIPES AND CABLE ROUTES .
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL MEASUREMENTS AT SITE BEFORE PROCEEDING WITH FABRICATION AND INSTALLATION OF ANY MATERIALS. ANY DISCREPANCIES TO BE REPORTED TO THE DESIGN ENGINEER OF RECORD FOR REVIEW AND APPROVAL PRIOR TO FABRICATION.
 3. THESE DRAWINGS DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL SUPERVISE AND DIRECT ALL WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, TECHNIQUES, SEQUENCES AND PROCEDURES.
 4. ALL WORK TO BE COMPLETED IN ATMOSPHERIC CONDITIONS THAT WILL NOT IMPACT THE STRUCTURAL CAPACITY OF ANY PART OF THE EXISTING BUILDING STRUCTURE.



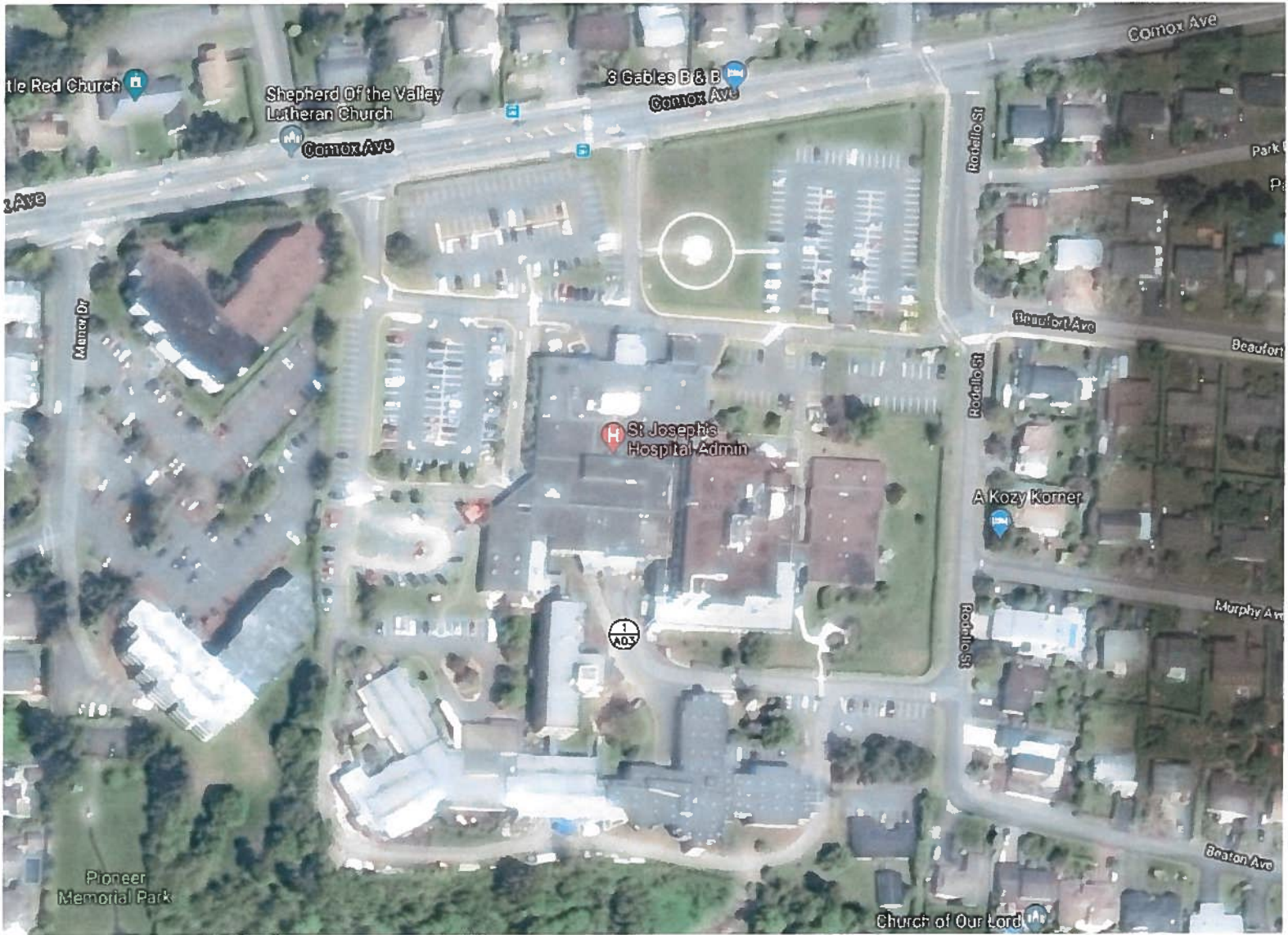
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NO. BY	DESCRIPTION	DATE	



LOCATION: 2137 COMOX AVE., COMOX, B.C.
 PHONE: 250-335-1111
 FAX: 250-335-1112
 TEL: 672-228-1222

REFERENCE SHEET /LOADING	PROJECT NO. BCC0004A
PRELIMINARY	NO. 08 AOI

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1 SITE PLAN



- NOTES:
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 2. SOME OBJECTS MAY NOT BE SHOWN FOR CLARITY.
 3. ONLY FREEDOM EQUIPMENTS ARE LABELED.

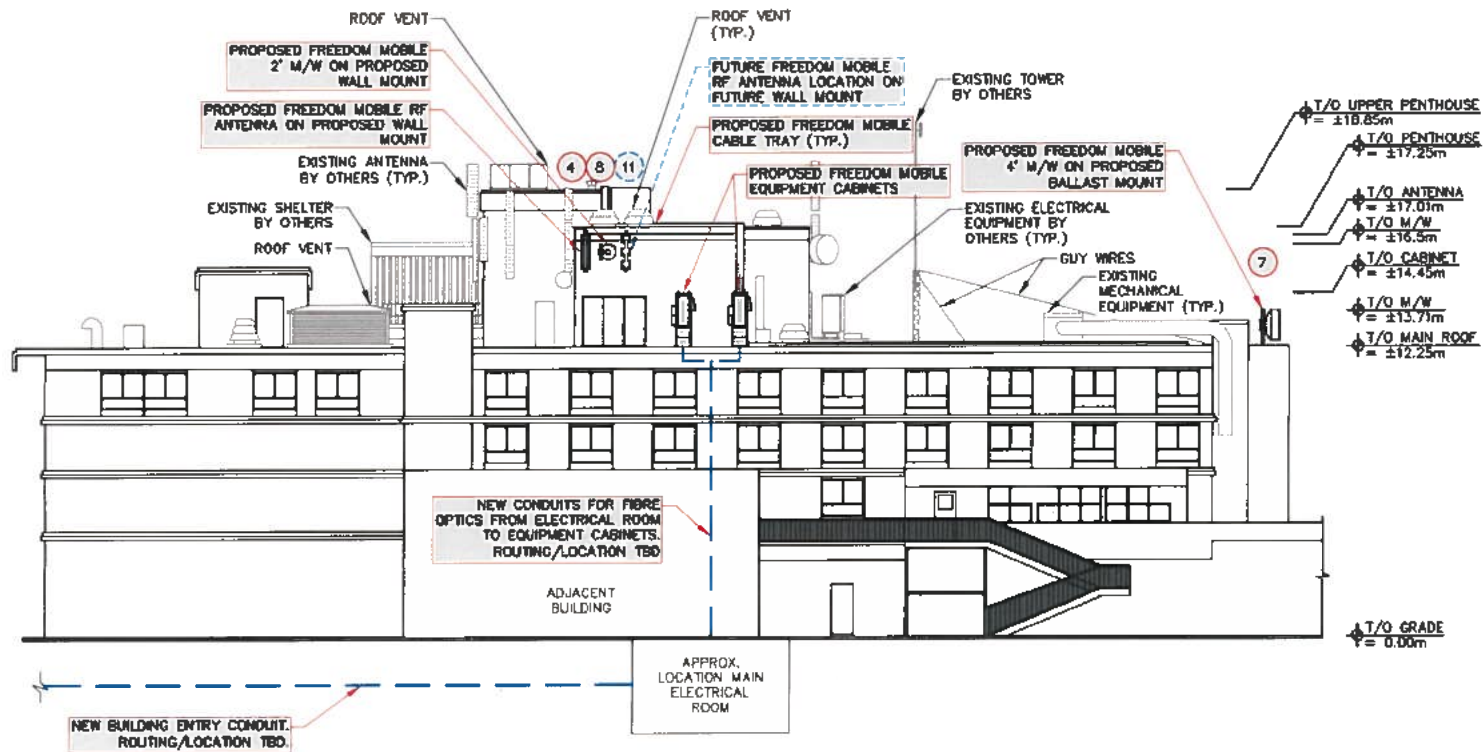


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R ROEHAMPTON COMMUNICATIONS LTD.
 144 WEST HARTFORD ST.
 VICTORIA, BRITISH COLUMBIA V8V 2G6
 TEL: (250) 383-4233

LOCATION 2137 COMOX AVE., COMOX, B.C.		
TITLE SITE PLAN		
PROJECT NAME PRELIMINARY	PROJECT ID BCC0004A	PLAT ID A02

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① WEST ELEVATION

NOTE:
DESIGN TO INCLUDE CONDUITS
FOR FIBRE OPTIC CABLES -
ROUTE/LOCATION TBD

NOTES:

1. ONLY RELEVANT INFORMATION FOR THE PROPOSED PROJECT SHOWN ON THESE DRAWINGS.

DATE:

OWNER:



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NO. BY	DESCRIPTION	DATE

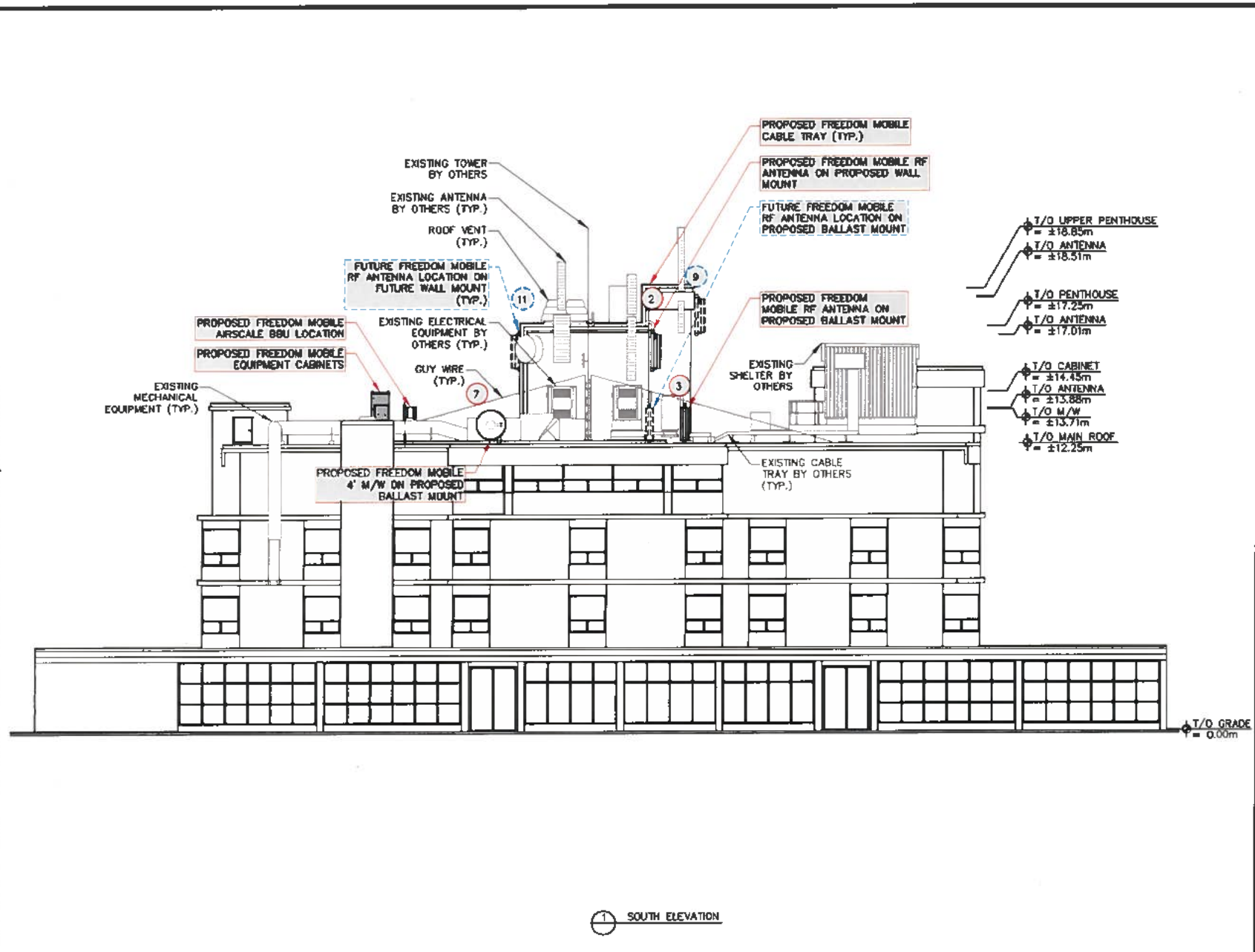
ROEHAMPTON COMMUNICATIONS LTD.
INCORPORATED IN BRITAIN
TEL: 01280 353333

LOCATION:
2137 COMOX AVE., COMOX, B.C.

TITLE:
WEST ELEVATION

PROJECT NO: BCC0004A DRAWING NO: AD4

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1 SOUTH ELEVATION

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NO.	BY	DESCRIPTION	DATE

ROEHAMPTON COMMUNICATIONS LTD.
 114 WEST HARTFORD ST.
 SUITE 210
 VANCOUVER, BC V6C 4H4
 TEL: (604) 681-1000
 FAX: (604) 681-1001

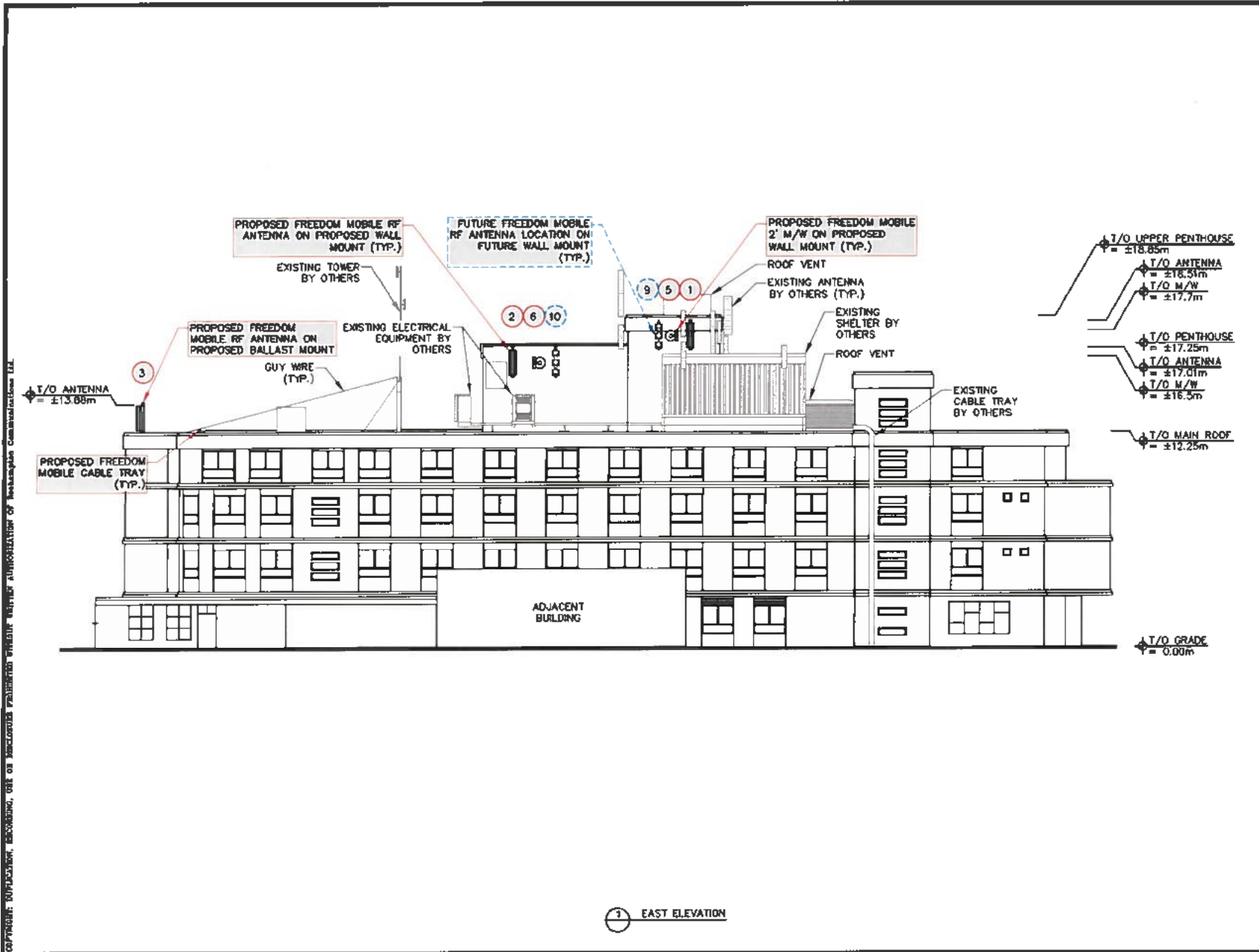
LOCATION:
2157 COMOX AVE., COMOX, B.C.

FILE:
SOUTH ELEVATION

PROJECT NAME: PRELIMINARY

PROJECT NO: BCC0004A

REV NO: A05



NOTES:
 1. ONLY RELEVANT INFORMATION FOR THE PROPOSED PROJECT SHOWN ON THESE DRAWINGS.



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0 LS	PRELIMINARY	04 JUL 18
NO. BY	DESCRIPTION	DATE

ROEHAMPTON COMMUNICATIONS LTD.
 100 WEST HASTINGS ST.
 VANCOUVER, BC V6C 1A6
 TEL: 773-229-0222
 Fax: 604-681-0222

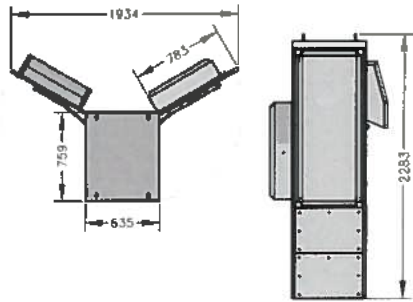
LOCATION:
 2137 COMOX AVE., COMOX, B.C.

TITLE:
 EAST ELEVATION

PROJECT AND:	PROJECT NO:	FILE NO:
PRELIMINARY	BCC0004A	A06

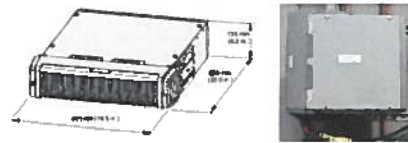
1 EAST ELEVATION

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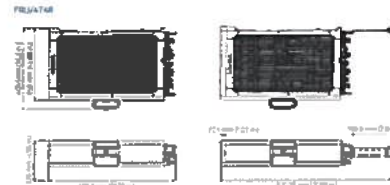


EMERSON CABINET WITH BATTERY RISER
Height/Width/Depth: 2283x635x750mm
Weight: ±800kg (C/W 6 BATTERIES)

1 BBU CABINET DETAIL
N.T.A.

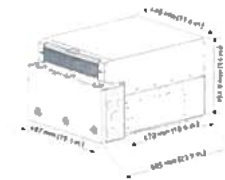


FRE / SYSTEM MODULE
Height/Width/Depth: 490x133x560mm
Weight: 25kg

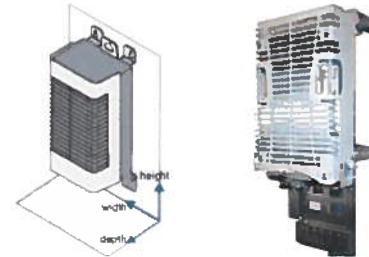


FRE & FRMG (CORE)
Height/Width/Depth: 583x320x150mm
Weight: 24.5kg

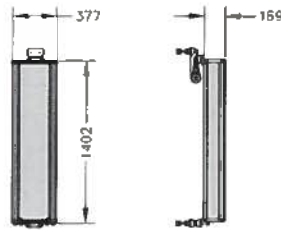
2 RRU's
N.T.A.



AIRSCALE RRU
Height/Width/Depth: 487x605x355mm
Weight: 30kg

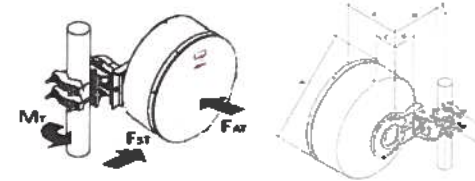


FRE & FRMG (CORE)
Height/Width/Depth: 583x320x150mm
Weight: 24kg



KATHREIN KRE 600-10654
Height/Width/Depth: 1402x377x169mm
Weight: 27.2kg

3 RF ANTENNA DETAIL
N.T.A.



MODEL	BA	D	C	M/W ANTENNA DIMENSIONS CHART				NET WEIGHT (kg)
				NO. PER MOUNTING PIPE BLANK	NO. PER MOUNTING PIPE BLANK	NO. PER MOUNTING PIPE BLANK	NO. PER MOUNTING PIPE BLANK	
100-10000 (REV1)	170 (6.7)	200 (7.9)	200 (7.9)	-	200 (7.9)	200 (7.9)	100 (3.5)	100 (3.5)
100-10000 (REV2)	700 (27.6)	200 (7.9)	114 (4.5)	-	271 (10.6)	207 (7.8)	99 (3.5)	140 (5.1)
100-10000 (REV3)	700 (27.6)	200 (7.9)	114 (4.5)	-	271 (10.6)	207 (7.8)	99 (3.5)	140 (5.1)
100-10000 (REV4)	170 (6.7)	200 (7.9)	170 (6.7)	-	207 (7.8)	200 (7.5)	100 (3.5)	200 (7.1)
100-10000 (REV5)	170 (6.7)	200 (7.9)	170 (6.7)	-	217 (8.5)	200 (7.5)	100 (3.5)	200 (7.1)
100-10000 (REV6)	170 (6.7)	200 (7.9)	170 (6.7)	-	207 (7.8)	200 (7.5)	100 (3.5)	200 (7.1)
100-10000 (REV7)	170 (6.7)	200 (7.9)	170 (6.7)	-	271 (10.6)	207 (7.8)	99 (3.5)	140 (5.1)
100-10000 (REV8)	170 (6.7)	200 (7.9)	170 (6.7)	-	207 (7.8)	200 (7.5)	100 (3.5)	200 (7.1)

4 M/W ANTENNA DIMENSIONS CHART
N.T.A.

OWNER:

OWNER:

5

4

3

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0 LS PRELIMINARY 04 JUL 18

NO. BY DESCRIPTION DATE

ROEHAMPTON COMMUNICATIONS LTD.
144 WEST HAVESHAM ST.
DURY TON
GLoucestershire GL9 9AG
TEL: 01753 824200

LOCATION:
2137 COMOX AVE., COMOX, B.C.

NO. EQUIPMENT DETAILS

PROJECT NO: BCC0004A

REV. NO: 001


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TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II
SUBJECT:	PLANNING REPORT PR 18-3 Transition to LIQUOR PRIMARY from LIQUOR PRIMARY-CLUB LICENSE at 1825 Comox Ave. Comox Legion
DATE:	RCM Aug 1, 2018


 Submitted by


 Concurrence


 Approval

Planner's recommendation:

1. That staff be directed to gather the views of residents in the Town of Comox on the transition of the Liquor Primary-Club Licence to Liquor Primary Licence application PR 18-3 as follows:
 - a. placement of a newspaper notice with invitation to comment in two consecutive issues of a newspaper; and
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.

Proposal

Referral for Town comment to the Liquor and Cannabis Regulation Branch (LCRB, formerly Liquor Control and Licensing Branch) for a proposed total of 175 seat Liquor Primary License application for 1825 Comox Avenue. An Application Summary is contained in **Attachment 1**. Information the Applicant has submitted for the Town's Liquor License Review application is contained in **Attachment 3**.

Background

In accordance with the Province's procedures, the Town has been notified by the Applicant of an opportunity to comment on an application by the Comox Legion, which proposes to transition the Legion's existing Liquor Primary-Club liquor licence to a Liquor Primary licence.

Council has the option either to “opt out” of considering the application¹ or to gather the views of residents in respect of the application and provide a Council resolution commenting on the following regulatory criteria:

In providing comment, Council must take into account:

- a) The location of the establishment; and
- b) The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- c) The impact of noise on the nearby residents;
- d) the impact on the community if the application is approved;
- e) the views of the residents and a description of the method used to gather views; and
- f) Council’s recommendations (including whether or not the application should be approved) and the reasons on which they the recommendations are based.

See **Attachment 2** for proposed Processing Steps for providing a referral response to the LCRB.

Discussion:

The subject property is designated Downtown Comox in the OCP, is located in form and character Development Permit Area #1 Downtown and is zoned C4.1 Core Commercial.

The existing Liquor Primary-Club liquor licence held by the Comox Legion enables liquor service to Legion members in two locations:

- 1) In the basement level pub which has a maximum 211 person capacity; and
- 2) In the upstairs level meeting hall (fronting on Comox Avenue) which has a 200 patron capacity.

The Applicant proposes to reduce the person capacity of the transitioned Liquor Primary licence to 175 persons in alignment with current zoning regulations.

The proposed hours of operation are the same as granted under the current Liquor Primary-Club license, from 11:00 a.m. to 1:00 a.m. Monday to Saturday and 11 a.m. to midnight on Sunday.

As the proposed licence applies to an existing building with no proposed structural changes and the application is to transition from an existing liquor primary “club” licence to a liquor primary licence, referrals have been limited to Town staff, BC Assessment and the RCMP. Both the Town Fire Department and the RCMP have responded that they have no issues.

¹ If Council chooses to opt out, a letter stating such can be provided by a senior municipal official to the LCRB.

Zoning Implications

In accordance with Zoning Bylaw 1850, no on-site vehicle parking is required for pub or restaurant uses in the C4.1 zone, however 35 existing vehicle parking spaces are proposed on-site. For the main floor meeting room (assembly centre use), one parking space is to be required for every 10 seats. The capacity of the room as determined by Fire Code occupancy load is 288 persons, for which a minimum of 29 parking spaces are required.

The purpose of the Class I (bike rack) and Class II (secure bicycle room or locker) bicycle parking requirements in Downtown Comox is to encourage more active transportation choices and to support sustainable development. The existing building predates the Town's requirements for bicycle parking and does not presently have any bike parking facilities. While no new construction is proposed for this change of use at 1825 Comox Avenue, it is recommended that the Legion be required to provide the following bicycle parking spaces²:

Class I (bike rack) = min. 6

Class II (bike room or bike locker) = min. 3

Comment to the LCRB

If Council wishes to comment on the regulatory criteria the first step is to determine how to gather the views of residents and the area of notification. Options for obtaining the views of residents as excerpted from section 38(3)(c) of the BC *Liquor Control and Licensing Act* are as follows:

- (i) receiving written comments in response to a public notice of the licence application;
- (ii) conducting a public hearing in respect of the licence application;
- (iii) holding a referendum; or
- (iv) another method the local government considers appropriate.

The Town's past practice for similar Liquor Primary License applications has been:

1. Obtaining public comment from all Town residents on the application by:
 - a. in two consecutive issues of a newspaper, placement of notice of invitation to comment; and
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.
2. Referral of the application to include Town Departments and the RCMP

MK/GA

Attachments:

1. Application Summary
2. Application Process Steps
3. Information submitted in relation to Town of Comox Liquor License Review.

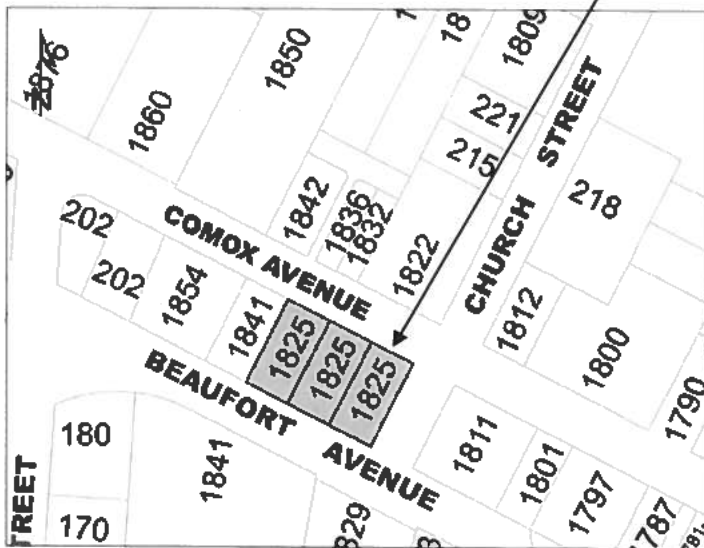
Applicant: John Paulin, President Comox Legion Branch #160, 1825 Comox Ave. Comox, BC V9M 3M3

² The two floors of the Legion building comprise approximately 892 m² gross floor area (gfa) combined. Based on 80% gfa, 6 Class I (unsheltered bike rack) and 6 Class II (bike room) bicycle parking spaces would be required by bylaw. While the Class I bike parking is readily implementable, as this is an existing building with limited opportunities to accommodate Class II spaces, it is recommended to reduce the required Class II bike parking to 3 spaces in proportion to half of the total floor area.

Subject Property Map

ATTACHMENT 1

1825 Comox Avenue
Lots 6, 7 & 8, Section 56, Comox District, Plan 3923



Proposal:	Transition of a 411 person capacity Liquor Primary – Club liquor licence to a 175 seat Liquor Primary License application for 1825 Comox Ave. Hours of Operation: Monday to Saturday 11:00 a.m. to 1:00 a.m. and Sunday 11:00 a.m. to Midnight
Legal Description:	Lots 6, 7 & 8, Section 56, Comox District, Plan 3923
Civic Addresses:	1825 Comox Avenue
OCP:	
Land Use Designation:	Downtown Comox
Dev. Permit Area	DPA #1: Downtown Comox
Zoning:	C4.1 Core Commercial
Permitted Uses Include:	Assembly Centres, Pubs (maximum 175 seats), Restaurants, and Restaurant-Lounges
Parking Requirements:	Vehicle = 0 Class I Bicycle = 1 per 125 m ² (min. 4) Class II Bicycle = 1 per 125 m ² (min. 2)
Surrounding Uses:	Commercial and Multi-Family Residential

ATTACHMENT 2

Application Process Steps for Referral Response

1. Introductory Report to Council including any referral responses from RCMP and Town Departments seeking direction to gather the views of the public on PR 18-3.
2. Town obtains public comment on the application.
3. Staff prepares a Resolution Issuance Report to Council:
 - a. publishing the written submissions of the public;
 - b. any additional referral responses;
 - c. seeking Council's consideration of customized bicycle parking space requirements in relation to the proposed change in use; and
 - d. seeking a resolution from Council on the LCRB regulatory criteria.
4. Council's recommendation on the Liquor-Primary License application, in accordance with the regulatory criteria, is submitted to the Liquor Control and Licensing General Manager.

ATTACHMENT 3

Information submitted in regard to the Town's
Liquor License Review Application

1. Introduction

Royal Canadian Legion Branch #160 Comox is applying for a transition of the existing Liquor Primary – Club License to a Liquor Primary License.

The proposed transition will maintain a 'member only' section and will also allow for a general public section.

The hours of licensing will be maintained at Monday to Saturday 11 am – 1:00 am; and Sunday 11 am – 12 midnight.

2. Business Case

Community Demographics/Target Market

COMMUNITY DEMOGRAPHICS

Name of community:	Comox
Population 2016:	14,028
Population 2011:	13,627
Percentage change 2011-2016:	2.9%
Total private dwellings:	6,410
Population density per sq. Km.:	838
Land area in sq. Km.:	16.74
Average age:	48
65 & older:	4,080
Drinking age:	11,275

TARGET MARKET

The target market for this venue will be local residents, businesses and Legion Members. The Liquor Primary license will allow the Legion to include the general public in its many functions and provides an additional venue for community events, fundraisers and special events. It will also provide a venue for local musicians to perform and therefore support local artists.

AREA LICENSEES INCLUDING SEATING IN COMOX:

COMOX LICENSEES

There is (1) one Primary Licensed and (1) one Approval in Principal Primary License facility in the Town of Comox: The Blackfin Pub with approximate seating of 100+. The number of licensed facilities in the Town is down from (4) four Primary Licensed Pubs to just the (2) two within the last decade or so.

The removal of the club endorsement from the Comox Legion, Branch 160, will negate the requirement to sign in guests and should not result in any increase in the noise factor in the community. This facility has been operating at this location with a Liquor Primary License - Club since the '60s with no recollection of a noise complaint. The adjacent neighbours are mainly businesses with residential on two sides, across Church Street and across Beaufort Avenue.

Approval in Principal	215 Church Street	Comox	Liquor Primary	?
Black Fin Pub	132 Port Augusta St	Comox	Liquor Primary	110
Comox Golf Course	1718 Balmoral Ave.	Comox	Food/Liquor Primary	?
Royal Canadian Legion No. 160	1825 Comox Ave.	Comox	Liquor Primary Club	200
19 Wing Comox	Pritchard/Ryan Rd.	Comox	Liquor Primary Club	1999
19 Wing Sailing Club	Goose Spit	Comox	Liquor Primary Club	118
888 Wing RCAFA		Comox	Liquor Primary Club	?

Organizational Detail

ii. Membership Recruitment and Retention

The Royal Canadian Legion, BC/Yukon Command, Branch #160 Comox has been in operation since 1939 in the community of Comox. There were 936 members in 2017.

MISSION STATEMENT: Our mission is to serve veterans, which includes serving military and RCMP members and their families, to promote remembrance, and to serve our communities and our country.

MEMBERSHIP RECRUITMENT & RETENTION:

First and foremost, the goal of Legion Branch #160 will be to increase membership. Proposed methods to accomplish this are:

1. Two-tiered drink pricing.
2. Two-tiered event pricing.
3. Member first tickets to events.
4. Members only events.
5. Member discount for banquet facilities
6. Increase awareness of the Legion Mission Statement
7. Increase feeling of belonging to a worthwhile non-profit society
8. Members only benefits i.e. Belairdirect home & auto insurance.
9. Monthly members newsletter.

At a Special General Meeting held on September 21, 2017 and the following motion was approved:

"That the Executive be authorized to pursue and submit an application to transition our existing Liquor Primary I Club License to a Liquor Primary License" (See Minutes enclosed.)

It is with the above strategy, that Branch #160 of The Royal Canadian Legion, BC/Yukon Command seeks the approval to transition to a Liquor Primary License.

Over the past 5 years, Branch #160 has seen a declining trend in sales. Net profits have reached a point where the Branch is now facing a break-even point within the foreseeable future.

As the second largest licensee in Comox, Branch #160 is restricted in utilizing their facility to the fullest extent by its Liquor Primary Club license. With 200 licensed seats, restricted to members and guests, the potential to even fill half the seats is slim.

Veterans today want to be part of the larger community - socializing with friends, families, neighbours, and the general public. They do not want to be segmented as a veteran or military person. There would be a far greater propensity for military personnel to join a Legion as part of a public facility, not for access to the establishment but to support the Legion Mission Statement.

An effort to re-orient the Legions into a profitable model that is relevant to their communities and customers will involve a re-education of the public in their conception of Legions as beer halls for old people. The removal of the Club endorsement on the liquor license will permit the public to freely come into the Legion and will give the Branch the opportunity to show these new customers and potential members just what Legions do in the community, the Province and the Country. The fact that membership is in a Not-For-Profit society and not just a lounge will go a long way in convincing people to take out new memberships.

In order to survive the current trend in reduced alcohol consumption per person, there are two ways that a Legion can grow:

1. Increase the customer base/ sales.
2. Add additional revenue streams.

Method #1 involves getting more people in the seats. The only way of accomplishing this is to open the doors to a larger group of people i.e. the public.

Method #2 would be food sales. However, in order to profit from food sales, it requires volume, hence, open the doors to the public.

iii. Organizations Supported by Branch 160 in 2017

Each year the Branch and the Ladies Auxiliary donate approximately \$40,000.00 - \$50,000.00 to a number of local community charitable organizations:

Branch 160

Adaptive Snow Sports
ALS Society of B.C.
Alzheimer Society
Anderton Therapeutic Gardens
Boomers Legacy
Citizens on Patrol
Comox Bay Care Centre
CV Child Development
CV Diabetics
CV Food Bank
CV Hospice Society
CV SPCA
CV Therapeutic Riding
CV Transition Society
Eureka Society
Girl Guides of Canada
Help Fill a Dream
Kids Help Phone Line
Legion Foundation
Legion Foundation – Compassion Dogs
Marine Rescue
MFRC
Navy League
RCMP Youth Camp
Salvation Army
Santa's Workshop
Scouts Canada
Sonshine Lunch Club
Special Olympics
Wheels for Wellness
YANA

Ladies Auxiliary Branch 160

CV Child Development Assoc.
RCL Branch 160 Poppy Fund
Cockrell House
CV Food Bank
Sonshine Lunch Club
Comox Fire Fighters Assoc – Smoke Detectors
Salvation Army
Santa's Workshop
Today N Tomorrow Learning Society
CV Pipe Band Society
Special Needs Sewing
Therapeutic Riding Society
CV Healthcare Foundation
Christmas Spirit Hamper Program
Legion Foundation Track Suit Program
L'Arche
Head Injury Society
CV Hospice Society
YANA
Cancer Van
Wheels for Wellness Society
Courtenay Elementary PAC
Bursaries
Special Needs Bowling
Comox MFRC
Transition Society
Comox Bay Care Society Care A Van
CV Lifeline Society
Alzheimer Society
VISAS – Soldier On Program
Veterans Dinner
Canadian Red Cross
Wounded Warrior Run BC
Habitat for Humanity

Addendum:

1. LCLB Letter of Intent

INTRODUCTION

This letter of intent is provided in support of the application submitted to the Liquor Control & Licensing Branch by the Royal Canadian Legion, BC/Yukon Command, Branch #160 Comox for a transition of the existing Liquor Primary - Club License to a Liquor Primary License. The proposed conversion to a Public House will maintain a member only section and will also allow for a general public section.

The Liquor Primary License will provide an added amenity for liquor service to the public and a wide variety of events and entertainment such as Fundraisers, Seasonal Parties (i.e. Christmas Parties, Halloween Parties) Corporate Meetings, Receptions, Functions, Ceremonies, Sporting Events, Celebrations of Life, Music Events, Karaoke, Card Games, and Dine & Dance afternoons. The license will also provide a section for customers to play darts, pool, and cards.

Food service is and will be available during open hours in the form of light meals such as hotdogs, hot sandwiches, French Fries, pork rib-lets, etc. there is a variety of bagged snacks potato chips, chesses and an assortment of nuts plus the regular Special Steak Nights and Burger Nights will continue.

The hours of licensing will be maintained at Monday to Saturday 11 am – 1:00 am; and Sunday 11 am – 12 midnight.

The Comox Branch offers:

- A bright, friendly atmosphere;
- the lounge area is 3 separate memorabilia filled rooms (Army, Air Force and Navy);
- A range of BC Lotteries games (Keno, Pacific Hold'em, and Pull Tabs);
- A games room with a pool table and four dartboards, a variety of dart leagues gather in the fall, winter and spring months.;
- Organized card games including euchre, cribbage etc.
- Meat Draws and 50/50 Draws on Fridays and Saturdays starting at 2:00 and 3:00 PM;
- A refurbished Upper Hall ideal for weddings, community meetings, banquets and sport tournaments;

- **Special Events including steak nights, lobster nights, New Year's Eve New Year's Day Levée, Mother's Day, Father's Day, Veterans dinner, Boomer's Legacy, drop in darts, Dine and Dances, BBQ burger nights, annual picnic, members night, Remembrance Day eve Candlelight Service, Remembrance Day Parade and open house, Tour de Rock, Victoria Day, July 1st and Nautical Days parades, etc.;**
- **Various sporting events, golf, darts, pool, cribbage and euchre leagues.**

Summary of Factors

The applicant also submits the following additional factors for consideration:

- **A Liquor Primary License would be of great benefit to Legion Branch #160 and the community. It is expected that full time employment within will increase, the amount is yet to be determined. A gathering facility for the public, charitable organizations, including, meetings, fund raising rallying start point, lectures, events, banquets, weddings, celebration of life and other celebrations with far less restrictions and permit requirements.**
- **The maximum licensed capacity of this facility will not be increased.**
- **There is a need for this type of space within the community.**
- **There will be food service available. There is a full and complete kitchen on site.**
- **The applicant wishes to retain their Family Food Services endorsement.**
- **The applicant wishes to retain their Off Premises Sales endorsement.**
- **There should be no notable noise increase.**
- **This Legion Branch will continue to provide space for the many charitable organizations plus Not-For-Profits, e.g. Cadets, Minor Sports, and fitness groups from the community.**
- **This Legion Branch and the Ladies Auxiliary has contributed over \$46,000 to Veterans, seniors, and local organizations in 2017.**
- **The adjacent neighbours are mainly commercial businesses with residential on two sides, across Church Street, above the Scotia Bank and across Beaufort Avenue.**
- **This facility has been operating at this location with a Liquor Primary Licence - Club since the sixties with no recollection of a noise complaint. We see no reason that this would change if our facility is open to the public.**



Liquor Control and Licensing Branch
 4th Floor, 3380 Douglas St, Victoria, BC V8W 8J8
 Mail: PO Box 9282 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 1 866 209-2111 Fax: 250-952-7088

**LIQUOR PRIMARY CLUB LICENCE:
 APPLICATION TO TRANSITION TO
 LIQUOR PRIMARY LICENCE**
 Liquor Control and Licensing Form LCLB129

Instructions:
 Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation (LG/FN) and the Liquor Control and Licensing Branch.

Transition Liquor Primary Club to Liquor Primary (LP)

Fee: \$330

Part 1: Establishment

For Office Use Only
 Job # (C3) _____

Licensee/Applicant:

Establishment Name:

LP Club Licence #:

Proposed Establishment Name:

Establishment Address:
Street City Province Postal Code

Parcel Identifier (PID): 928

If a zoning change is required, please indicate the status of your application:

Phone number: E-mail:

Mailing Address:
Street City Province Postal Code

Part 2: Contact Person

Name: Position:

Telephone: E-mail:

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Part 3: Change to Hours of Liquor Service

For Office Use Only
 Job # _____
C4, No Cap Ctr/C3, Cap Ctr

- Request change to hours of liquor service within the hours currently approved **Fee: \$220**
- Request change to hours of liquor service outside of the hours currently approved* **Fee: \$330**
 *a resolution from LG/FN is required - LG/FN must complete part 6 of this form.

Complete the table below, indicating the proposed hours of liquor service:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text" value="11:00am"/>	<input type="text" value="11:00am"/>	<input type="text" value="11:00am"/>	<input type="text" value="11:00am"/>	<input type="text" value="11:00am"/>	<input type="text" value="11:00am"/>	<input type="text" value="11:00am"/>
Closed	<input type="text" value="1:00am"/>	<input type="text" value="1:00am"/>	<input type="text" value="1:00am"/>	<input type="text" value="1:00am"/>	<input type="text" value="1:00am"/>	<input type="text" value="1:00am"/>	<input type="text" value="Midnight"/>

Part 4: Structural Change to Licensed Service Area(s)

Office Use Only

- Change(s) to existing licensed service area(s) Fee: \$400
- Addition of new patio* Fee: \$440

Job # _____
C4 No Cap Ch/C3 Cap Ch

Describe the proposed changes to your licensed service area(s):

The proposed alterations will result in the total overall occupant load of your establishment:

- Increasing* to: persons
- Decreasing to: persons
- Remaining the same: persons *DMC*

*A resolution from your LG/FN is required if there is an increase in the total occupant load and/or if there is an addition of a new patio. LG/FN must complete Part 6 of this form.

Part 5: Checklist

- Letter of Intent. See Appendix I (page 5 of the guide) for information required in letter.
- Proposed Signage, if proposing an establishment name change (see page of 3 guide)
- Provide two copies of floor plans showing the existing licensed and proposed changes (if applying for a structural change) service area(s): one 8.5" x 11" and one 11" x 17". Plans must be stamped with an occupant load by local government building or fire authorities.

*See Appendix II (page 7 of the guide) for floor plan and occupant load requirements.

If applying for a structural change to add a patio also provide the following:

- Provide the height and composition of the patio perimeter or bounding that is designed to control patron entry/exit (i.e. railings, fencing, planters, hedging, etc.):

- Describe the location of the patio in relationship to the licensed interior. The patio should be immediately adjacent or contiguous to the interior licensed service area.

- Describe how staff will manage and control the patio from the interior licensed service area.

- Will the patio have a fixed or portable liquor service bar or will liquor be served from the interior service bar?

- Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain:

Note: Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN.


Part 6: Local Government / First Nation (LG/FN) Confirm Receipt of Application

This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local government/First Nation (name): **TOWN OF COMOX**

Name of Official: **RICHARD KANIGAN** Title/Position: **CHIEF ADMINISTRATIVE OFFICER**
(last / first / middle)

Email: **rkanigan@comox.ca** Phone: **250-339-2202**

Signature of Official:  Date Received: **16 / 5 / 2018**
(Day/Month/Year)

Check here if LG/FN will not be providing comment: Yes, opting out of comment

Note: The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land? Yes No

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application to transition a LP Club to a LP liquor licence is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form and floor plan to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

- I understand the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

Note: An agent or lawyer may not sign the declaration on behalf of the applicant.

Signature: _____

Authorized signatory of the applicant

Name: _____

Paulin John Charles
(last / first / middle)

Position: _____

President
(If not an individual)

Date: _____

08/May/2018
(Day/Month/Year)

This form should be signed by an appropriate individual who has the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an individual, the individual himself/herself
- If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the applicant is a general partnership, one of the partners
- If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, then a director or a senior manager (as defined in the Societies Act)

By signing this form, you understand and acknowledge: all of the information given is true and complete to the best of my knowledge. Section 57(1)(c) of the Liquor Control and Licensing Act states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12, (ii) when making a report or when required and as specified by the general manager under section 38."

If an authorized signatory has completed the Add, Change or Remove Licensee Representative form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 8: Application Fees (Non-refundable)

- \$330 Transition to LP Licence
- \$220 Change of Hours (within the hours currently approved)
- \$330 Change of Hours (outside of the hours currently approved)
- \$440 Structural Change to existing Licensed Area(s)
- \$440 Structural Change to Add Patio

Total Fee Submitted: \$ _____

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check one):

Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

Money order, payable to Minister of Finance

Credit card: VISA MasterCard AMEX

I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

Part 9: Submit Application Package

Liquor Control and Licensing Branch
 Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1
 Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
 E-mail: liquor.licensing@gov.bc.ca

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GOVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB129

4 of 4

Liquor Primary Club Application to Transition to Liquor Primary Form

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): _____

Credit card number: _____

Expiry date: _____ / _____

(Month)

(Year)

Signature: _____



Comox Branch 160
The Royal Canadian Legion, BC/Yukon Command
1825 Comox Avenue, Comox BC, V9M 3M3
Phone/FAX 250 339 2022
branch160office@comoxlegion.ca
Web <http://www.comoxlegion.ca>

8 May 2018

Town of Comox
1809 Beaufort Avenue
Comox BC B9M 1R9

Attention: Gail Andestad, MA (Plan) MCIP Planner II

Subject: Application Form, Liquor Licensing Review

Gail:

7. Written Application Rationale:

The present and proposed land uses of the site,

Present land use; Liquor Primary Licence - Club, Administration, Branch (including Ladies Auxiliary) Events & Activities, Public & Charity Groups Meetings/Events/Activities

Proposed land use; Liquor Primary Licence, Administration, Branch (including Ladies Auxiliary) Events & Activities, Public & Charity Groups Meetings/Events/Activities

Location of the establishment;

The Royal Canadian Legion, BC/Yukon Command, Branch 160 Comox is located at Topographic Plan of, Lots 6, 7 & 8, Section 56, Comox District, Plan 3923 or 1825 Comox Avenue, Comox BC V9M 3M3

Comment on the regulatory Criteria, Person capacity and hours of liquor service;

Person Capacity (BC Fire Code), 394 lower level and 288 upper level.

Hours of service, Monday to Saturday – 11:00 AM to 1:00 AM and Sunday 11:00 AM to Midnight

Impact of noise on the community in the immediate vicinity of the establishment;

This facility has been operating at this location with a Liquor Primary Licence - Club since the sixties with no recollection of a noise complaint. We see no reason that this would change if our facility is open to the public. The adjacent neighbours are mainly businesses with residential on two sides, across Church Street, above the Scotia Bank and across Beaufort Avenue.

Any benefits to the community:

It is expected that full time employment within will increase, the amount is yet to be determined. A gathering facility for the public, charitable organizations, including, meetings, rallying start point, lectures, events, banquets, weddings, and other celebrations with far less restrictions and permit requirements.

Impact on the community if the application is approved;

The public will have an increased choice of socializing, meeting, facilities to choose from and as the Legion is a distinct Military style atmosphere and most likely draw patrons to the downtown core of Comox. Increase in employment to the community of the Comox Valley.

Service before self.

John C Paulin
President

5. Copy of Existing Liquor License



Liquor Control and Licensing Branch
Liquor Primary Licence - Club #037114
 Expires on October 31, 2018

Establishment Name: ROYAL CANADIAN LEGION, BRANCH NO. 160
 Licence Name: ROYAL CANADIAN LEGION, BRANCH NO. 160
 Location Address: 1825 COMOX AVE
 COMOX, BC V9M 3M3
 Issued to: R.C.L. # 160

TERMS AND CONDITIONS
HOURS OF SALE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
Close	1:00 AM	1:00 AM	1:00 AM	1:00 AM	1:00 AM	1:00 AM	Midnight

CAPACITY

Patron02	200	Person01	211
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Off premises sales permitted

- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor Control and Licensing Branch website. The Terms and Conditions Handbook is amended from time to time.
- Liquor may only be sold, served and consumed within the service areas outlined on the official plan, unless otherwise endorsed or approved by the LCLB.
- Subject to terms and conditions specified in the restriction or approval letter(s). A copy of restriction or approval letter (s) to be kept with current liquor licence.
- Sale of packaged coolers containing not greater than 7% alcohol, beer, cider and wine for off-premises consumption is only permitted before 11:00 p.m. during the hours of sale as shown on the licence.
- Extension permitted in the areas outlined in green on the official plan.
- Family Foodservice term and condition permits minors accompanied by a parent or guardian in all service areas until 10 PM when meal service is available.
- Unaccompanied minors are permitted when liquor is being served on Remembrance Day.

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

October 20, 2017

DATE

GENERAL MANAGER
 LIQUOR CONTROL AND LICENSING BRANCH

6. Copy of Floor Plan:

The Assistant Fire Chief has confirmed a maximum capacity in the upper floor (Main Floor) of 288 people and 394 people for the lower floor (Basement Lounge)

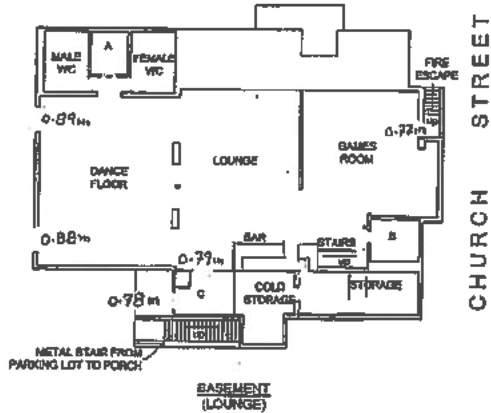
- a. 11 X 17 ea (2), 8 ½ X 11 ea (2)
- b. Expanded View, (1) upper and (1) lower floor for your additional information

**FLOOR PLANS OF:
LOTS 6, 7 & 8, SECTION 56, COMOX DISTRICT,
PLAN 3923.**

CMC ADDRESS: 1825 COMOX AVENUE
COMOX, B.C.
P.O. 005-125-880, 005-125-900, 800-125-823



COMOX AVENUE



BEAUFORT AVENUE

J. E. ANDERSON & ASSOCIATES
SURVEYORS - ENGINEERS
F-1250 Cedar Street
Comox Valley, B.C. V9Y 3A5
Phone: (250) 287-4886 Fax: (250) 287-8961
File: 125-550 Project: 125-152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000

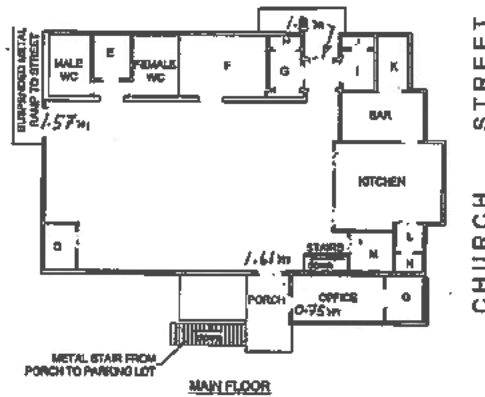
OCCUPANT LOAD
BASED ON THE
B.C. FIRE CODE
FOR THE "MAIN
FLOOR" IS A
MAXIMUM OF
292 PEOPLE
J. E. Anderson
Assistant Fire Chief
250-339-2432
2018-03-17

COMOX FIRE DEPARTMENT



COMOX AVENUE

- LEGEND**
- A - STORAGE / UTILITY
 - B - READING ROOM
 - C - ENTRANCE
 - D - STORAGE
 - E - STORAGE
 - F - POPPY ROOM / ARTIFACT STORAGE
 - G - OFFICE
 - H - STORAGE
 - I - CLOAK ROOM
 - J - STORAGE
 - K - STORAGE
 - L - POT WASH
 - M - ELECTRICAL ROOM
 - N - STAFF WC
 - O - OFFICE



BEAUFORT AVENUE

FLOOR PLANS OF:
 LOTS 6, 7 & 8, SECTION 56, COMOX DISTRICT,
 PLAN 3923.

CIVIC ADDRESS: 1625 COMOX AVENUE
 COMOX, BC
 PID: 606-126-880, 006-126-898, 006-126-021

OCCUPANT LOAD
 BASED ON THE
 B.C. FIRE CODE
 FOR THE BASEMENT
 LOUNGE IS A
 maximum of
 304 PEOPLE.

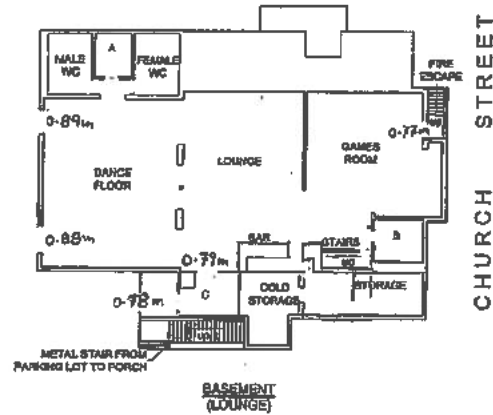
COMOX FIRE DEPARTMENT



*Jia Lupis Fire
 Assistant Fire Chief
 Comox Fire Dept
 250-242-2437
 2018-03-17*

COMOX AVENUE

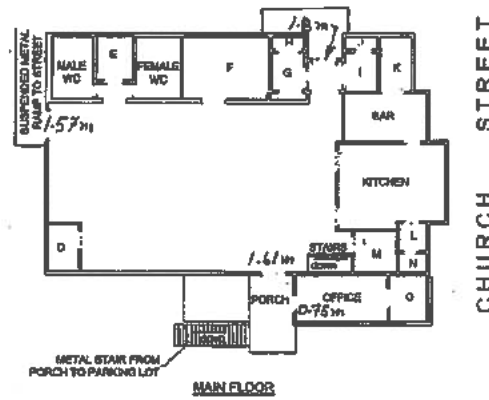
COMOX AVENUE



CHURCH STREET

BEAUFORT AVENUE

- LEGEND
- A - STORAGE / UTILITY
 - B - READING ROOM
 - C - ENTRANCE
 - D - STORAGE
 - E - STORAGE
 - F - POPPY ROOM / ARTIFACT STORAGE
 - G - OFFICE
 - H - STORAGE
 - I - CLOAK ROOM
 - J - STORAGE
 - K - STORAGE
 - L - POT WASH
 - M - ELECTRICAL ROOM
 - N - STAFF WC
 - O - OFFICE

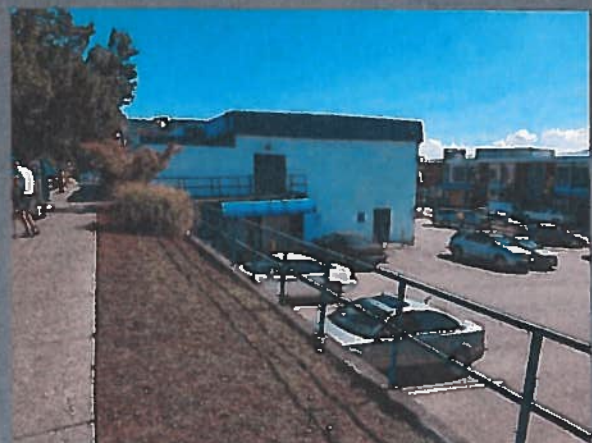


CHURCH STREET

BEAUFORT AVENUE

J. E. ANDERSON & ASSOCIATES
 SURVEYORS - ENGINEERS
 F-1250 Cedar Street,
 Campbell River, BC, V9W 3A0
 Phone: (250) 287-4983 Fax: (250) 287-4932
 File: 120-890 Project: dsgr120-000@gsd.bc.ca

CONTEXT IMAGES



Dance Floor Lower



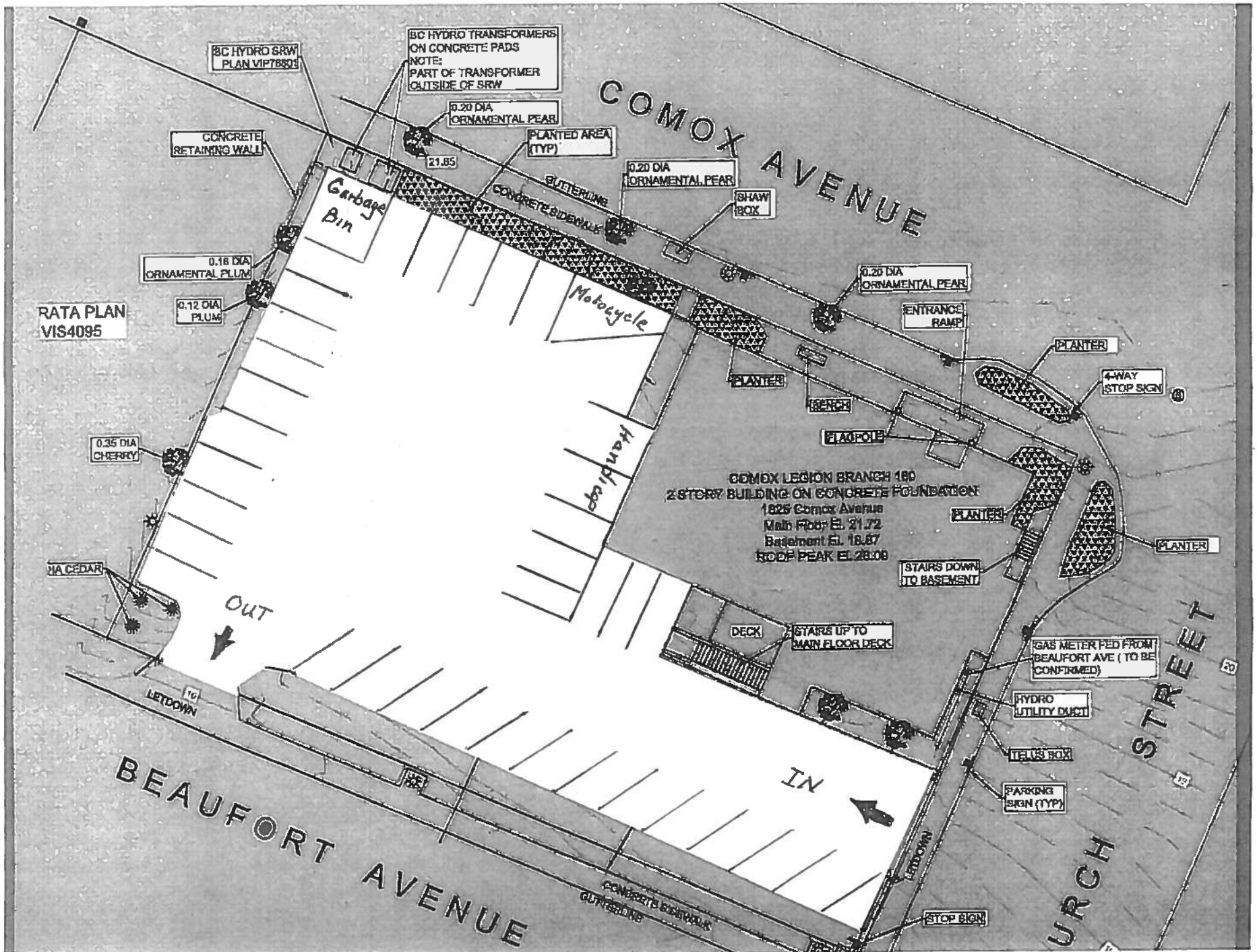
Upper Hall



LOW HAMMOND ROWE ARCHITECTS




9. Parking Spaces and Layout

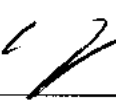




TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	PR 18-7 RECREATIONAL CANNABIS RETAIL PROCEDURE/BUSINESS LICENCE
DATE:	AUGUST 1, 2018 RCM REPORT


Submitted by


Concurrence


Approval

Recommendation:

1. That this Report be received for information.

Proposal:

The PR 18-7 proposal establishes business license regulations specific to recreational cannabis sales (**Attachment 2**). It is part of a suite of regulations including amendments to Comox 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 July 4, 2018 Regular Council Meeting.

In accordance with section 59(2) of the *Community Charter*, notification was posted in the Comox Valley Record regarding Council's intention to adopt Comox Business Regulation Amendment Bylaw No. 1889, 2018. The opportunity to provide written feedback only was provided commencing on July 17, 2018 and ending on August 1, 2018, at 4:00pm. Submissions received prior to the August 1, 2018 deadline will be distributed to Council.

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

In general terms, 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, 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.

MK/GA/ET

Attachments:

1. Processing Steps;
2. Comox Business Regulation Amendment Bylaw No. 1889, 2018

ATTACHMENT 1
PROCESSING STEPS

1. August 1, 2018 5:30pm Regular Council Meeting to receive public feedback on Business Regulation Amendment Bylaw No. 1889, 2018;
2. August 1, 2018 7:00pm Special Meeting of Council:
 - a) Public hearing on proposed Comox Zoning Amendment Bylaw 1890;
 - b) Close Public Hearing;
 - c) Consideration of Third Reading and Adoption of Comox Zoning Amendment Bylaw 1890;
 - d) Consideration for Adoption of Business Regulation Amendment Bylaw No. 1889, 2018 and Comox Planning Procedures Amendment Bylaw 1891;
3. Close of Special Meeting of Council.

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

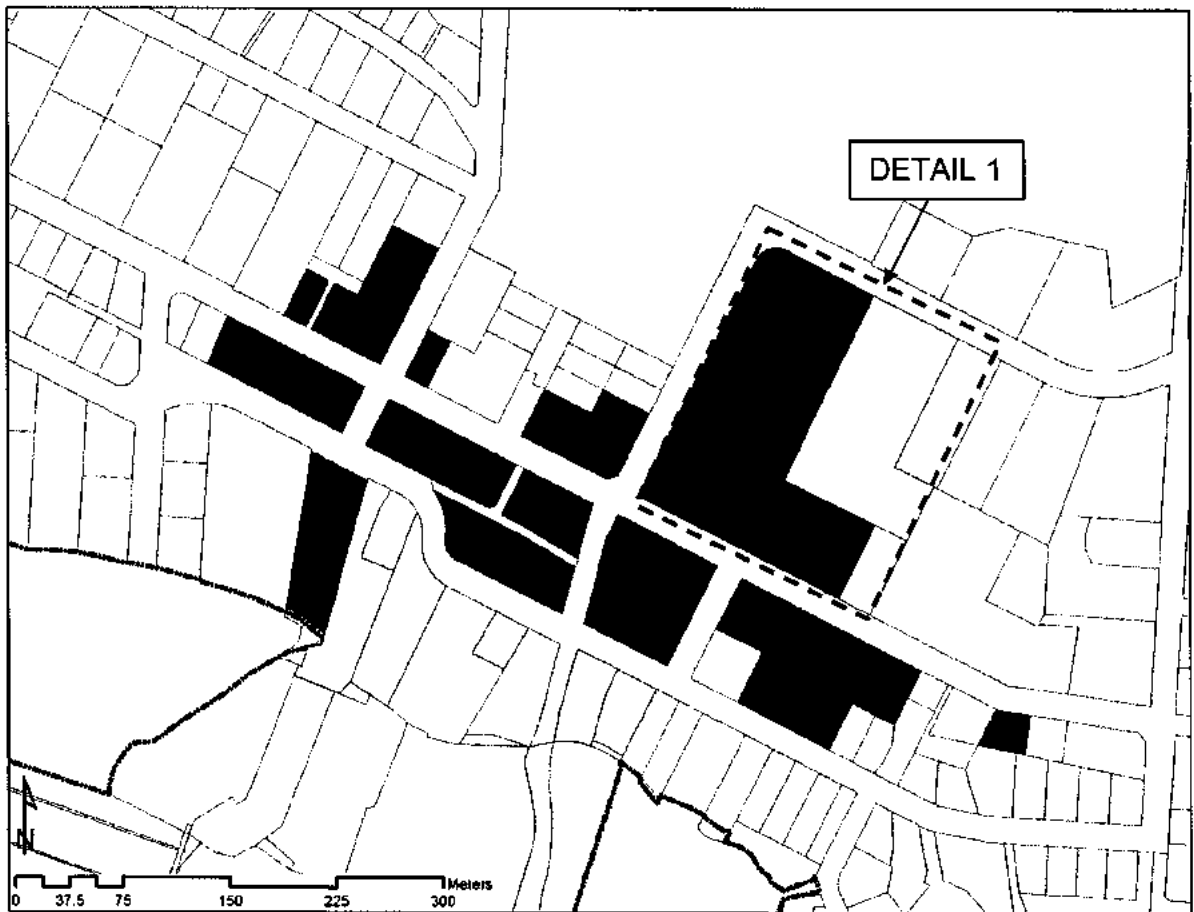
Bylaw No 1889, 2018
Schedule "1"

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"

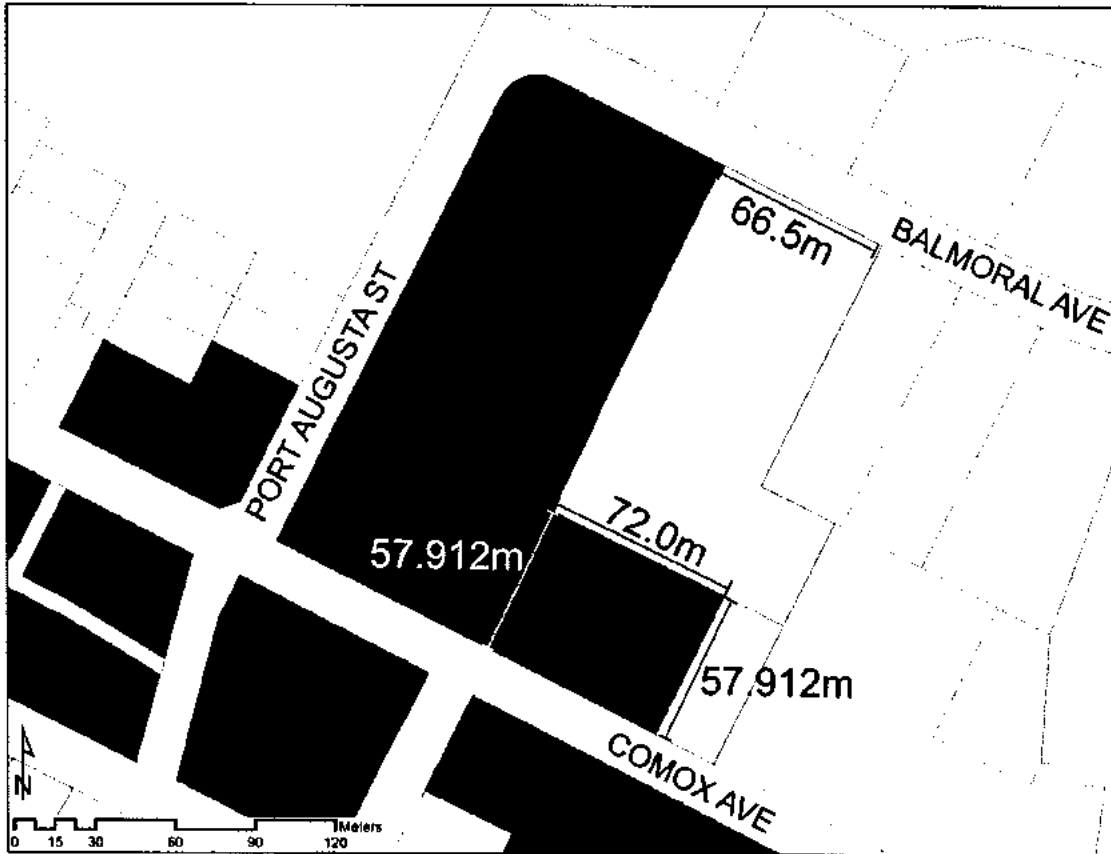
Schedule "B"



Bylaw No. 1889, 2018
Schedule "2"

Schedule "B"


DETAIL 1






TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II
SUBJECT:	PLANNING REPORT PR 18-8 LOUNGE ENDORSEMENT APPLICATION REVIEW 2040 GUTHRIE ROAD
DATE:	RCM Aug 1, 2018


 Submitted by


 Concurrence


 Approval

Planner's recommendation:

1. That staff be directed to gather the views of residents in the Town of Comox on the Lounge Endorsement application PR 18-8 as follows:
 - a. placement of a newspaper notice with invitation to comment in two consecutive issues of a newspaper; and
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.

Proposal

Referral for Town comment from the Liquor and Cannabis Regulation Branch (LCRB, formerly Liquor Control and Licensing Branch) for a proposed 99 person capacity restaurant, restaurant-lounge and retail sales associated with a proposed brewery with 6 Class I and 6 Class II bicycle parking spaces at 2040 Guthrie Rd. An Application Summary is contained in **Attachment 1**. Information the Applicant has submitted for the Town's Liquor License Review application is contained in **Attachment 4**.

Background

In accordance with the Province's procedures, the Town has been notified by the Applicant of an opportunity to comment on an application by the owners of the proposed Land and Sea Brewing Company to be located in a commercial unit located at 2040 Guthrie Road.

U:\Dev App\2018\PR\PR 18-8 Guthrie 2040-Liquor Licence Review\Report\1 RCM 1 Aug 2018-Lounge Endorse-Land Sea Brewery.docx

Council has the option either to "opt out" of considering the application¹ or to gather the views of residents in respect of the application and provide a Council resolution commenting on the following regulatory criteria:

In providing comment, Council must take into account:

- a) The location of the establishment; and
- b) The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- c) The impact of noise on the nearby residents;
- d) the impact on the community if the application is approved;
- e) the views of the residents and a description of the method used to gather views; and
- f) Council's recommendations (including whether or not the application should be approved) and the reasons on which the recommendations are based.

See **Attachment 2** for proposed Processing Steps for providing a referral response to the LCRB.

Discussion:

The subject property is designated Commercial: Neighbourhood land use in the OCP and is zoned C3.2 Commercial-Industrial which permits brew pubs, office, processing or packaging of food or beverage products, restaurants, restaurant-lounges, retail sales and warehousing. Other uses in the commercial building, not related to the proposed brewery, include an office and one apartment dwelling unit as permitted in the C3.2 zone.

The proposed hours of operation are Sunday to Wednesday 12:00 noon to 10:00 p.m. and Thursday to Saturday and 12 noon to 11 p.m..

On March 21, 2018 the Municipal Planner issued a Development Permit Exemption DPX 18-2 for minor changes to the exterior of the existing building, the addition of recommended minimums of Class I and Class II bicycle parking and screening of the garbage compound and parking.

Referrals have been limited to Town staff, BC Assessment and the RCMP² and copies of the following responses are contained in **Attachment 3**:

- Fire Department.
- Public Works advises that:
 - wastewater discharged from breweries may be disruptive to the municipal and regional sewer treatment facilities and it remains the property owner's

¹ If Council chooses to opt out, a letter stating such can be provided by a senior municipal official to the LCRB.

² It is assumed the RCMP has no concerns as no response has been received by the referral deadline.

- responsibility to comply with Comox Sanitary Sewer Use, Extension and Connection Bylaw 1983, Bylaw No. 713³; and
- o At the cost of the applicant, the Town will install a wastewater inspection chamber to allow for periodic sampling of the wastewater.

Zoning Implications

A minimum of 4 vehicle parking spaces are required under Zoning Bylaw 1850 for the proposed restaurant, retail sales, brewery and the other uses in the commercial building (factoring in a 1 vehicle parking space reduction for the provision of a minimum of 4 Class I and 6 Class II bicycle parking spaces based on the operation of a restaurant).⁴ The proposed development indicates 11 on-site parking spaces will be provided.

The provision of a minimum of 6 Class I (bike rack) and 6 Class II (secure bicycle room) bicycle parking spaces have been proposed as part of the improvements to the existing commercial unit.

Comment to the LCRB

If Council wishes to comment on the regulatory criteria the first step is to determine how to gather the views of residents and the area of notification. Options for obtaining the views of residents as excerpted from section 38(3)(c) of the BC *Liquor Control and Licensing Act* contained are as follows:

- (i) receiving written comments in response to a public notice of the licence application;
- (ii) conducting a public hearing in respect of the licence application;
- (iii) holding a referendum; or
- (iv) another method the local government considers appropriate.

The Town's past practice for other Liquor License Review applications has been:

1. Obtaining public comment from all Town residents on the application by:
 - a. in two consecutive issues of a newspaper, placement of a notice of invitation to comment; and
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.
2. Referral of the application to include Town Departments and the RCMP

³ A copy of Bylaw No. 713, which pertains to the acceptable limits and characteristics of sewage intended for discharge to the Town's municipal sanitary system, and by extension the Regional sewage treatment plant has been provided to the applicant by email.

⁴ If the proposed restaurant kitchen is closed a restaurant would not be in operation a higher parking requirement would be required.

MK/GA

Attachments:

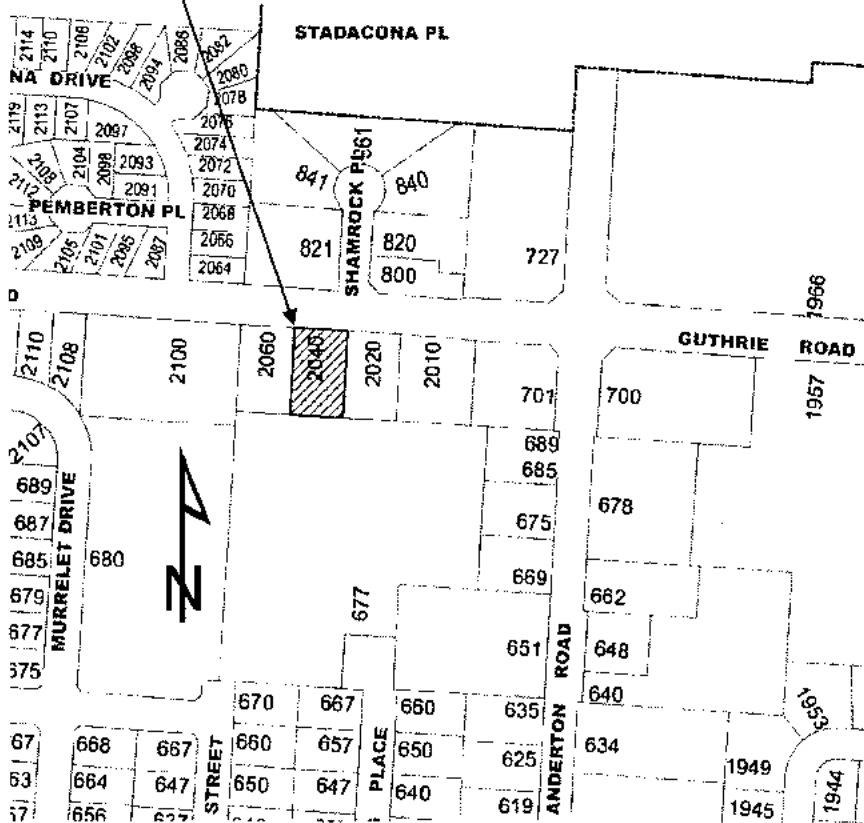
1. Application Summary
2. Application Process Steps
3. Referral Responses
4. Information submitted in relation to Town of Comox Liquor License Review.

Applicant: Jason Walker, Director, Land and Sea Brewing Company Ltd.
2040 Guthrie Road, Comox, BC V9M 3P6

Subject Property Map

ATTACHMENT 1

2040 Guthrie Rd.
 Lot 2 Section 70, Comox District, Plan VIP 52533



- Proposal:** Referral for Town comment to the Liquor and Cannabis Regulation Branch (formerly Liquor Control and Licensing Branch) for a proposed 99 person capacity restaurant, restaurant-lounge and retail sales associated with a proposed brewery with 6 Class I and 6 Class II bicycle parking spaces at 2040 Guthrie Rd.
- Legal Description:** Lot 2, Section 70, Comox District, VIP Plan 52533
- Civic Addresses:** 2040 Guthrie Rd
- OCP:**
 Land Use Designation: Commercial: Neighbourhood

Dev. Permit Area	CPA #5 Commercial: Neighbourhood and Tourist
Zoning:	C3.2 Commercial-Industrial
Permitted Uses Include:	Brew Pubs (maximum 175 seats), Dwelling unit as an accessory use limited to one unit; Offices, Processing or packaging of food or beverage products, Restaurants, Restaurant-Lounges; Retail stores; Warehousing.
Parking Requirements:	Vehicle = 2 for a restaurant, restaurant-lounge, retail, brewery including 1 space reduction for provision of a minimum 4 Class I and 6 Class 2 bicycle parking spaces. Total vehicle parking for all uses on site = 4 (including reduction for bicycle parking) Class I Bicycle=1 per 125 m2 (min. 4) Class II Bicycle=1 per 125 m2 (min. 6)
Surrounding Uses:	Commercial and Multi-Family Residential

ATTACHMENT 2

Application Process Steps for Referral Response

1. Introductory Report to Council including any referral responses from RCMP and Town Departments and seeking direction to gather the views of the public on PR 18-8.
2. Town obtains public comment on the application.
3. Staff prepares a Resolution Issuance Report to Council:
 - a. publishing the written submissions of the public;
 - b. any additional referral responses;
 - c. seeking a resolution from Council on the LCRB regulatory criteria.
4. Council's recommendation on the Lounge Endorsement to a Manufacturing License application, in accordance with the regulatory criteria, is submitted to the LCRB General Manager.

Gail Andestad

From: Jim Lariviere
Sent: July-10-18 1:18 PM
To: Gail Andestad
Cc: Gord Schreiner
Subject: FW: Referral Microbrewery-Lounge Endorsement Licence Review- 2040 Guthrie Rd Comox
Attachments: 1-Referral 2040 Guthrie_Manufacturer-Lounge Endorse Licence Review.pdf; ATT00001.htm

Good day Gail,

The fire department has no issue with the subject review as long as all pertinent Codes and Standards are followed including but not limited to the number of required exits, occupant load calculations, exit signs, emergency lighting units, fire extinguisher placement, fire separations from residential unit above.

Thank-you

Jim Lariviere
Assistant Fire Chief
Fire and Life Safety
Comox Fire Rescue
250-339-2432
(F) 250-339-1988

Working Smoke Alarms Save Lives

We respectfully acknowledge that we live, work, play on the traditional lands of the K'omoks First Nations...Gila 'Kasla...Huy'ch'qa

From: Gord Schreiner
Sent: Monday, July 09, 2018 6:42 PM
To: Jim Lariviere <jlariviere@comox.ca>; Jim Lariviere <jlar651@hotmail.com>
Subject: Fwd: Referral Microbrewery-Lounge Endorsement Licence Review- 2040 Guthrie Rd Comox

Sent from my iPhone

Begin forwarded message:

From: "Gail Andestad" <andestad@comox.ca>
To: "BC Assessment Authority (courtenay@bcassessment.ca)" <courtenay@bcassessment.ca>, "RCMP (tim.desaulniers@rcmp-grc.gc.ca)" <tim.desaulniers@rcmp-grc.gc.ca>, "Richard Kanigan" <rkani@comox.ca>, "Al Fraser" <afraser@comox.ca>, "Shelley Ashfield" <ashfield@comox.ca>, "Gord Schreiner" <firehall@comox.ca>, "Ian Rogers" <irogers@comox.ca>, "Clive Freundlich" <clive@comox.ca>, "Marvin Kamenz" <kamenz@comox.ca>
Cc: "Twyła Slonski" <twyla@comox.ca>
Subject: Referral Microbrewery-Lounge Endorsement Licence Review- 2040 Guthrie Rd Comox

Hello

**TOWN OF COMOX
MEMORANDUM**

TO:	Ian Rogers / Shelley Ashfield
FROM:	Glenn Westendorp
SUBJECT:	2040 Guthrie Building Permit Review
DATE:	April 17, 2018

This review pertains to the Schedule T Building Department referral covering the proposed Building Permit # BP-9505 dated April 10, 2018.

Engineering and Construction:

- N/A

Roads and Sidewalks:

- N/A

Sanitary:

- Please refer to the attached Town of Comox Bylaw 713, which pertains to the acceptable limits and characteristics of sewage intended for discharge to our municipal sanitary system, and by extension, the Regional sewage treatment plant. The owners and operators of brewing facilities should be mindful that brewing facilities do have the potential to disrupt the treatment process and it remains the property owners responsibility to comply with this bylaw;
- Installation of an inspection chamber to allow for periodic sampling of the wastewater entering our municipal system is required. Cost to the applicant for installation by the Town of Comox will be \$1,050.00.

Storm:

- N/A

Water:

- This property is currently serviced with a 20mm diameter water connection. Should the building permit process determine that this service is inadequate

for the proposal at hand an upgrade to the existing service by Town forces will be required. The cost of this upgrade shall be borne by the applicant and shall be based on our applicable bylaw rates. If it is determined that the existing connection is of sufficient size, this service will require the addition of a water meter at a cost to the applicant of \$750.00.

BC Hydro / Telus / Shaw and Fortis:

- N/A

GW

2040 Guthrie BP 9505 Review

ATTACHMENT 4

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



Liquor Control and Licensing Branch
 4th Floor, 3350 Douglas St, Victoria, BC V8W 5J8
 Mail: PO Box 9282, 5th Provincial Court, Victoria, BC V8W 8B8
 Phone: 1 800 205-2111 Fax: 250-657-7500

LOUNGE AND SPECIAL EVENT AREA APPLICATION

Liquor Control and Licensing Form LCLB049A

Instructions:
 Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

Part 1: Type of Application

Lounge Endorsement Special Event Area Endorsement

Office use only
 Job No. _____

Note: Do not apply for special event area if it will occupy same footprint as the lounge

Are you submitting an application for a manufacturing licence with this application? No Yes

Are you submitting an application to transfer the location of the manufacturing facility with this application? No Yes

Part 2: Applicant

Manufacturer Licence Number (if licensed): _____

Applicant/Licensee Name: **Jason Walker**

Mailing Address:

396 Vine St. **Comox** **BC** **V9M 2C3**
Street City Province Postal Code

Phone number: **250-792-4031** E-mail address: **jason@landandseabrewing.ca**

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative.

Part 3: Application Contact Person

Name: **Jason Walker** Phone number: **250-792-4031**

Position: **Director** E-mail address: **jason@landandseabrewing.ca**

Note: The applicant authorizes the person above to be the primary contact for the duration of the application process only.

Part 4: Establishment

Establishment Name: **Land & Sea Brewing Company Ltd.**

Manufacturer Address:

2040 Guthrie Rd. **Comox** **BC** **V9M 3P6**
Street City Province Postal Code

4a. Parcel Identifier (PID): **017-384-729**

4b. Local Government/First Nation: **Town of Comox** Local Police: **RCMP**

4c. Is this location zoned for liquor service? No Yes

4d. Is this manufacturing site part of the Agricultural Land Reserve (ALR)? No Yes

4e. If the proposed site is on ALR land, have you reviewed the ALR policies regarding a lounge and/or special event area? No Yes

Part 5: Lounge Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site map.

5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 5 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Patio	Occupant Load
1.	Assembly Use (Lounge)	72.5	-	72.5
2.	Manufacturing	24.35	-	24.35
3.	Kitchen	1.72	-	1.72
4.	Office	1.07	-	1.07
5.	Retail	8.92	-	8.92
Total Occupant Load (of all licensed areas): 109.10 = 99				

5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	12	12	12	12	12	12	12
Close	10	10	10	10	11	11	11

Part 6: Special Event Area Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site plan.

6a. Proposed Service Areas:

Complete the following chart based on your establishment floor plan. Occupant load is required for indoor and patio areas (see page 5 of guide). If you want an outdoor area that is not a patio see 6b:

Area No.	Floor Level (e.g. Main, Mezzanine)	Indoor	Patio	Occupant Load
1.				
2.				
3.				
4.				
Total Occupant Load (of all licensed areas):				

6b. Complete the following chart if you will have an outdoor event area (not a patio). Outdoor areas require a person capacity not occupant load (see page 5 of guide):

Area No.	Outdoor Area Identify by location or name	Capacity
1.		
2.		
3.		
4.		
Total Person Capacity for all Outdoor Areas:		

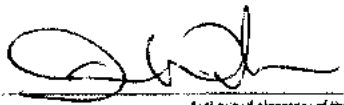
6c. Hours of Liquor Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Part 7: Declaration of Signing Authority

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: 
Authorized signatory of the licensee

Name: (last, first, middle) Position: (if not an individual) Date: (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- if the licensee is an individual or sole proprietor, the individual himself/herself
- if the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- if the licensee is a general partnership, one of the partners
- if the licensee is a limited partnership, the general partner of the partnership
- if the licensee is a society, then a director or a senior manager (as defined in the Societies Act)

(If an authorized signatory has completed the Add, Change or Remove Licensee Representative form (LCLB 101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature)

Part 8: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Lounge & Special Event Area Application (this form)
- Letter of Intent for each type of endorsement (page 5 of the guide).
- Lounge Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Special Event Area Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Site plan for any outdoor endorsement area (see page 6 of guide).
- Patio(s) (see Appendix I on page 8 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application package to Local Government/First Nation (Part 9 below). Note: This step is not required if you are applying for this endorsement(s) on a second manufacturing licence located at the same site (see # 3 on page 2 of guide).
- After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

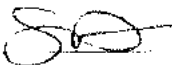
Part 9: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name): TOWN OF COMOX

Name of official: SHELLEY ASHFIELD Title/Position: ACTING CAO

Email: TOWN@COMOX.CA Phone: 250-339-2202

Signature of Official:  Date Received: JULY 4, 2018

Check here if the LG/FN will not be providing comment: Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is the manufacturing site located on Treaty First Nation land? No Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form, patio appendix (if applicable), letter of intent, floor plan and site map (for outdoor areas) to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
 - If more than 90 days is required, provide a written request for extension to the Branch.
 - If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

Part 10: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch
Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at liquor.licensing@gov.bc.ca or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 11: Application Fees (non-refundable)

Lounge Application Fee \$330.00 (non-refundable)
Special Event Area Application Fee \$330.00 (no lounge) or \$110.00 (if you already have a lounge or are applying in conjunction with a lounge)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ~~51~~) one:

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 20 (a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, use or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GOVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLE048A

5 of 5

Lounge and Special Event Area Application

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number: Expiry date: /

(Month) (Year)

Signature: _____

Land & Sea Brewing Company Ltd.
Rationale for Town of Comox Liquor License Review

Brand Vision:

The primary purpose of the Land & Sea Brewing Company is to provide our local community with a place to gather and share conversation and ideas while enjoying delicious, fresh, locally produced beer, food and other beverages. We want to provide our community, and visitors to our community, a place to celebrate where we live and the bounty the Comox Valley provides. As a community member, we will work hard to partner with local growers and businesses to bring this bounty to our customers, along with exceptional customer experiences.

Market Perspective:

Local breweries and craft beer have experienced a global renaissance in recent years, reminiscent of times past when every small town had a brewer, baker and butcher offering its goods. In tune with this movement, BC Liquor Control and Licensing has done a fantastic job of creating a safe, family friendly framework that allows communities to benefit from the casual food and beverage experiences local breweries can offer. Casual, family friendly, food and beverage options are limited in the Town of Comox and we are one the few communities that does not yet have a micro-brewery. At this time, residents seeking this type of establishment are required to cross the bridge and visit Courtenay or Cumberland to enjoy this type experience. Moreover, we want to represent Comox on the Vancouver Island North Ale Trail (<https://bcaletrail.ca/ale-trails/nanaimo-comox-valley/>) and attract people to our lovely sea side community and local businesses. We believe there is room in our market for several other casual dining options and look forward to creating one unique option for community members and visitors.

If approved Land & Sea Brewing Company will have a positive economic impact on the community as we expect to create jobs (10 FTEs), promote business growth within our community through partnerships with local businesses and suppliers, and attracting visitors to the community. We also plan to be active in the community and sponsor events like Snow to Surf, BC Seafood Festival, and Comox Nautical Days among others.

Our "West Comox" location under lease at 2040 Guthrie Rd. was previously a manufacturing facility operated by Modern Windows and Doors. The location is appropriately zoned for all three activities under consideration for Land & Sea Brewing Company (manufacturing, retail sales, and restaurant). 2040 Guthrie Rd. is convenient for many community residents that live in either biking or walking distance as well as those already visiting one of the many successful businesses in the Anderton and Guthrie area.

The immediate neighbourhood is a mix of commercial, retail, industrial and residential. There are no schools in the area.

Target Consumer:

- Our target market will be adults ages 30+.
- The décor will be modern and represent the brand tenets.
- Everyone will be welcome at Land & Sea; we expect to attract members of Comox and East Courtenay community, which skews married, higher income and education.

Operational Details:

- Our architect has deemed capacity at 99 individuals, including staff.
- Our proposed hours of operation are:
 - 12PM to 10PM Sunday – Wednesday; and
 - 12PM to 11PM Thursday, Friday and Saturday.

The closing hours are no later than several the other businesses at the Guthrie and Anderton area.

Impact of noise on the community:

Land & Sea Brewing Company faces Guthrie Road, which is a very busy and noisy thoroughfare.

There will be music. Any live music will be acoustic only, provided only on the weekends and will end by 9PM. There would be no live music at any time from Monday to Friday.

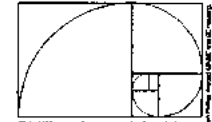
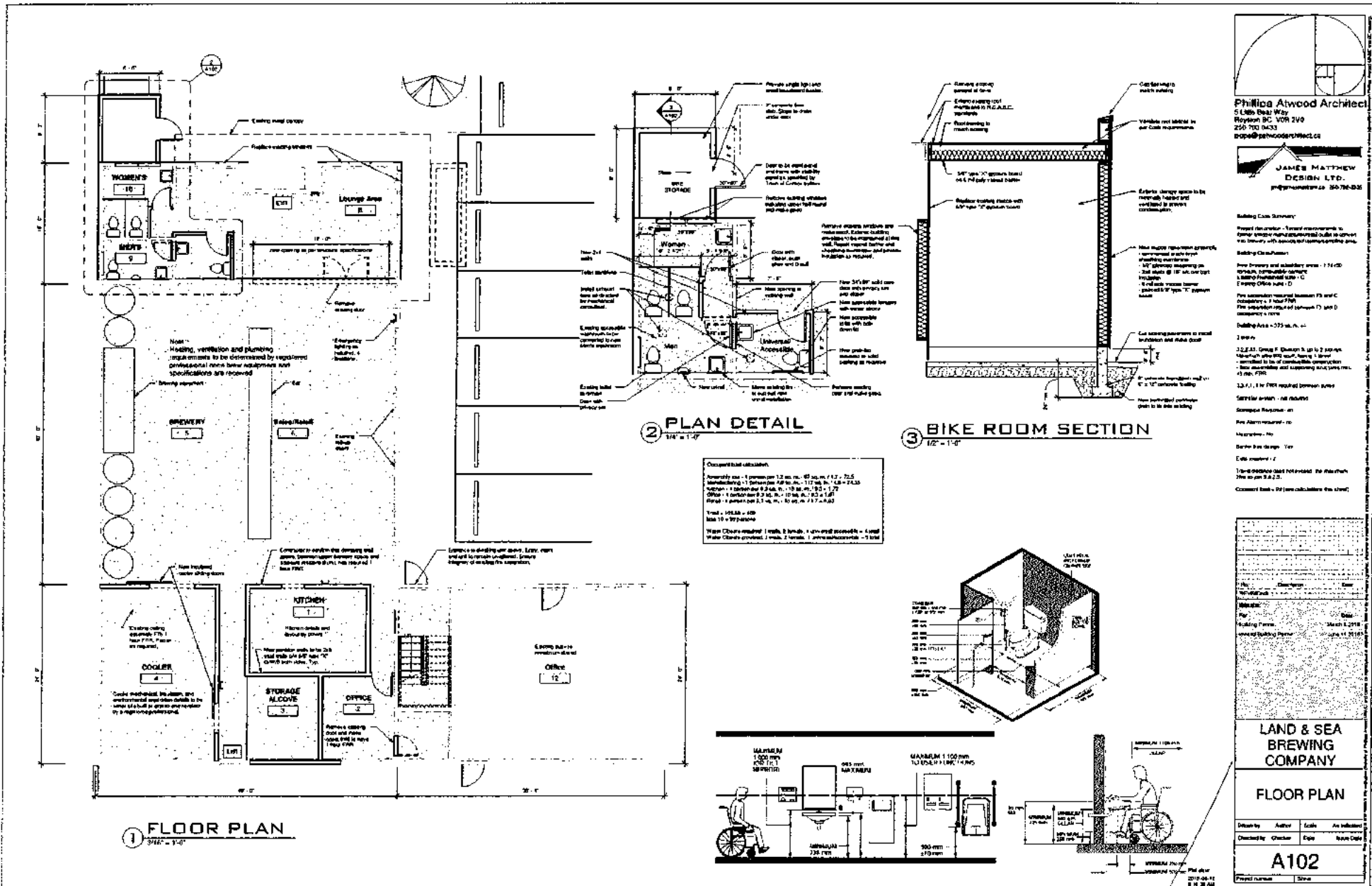
As a proud community member, we are 100% committed to operating within municipal by-laws. While there are residential/patio homes immediately behind 2040 Guthrie we do not expect noise to be a problem as the establishment's seating and entrance is at the front of the building, facing busy Guthrie Rd. If there was a noise complaint made directly to our establishment or through the Town of Comox we would address it immediately.

Parking:

Land & Sea Brewing Company meet the Town of Comox Parking requirements, and will provide 8 guest parking spots at 2040 Guthrie Rd. We expect and encourage our guests to walk or bike from their nearby neighbourhoods. We plan to exceed the required class 1 & 2 bicycle parking.

Finally:

The Managing Director and majority owner of Land & Sea Brewing Company is Jason Walker. Jason is a Comox resident and proud Robb Road father. Jason will oversee all day-to-day operations.



Phillipa Atwood Architect
5 Lons Bay Way
Reynolds BC V0N 2V0
250.703.0433
paa@pawoodarchitect.ca

JAMES MATTHEW
DESIGN LTD.
jmm@jmmdesign.ca 50-76-855

Building Code Summary:

Project description - General requirements to design and construct a building to comply with the applicable provisions of the Building Code.

Building Classification:

Area of use and occupancy - 1 - 1400 sq. ft. (1400 sq. ft. or less)
 - 1400 sq. ft. or less
 - 1400 sq. ft. or less
 - 1400 sq. ft. or less
 - 1400 sq. ft. or less

Building Area - 275 sq. ft. ±

2.2.2.1.1. Group F Division 5, up to 2 storeys
 Maximum allowed height: 1 storey
 Maximum allowed area: 1400 sq. ft.
 Maximum allowed area: 1400 sq. ft.
 Maximum allowed area: 1400 sq. ft.
 Maximum allowed area: 1400 sq. ft.

Setback - not required
Storage - not required
Fire Alarm - not required
Accessibility - not required
Drainage - not required
Electric - not required
Fire - not required
Life Safety - not required
Signage - not required
Structural - not required
Water - not required
Wind - not required
Energy - not required
Other - not required

Item	Description	Date
1	Issue for Review	2018-06-12
2	Issue for Review	2018-06-12
3	Issue for Review	2018-06-12
4	Issue for Review	2018-06-12
5	Issue for Review	2018-06-12
6	Issue for Review	2018-06-12
7	Issue for Review	2018-06-12
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99	Issue for Review	2018-06-12
100	Issue for Review	2018-06-12

LAND & SEA BREWING COMPANY

FLOOR PLAN

Drawn by: Author
 Checked by: Checker
 Scale: As indicated
 Date: None Date

A102

Project number: 1000

Gail Andestad

From: Jason Walker <jwalk7@gmail.com>
Sent: July-23-18 2:42 PM
To: Gail Andestad
Subject: Amendment to 2040 Guthrie Rd. site plan

Hi Gail,

As discussed, we will be amending the site plan for 2040 Guthrie Rd to include at least 6 Class 1 bicycle parking spots and 6 Class 2 bicycle parking spots, not 4 each as written in the submitted document.

Thank you.

Jason


250-792-4031


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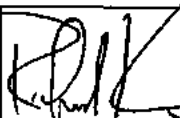


TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II
SUBJECT:	PLANNING REPORT PR 18-10 LOUNGE ENDORSEMENT LIQUOR LICENCE APPLICATION REVIEW NEW TRADITION BREWING COMPANY 215 PORT AUGUSTA ST. – COMOX MALL
DATE:	RCM Aug 1, 2018


Submitted by


Concurrence


Approval

Planner's recommendation:

1. That staff be directed to gather the views of residents in the Town of Comox on the Lounge Endorsement application PR 18-10 as follows:
 - a. placement of a newspaper notice with invitation to comment in two consecutive issues of a newspaper; and
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.

Proposal

Referral to the Town for comment to the Liquor Control and Cannabis Regulation Branch (LCRB, formerly Liquor Control and Licensing Branch) for a proposed 110 person capacity restaurant-lounge and retail sales in association with a proposed brewery at 215 Port Augusta St. An Application Summary is contained in **Attachment 1**. Information the Applicant has submitted for the Town's Liquor License Review application is contained in **Attachment 3**.

Background

In accordance with the Province's procedures, the Town has been notified by the Applicant of an opportunity to comment on an application by the owners of the proposed New Tradition Brewing Company to be located in a commercial unit within the Comox Centre Mall.

U:\Dev App\2018\PR\PR 18-10 215 Pt Augusta-New Trad Brewery\Report\1 RCM 1 Aug 2018-Lounge Endorse-New Trad Brewery.docx

Council has the option either to “opt out” of considering the application¹ or to gather the views of residents in respect of the application and provide a Council resolution commenting on the following regulatory criteria:

In providing comment, Council must take into account:

- a) The location of the establishment; and
- b) The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- c) The impact of noise on the nearby residents;
- d) the impact on the community if the application is approved;
- e) the views of the residents and a description of the method used to gather views; and
- f) Council’s recommendations (including whether or not the application should be approved) and the reasons on which the recommendations are based.

See **Attachment 2** for proposed Processing Steps for providing a referral response to the LCRB.

Discussion:

The subject property is designated Downtown Comox land use in the OCP and is zoned C4.1 Downtown Comox which permits brew pubs, processing or packaging of food and beverages², restaurants, restaurant-lounges, and retail sales.

The proposed hours of operation are 9:00 a.m. to 12:00 midnight every day.

Referrals have been limited to Town staff, BC Assessment and the RCMP³.

- Public Works advises that wastewater discharged from breweries may be disruptive to the municipal and regional sewer treatment facilities and it remains the property owner’s responsibility to comply with Comox Sanitary Sewer Use, Extension and Connection Bylaw 1983, Bylaw No. 713⁴.

The proposed floor plan indicates that the exterior of commercial unit #11, the location of the proposed brew pub, would require some changes. The owner is aware that a Development

¹ If Council chooses to opt out, a letter stating such can be provided by a senior municipal official to the LCRB.

² Section 307.1(35) subsection (3) of Zoning Bylaw 1850 requires that processing or packaging of food and beverages in the C4.1 zone have a retail use that extends the full width of the premises adjacent to the primary pedestrian entrance. The intent of this regulation is to ensure the premises has lively, energetic street presence. In this case, the retailing of the beverages is in combination with a restaurant or restaurant-lounge use that satisfies the intent of this regulation.

³ It is assumed the RCMP has no concerns as no response has been received by the referral deadline.

⁴ A copy of Bylaw No. 713, which pertains to the acceptable limits and characteristics of sewage intended for discharge to the Town’s municipal sanitary system, and by extension the Regional sewage treatment plant, has been provided to the applicant by email.

Permit Amendment or Development Permit Exemption would be required to change the exterior of the building.

Zoning Implications

The purpose of the Class I (bike rack) and Class II (secure bicycle room or locker) bicycle parking requirements in Downtown Comox is to encourage more active transportation choices and to support sustainable development. As the proposed development is a change of use at 215 Port Augusta Street, it is recommended that the brewery development be required to provide the following bicycle parking spaces:

Class I (bike rack) = min. 4

Class II (bike room or bike locker) = min. 2

Comment to the LCLB

If Council wishes to comment on the regulatory criteria the first step is to determine how to gather the views of residents and the area of notification. Options for obtaining the views of residents as excerpted from section 38(3)(c) of the BC *Liquor Control and Licensing Act* contained are as follows:

- (i) receiving written comments in response to a public notice of the licence application;
- (ii) conducting a public hearing in respect of the licence application;
- (iii) holding a referendum; or
- (iv) another method the local government considers appropriate.

The Town's past practice for other Liquor License Review applications has been:

1. Obtaining public comment of all Town residents on the application by:
 - a. in two consecutive issues of a newspaper, placement of a notice of invitation to comment; and
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property.
2. Referral of the application to include Town Departments and the RCMP

MK/GA

Attachments:

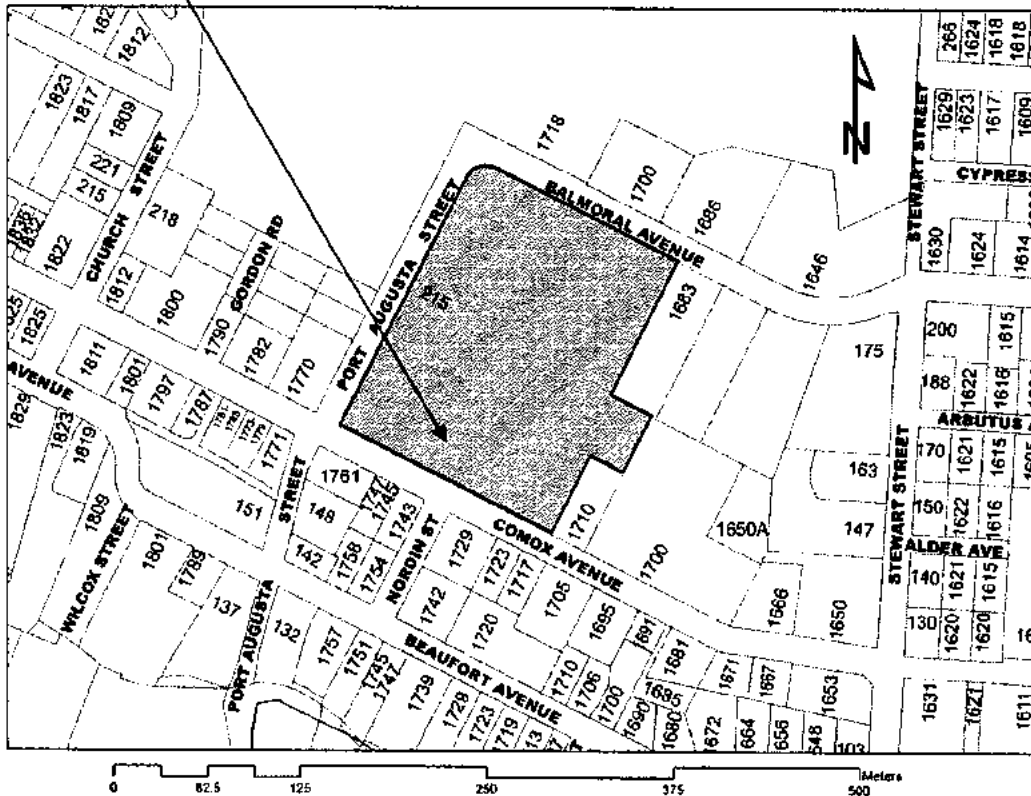
1. Application Summary
2. Application Process Steps
3. Information submitted in relation to Town of Comox Liquor License Review.

Applicant: Patrick Savard, New Tradition Brewing Company
1935 Beaufort Ave., Comox V9M 1S4

Subject Property Map

ATTACHMENT 1

215 Port Augusta St.
 Lot A Section 56 Comox District, Plan VIP 75741



Proposal: Referral for Town comment from the Liquor and Cannabis Regulation Branch (LCRB, formerly Liquor Control and Licensing Branch) for a proposed 110 person capacity brew pub (restaurant lounge) and retail sales associated with a proposed brewery at 215 Port Augusta Street.

Legal Description: Lot A Section 56 Comox District, Plan VIP 75741

Civic Addresses: 215 Port Augusta Street

OCP:
 Land Use Designation: Downtown
 Dev. Permit Area: CPA #1 Downtown Comox

Zoning: C4.1 Core Commercial

- Permitted Uses Include:** A range of commercial uses including Brew Pubs (maximum 175 seats), processing or packaging of food or beverage products, Restaurants, Restaurant-Lounges, and Retail sales.
- Parking Requirements:** Vehicle = 1 required for retail sales
- Surrounding Uses:** Commercial, Multi-Family Residential and Park uses

ATTACHMENT 2

Application Process Steps for Referral Response

1. Introductory Report to Council including any referral responses from RCMP and Town Departments and seeking direction to gather the views of the public on PR 18-10.
2. Town obtains public comment on the application.
3. Staff prepares a Resolution Issuance Report to Council:
 - a. publishing the written submissions of the public;
 - b. any additional referral responses; and
 - c. seeking a resolution from Council on the LCRB regulatory criteria.
4. Council's recommendation on the Lounge Endorsement to a Manufacturing License application, in accordance with the regulatory criteria, is submitted to the LCRB General Manager.

ATTACHMENT 3

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



Liquor Control and Licensing Branch
 4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 1 866 209-2111 Fax: 250-952-7066

LOUNGE AND SPECIAL EVENT AREA APPLICATION

Liquor Control and Licensing Form LCLB049A

Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

Part 1: Type of Application

Lounge Endorsement Special Event Area Endorsement

office use only
Job No: _____

Note: Do not apply for special event area if it will occupy same footprint as the lounge.

Are you submitting an application for a manufacturing licence with this application? No Yes

Are you submitting an application to transfer the location of the manufacturing facility with this application? No Yes

Part 2: Applicant

Manufacturer Licence Number (if licensed): _____

Applicant/Licensee Name: New Tradition Brewing Corp.

Mailing Address:

501 - 298 11th Ave E Vancouver BC V5T 0A2
Street City Province Postal Code

Phone number: 604-721-6223 E-mail address: tim@newtraditionbrewing.com

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

Part 3: Application Contact Person

Name: Tim Jolley Phone number: 604-721-6223

Position: Director E-mail address: tim@newtraditionbrewing.com

Note: The applicant authorizes the person above to be the primary contact for the duration of the application process only.

Part 4: Establishment

Establishment Name: New Tradition Brewing Corp.

Manufacturer Address:

CRU 11 - 216 Port Augusta Street Comox BC V9M 3M9
Street City Province Postal Code

4a. Parcel Identifier (PID): 025-746-529

4b. Local Government/First Nation: Town of Comox Local Police: Comox

4c. Is this location zoned for liquor service? No Yes

4d. Is this manufacturing site part of the Agricultural Land Reserve (ALR)? No Yes

4e. If the proposed site is on ALR land, have you reviewed the ALR policies regarding a lounge and/or special event area? No Yes

Part 5: Lounge Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site map.

5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 5 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Patio	Occupant Load
1.	MAIN	81	28	110
2.				
3.				
4.				
5.				
Total Occupant Load (of all licensed areas):				

5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Close	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Part 6: Special Event Area Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site plan.

6a. Proposed Service Areas:

Complete the following chart based on your establishment floor plan. Occupant load is required for indoor and patio areas (see page 5 of guide). If you want an outdoor area that is not a patio see 6b:

Area No.	Floor Level (e.g. Main, Mezzanine)	Indoor	Patio	Occupant Load
1.				
2.				
3.				
4.				
Total Occupant Load (of all licensed areas):				

6b. Complete the following chart if you will have an outdoor event area (not a patio). Outdoor areas require a person capacity not occupant load (see page 5 of guide):

Area No.	Outdoor Area Identify by location or name	Capacity
1.		
2.		
3.		
4.		
Total Person Capacity for all Outdoor Areas:		


6c. Hours of Liquor Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Part 7: Declaration of Signing Authority

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature:  _____
Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative form* (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 8: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Lounge & Special Event Area Application (this form).
- Letter of Intent for each type of endorsement (page 5 of the guide).
- Lounge Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Special Event Area Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- Site plan for any outdoor endorsement area (see page 6 of guide).
- Patio(s) (see Appendix 1 on page 8 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application package to Local Government/First Nation (Part 9 below). Note: This step is not required if you are applying for this endorsement(s) on a second manufacturing licence located at the same site (see # 3 on page 2 of guide).
- After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

Part 9: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name): TOWN OF COMOX

Name of official: SHELLEY ASHFIELD Title/Position: ACTING CAO

Email: TOWN@COMOX.CA Phone: 250-339-2202

Signature of Official:  Date Received: JULY 16 2018

Check here if the LG/FN will not be providing comment: Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is the manufacturing site located on Treaty First Nation land? No Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form, patio appendix (if applicable), letter of intent, floor plan and site map (for outdoor areas) to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
- The impact on the community if the application is approved.
- The view of residents and a description of the method used to gather views.
- The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.

- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

Part 10: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch
Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at liquor.licensing@gov.bc.ca or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 11: Application Fees (non-refundable)

Lounge Application Fee \$330.00 (non-refundable)
Special Event Area Application Fee \$330.00 (no lounge) or \$110.00 (if you already have a lounge or are applying in conjunction with a lounge)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB049A

5 of 5

Lounge and Special Event Area Application

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): Timothy Jolley

Credit card number: ~~XXXXXXXXXXXX~~

Expiry date: 07 / 2019
(Month) (Year)

Signature: 

Rationale for New Tradition Brewing

Location - 215 Port Augusta St, Comox, BC V9M 3M9, Unit CRU11
Comox Centre, Zone C4.1

Proposed changes to unit CRU 11 are to change the existing retail space to a brew pub. Beer will be manufactured on premises and served along with BCLC approved alcohol and simple foods. Retail will be sold in the form of on site growler fills, cans, bottle sales and Brewery apparel.

Regulatory Criteria

- Capacity – 81 Lounge seats + 28 patio seats + 4 staff = 110 person capacity
- Hours of Operation 11:00am-11pm 7 days/week.
- Comox noise bylaws will be followed and our neighbours peace respected. Patrons on the patio will be respectful to our neighbours peace at all times. The patio will close at 10pm and any live music will be completed by 10pm.
- Waste water treatment will be appropriately managed in accordance with Bylaw 713.
- The community will be impacted in the following ways:
 - Increased traffic to Comox Centre and down town Comox during regular business hours and after 9pm.
 - Added service of alcohol on Comox Centre property to patrons of legal age in accordance with BCLB regulations.
 - Increased exposure to existing business in the downtown.

Community Benefits

- Down town Comox will have a brewery of it's own! New Tradition Brewing and the Town of Comox are going to be the next addition to the 'BC ale Trail'. The BC Ale Trail is a self guided way of visiting Towns throughout BC, while enjoying local beer, which is becoming widely popular for tourists and beer advocates.
- Adding a family friendly social atmosphere to downtown with service of food and alcohol with operation from late morning to late night.
- Increased traffic to Comox Centre and downtown Comox.
- Growler fills, beer sales and beer by the glass made locally and sold locally.
- Fresh spent grain will be offered to local live stock farmers for grain feed.
- Specialty fruit beers will feature local fruits from Comox farms.
- Participation in local events and sponsorship where appropriate.
- Collaboration with and promotion of businesses within the community.
- Live music and theme nights at the brewery.
- Special events outside the brewery, where permitted by the Town of Comox upon application.

Potential Negative Impacts

- Alcohol consumption and driving under the influence will be managed through 'Serving it Right' practices as per BCLC serving standards.
- Noise made by brew pub patrons will be observed and managed to respect the residences and neighboring businesses within the community.
- Increased power consumption from brewing equipment we would like to minimize as profits allow through investment in grid tied solar generation above our space. This would require approval from our landlord and the Town of Comox at the time.

- Increased water consumption due to the brewing process. We are purchasing glycol chilling equipment as opposed to water cooled to help minimize our water use. Where water is used to cool during manufacturing the water used will go in to the next batch of beer and not be wasted. Efficiency will be targeted and improved through operations and improvements will be made as practices are continued.
- Sustainability is important to us in every day life and in business practise. We believe that a business must be profitable to be sustained but as profits are increased it is a businesses obligation to self observe and reinvest in efficiencies to minimize its own environmental footprint. Comox is a beautiful and environmentally thriving location and New Tradition Brewing plans on being a part of improvement on this and not a hindrance.
- We hope that people who visit the brewery and take beer away with them will not leave waste around town. We plan on having a regular 'Keep Comox Clean' campaign where periodically members of the brewery and patrons who are willing to volunteer will go to locations in Comox to pick up garbage and be rewarded for their efforts by the brewery.

Parking

Under Comox Zoning Bylaw 1377 our establishment does not require any vehicle parking spaces. A lounge, which is considered equivalent to a pub or restaurant use does not require any vehicle parking when located in the Downtown core. using the Downtown Vehicle and Bicycle parking regulation tool we would require 6 Class 1 Bicycle parking spaces and 2 Class 2 bicycle parking spaces, whereby our capacity of 81 and seating area of 200 metres squared (1per 125 metres squared, with a minimum of 4 Class 1 and 1per 125 meters squared, with a minimum of 2 Class 2 Bicycle parking spaces). At the present time, the Comox Centre has abundant parking in relation to the area in use for commercial purposes.



RECEIVED

JUL 13 2018

TOWN OF COMOX

**NEW TRADITION BREWING
PROPOSED FLOOR PLAN
TENANT IMPROVEMENT**

MANUFACTURING, BOTTLING AND CANNING
OF CRAFT BEER

NOTES:

NEW DOOR SCHEDULE

EXISTING

- D1- 6'x7' DOUBLE DOORS, DOUBLE PAIN GLASS, ALUMINUM FRAMED, AIR SEALED
- D2- 4'x7' SLIDING DOOR, DOUBLE PAIN GLASS, ALUMINUM FRAMED, AIR SEALED
- D3- 6'x10' HULL UP GARAGE DOOR, ALUMINUM, INSULATED, AIR SEALED
- D4- 3'x7' WOOD DOOR, SOLID CORE, PINE PLATED, AIR SEALED, STAIN FINISH

NEW DOOR

- D5- 4'x8' WOOD FRAME, WOOD DOOR, RIGID FOAM INSULATED COOLER DOOR FINISHED WITH 0.032" ALUMINUM SHEET METAL, AIR SEALED
- D6- 2'x7' WOOD FRAME, WOOD DOOR, RIGID FOAM INSULATED COOLER DOOR FINISHED WITH 0.032" ALUMINUM SHEET METAL, AIR SEALED
- D7- 3'x7' WOOD FRAMED, WOOD DOOR, HOLLOW CORE, STAIN FINISH
- D8- 4'x7' WOOD FRAMED, WOOD DOOR, HOLLOW CORE, STAIN FINISH
- D9- 3'x6'7" WOOD FRAMED, WOOD DOOR, HOLLOW CORE, STAIN FINISH
- D10- 2'x6'7" WOOD FRAMED, WOOD DOOR, HOLLOW CORE, STAIN FINISH
- D11- 2'x6'7" WOOD FRAMED, WOOD DOOR, HOLLOW CORE, STAIN FINISH

NEW WINDOW SCHEDULE

- W1, W2, W3, W4, W5- 5'x8' DOUBLE PAIN GLASS, ALUMINUM FRAMED, WOOD CLADDED HORIZONTAL SLIDING

TOTAL CAPACITY

- = 81 LOUNGE SEATS
- + 28 BOTTLE SEATS
- = 109 SEATS (WHEN PATIO OPEN 3 SEATS REMOVED FROM LOUNGE)
- + 4 STAFF
- = TOTAL 113

BATHROOMS AS PER ASBCO 7.2.2

- 2 UNIVERSAL (1 IN HALL NEXT TO CHAIR - SEE SITE PLAN)
- 1 FEMALE
- 1 MALE

TOTAL COLUMN FOOTING

- TOTAL INTERIOR SPACE 2136 SQFT
- GLASS WALK-AND-SHADE STRUCTURE ROOM 481 SQFT
- BREW HOUSE MANUFACTURING AREA 549 SQFT
- LOUNGE/RETAIL ROOM + HALLWAY TO BATHROOMS 686 SQFT
- WALK IN COOLER 277 SQFT
- BREW AREA 124 SQFT (INCLUDING BAR TOP SURFACE AREA)
- BATHROOMS 110 SQFT (2 MALE, 1 FEMALE, 2 UNIVERSAL 45 SQFT)
- PATIO 303 SQFT

BREWING EQUIPMENT FOOTING:

- 3000 POUNDS 200W ELECTRIC H.O.P.S BREWHOUSE
- 5x 150W 60 HZ. JACKETED FERMENTING
- 3x 160W NON JACKETED BRUTE BREWING TANKS

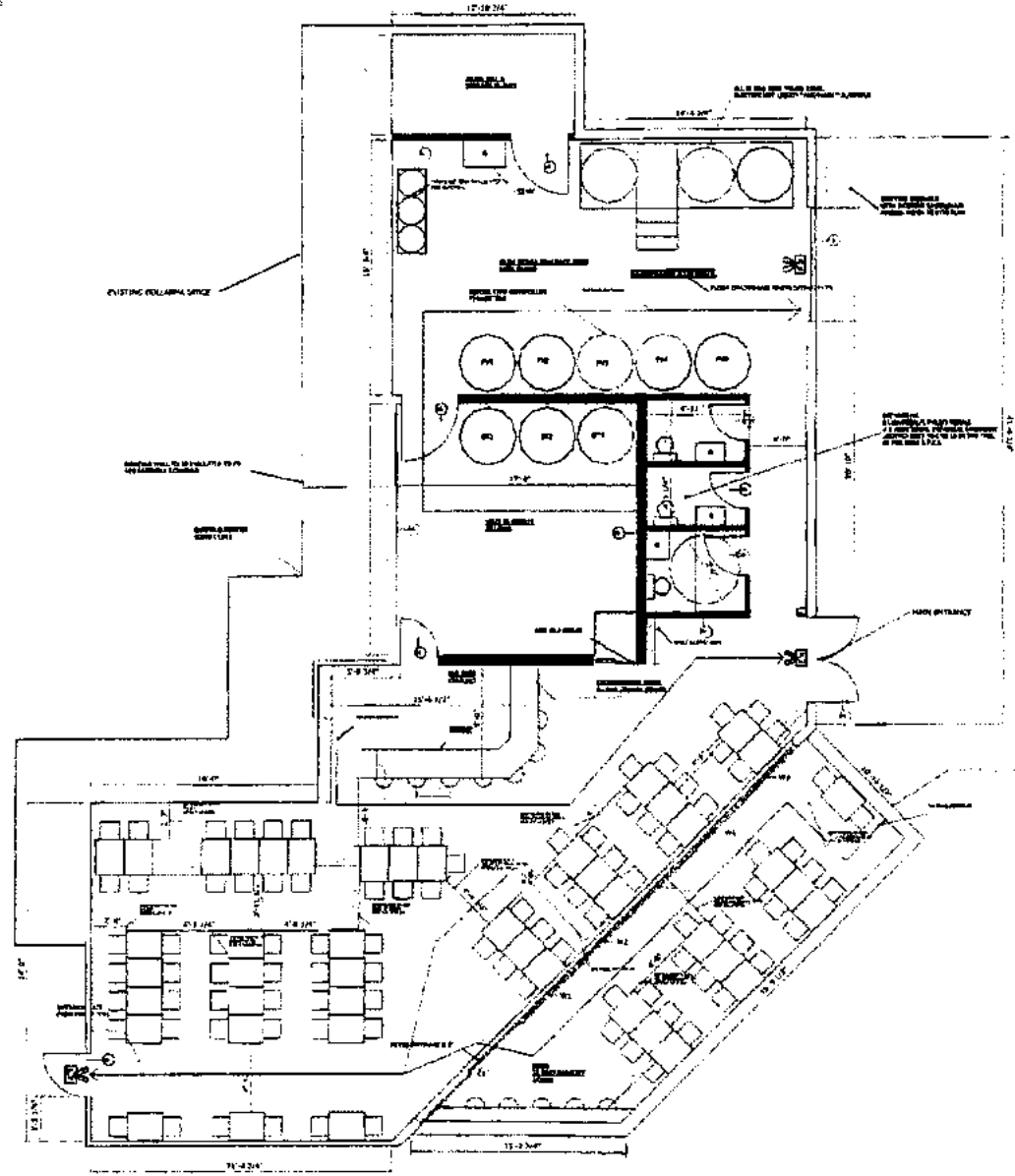
COOLER EQUIPMENT:

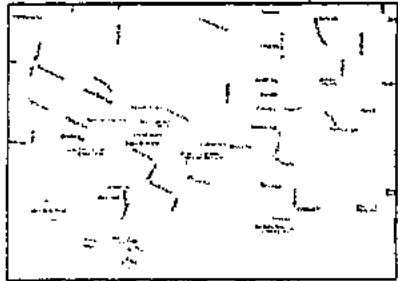
- 3x 24000BTU AIR CONDITIONERS
- 2x COOL ROY CONTROLLERS

ASSEMBLY SCHEDULE

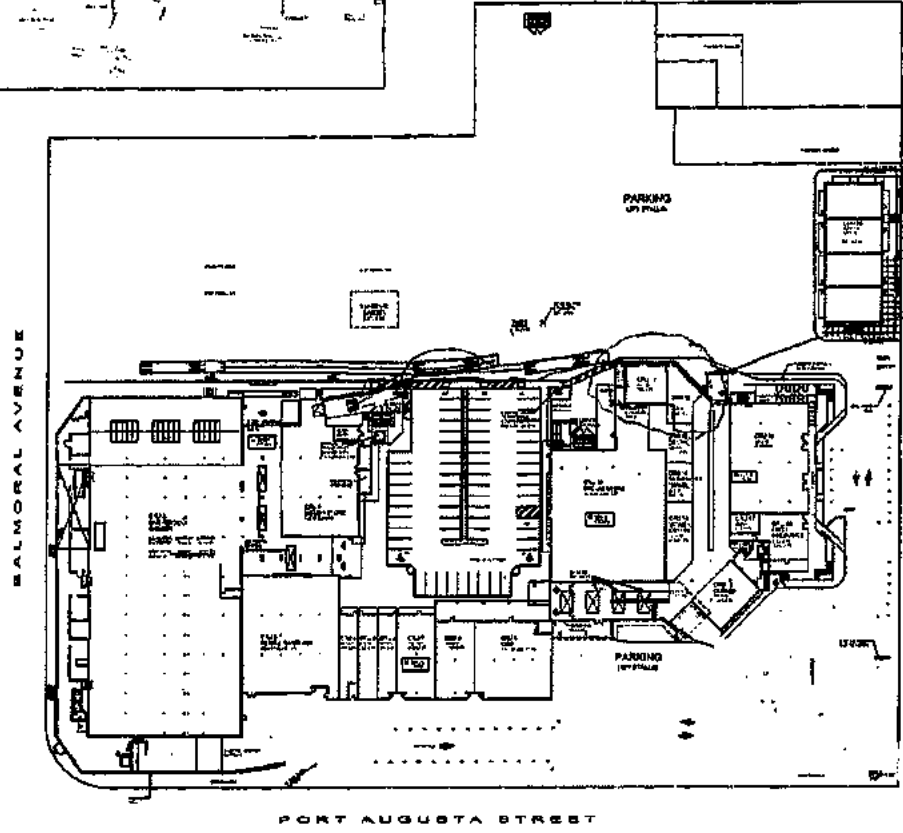
See 2018 ASBCO 7.2.2 for details

SCALE 1/4" = 1'





CONTEXT PLAN
SCALE: NTS



- COLOUR LEGEND
- NEW ASPHALT
 - SIDEWALK
 - PATIO
 - RETAIL
 - RETAIL COMMON AREA
 - LANDSCAPE
 - SERVICE AREA

SITE PLAN
SCALE: 1:500

COMMON MALL AREA ANALYSIS			
SITE AREA	32,373.33 m ²		342,297.21 m ²
SITE COVERAGE - 20.6%	6,666.55 m ²		105,411.08 m ²
GROUND LEVEL RETAIL			
No.	TENANT	Area (m ²)	Area (ft ²)
CRU 1	BC LIQUOR STORE	510.0	5,475.0
CRU 2	INDEPENDENT GROCER	3,772.7	40,811.0
CRU 3	RETAIL PHARMACY	633.0	6,812.7
CRU 4		83.0	893.2
CRU 5	THE BIKAVEL	93.0	998.5
CRU 6	ARLOP IN GIFTS	78.0	842.5
CRU 7	CANADIAN SCOUTS BC	190.0	2,056.7
CRU 8	ROZANNIE'S FASHIONS	188.0	2,028.5
CRU 9	QBC	377.0	4,071.2
CRU 10	BOOKAR STORE	934.0	10,042.5
CRU 11		81.7	878.7
CRU 12	NEAR & DEAR HAIR DESIGN	78.0	842.5
CRU 13	DENTAL CLINIC	179.0	1,911.9
CRU 14	PATHWINDER TRAVEL	56.0	600.0
CRU 15	V-AWAKEN CENTRE	307.7	3,324.0
CRU 16		464.7	5,000.0
CRU 17		12.0	129.0
CRU 18	FIRST INSURANCE	212.0	2,270.9
CRU 19	CRU 19	134.0	1,443.2
GROUND LEVEL RETAIL AREA		7,800.0	84,087.0
COMMON AREA (COM. MESH/BLKCT)		1,028.7	11,044.8
GROUND LEVEL GROSS AREA		8,828.7	95,131.8
LOWER LEVEL RETAIL			
No.	Area Type	Area (m ²)	Area (ft ²)
CRU 20		63.0	676.8
CRU 21		1,072.0	11,577.2
CRU 22		311.6	3,364.5
CRU 23		157.5	1,693.8
CRU 24		247.5	2,662.8
LOWER LEVEL RETAIL AREA		854.6	9,137.8
COMMON AREA (COM. MESH/BLKCT)		187.2	2,028.1
LOWER LEVEL GROSS AREA		1,041.8	11,205.9
UPPER LEVEL OFFICE			
No.	Area Type	Area (m ²)	Area (ft ²)
CRU 25	OFFICE	886.0	9,516.0
COMMON AREA (COM. MESH/BLKCT)		123.0	1,322.8
UPPER LEVEL GROSS AREA		1,009.0	10,838.8
TOTAL MALL RETAIL GROSS AREA INCL. COMMON		9,770.3	105,370.3
TOTAL MALL OFFICE GROSS AREA INCL. COMMON		1,132.0	12,161.6
TOTAL MALL GROSS AREA		10,902.3	117,531.9
CRU 26			
No.	Area Type	Area (m ²)	Area (ft ²)
CRU 26	RETAIL	487.0	5,247.8
PARKING REQUIRED			
CRU 26		80 STALLS	
NEW		42 SEATS	
TOTAL		122 STALLS	

COMOX MALL REDEVELOPMENT
COMOX, BC



TOWN OF COMOX
Regular Meeting of Council

STAFF REPORT
 Meeting Date: August 1, 2018

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

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

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

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

BACKGROUND:

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

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

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

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

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

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

Discussion:

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

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

Going forward, Council has several options to consider:

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

SUMMARY:

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

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



File: 5380-03

May 4, 2018

Sent via email only: rkanigan@comox.ca

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

Dear Richard:

Re: Regional Organics Composting Facility – Review of Technical Memo Scenarios

The Comox Strathcona Waste Management (CSWM) service is pleased to submit the CH2M Hill technical memo “Initial Analysis of Regional System Options” with details regarding the regional organics compost program for your consideration. This technical memo provides six scenarios for managing the curbside organics pickup generated within the Village of Cumberland, the City of Courtenay, the Town of Comox and the City of Campbell River.

The analysis shows that co-mingled food and yard waste from single family households and the ICI sector, provides the lowest cost organics diversions option for municipal residents.

In order to advance the regional organics compost program, the CSWM service requires a commitment from the Town of Comox regarding the residential food and yard waste that will be diverted and delivered to the regional organics compost program. Please confirm your commitment to provide co-mingled food and yard waste to the program as per option F.

Initial waste amounts, facility capacities and costs are explained in detail in the Ch2M Hill technical memo attached. The table below identifies the cost in the six scenarios analyzed. As the project progresses, costs will be monitored and presented to the participating municipalities for approval.

	Status quo (Courtenay and Campbell River)	Status quo (Comox and Cumberland)	A	B	C	D	E	F
Municipal cost** (\$/hhld/month)	\$6.28	\$5.78	\$12.48	\$7.77	\$11.87	\$7.28	\$11.95	\$7.05

The CSWM staff will provide a report for the regional organics compost program to the CSWM advisory on May 17th and then to CSWM board on June 7th 2018. We would appreciate receiving your response as soon as possible.

We have appreciated the time, effort and input provided by your staff and working with the other three municipalities up to this point in the project. We look forward to continuing to work with your organization on the implementation of the CSWM Regional Organics Compost facility. Thank you for your consideration.

If you have further questions or concerns, please contact Gabriel Bau at 250-218-4331 or via email at gbaubaiges@comoxvalleyrd.ca.

Sincerely,

J. Warren

James Warren
Acting/Chief Administrative Officer

Enclosure

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Initial Analysis of Regional System Options

PREPARED FOR: Comox Valley Regional District

PREPARED BY: CH2M

DATE: May 3, 2018

VERSION: FINAL

PROJECT NUMBER: 700041

1 Introduction

CH2M and Morrison Hershfield are assisting the Comox Valley Regional District (CVRD) and its member municipalities with the planning and procurement of a new organic waste transfer station and a regional composting facility that will service municipalities in the southern portion of the Comox Strathcona Waste Management (CSWM) service area.

This technical memorandum summarizes the results from an initial financial analysis of municipal collection program options and regional facility configurations. The goal of this analyses was to provide insight into, and a comparison of, the incremental costs that would be borne by each municipality for each different collection and processing scenario being considered.

2 Organic Waste Sources

The primary sources of organic waste considered by this analysis were food waste and leaf and yard waste (L&YW). Per the most recent Solid Waste Management Plan (SWMP) for the CSWM service area, the organic waste system is being developed primarily to handle waste from residential sources. However, the SWMP also identifies the need to handle organic waste generated by industrial/commercial/institutional (ICI) sources.

2.1 Single and Multi-Family Residences

Food waste makes up a significant proportion of the municipal solid wastes generated by residential and ICI sources. Food wastes typically have a high moisture content and a high nutrient content. Food-soiled paper products are often included within the scope of food waste diversion programs. Food-soiled paper products (e.g. paper towels, napkins, pizza boxes, soiled or waxed cardboard, soiled newspaper, and tissues) cannot be recycled but are compostable.

L&YW is the term used to refer to a wide range of materials including grass clippings, leaves, flowers, weeds, pine needles and cones, and small prunings from bushes and trees. L&YW that is collected through curbside programs is generally small enough that it does not require pre-processing (i.e. grinding) before inclusion in composting programs. L&YW collected at drop-off depot is more likely to contain larger materials (e.g. limbs, trunks) that require grinding.

The amount of food waste and L&YW that could be diverted from residential sources in the study area was estimated using “per household” diversion statistics (e.g. kg per household per year) from existing collection programs. This information was used with population statistics from the subject communities to arrive at the diversion estimates contained in Exhibit 1. The estimates were based on municipal-specific annual growth rates that range between 0.5% and 3.5% over the period.

**EXHIBIT 1: ESTIMATED DIVERTIBLE ORGANIC WASTE QUANTITIES (TONNES)
FROM RESIDENTIAL SOURCES**

Source	Year		
	2018	2028	2038
Food Waste - Single Family Households			
Campbell River	1,519	1,763	2,046
Courtenay	1,196	1,388	1,611
Comox	675	783	909
Cumberland	179	225	261
Total	3,569	4,159	4,827
Leaf and Yard Waste – Single Family Households			
Campbell River	2,552	2,961	3,437
Courtenay	2,010	2,332	2,707
Comox	1,134	1,316	1,527
Cumberland	301	377	438
Total	5,997	6,986	8,109
Food Waste - Multi-Family Households			
Campbell River	408	474	550
Courtenay	355	412	479
Comox	167	194	225
Cumberland	23	29	33
Total	953	1,109	1,287
Leaf and Yard Waste - Multi-Family Households			
Campbell River	-	-	-
Courtenay	-	-	-
Comox	-	-	-
Cumberland	-	-	-
Total	-	-	-
Leaf and Yard Waste Depots			
Campbell River Area	2,080	2,298	2,538
Comox Valley Area	1,600	1,767	1,952
Total	3,680	4,065	4,490
Total All Sources	14,199	16,319	18,713

2.2 Industrial, Commercial and Institutional (ICI)

The organic waste stream from ICI sources differs from residential sources in that different industries and businesses tend to produce specific types of solid waste. For example, restaurants produce large quantities of food waste and cardboard, while solid wastes from manufacturing facilities may contain more metal, cardboard, or plastic. Due to the different types and volumes of waste generated, ICI waste diversion programs are often developed on a sector-by-sector basis.

To quantify the total amount of ICI organic wastes generated in the study area, detailed estimates prepared for the City of Red Deer were used to develop “per capita” generation rates for various ICI sectors that produce significant quantities of food wastes. These per capita rates were then combined with current populations in the CSWM study area to develop the “planning-level” estimates shown in Exhibit 2.

While this approach does not provide a high level of precision, it does provide order-of-magnitude estimates of available quantities which can be used for program planning purposes. It should be noted however that the Comox and Campbell River areas have higher levels of tourism than Red Deer, and thus the amounts of organic wastes from the restaurant and accommodation sectors may be underestimated. Also, the base data used does not accurately reflect the organic wastes generated by agricultural and fisheries sector.

The quantities shown in Exhibit 2 represent the amount of material generated, as opposed to the amount of material that could be diverted to a regional composting facility. To determine the amount that would be diverted, participation rates and capture rates would need to be applied to each sector. For example, if 75% of restaurants participated in a program, and they captured an average of 50% of the material generated, then 2,151 tonnes out of the 5,738 tonne generated would be diverted to the composting facility.

Actual participation rates and capture rates in the study area would be dependent on factors such as the breadth of promotion and education programs, supporting bylaws, cost structures and whether policy tools such as surcharges and bans are implemented.

EXHIBIT 2: ESTIMATES OF ORGANIC WASTE QUANTITIES (TONNES) GENERATED BY ICI SOURCES

	Food Waste	L&YW	Other Organics	Lumber	Total
Restaurants	5,738	8	26	59	5,831
Retail - Food Stores	2,455	47	22	159	2,684
Services - Medical / Health	775	69	403	6	1,253
Accommodations	686	83	49	93	911
Wholesale	617	94	19	753	1,483
All Other Commercial Sectors	3,180	3,225	1,954	2,465	10,824
Total	13,451	3,526	2,473	3,535	22,986

3 Summary of Scenarios Considered

When the number of individual municipalities are factored in, there are several potential combinations of curbside collection programs and processing facility configurations/capacities. For example, each municipality could opt to collect food waste only, food waste commingled with L&YW, or yard waste only, and could implement different collection frequencies (e.g. weekly vs biweekly, seasonal vs year-round).

It was not possible within the scope of the project and the limited time available to evaluate all these possible combinations. Therefore, a short-list of combinations was developed in consultation with CVRD project staff, and based on the discussions with municipal program partners during three workshops held in early 2018.

In total, six scenarios were developed and analyzed. For the purposes of this evaluation, it was assumed that in each scenario, all municipalities implement the same collection program for single-family residences in their jurisdictions.

The first two scenarios (A and B) represent a “basic system” in which service is only provided to single-family residences. These two scenarios allow for a comparison of:

- (i) separate collection of food waste and L&YW, with food waste going to the regional facility and L&YW going to existing local private processors; and
- (ii) commingled collection of food waste and L&YW with all material going to the regional facility.

Scenarios C through F provide an indication of the incremental costs of processing materials by the basic system.

- Scenarios C and D add materials collected from multi-family residences to the basic systems outlined in scenarios A and B. In both cases, it is assumed that the costs of collecting materials from multi-family residences is borne by the generators (i.e. not a municipally-provided service), and these costs are therefore not considered in the modelling and analysis.
- Scenarios E and F add materials collected from ICI sources to the basic systems outlined in scenarios A and B. Once again, it is assumed that the costs of collecting materials from ICI sources is borne directly by the businesses, and ICI collection costs are not considered in the modelling and analysis.

All six scenarios assumed that L&YW collected through the three existing drop-off depots (i.e. CVWMC, CRWMC, City of Campbell River) would continue to be managed through existing contracts, rather than at regional processing facility.

A summary of the scenarios and the required capacity of the transfer station and regional processing facility (based on a design year of 2028) is provided in Exhibit 3. The quantities of food and yard waste diverted from single-family households (SFHH) and multi-family households (MFHH) in each municipality in Scenarios A through F correspond to the amounts for the year 2028 shown in Exhibit 1. The quantity of food waste that is assumed to be diverted from ICI sources in Scenarios E and F is 3,360 tonnes.

EXHIBIT 3: SUMMARY OF SCENARIOS EVALUATED

Material	A	B	C	D	E	F
SFHH Food Waste	Regional	Regional (commingled)	Regional	Regional (commingled)	Regional	Regional (commingled)
SFHH L&YW Waste	Existing	Regional (commingled)	Existing	Regional (commingled)	Existing	Regional (commingled)
MFHH Food Waste	x	x	Regional	Regional	x	x
ICI	x	x	x	x	Regional	Regional
L&YW Depots	Existing	Existing	Existing	Existing	Existing	Existing

Required Facility Capacity in Year 2028 (tonnes per year)

Composting Facility	4,200	11,150	5,300	12,250	7,500	14,500
Transfer Station	2,400	6,500	3,000	7,100	4,300	8,350

Notes:

"Existing" indicates that the material will be processed at an existing facility rather than at the regional composting site. This includes existing privately-owned composting facilities, and in the case of L&YW from the CVWMC depot, the CVRD's existing biosolids composting facility in Cumberland.

4 Processing Fee Estimates for Regional Processing Facility Options

In order to determine the incremental costs borne by each municipality for the scenarios outlined in Exhibit 3, it was necessary to first estimate the "all-in" tipping fee that would be charged by CSWM in each scenario. Per CSWM policies, the tipping fee estimates were based on full cost-recovery models, and account for the direct and indirect costs of developing and operating the processing facilities. The tipping fees specifically accounted for:

- Capital costs of a transfer station at CVWMC, and a composting facility at NVEC.
- Direct staffing and operations costs for both facilities.
- Transportation costs from the transfer station to the composting facility.
- Product marketing costs.
- Indirect administration and system management cost incurred by CSWM.
- Equipment and building replacement and repair costs.

The tipping fee estimates also take into consideration the \$5.54 million NBCF-SCF grant received by CSWM for the facility. No borrowing costs were included in the estimates: it was assumed in all scenarios that capital costs not covered by the NBCF-SCF grant would initially be funded from CSWM reserves, and reserve funds would be replaced over the life of the project. Cost of purchasing or leasing land at the NVEC were also not included.

The capital cost and direct operating cost estimates needed for each scenario's tipping fee estimate were prepared by CH2M using the following methodologies:

- Capital costs for the composting facilities were based on scenario-specific concept designs developed from the technical requirements and preferred design arising from the City of Campbell River's procurement process in 2014 and 2015. The costs for equipment, buildings and civil construction from the 2015 work were pro-rated for each scenario in this evaluation.
- Annual operating and marketing cost estimates for the composting facility were prepared from scratch by CH2M based on estimates of labour, fuel, power and other costs as well as anticipated contractor markups. The labour and fuel estimates were

based on the average weekly quantities of material received in 2028 by the facilities. Operating costs were translated into a \$ per tonne basis.

- Capital costs and direct operating costs for the transfer stations were based on the concept designs and cost estimate contained in the Regional Organics Management Study completed by Morrison Hershfield in 2015. Morrison Hershfield's estimates were pro-rated for each new scenario based on CH2M's judgement and experience. Operating costs for the transfer station were translated into a \$ per tonne basis.
- Transportation costs between the transfer station in CVWMC and the processing facility at NVEC were estimated using annual quantities, average load sizes, and existing unit costs for trucking wastes between CRWMC and CVWMC. Transportation costs were translated into a \$ per tonne basis.
- CSWM overhead and administration costs were provided by CSWM, and were based on the \$ per tonne rate currently used by CSWM for annual budgeting purposes.
- Equipment replacement and repair costs were estimated by CH2M following the CVRD's Tangible Capital Asset Reporting policy and CH2M experience.

An escalation factor was applied to all capital cost estimates to account for expected increases in construction costs since the original base estimates were completed in 2015.

A summary of the costs is provided in Exhibit 4. These capital and operating cost estimates are comparable to Class 5 estimates defined by AACE, or Class D estimates per EGBC. These estimates are suitable for screening and feasibility work, but are not as refined as cost estimates that are based on a site specific preliminary design (e.g. 30 to 40% design level).

Once the various capital and replacement cost estimates were completed, they were entered into a 20-year cash-flow model (one per scenario). The cash-flow models also included the amounts of organic waste managed by the system each year, and this was used in conjunction with the various \$ per tonne operating cost estimates to arrive at year-by-year operating costs. Once fully populated, the net present value of all costs in each scenario was calculated using a discount rate of 4%. This rate approximates the difference between the CSWM's cost of capital and inflation (i.e., it's the interest rate that remains after eliminating the effects of inflation).

The cash-flow model was then used to calculate the "all-in" tipping fee that would need to be charged to the participating municipalities by CSWM to recover all the associated program costs (i.e. tipping fee revenues minus system capital and operating costs equals zero). A summary of the tipping fee estimate for each scenario are provided in Exhibit 4, and detailed cash-flow models are provided in the appendices. Estimates of capital costs and unit rates for direct operating costs used in the cash-flow models are also summarized in Exhibit 4.

4.1 Initial Evaluation of Impact of Backhauling Opportunities

As an extension of the processing fee analysis, a high-level assessment of the impact that backhauling opportunities might have was completed by CH2M. This assessment was done by assuming that the unit rate (\$/tonne) for transferring material in each scenario was half of the one-way hauling rate. Although this is an over-optimistic assumption, it does provide an indication of the level of impact that backhauling might have on processing fees. The results from the assessment are shown in Exhibit 5.

EXHIBIT 4: CSWM SYSTEM FEE ESTIMATES (NO BACKHAUL)

	A	B	C	D	E	F
Initial Facility Capital Cost (\$ millions)						
Compost Facility	\$7,032,900	\$9,604,800	\$7,032,900	\$9,604,800	\$9,604,800	\$9,604,800
Transfer Station	\$2,118,300	\$2,429,800	\$2,163,900	\$2,475,300	\$2,262,600	\$2,570,300
Direct Operating Costs (\$ per tonne)						
Compost Facility	\$244.55	\$115.15	\$197.20	\$100.00	\$193.35	\$97.05
Transfer Station	\$35.50	\$25.85	\$32.45	\$25.40	\$28.75	\$25.60
Transport Cost	\$19.50	\$15.60	\$19.50	\$15.60	\$19.50	\$15.60
Net Present Value (\$ millions)						
Initial capital costs and replacement costs	\$9,430,000	\$12,430,000	\$9,480,000	\$12,470,000	\$12,270,000	\$12,560,000
Operating Costs	\$15,090,000	\$20,870,000	\$15,020,000	\$20,110,000	\$19,480,000	\$22,310,000
Grant & avoided costs	\$9,310,000	\$16,360,000	\$10,160,000	\$17,210,000	\$11,870,000	\$18,910,000
Total NPV	\$15,210,000	\$16,940,000	\$14,340,000	\$15,380,000	\$19,880,000	\$15,970,000
CSWM Tipping Fee (\$/tonne)	\$294.00	\$122.00	\$230.50	\$103.00	\$239.00	\$94.00

EXHIBIT 5: CSWM SYSTEM FEE ESTIMATES (WITH BACKHAUL)

	A	B	C	D	E	F
Initial Facility Capital Cost (\$ millions)						
Compost Facility	\$7,032,900	\$9,604,800	\$7,032,900	\$9,604,800	\$9,604,800	\$9,604,800
Transfer Station	\$2,118,300	\$2,429,800	\$2,163,900	\$2,475,300	\$2,262,600	\$2,570,300
Direct Operating Costs (\$ per tonne)						
Compost Facility	\$244.55	\$115.15	\$197.20	\$100.00	\$193.35	\$97.05
Transfer Station	\$35.50	\$25.85	\$32.45	\$25.40	\$28.75	\$25.60
Transport Cost	\$9.75	\$7.80	\$9.75	\$7.80	\$9.75	\$7.80
Net Present Value (\$ millions)						
Initial capital costs and replacement costs	\$9,430,000	\$12,430,000	\$9,480,000	\$12,470,000	\$12,270,000	\$12,560,000
Operating Costs	\$14,800,000	\$20,240,000	\$14,670,000	\$19,440,000	\$19,010,000	\$21,550,000
Grant & avoided costs	\$9,310,000	\$16,360,000	\$10,160,000	\$17,210,000	\$11,870,000	\$18,910,000
Total NPV	\$14,920,000	\$16,310,000	\$13,990,000	\$14,700,000	\$19,410,000	\$15,200,000
CSWM Tipping Fee (\$/tonne)	\$288.00	\$117.50	\$225.00	\$98.50	\$233.00	\$89.50

5 Estimates of Municipal Partner Costs

The final step of the analysis was to determine the incremental costs that would be incurred by the municipalities in each of the scenarios being considered. This was done by developing a second 20-year cash-flow model for each scenario, and populating this with:

- the year-by-year organic waste quantities generated by each municipality;
- costs incurred by municipalities to provide curbside collection services (expressed as \$ per household per month); and
- costs incurred by municipalities for processing of materials collected through curbside programs through the CSWM or a private processor.

To provide an indication of how the municipality's costs in each scenario compared to existing costs, two status quo scenarios were also modelled:

- the first represents municipalities that are not participating in the organics pilot program (and which are thus paying \$130/tonne to dispose of food waste in CSWM landfills).
- the second representing municipalities that are participating in the organics pilot program.

The net present value of the annual costs in each 20-year cash-flow model was calculated using a discount rate of 4%. This was used with the projected number of households serviced during the 20-year period to express the overall costs to each municipality on a \$ per household per month basis. This measure was chosen since it can be compared to current waste management costs and is easily understood.

A summary of the estimated per cost for each scenario, along with model inputs are summarized in Exhibit 6. Detailed cash-flow models are provided in the appendices.

5.1 Sensitivity Assessment

To better understand how variations in processing and collection costs affected the estimated municipal partner costs (e.g. \$ per household per month) in the scenarios considered, a sensitivity analysis was performed by CH2M. The sensitivity analysis used the same 20-year cashflow model, but changed one of the input variables in each scenario to assess the relative impact on the municipal costs.

The sensitivity assessment found that the relative impacts were similar across Scenarios A, C and E, and across Scenarios B, D, and F. For simplicity, only the results for Scenarios A and B are presented (respectively in Exhibits 7 and 8) in this technical memorandum.

In the tables provided as part of Exhibits 7 and 8, the red highlighted text indicates the variable that was changed and was plotted on the x-axis in the accompanying graph. The y-axis in each graph is the NPV cost (expressed as \$ per household per month). The slope of the line in each graph provides an indication of how sensitive the NPV cost is to the variable (i.e. a line that is near horizontal indicates the NPV is not sensitive to changes in the variable).

EXHIBIT 6: MUNICIPAL PARTNER COSTS

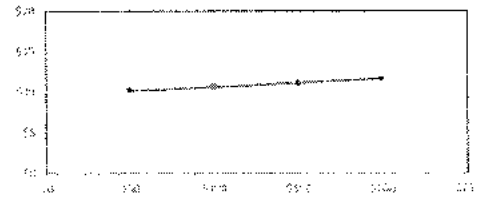
Program Component	Status Quo (non-Pilot)	Status Quo (Pilot)	Scenario					
			A	B	C	D	E	F
Food Waste Collection Program (\$/tonne)								
Collection (\$/tonne)	N/A ^a		\$5		\$5		\$5	
Processing (\$/tonne)	\$130 ^a		\$294.00		\$230.50		\$239.00	
Yard Waste Collection Program (\$/tonne)								
Collection (\$/tonne)	\$5		\$5		\$5		\$5	
Processing (\$/tonne)	\$25.00		\$25.00		\$25.00		\$25.00	
Commingled Collection Program								
Collection (\$/tonne)		\$5		\$5		\$5		\$5
Processing (\$/tonne)		\$45.00		\$122.00		\$103.00		\$94.00
Municipal Cost (NPV\$/hhhd/month)	\$6.28	\$5.78	\$12.48	\$7.77	\$11.87	\$7.28	\$11.95	\$7.05
Collection Cost as % of Total	74%	80%	74%	59%	78%	63%	77%	66%

Notes:

- a) Food waste is collected as part of garbage stream and disposed of at a rate of \$130/tonne.

EXHIBIT 7: SENSITIVITY OF SCENARIO A COSTS TO PROCESSING RATE CHANGES

NPV (\$/Head/month)	Collection Cost (% of NPV)	Food Waste		Yard Waste	
		Collection	Processing	Collection	Processing
\$ 11.58	80%	\$ 5.00	\$ 200.00	\$ 5.00	\$ 25.00
\$ 11.09	83%	\$ 5.00	\$ 190.00	\$ 5.00	\$ 25.00
\$ 10.61	87%	\$ 5.00	\$ 180.00	\$ 5.00	\$ 25.00
\$ 10.13	91%	\$ 5.00	\$ 170.00	\$ 5.00	\$ 25.00



NPV (\$/Head/month)	Collection Cost (% of NPV)	Food Waste		Yard Waste	
		Collection	Processing	Collection	Processing
\$ 10.85	0%	\$ 5.00	\$ 125.00	\$ 5.00	\$ 25.00
\$ 11.28	0%	\$ 5.00	\$ 125.00	\$ 5.00	\$ 25.00
\$ 11.66	0%	\$ 5.00	\$ 125.00	\$ 5.00	\$ 25.00
\$ 12.07	0%	\$ 5.00	\$ 125.00	\$ 5.00	\$ 25.00

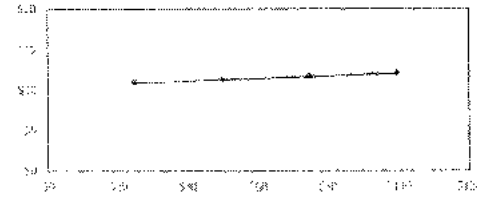


EXHIBIT 8: SENSITIVITY OF SCENARIO A COSTS TO COLLECTION RATE CHANGES

NPV (\$/Head/month)	Collection Cost (% of NPV)	Food Waste		Yard Waste	
		Collection	Processing	Collection	Processing
\$ 7.16	78%	\$ 1.00	\$ 125.00	\$ 1.00	\$ 25.00
\$ 10.89	85%	\$ 5.00	\$ 125.00	\$ 5.00	\$ 25.00
\$ 14.55	89%	\$ 7.00	\$ 125.00	\$ 7.00	\$ 45.00
\$ 18.25	91%	\$ 9.00	\$ 125.00	\$ 9.00	\$ 25.00

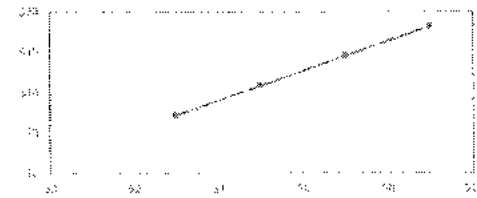


EXHIBIT 9: SENSITIVITY OF SCENARIO B COSTS TO PROCESSING RATE CHANGES

NPV (\$/Head/month)	Collection Cost (% of NPV)	Food Waste		Yard Waste	
		Collection	Processing	Collection	Processing
\$ 6.55	71%	\$ 5.00	\$ 200.00	\$ -	\$ -
\$ 6.87	78%	\$ 5.00	\$ 190.00	\$ -	\$ -
\$ 5.59	83%	\$ 5.00	\$ 180.00	\$ -	\$ -
\$ 5.10	91%	\$ 5.00	\$ 170.00	\$ -	\$ -

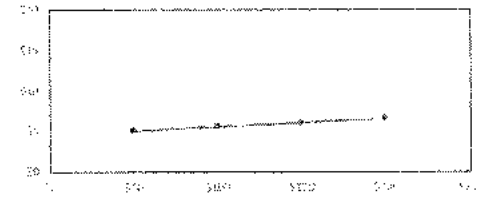
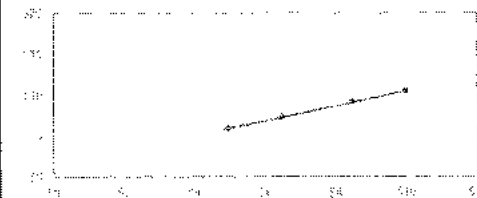


EXHIBIT 10: SENSITIVITY OF SCENARIO B COSTS TO COLLECTION RATE CHANGES

NPV (\$/Head/month)	Collection Cost (% of NPV)	Food Waste		Yard Waste	
		Collection	Processing	Collection	Processing
\$ 5.93	83%	\$ 5.00	\$ 125.00	\$ -	\$ -
\$ 7.21	86%	\$ 5.00	\$ 125.00	\$ -	\$ -
\$ 9.06	89%	\$ 5.00	\$ 125.00	\$ -	\$ -
\$ 10.45	91%	\$ 10.00	\$ 125.00	\$ -	\$ -



6 Conclusions

This technical memorandum outlined the results from an initial financial analysis of municipal collection program options and regional facility configurations. The goal of this analyses was to provide insight into, and a comparison of, the incremental costs that would be borne by each municipality for each different collection and processing scenario being considered. In total, six scenarios were developed and analyzed.

To determine the incremental costs borne by each municipality for the six scenarios an “all-in” tipping fee that would be charged by CSWM for transport and processing in each scenario was calculated. Per CSWM policies, the tipping fee estimates were based on full cost-recovery models, and account for the direct and indirect costs of developing and operating the processing facilities. Costs were considered over a 20-year project period.

The results from the calculation of the “all-in” tipping fee shown that the project is highly subject to economies of scale. That is, Scenarios B, D, and F which handle larger quantities of materials through the regional system (e.g., commingled collection of food waste and yard waste) resulted in substantially lower tipping fees.

To determine the incremental costs that would be incurred by the municipalities, a 20-year cash-flow model was prepared for each scenario that included costs incurred for providing curbside collection services, and costs incurred for transport/processing of materials collected. This was used with the projected number of households serviced during the 20-year period to express the overall costs to each municipality on a \$ per household per month basis.

This analysis also showed that the scenarios that handled larger quantities of materials through the regional system (i.e., Scenarios B, D, and F) operated at a substantially lower cost to ratepayers than scenarios that processed a smaller portion of material (i.e. food waste only) through the regional system. In this analysis, the reduction was primarily the result of the reduction in collection costs to provide a single collection service for commingled material versus two parallel collection programs (i.e. one for food waste and one for yard waste).

A sensitivity analysis was performed to illustrate how variations in processing and collection costs affected the estimated municipal partner costs. The sensitivity analysis used the same 20-year cashflow model, but changed one of the input variables in each scenario to assess the relative impact on the municipal costs.

The sensitivity assessment found that the relative impacts were similar across Scenarios A, C and E, and across Scenarios B, D, and F. The assessment also showed that large changes to the CSWM processing fee had only a minor impact on the municipal partner costs (expressed as \$ per household per month). The impact of curbside collection costs had a much more pronounced impact on municipal partner costs.

APPENDIX A
COST ESTIMATES

Project Name: Regional Compost Facility
 Client: CVRD
 Date: Apr-23-2018

Composting Facility Capital Cost Estimates

Description	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	Scenario F
1. NWECC Access Improvements and Utility Connections	\$485,200	\$485,200	\$485,200	\$485,200	\$485,200	\$485,200
.1 Access Road Widening	\$275,900	\$275,900	\$275,900	\$275,900	\$275,900	\$275,900
.2 Drainage	\$16,100	\$16,100	\$16,100	\$16,100	\$16,100	\$16,100
.3 Water	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700
.4 Sanitary	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000
.5 Electrical	\$22,100	\$22,100	\$22,100	\$22,100	\$22,100	\$22,100
.6 Contractor Administration	\$112,900	\$112,900	\$112,900	\$112,900	\$112,900	\$112,900
.7 Allowance for telephone/internet service	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
2. Site Preparation	\$1,037,300	\$1,663,500	\$1,037,300	\$1,663,500	\$1,663,500	\$1,663,500
.1 Brush Clearing	\$0	\$0	\$0	\$0	\$0	\$0
.2 Allowance for topsoil stripping . 300 mm deep and stockpile onsite	\$64,400	\$110,000	\$64,400	\$110,000	\$110,000	\$110,000
.3 Allowance for excavation (300 mm avg depth) and stockpile onsite	\$76,100	\$130,000	\$76,100	\$130,000	\$130,000	\$130,000
.4 Allowance for subgrade preparation	\$27,000	\$42,000	\$27,000	\$42,000	\$42,000	\$42,000
.5 Granular sub-base (75 mm minus, 300 mm thick)	\$303,200	\$472,500	\$303,200	\$472,500	\$472,500	\$472,500
.6 Granular base (19 mm minus, 150 mm thick)	\$202,100	\$315,000	\$202,100	\$315,000	\$315,000	\$315,000
.7 Asphalt (100 mm thick)	\$364,500	\$594,000	\$364,500	\$594,000	\$594,000	\$594,000
3. Stormwater Management	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
.1 Catchbasin	\$0	\$0	\$0	\$0	\$0	\$0
.2 U/G Storm Sewer	\$0	\$0	\$0	\$0	\$0	\$0
.3 Retention pond synthetic liner, supply and install	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
.4 Bioswale	\$0	\$0	\$0	\$0	\$0	\$0
4. Staff/Administration Building and Entrance Area	\$135,000	\$135,000	\$135,000	\$135,000	\$135,000	\$135,000
.1 Allowance for Prefab Trailer (12' x 40') incl shower/washroom/first aid	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
.2 Allowance for prefab trailer electrical hookups	\$0	\$0	\$0	\$0	\$0	\$0
.3 Scale (100 ft) supply install with software	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
5. Yard Waste Drop-off Area	\$0	\$0	\$0	\$0	\$0	\$0
.1 Lock-Block bunker walls (6' high, supply and rough place)	\$0	\$0	\$0	\$0	\$0	\$0
6. Composting Building 1	\$497,900	\$497,900	\$497,900	\$497,900	\$497,900	\$497,900
.1 Concrete slab (30 Mpa, 8" thick, reinforced)	\$0	\$0	\$0	\$0	\$0	\$0
.2 Lock-Block foundation walls (7.5' high, supply to site)	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
.3 Lock-Block precision placement (7.5' high, supply and place)	\$0	\$0	\$0	\$0	\$0	\$0
.4 Lock-block foundation wall bracing	\$0	\$0	\$0	\$0	\$0	\$0
.5 Prefabricated Building including end walls and penetrations (supply and install)	\$410,100	\$410,100	\$410,100	\$410,100	\$410,100	\$410,100
.6 Standard overhead vertical doors (14' wide) supply and install	\$0	\$0	\$0	\$0	\$0	\$0
.7 Overhead rapid vertical doors (12' wide)	\$0	\$0	\$0	\$0	\$0	\$0
.8 Concrete Lock-Block interior bunkers (7.5' high, supply and place)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
.9 Building electrical allowance (lighting and doors)	\$12,300	\$12,300	\$12,300	\$12,300	\$12,300	\$12,300
.10 Building mechanical allowance	\$0	\$0	\$0	\$0	\$0	\$0
.11 Building sprinkler system	\$0	\$0	\$0	\$0	\$0	\$0
.12 Building ventilation ducting and fan supply and install	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Description	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	Scenario F
7. Composting Building 2	\$495,400	\$495,400	\$495,400	\$495,400	\$495,400	\$495,400
.1 Concrete slab (30 Mpa, 8" thick, reinforced)	\$0	\$0	\$0	\$0	\$0	\$0
.2 Lock-Block foundation walls (7.5' high, supply to site)	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
.3 Lock-Block precision placement (7.5' high, supply and place)	\$0	\$0	\$0	\$0	\$0	\$0
.4 Lock-block foundation wall bracing	\$0	\$0	\$0	\$0	\$0	\$0
.5 Prefabricated Building including end walls and penetrations (supply and install)	\$410,100	\$410,100	\$410,100	\$410,100	\$410,100	\$410,100
.6 Standard overhead vertical doors (14' wide) supply and install	\$0	\$0	\$0	\$0	\$0	\$0
.7 Overhead rapid vertical doors (12' wide)	\$0	\$0	\$0	\$0	\$0	\$0
.8 Concrete Lock-Block interior bunkers (7.5' high, supply and place)	\$0	\$0	\$0	\$0	\$0	\$0
.9 Building electrical allowance (lighting and doors)	\$12,300	\$12,300	\$12,300	\$12,300	\$12,300	\$12,300
.10 Building mechanical allowance	\$0	\$0	\$0	\$0	\$0	\$0
.11 Building sprinkler system	\$0	\$0	\$0	\$0	\$0	\$0
.12 Building ventilation ducting and fan supply and install	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
8. Composting Building 3	\$0	\$495,400	\$0	\$495,400	\$495,400	\$495,400
.1 Concrete slab (30 Mpa, 8" thick, reinforced)	\$0	\$0	\$0	\$0	\$0	\$0
.2 Lock-Block foundation walls (7.5' high, supply to site)	\$0	\$38,000	\$0	\$38,000	\$38,000	\$38,000
.3 Lock-Block precision placement (7.5' high, supply and place)	\$0	\$0	\$0	\$0	\$0	\$0
.4 Lock-block foundation wall bracing	\$0	\$0	\$0	\$0	\$0	\$0
.5 Prefabricated Building including end walls and penetrations (supply and install)	\$0	\$410,100	\$0	\$410,100	\$410,100	\$410,100
.6 Standard overhead vertical doors (14' wide) supply and install	\$0	\$0	\$0	\$0	\$0	\$0
.7 Overhead rapid vertical doors (12' wide)	\$0	\$0	\$0	\$0	\$0	\$0
.8 Concrete Lock-Block interior bunkers (7.5' high, supply and place)	\$0	\$0	\$0	\$0	\$0	\$0
.9 Building electrical allowance (lighting and doors)	\$0	\$12,300	\$0	\$12,300	\$12,300	\$12,300
.10 Building mechanical allowance	\$0	\$0	\$0	\$0	\$0	\$0
.11 Building sprinkler system	\$0	\$0	\$0	\$0	\$0	\$0
.12 Building ventilation ducting and fan supply and install	\$0	\$35,000	\$0	\$35,000	\$35,000	\$35,000
9. Composting System - Gore with u/g Air Channels	\$918,700	\$1,382,100	\$918,700	\$1,382,100	\$1,382,100	\$1,382,100
.1 Gore 6 heap composting system (including air trenches, fans, tarps, water traps and controls)	\$730,000	\$1,095,000	\$730,000	\$1,095,000	\$1,095,000	\$1,095,000
.2 Gore 6 heap composting system installation (mechanical/electrical/trenches)	\$165,000	\$247,500	\$165,000	\$247,500	\$247,500	\$247,500
.3 Lock-Block pony walls (supply and rough place)	\$15,400	\$23,100	\$15,400	\$23,100	\$23,100	\$23,100
.4 Allowance for automated damper supply/install	\$0	\$0	\$0	\$0	\$0	\$0
.5 Lock-Block curing bunker walls (supply and rough place)	\$8,300	\$16,500	\$8,300	\$16,500	\$16,500	\$16,500
10. Leachate Management	\$12,500	\$25,000	\$12,500	\$25,000	\$25,000	\$25,000
.1 Underground leachate drain line and sump (650 gal, inside building, installed)	\$10,000	\$20,000	\$10,000	\$20,000	\$20,000	\$20,000
.2 Leachate submersible transfer pump (stainless steel), installed	\$2,500	\$5,000	\$2,500	\$5,000	\$5,000	\$5,000
11. Biofilter 1 (Large Biofilter)	\$88,900	\$88,900	\$88,900	\$88,900	\$88,900	\$88,900
.1 Lock-Block perimeter walls (2.5 ft high), supply and rough place	\$12,900	\$12,900	\$12,900	\$12,900	\$12,900	\$12,900
.2 Biofilter header and lateral piping (a/g), media, supply and install	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
.3 Biofilter fan and transfer ducting	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
.4 Allowance for additional transfer ductings from buildings	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000

Date: Apr-23-2018

Description	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	Scenario F
12. Biofilter 2 (Small Biofilter)	\$0	\$81,600	\$0	\$81,600	\$81,600	\$81,600
.1 Lock-Block perimeter walls (2.5 ft high), supply and rough place	\$0	\$9,600	\$0	\$9,600	\$9,600	\$9,600
.2 Biofilter header and lateral piping (a/g), media, supply and install	\$0	\$16,000	\$0	\$16,000	\$16,000	\$16,000
.3 Biofilter fan and transfer ducting	\$0	\$35,000	\$0	\$35,000	\$35,000	\$35,000
.4 Allowance for additional transfer ductings from buildings	\$0	\$21,000	\$0	\$21,000	\$21,000	\$21,000
13. Stationary and Specialized Equipment	\$827,600	\$862,600	\$827,600	\$862,600	\$862,600	\$862,600
.1 Stationary Mixing Unit (Luck 475)	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
.2 Discharge conveyor for mixer	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
.3 Tarp winder for Gore system	\$35,000	\$70,000	\$35,000	\$70,000	\$70,000	\$70,000
.4 Trommel Screen	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
.5 Vacuum Air separator	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
.6 Electrical allowance for items # 1 and 2, others are diesel powered	\$37,600	\$37,600	\$37,600	\$37,600	\$37,600	\$37,600
.7 Windrow turner	\$0	\$0	\$0	\$0	\$0	\$0
14. Miscellaneous	\$76,500	\$76,500	\$76,500	\$76,500	\$76,500	\$76,500
.1 Allowance for site fencing and internal roads	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
.2 Traffic signs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
.3 Weather Station	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
15. Contractor Project Management	\$37,500	\$25,000	\$37,500	\$25,000	\$25,000	\$25,000
.1 Surveys/Plans/Permits/Etc	\$37,500	\$25,000	\$37,500	\$25,000	\$25,000	\$25,000
.2 Overhead and Profit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$4,637,500	\$6,339,100	\$4,637,500	\$6,339,100	\$6,339,100	\$6,339,100
Contractor Mob and General Conditions	\$0	\$0	\$0	\$0	\$0	\$0
Contractor Overheads and Profit	\$0	\$0	\$0	\$0	\$0	\$0
Probable Construction Cost (excluding GST/PST)	\$4,637,500	\$6,339,100	\$4,637,500	\$6,339,100	\$6,339,100	\$6,339,100
Contingency	\$768,600	\$1,060,400	\$768,600	\$1,060,400	\$1,060,400	\$1,060,400
Contractor Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$695,600	\$950,900	\$695,600	\$950,900	\$950,900	\$950,900
Contingency for Euro exchange rate	\$73,000	\$109,500	\$73,000	\$109,500	\$109,500	\$109,500
Administration, Management and Subcontractor Fees	\$1,626,800	\$2,205,300	\$1,626,800	\$2,205,300	\$2,205,300	\$2,205,300
Engineering/Construction Management/Contract Management	\$556,500	\$760,700	\$556,500	\$760,700	\$760,700	\$760,700
Allowance for Specialty Consulting and BCMOE Permitting	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Allowance for geotechnical investigation	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Escalation	\$1,020,300	\$1,394,600	\$1,020,300	\$1,394,600	\$1,394,600	\$1,394,600
Total Probable Cost (excluding GST/PST)	\$7,032,900	\$9,604,800	\$7,032,900	\$9,604,800	\$9,604,800	\$9,604,800

Project Name: Regional Compost Facility

Client: CVRD

Date: Apr-20-2018

Composting Facility Operating Cost Estimates

Cost Item	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	Scenario F
Direct Labour (incl burden)	\$ 135,782	\$ 175,718	\$ 135,782	\$ 175,718	\$ 175,718	\$ 205,670
Overtime Allowance	\$ 10,184	\$ 13,179	\$ 10,184	\$ 13,179	\$ 13,179	\$ 15,425
Diesel	\$ 95,472	\$ 131,144	\$ 98,514	\$ 137,228	\$ 134,186	\$ 143,312
Electricity - Aeration and Bldg Fans	\$ 112,093	\$ 168,140	\$ 112,093	\$ 121,217	\$ 168,140	\$ 168,140
Electricity - Processing Equipment	\$ 3,598	\$ 4,849	\$ 4,015	\$ 4,849	\$ 5,266	\$ 6,934
Amendment Supply	\$ 75,375	\$ -	\$ 78,875	\$ -	\$ 120,000	\$ 11,250
Residual Disposal	\$ 13,650	\$ 36,238	\$ 17,225	\$ 39,813	\$ 24,375	\$ 47,125
Leachate Disposal Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 9,700
Office/Administrative	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Product Marketing and Sales	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750
Equipment Purchase	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Contract Services	\$ 24,950	\$ 31,200	\$ 24,950	\$ 31,200	\$ 24,950	\$ 31,200
Prev. Maintenance	\$ 28,613	\$ 38,576	\$ 29,141	\$ 39,572	\$ 35,099	\$ 42,407
Safety & Training	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,900
Consumable Supplies	\$ 5,775	\$ 8,900	\$ 5,775	\$ 8,900	\$ 8,775	\$ 10,100
Utilities	\$ 5,820	\$ 5,820	\$ 5,820	\$ 5,820	\$ 5,820	\$ 5,820
Front-end Loader Lease (60 month)	\$ 55,200	\$ 110,400	\$ 55,200	\$ 110,400	\$ 110,400	\$ 110,400
Maintenance Reserve Contributions:						
Allowance for backup loader rental	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -
Unforeseen Maintenance Reserve (\$5000/yr/unit)	\$ 5,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
Front-end Loader Tires (\$1500 per unit per yr)	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000
Subtotal Annual Cost	\$ 628,763	\$ 785,914	\$ 639,825	\$ 749,647	\$ 887,659	\$ 861,334
Contingency 10%	\$ 62,876	\$ 78,591	\$ 63,983	\$ 74,965	\$ 88,766	\$ 86,133
Subtotal Incl Contingency	\$ 691,639	\$ 864,505	\$ 703,808	\$ 824,612	\$ 976,425	\$ 947,467
Contribution to Overhead 10%	\$ 69,164	\$ 86,451	\$ 70,381	\$ 82,461	\$ 97,643	\$ 94,747
Contribution to EBIT 20%	\$ 152,161	\$ 190,191	\$ 154,838	\$ 181,415	\$ 214,814	\$ 208,443
Risk Premium 15%	\$ 114,120	\$ 142,643	\$ 116,128	\$ 136,061	\$ 161,110	\$ 156,332
Total Annual Cost	\$ 1,027,084	\$ 1,283,790	\$ 1,045,155	\$ 1,224,549	\$ 1,449,992	\$ 1,406,989
Annual Throughput (design capacity)	4,200	11,150	5,300	12,250	7,500	14,500
Cost per tonne	\$ 244.54	\$ 115.14	\$ 197.20	\$ 99.96	\$ 193.33	\$ 97.03

Notes:

1. Facility is assumed to be managed and operated by private contractor.
2. Estimates in 2018 Dollars
3. Maintenance costs based on preventative maintenance only. Allowance for unforeseen breakdown/failure of equipment and infrastructure or contributions to equipment replacement/refurbishment reserves are as shown.
4. Utilities assumes no potable water usage in the composting process.
5. Utilities include no allowance for offsite leachate disposal.
6. Residuals assumed to be 2.5% (bv wt) of total feedstock quantities.

Project Name: Regional Compost Facility
 Client: CVRD
 Date: Apr-20-2018

Transfer Station Capital Cost Estimates

Cost Item	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	Scenario F
Site Prep						
Fixed	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Variable	\$ 206,439.39	\$ 238,794.19	\$ 211,174.24	\$ 243,529.04	\$ 221,433.08	\$ 253,393.31
Building						
concrete	\$ 180,303.03	\$ 232,070.71	\$ 187,878.79	\$ 239,646.46	\$ 204,292.93	\$ 255,429.29
building	\$ 144,242.42	\$ 185,656.57	\$ 150,303.03	\$ 191,717.17	\$ 163,434.34	\$ 204,343.43
roll-up doors	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
lift-up doors	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
mandoors	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
office	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Surfacing						
road base and asphalt	\$ 183,731.06	\$ 212,526.83	\$ 187,945.08	\$ 216,740.85	\$ 197,075.44	\$ 225,520.04
Barriers/Fence/Signs	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Utilities						
Fixed Utilities	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Variable Utilities	\$ 75,727.27	\$ 97,469.70	\$ 78,909.09	\$ 100,651.52	\$ 85,803.03	\$ 107,280.30
Miscellaneous	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Subtotal	\$ 1,197,443	\$ 1,373,518	\$ 1,223,210	\$ 1,399,285	\$ 1,279,039	\$ 1,452,966
Engineering (15%)	\$ 179,616	\$ 206,028	\$ 183,482	\$ 209,893	\$ 191,856	\$ 217,945
Contingency (30%)	\$ 359,233	\$ 412,055	\$ 366,963	\$ 419,786	\$ 383,712	\$ 435,890
Total	\$ 1,736,293	\$ 1,991,601	\$ 1,773,655	\$ 2,028,963	\$ 1,854,606	\$ 2,106,801
Escalation (22%)	\$ 2,118,300	\$ 2,429,800	\$ 2,163,900	\$ 2,475,300	\$ 2,262,600	\$ 2,570,300

Project: Regional Organics Study
 Client: CVRD
 Date: Apr-19-2018

Transfer Station Operating Cost Estimates

Cost Item	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	Scenario F
Staffing and Labour:						
Ops Coordinator	\$ 14,740.00	\$ 14,740.00	\$ 14,740.00	\$ 14,740.00	\$ 14,740.00	\$ 14,740.00
Scale Operator	\$ 3,000.00	\$ 8,125.00	\$ 3,750.00	\$ 8,875.00	\$ 5,375.00	\$ 10,437.50
Attendant	\$ 9,000.00	\$ 24,375.00	\$ 11,250.00	\$ 26,625.00	\$ 16,125.00	\$ 31,312.50
Loader Operator	\$ 10,000.00	\$ 27,083.33	\$ 12,500.00	\$ 29,583.33	\$ 17,916.67	\$ 34,791.67
Admin staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering and Technical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building and Equipment						
Bld, roads and site works	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
mech and elec	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Equipment Maintenance	\$ 3,030.30	\$ 8,207.07	\$ 3,787.88	\$ 8,964.65	\$ 5,429.29	\$ 10,542.93
safety	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
tools and supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Contribution to Trailer Replacement	\$ 5,681.82	\$ 15,388.26	\$ 7,102.27	\$ 16,808.71	\$ 10,179.92	\$ 19,767.99
Fuel	\$ 3,545.45	\$ 9,602.27	\$ 4,431.82	\$ 10,488.64	\$ 6,352.27	\$ 12,335.23
Loader Lease	\$ 3,030.30	\$ 8,207.07	\$ 3,787.88	\$ 8,964.65	\$ 5,429.29	\$ 10,542.93
Other Utilities	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Administration and Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 65,528	\$ 129,228	\$ 74,850	\$ 138,550	\$ 95,047	\$ 157,971
Contingency (30%)	\$ 19,658	\$ 38,768	\$ 22,455	\$ 41,565	\$ 28,514	\$ 47,391
Total	\$ 85,186	\$ 167,996	\$ 97,305	\$ 180,115	\$ 123,562	\$ 205,362
Tonnes Managed Per Year	2,400	6,500	3,000	7,100	4,300	8,350
\$/tonne	\$ 35.49	\$ 25.85	\$ 32.43	\$ 25.37	\$ 28.74	\$ 24.59

APPENDIX B

CSWM CASH FLOW MODELS

Project: Regional Organics Study
 Client: CWRD
 Date: Apr-25-2018
 Scenario A

	Design and Construct		Construction Stage																					
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038		
CAPITAL COSTS																								
Curbside Collection																								
Mial Education and Promotion Program		\$ 73,000																						
Facilities & Equipment																								
Land																								
Transfer Station - Initial Construction		\$ 2,113,300																						
Compost Facility - Initial Construction		\$ 7,932,900																						
Transfer Station - Equipment																								
Compost Facility - Equipment																								
Transfer Table - Inventory		\$ 75,000																						
Replacement Reserve																								
Transfer Station						2,875	2,875				2,875													
Compost Facility											45,100												141,700	
Equipment											330,625													174,015
Subtotal		\$ 9,501,200				2,875	2,875			2,875	375,725												1,360,715	
OPERATION AND MAINTENANCE COSTS																								
Transfer Station and Transfer Cost																								
Compost River	18.00/tonne																							
South Valley	\$26.00/tonne	\$ 73,078	\$ 75,211	\$ 78,400	\$ 77,700	\$ 80,945	\$ 81,129	\$ 81,300	\$ 82,545	\$ 83,187	\$ 83,943	\$ 86,316	\$ 87,818	\$ 88,929	\$ 90,200	\$ 91,613	\$ 92,884	\$ 94,781	\$ 95,201	\$ 97,294	\$ 97,294	\$ 99,088	\$ 99,088	
Coquitlam	\$5.00/tonne																							
Donkey	\$5.00/tonne																							
Transfer Cost																								
Cherwell River	50.00/tonne																							
South Valley	14.50/tonne	\$ 40,648	\$ 41,300	\$ 42,027	\$ 42,695	\$ 43,375	\$ 44,076	\$ 44,697	\$ 45,555	\$ 46,037	\$ 46,727	\$ 47,428	\$ 48,141	\$ 48,866	\$ 49,560	\$ 50,337	\$ 51,000	\$ 51,858	\$ 52,638	\$ 53,425	\$ 54,225	\$ 54,225	\$ 54,225	
Industrial																								
Biowaste	10.00/tonne																							
Compost Processing Costs																								
Tree Wood Chips	\$24.00/tonne	\$ 368,702	\$ 500,046	\$ 615,405	\$ 628,610	\$ 644,047	\$ 664,231	\$ 679,567	\$ 687,147	\$ 1,022,003	\$ 1,017,011	\$ 1,032,234	\$ 1,047,767	\$ 1,063,443	\$ 1,079,400	\$ 1,095,570	\$ 1,111,965	\$ 1,128,705	\$ 1,145,670	\$ 1,162,818	\$ 1,180,200	\$ 1,180,200		
Ted Waste	\$24.00/tonne																							
Commercial Food Waste	\$24.00/tonne																							
Industrial Food Waste	\$24.00/tonne																							
Biowaste	\$24.00/tonne																							
CSWM O&M and Overhead																								
Incremental System Management and Supervision (4 FTE)																								
Incremental Education and Training Staff (2 FTE)																								
Consolidation of CSWM Overhead	30.00/tonne	\$ 25,300	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Subtotal		\$ 1,038,382	\$ 1,073,856	\$ 1,082,812	\$ 1,090,233	\$ 1,120,198	\$ 1,142,658	\$ 1,188,488	\$ 1,198,377	\$ 1,800,195	\$ 1,211,211	\$ 1,228,967	\$ 1,247,080	\$ 1,265,388	\$ 1,283,978	\$ 1,302,841	\$ 1,321,984	\$ 1,341,485	\$ 1,361,274	\$ 1,381,272	\$ 1,401,478	\$ 1,401,478		
TRANSIT AND AUTOMATED INFRASTRUCTURE																								
Gravel																								
Misc 1		\$ 5,540,000																						
Avoided Capital Costs																								
Compost River																								
Coquitlam																								
Concord																								
Coquitlam																								
Avoided Landfill Disposal Fees on FY Tonnages																								
Compost River	513.00/tonne	\$ 21,504	\$ 21,926	\$ 22,154	\$ 22,407	\$ 22,824	\$ 23,167	\$ 23,514	\$ 23,867	\$ 24,220	\$ 24,589	\$ 24,957	\$ 25,311	\$ 25,712	\$ 26,087	\$ 26,466	\$ 26,855	\$ 27,250	\$ 27,666	\$ 28,114	\$ 28,526	\$ 28,526		
Coquitlam	10.00/tonne																							
Avoided Landfill Disposal Fees on YW Tonnages																								
Compost River	375.00/tonne	\$ 115,813	\$ 113,308	\$ 116,108	\$ 120,080	\$ 123,783	\$ 126,423	\$ 129,248	\$ 132,147	\$ 132,967	\$ 134,245	\$ 136,481	\$ 138,234	\$ 140,206	\$ 142,406	\$ 144,544	\$ 146,710	\$ 148,932	\$ 151,153	\$ 153,423	\$ 153,423			
Coquitlam	172.00/tonne	\$ 156,338	\$ 158,963	\$ 161,644	\$ 164,213	\$ 166,829	\$ 169,371	\$ 171,872	\$ 174,441	\$ 177,065	\$ 178,719	\$ 180,409	\$ 182,156	\$ 183,922	\$ 185,744	\$ 187,602	\$ 189,500	\$ 191,450	\$ 193,450	\$ 195,489	\$ 195,489			
Subtotal		\$ 5,540,000	\$ 293,454	\$ 298,147	\$ 302,907	\$ 307,670	\$ 312,301	\$ 317,065	\$ 321,830	\$ 326,623	\$ 331,530	\$ 336,564	\$ 341,641	\$ 346,878	\$ 352,168	\$ 357,517	\$ 362,917	\$ 368,369	\$ 373,882	\$ 379,454	\$ 385,087	\$ 390,774	\$ 396,522	
REVENUES																								
Tipping Fees																								
Res Food Waste	\$204.00/tonne	\$ 1,005,844	\$ 1,083,170	\$ 1,102,552	\$ 1,117,541	\$ 1,134,967	\$ 1,152,100	\$ 1,169,342	\$ 1,186,695	\$ 1,204,685	\$ 1,222,709	\$ 1,241,011	\$ 1,259,680	\$ 1,278,533	\$ 1,297,718	\$ 1,317,187	\$ 1,336,992	\$ 1,357,094	\$ 1,377,349	\$ 1,397,797	\$ 1,418,480	\$ 1,418,480		
Yard Waste	\$184.00/tonne																							
Commercial and Industrial	\$184.00/tonne																							
Industrial Food Waste	\$204.00/tonne																							
Donkey	\$204.00/tonne																							
Product Revenue																								
FY Compost	\$0.30/tonne																							
YW Compost	\$0.30/tonne																							
Donkey Compost	\$0.30/tonne																							
Subtotal		\$ 1,005,844	\$ 1,083,170	\$ 1,102,552	\$ 1,117,541	\$ 1,134,967	\$ 1,152,100	\$ 1,169,342	\$ 1,186,695	\$ 1,204,685	\$ 1,222,709	\$ 1,241,011	\$ 1,259,680	\$ 1,278,533	\$ 1,297,718	\$ 1,317,187	\$ 1,336,992	\$ 1,357,094	\$ 1,377,349	\$ 1,397,797	\$ 1,418,480	\$ 1,418,480		
ANNUAL COST		\$ 9,501,200	\$ 1,038,382	\$ 1,073,856	\$ 1,082,812	\$ 1,120,198	\$ 1,142,658	\$ 1,188,488	\$ 1,198,377	\$ 1,800,195	\$ 1,211,211	\$ 1,228,967	\$ 1,247,080	\$ 1,265,388	\$ 1,283,978	\$ 1,302,841	\$ 1,321,984	\$ 1,341,485	\$ 1,361,274	\$ 1,381,272	\$ 1,401,478	\$ 1,401,478		
ANNUAL AVOIDED SPENDING AND REVENUE		\$ 5,540,000	\$ 293,454	\$ 298,147	\$ 302,907	\$ 307,670	\$ 312,301	\$ 317,065	\$ 321,830	\$ 326,623	\$ 331,530	\$ 336,564	\$ 341,641	\$ 346,878	\$ 352,168	\$ 357,517	\$ 362,917	\$ 368,369	\$ 373,882	\$ 379,454	\$ 385,087	\$ 390,774		
NET ANNUAL COST		\$ 3,961,200	\$ 744,928	\$ 775,709	\$ 779,905	\$ 812,528	\$ 825,357	\$ 871,423	\$ 876,547	\$ 1,473,572	\$ 884,681	\$ 892,403	\$ 905,439	\$ 908,439	\$ 911,820	\$ 915,324	\$ 919,367	\$ 924,116	\$ 927,402	\$ 931,820	\$ 936,024	\$ 940,704	\$ 945,704	

Project: Regional Organics Study
 Client: CVRB
 Date: April 25, 2018
 Scenario: C

	Design and Construct		Operational Steps																				
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
CAPITAL COSTS																							
Outside Collection																							
Initial Education and Promotion Program		\$ 75,000																					
Facilities & Equipment																							
Land																							
Transfer Station - Initial Construction		\$ 2,189,500																					
Compost Facility - Initial Construction		\$ 7,332,800																					
Transfer Station - Operation																							
Compost Facility - Operation																							
Transfer Truck Inventory		\$ 75,000																					
Replacement Reserve																							
Transfer Station																							
Compost Facility																							
Equipment																							
Subtotal	\$ -	\$ 9,546,800	\$ -	\$ -	\$ -	\$ 2,875	\$ 2,875	\$ -	\$ -	\$ 2,875	\$ -	\$ 378,720	\$ -	\$ 2,875	\$ -	\$ -	\$ 2,875	\$ 2,875	\$ -	\$ -	\$ -	\$ -	\$ 1,346,600
OPERATION AND MAINTENANCE COSTS																							
Transfer Station and Transfer Cost																							
Campbell River	\$ 10.00/tonne																						
South Valley	\$ 52.43/tonne	\$ 67,000	\$ 68,735	\$ 69,895	\$ 71,025	\$ 72,134	\$ 73,219	\$ 74,288	\$ 75,339	\$ 76,371	\$ 77,384	\$ 78,378	\$ 79,352	\$ 80,306	\$ 81,240	\$ 82,154	\$ 83,038	\$ 83,892	\$ 84,726	\$ 85,540	\$ 86,334	\$ 87,108	\$ 87,862
Incentive	\$ 10.00/tonne																						
Escapade	\$ 10.00/tonne																						
Transfer Cost																							
Campbell River	\$ 10.00/tonne																						
South Valley	\$ 54.93/tonne	\$ 40,048	\$ 41,200	\$ 42,021	\$ 42,825	\$ 43,608	\$ 44,368	\$ 45,105	\$ 45,819	\$ 46,508	\$ 47,173	\$ 47,814	\$ 48,431	\$ 49,024	\$ 49,593	\$ 50,138	\$ 50,659	\$ 51,156	\$ 51,629	\$ 52,078	\$ 52,503	\$ 52,904	\$ 53,281
Incentive	\$ 10.00/tonne																						
Escapade	\$ 10.00/tonne																						
Compost Processing Costs																							
Raw Feed Waste	\$ 1182.20/tonne	\$ 715,247	\$ 720,534	\$ 726,194	\$ 732,266	\$ 738,785	\$ 745,785	\$ 753,290	\$ 761,334	\$ 769,949	\$ 779,167	\$ 788,931	\$ 799,284	\$ 810,270	\$ 821,933	\$ 834,311	\$ 847,459	\$ 861,425	\$ 876,256	\$ 891,999	\$ 908,702	\$ 926,415	\$ 945,186
Yard Waste	\$ 187.20/tonne																						
Commercial Food Waste	\$ 1187.20/tonne																						
Industrial Food Waste	\$ 1187.20/tonne																						
Biosolids	\$ 1187.20/tonne																						
CVRB O&M and Overhead																							
Systemic System Management and Supervision (5.4 FTE)																							
Information Education and Promotion Staff (1.7 FTE)																							
Completion of CVRB Outreach	\$ 10.00/tonne	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Subtotal	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 82,570	\$ 1,179,281	\$ 1,196,847	\$ 1,214,228	\$ 1,232,014	\$ 1,250,188	\$ 1,268,692	\$ 1,287,540	\$ 1,306,768	\$ 1,326,416	\$ 1,346,532	\$ 1,367,164	\$ 1,388,360	\$ 1,409,160	\$ 1,430,604	\$ 1,452,732	\$ 1,475,494	\$ 1,498,840
GRANTS AND AVOIDED SPENDING																							
Grants																							
Misc		\$ 5,000,000																					
Avoided Capital Costs																							
Campbell River																							
Compost																							
Coma																							
Cumberland																							
Avoided Landfill Disposal Fees on FW Tonnages																							
Campbell River	\$ 110.00/tonne	\$ 21,504	\$ 21,026	\$ 20,554	\$ 20,087	\$ 19,624	\$ 19,166	\$ 18,712	\$ 18,262	\$ 17,815	\$ 17,373	\$ 16,934	\$ 16,498	\$ 16,065	\$ 15,635	\$ 15,207	\$ 14,782	\$ 14,359	\$ 13,939	\$ 13,521	\$ 13,105	\$ 12,691	\$ 12,279
South Valley	\$ 110.00/tonne																						
Avoided Landfill Disposal Fees on YW Tonnages																							
Campbell River	\$ 174.00/tonne	\$ 145,613	\$ 147,755	\$ 149,920	\$ 152,108	\$ 154,320	\$ 156,556	\$ 158,816	\$ 161,099	\$ 163,405	\$ 165,734	\$ 168,085	\$ 170,458	\$ 172,852	\$ 175,267	\$ 177,703	\$ 180,160	\$ 182,638	\$ 185,137	\$ 187,656	\$ 190,195	\$ 192,754	\$ 195,333
South Valley	\$ 174.00/tonne	\$ 158,336	\$ 158,963	\$ 159,644	\$ 160,379	\$ 161,167	\$ 162,008	\$ 162,901	\$ 163,845	\$ 164,840	\$ 165,885	\$ 166,980	\$ 168,124	\$ 169,317	\$ 170,560	\$ 171,852	\$ 173,193	\$ 174,583	\$ 176,022	\$ 177,510	\$ 179,047	\$ 180,633	\$ 182,268
Subtotal	\$ -	\$ 5,540,000	\$ 203,454	\$ 208,147	\$ 202,507	\$ 207,600	\$ 202,666	\$ 401,612	\$ 407,640	\$ 413,742	\$ 419,972	\$ 426,203	\$ 432,437	\$ 438,670	\$ 444,916	\$ 451,174	\$ 457,444	\$ 463,726	\$ 470,020	\$ 476,326	\$ 482,644	\$ 488,974	\$ 495,316
REVENUES																							
Tipping Fees																							
Raw Feed Waste	\$ 250.50/tonne	\$ 626,789	\$ 640,120	\$ 653,640	\$ 667,340	\$ 681,210	\$ 695,250	\$ 709,460	\$ 723,840	\$ 738,390	\$ 753,110	\$ 768,000	\$ 783,060	\$ 798,290	\$ 813,690	\$ 829,260	\$ 844,990	\$ 860,880	\$ 876,930	\$ 893,140	\$ 909,510	\$ 926,040	\$ 942,740
Yard Waste	\$ 250.00/tonne																						
Commercial Food Waste	\$ 250.00/tonne																						
Industrial Food Waste	\$ 250.00/tonne																						
Escapade	\$ 250.00/tonne																						
Product Revenues																							
FW Compost	\$ 10.00/tonne																						
FW Compost	\$ 10.00/tonne																						
Biosolids Compost	\$ 10.00/tonne																						
Subtotal	\$ -	\$ -	\$ 226,782	\$ 240,220	\$ 253,848	\$ 267,640	\$ 281,620	\$ 295,880	\$ 310,420	\$ 325,240	\$ 340,350	\$ 355,750	\$ 371,440	\$ 387,420	\$ 403,690	\$ 420,250	\$ 437,100	\$ 454,240	\$ 471,670	\$ 489,390	\$ 507,400	\$ 525,700	\$ 544,290
ANNUAL COST	\$ -	\$ 9,546,800	\$ 80,000	\$ 80,000	\$ 80,000	\$ 82,570	\$ 1,179,281	\$ 1,196,847	\$ 1,214,228	\$ 1,232,014	\$ 1,250,188	\$ 1,268,692	\$ 1,287,540	\$ 1,306,768	\$ 1,326,416	\$ 1,346,532	\$ 1,367,164	\$ 1,388,360	\$ 1,409,160	\$ 1,430,604	\$ 1,452,732	\$ 1,475,494	
ANNUAL AVOIDED SPENDING AND REVENUE	\$ -	\$ 5,540,000	\$ 203,454	\$ 208,147	\$ 202,507	\$ 207,600	\$ 401,612	\$ 407,640	\$ 413,742	\$ 419,972	\$ 426,203	\$ 432,437	\$ 438,670	\$ 444,916	\$ 451,174	\$ 457,444	\$ 463,726	\$ 470,020	\$ 476,326	\$ 482,644	\$ 488,974	\$ 495,316	
NET ANNUAL COST	\$ -	\$ 3,986,800	\$ 186,546	\$ 181,853	\$ 187,493	\$ 184,970	\$ 777,669	\$ 789,207	\$ 799,486	\$ 814,372	\$ 823,216	\$ 832,251	\$ 841,870	\$ 851,854	\$ 862,100	\$ 872,618	\$ 883,316	\$ 894,214	\$ 905,314	\$ 916,616	\$ 928,120	\$ 939,820	\$ 951,720

Project: Regional Organics Study
 Client: CVWD
 Date: Apr 25, 2018
 Scenario: D

	Design and Const		Operational Stage																					
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038		
CAPITAL COSTS																								
Garbage Collection		\$ 75,000																						
Facilities & Equipment																								
Land																								
Transfer Station - Initial Construction		\$ 2,429,300																						
Compost Facility - Initial Construction		\$ 9,024,900																						
Transfer Station - Equipment																								
Compost Facility - Equipment																								
Transfer Station Inventory		\$ 75,000																						
Replacement Reserve																								
Transfer Station						\$ 5,700	\$ 5,700			\$ 5,700			\$ 48,100			\$ 5,700			\$ 5,700				\$ 173,000	
Compost Facility																							\$ 1,730,229	
Equipment																								
Subtotal		\$ 12,200,100				\$ 5,700	\$ 5,700			\$ 5,700			\$ 48,100			\$ 5,700			\$ 5,700				\$ 1,903,129	
OPERATION AND MAINTENANCE COSTS																								
Transfer Station and Transfer Cost																								
Campbell River	\$ 40.00/tonne																							
South Valley	\$ 125.00/tonne	\$ 341,728	\$ 241,100	\$ 143,550	\$ 143,800	\$ 108,170	\$ 108,076	\$ 173,245	\$ 173,995	\$ 136,340	\$ 119,023	\$ 181,702	\$ 184,437	\$ 157,194	\$ 180,105	\$ 192,850	\$ 130,742	\$ 128,882	\$ 201,608	\$ 204,560	\$ 207,906	\$ 204,560	\$ 207,906	
Industrial	\$ 100.00/tonne																							
Beleekwa	\$ 50.00/tonne																							
Transfer Cost:																								
Campbell River	\$ 10.00/tonne																							
South Valley	\$ 15.00/tonne	\$ 81,949	\$ 60,812	\$ 37,107	\$ 31,549	\$ 102,183	\$ 103,190	\$ 135,376	\$ 136,949	\$ 100,427	\$ 110,003	\$ 111,725	\$ 111,911	\$ 115,105	\$ 110,875	\$ 118,537	\$ 130,321	\$ 122,165	\$ 124,026	\$ 125,883	\$ 127,745	\$ 125,883	\$ 127,745	
Industrial	\$ 10.00/tonne																							
Beleekwa	\$ 5.00/tonne																							
Compost Processing Costs																								
Pre-Feed Waste	\$ 100.00/tonne	\$ 362,455	\$ 268,078	\$ 379,183	\$ 379,484	\$ 400,742	\$ 430,059	\$ 503,530	\$ 511,670	\$ 518,787	\$ 528,589	\$ 534,411	\$ 542,433	\$ 550,567	\$ 558,839	\$ 567,211	\$ 575,707	\$ 584,334	\$ 593,092	\$ 601,973	\$ 610,972	\$ 619,991	\$ 629,029	
Feed Waste	\$ 100.00/tonne	\$ 938,924	\$ 618,706	\$ 629,625	\$ 638,367	\$ 648,395	\$ 658,045	\$ 667,911	\$ 677,903	\$ 688,105	\$ 698,412	\$ 708,925	\$ 719,545	\$ 730,272	\$ 741,107	\$ 752,050	\$ 763,102	\$ 774,262	\$ 785,530	\$ 796,907	\$ 808,394	\$ 820,000	\$ 831,725	
Commercial/Feed Waste	\$ 100.00/tonne																							
Industrial Feed Waste	\$ 100.00/tonne																							
Electricity	\$ 100.00/tonne																							
Other O&M and Overhead																								
Financial System Management and Supervision (4 FTE)		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Operational Education and Promotion Staff (7 FTE)		\$ 81,452	\$ 81,856	\$ 82,260	\$ 82,664	\$ 83,068	\$ 83,472	\$ 83,876	\$ 84,280	\$ 84,684	\$ 85,088	\$ 85,492	\$ 85,896	\$ 86,299	\$ 86,703	\$ 87,107	\$ 87,511	\$ 87,915	\$ 88,319	\$ 88,723	\$ 89,127	\$ 89,531	\$ 89,935	
Contribution of 157/14 Overhead																								
Subtotal		\$ 1,512,716	\$ 1,333,668	\$ 1,256,759	\$ 1,375,483	\$ 1,302,743	\$ 1,356,442	\$ 1,378,492	\$ 1,401,426	\$ 1,424,274	\$ 1,447,022	\$ 1,469,670	\$ 1,492,218	\$ 1,514,666	\$ 1,537,014	\$ 1,559,262	\$ 1,581,410	\$ 1,603,458	\$ 1,625,406	\$ 1,647,254	\$ 1,668,902	\$ 1,690,450	\$ 1,711,898	
GRANTS AND AVOIDED SPENDING																								
Grants																								
Mec 1		\$ 540,000																						
Avoided Capital Costs																								
Campbell River																								
Cherbury																								
Cotton																								
Cumberland																								
Avoided Landfill Disposal Fees on FW Formages																								
Campbell River	\$ 15.00/tonne	\$ 57,831	\$ 50,540	\$ 59,244	\$ 60,256	\$ 67,269	\$ 65,917	\$ 69,342	\$ 70,382	\$ 71,441	\$ 72,519	\$ 73,607	\$ 74,705	\$ 75,813	\$ 76,931	\$ 78,059	\$ 79,197	\$ 80,345	\$ 81,503	\$ 82,671	\$ 83,849	\$ 85,037	\$ 86,235	
Comox Valley																								
Avoided Landfill Disposal Fees on YWT Garages																								
Campbell River	\$ 175.00/tonne	\$ 706,047	\$ 514,515	\$ 710,213	\$ 524,012	\$ 511,811	\$ 582,258	\$ 572,910	\$ 570,165	\$ 584,657	\$ 585,838	\$ 595,673	\$ 601,670	\$ 607,640	\$ 613,585	\$ 619,505	\$ 625,399	\$ 631,267	\$ 637,110	\$ 642,928	\$ 648,711	\$ 654,459	\$ 660,172	
Comox Valley	\$ 175.00/tonne	\$ 418,969	\$ 428,001	\$ 433,206	\$ 440,691	\$ 441,292	\$ 450,641	\$ 506,132	\$ 512,632	\$ 521,436	\$ 525,243	\$ 531,151	\$ 536,063	\$ 541,876	\$ 547,595	\$ 553,218	\$ 558,744	\$ 564,172	\$ 569,501	\$ 574,731	\$ 579,861	\$ 584,891	\$ 589,821	
Subtotal		\$ 540,000	\$ 786,457	\$ 742,934	\$ 811,752	\$ 674,369	\$ 630,422	\$ 634,254	\$ 646,378	\$ 652,164	\$ 659,855	\$ 668,589	\$ 677,374	\$ 686,109	\$ 694,794	\$ 703,429	\$ 711,914	\$ 720,349	\$ 728,734	\$ 737,069	\$ 745,354	\$ 753,589	\$ 761,774	
REVENUES																								
Tipping Fees																								
Feed Waste	\$ 100.00/tonne	\$ 371,414	\$ 379,479	\$ 385,500	\$ 391,525	\$ 397,550	\$ 403,575	\$ 409,600	\$ 415,625	\$ 421,650	\$ 427,675	\$ 433,700	\$ 439,725	\$ 445,750	\$ 451,775	\$ 457,800	\$ 463,825	\$ 469,850	\$ 475,875	\$ 481,900	\$ 487,925	\$ 493,950	\$ 499,975	
Feed Waste	\$ 100.00/tonne	\$ 627,441	\$ 621,523	\$ 617,754	\$ 614,012	\$ 610,270	\$ 606,528	\$ 602,786	\$ 599,044	\$ 595,302	\$ 591,560	\$ 587,818	\$ 584,076	\$ 580,334	\$ 576,592	\$ 572,850	\$ 569,108	\$ 565,366	\$ 561,624	\$ 557,882	\$ 554,140	\$ 550,398	\$ 546,656	
Commercial Food Waste	\$ 100.00/tonne																							
Industrial Food Waste	\$ 100.00/tonne																							
Beleekwa	\$ 25.00/tonne																							
Phytol Revenue																								
Phytol Revenue	\$ 10.00/tonne																							
Phytol Revenue	\$ 10.00/tonne																							
Beleekwa Compost	\$ 10.00/tonne																							
Subtotal		\$ 1,000,855	\$ 1,011,002	\$ 1,021,254	\$ 1,031,546	\$ 1,041,838	\$ 1,052,130	\$ 1,062,422	\$ 1,072,714	\$ 1,083,006	\$ 1,093,298	\$ 1,103,590	\$ 1,113,882	\$ 1,124,174	\$ 1,134,466	\$ 1,144,758	\$ 1,155,050	\$ 1,165,342	\$ 1,175,634	\$ 1,185,926	\$ 1,196,218	\$ 1,206,510	\$ 1,216,802	
GRAND TOTAL		\$ 1,512,716	\$ 1,333,668	\$ 1,256,759	\$ 1,375,483	\$ 1,302,743	\$ 1,356,442	\$ 1,378,492	\$ 1,401,426	\$ 1,424,274	\$ 1,447,022	\$ 1,469,670	\$ 1,492,218	\$ 1,514,666	\$ 1,537,014	\$ 1,559,262	\$ 1,581,410	\$ 1,603,458	\$ 1,625,406	\$ 1,647,254	\$ 1,668,902	\$ 1,690,450	\$ 1,711,898	
NET CAPITAL COST		\$ 1,071,861	\$ 897,166	\$ 829,005	\$ 943,936	\$ 868,476	\$ 925,024	\$ 941,224	\$ 957,424	\$ 973,624	\$ 989,824	\$ 1,006,024	\$ 1,022,224	\$ 1,038,424	\$ 1,054,624	\$ 1,070,824	\$ 1,087,024	\$ 1,103,224	\$ 1,119,424	\$ 1,135,624	\$ 1,151,824	\$ 1,168,024	\$ 1,184,224	

Project: Regional Organics Study
 Client: CWRB
 Date: Apr 29, 2018
 Scenario: E

	Design and Const	Operational Years																							
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039		
CAPITAL COSTS																									
Outside Collection																									
Total Education and Promotion Program	\$	75,000																							
Facilities & Equipment																									
Land																									
Transfer Station - Initial Construction	\$	2,362,600																							
Compost Facility - Initial Construction	\$	9,024,600																							
Transfer Station - Additional																									
Compost Facility - Equipment																									
Transfer Truck Inventory	\$	75,000																							
Replacement Reserve																									
Transfer Station																									
Compost Facility	\$						5,750	5,750			5,750			5,750			5,750	5,750						154,700	
Equipment																									1,736,220
Subtotal	\$	12,017,400					5,750	5,750			5,750			5,750			5,750	5,750							1,891,620
OPERATION AND MAINTENANCE COSTS																									
Transfer Station and Transfer Cost																									
Compost Plant																									
South Valley	\$	50,806	60,014	61,942	62,926	118,215	117,726	114,230	120,748	122,299	123,854	125,435	127,043	128,683	130,311	131,919	133,567	135,262	137,011	138,817	140,687	142,621	144,621	146,687	148,819
Industrial	\$																								
Berkeley	\$																								
Transfer Cost																									
Compost Plant																									
South Valley	\$	40,648	41,300	42,021	42,805	78,872	79,878	80,897	81,927	82,975	84,034	85,107	86,197	87,296	88,416	89,547	90,693	91,856	93,036	94,234	95,451	96,687	97,943	99,219	100,516
Industrial	\$																								
Berkeley	\$																								
Contractor Processing Costs																									
Res. Feed Waste	\$	701,015	712,376	724,087	736,141	748,540	751,564	760,922	769,425	779,170	789,025	799,025	809,217	819,644	830,359	841,414	852,869	864,674	876,879	889,534	902,699	916,334	930,509	945,284	960,619
Res. Solid Waste	\$																								
Commercial/Feed Waste	\$																								
Industrial Feed Waste	\$																								
Biosolids	\$																								
CWIM O&M and Overhead																									
Industrial System Management and Personnel (0.4 FTE)																									
Incremental Education and Promotion Staff (0.2 FTE)	\$	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Construction of CSWM Overhead	\$	32,034	33,150	33,666	34,214	33,644	34,334	35,173	36,062	36,846	37,608	38,351	39,081	39,796	40,504	41,214	41,926	42,640	43,356	44,074	44,794	45,516	46,240	46,966	47,694
Subtotal	\$	57,034	58,150	58,666	59,214	58,644	59,334	60,173	61,062	61,846	62,608	63,351	64,081	64,796	65,504	66,214	66,926	67,640	68,356	69,074	69,794	70,516	71,240	71,966	72,694
IMPACTS AND AVOIDED EXPENDITURES																									
Grants																									
Misc.	\$	5,540,000																							
Avoided Capital Costs																									
Geopoll River																									
Eastman																									
Conroy																									
Curtisville																									
Avoided Landfill Disposal Fees on FW Tonnages																									
Compost Plant	\$	21,284	21,828	22,154	22,487	41,059	40,820	43,146	43,075	44,232	44,115	45,285	45,164	46,351	46,214	47,416	47,262	48,489	48,316	49,561	49,374	50,636	50,434	51,816	51,599
South Valley	\$																								
Avoided Landfill Disposal Fees on VW Tonnages																									
Compost Plant	\$	115,613	117,360	119,199	120,980	228,116	229,657	231,949	234,917	238,514	242,941	248,165	254,220	261,153	268,924	277,601	287,258	296,969	307,701	318,541	329,476	340,504	351,714	363,104	374,674
Compost Valley	\$	156,336	158,689	161,644	164,215	303,354	307,223	311,142	315,104	319,116	323,205	327,399	331,701	336,114	340,641	345,286	350,054	354,949	359,976	365,139	370,444	375,896	381,499	387,254	393,166
Subtotal	\$	5,540,000	5,704,454	5,744,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454
REVENUES																									
Tipping Fees																									
Res. Feed Waste	\$	669,614	680,536	691,667	702,960	1,022,661	1,025,522	1,028,963	1,032,913	1,037,400	1,042,454	1,048,107	1,054,389	1,061,241	1,068,694	1,076,689	1,085,266	1,094,466	1,104,241	1,114,631	1,125,686	1,137,366	1,149,731	1,162,831	1,176,616
Res. Solid Waste	\$																								
Commercial/Feed Waste	\$																								
Industrial Feed Waste	\$																								
Biosolids	\$																								
Product Revenues																									
FW Compost	\$																								
VW Compost	\$																								
Biosolids Compost	\$																								
Subtotal	\$	669,614	680,536	691,667	702,960	1,022,661	1,025,522	1,028,963	1,032,913	1,037,400	1,042,454	1,048,107	1,054,389	1,061,241	1,068,694	1,076,689	1,085,266	1,094,466	1,104,241	1,114,631	1,125,686	1,137,366	1,149,731	1,162,831	
ANNUAL COST	\$	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400	12,017,400
ANNUAL AVOIDED EXPENSES AND REVENUE	\$	5,540,000	5,704,454	5,744,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454	5,764,454
NET ANNUAL COST	\$	6,477,400	6,312,946	6,272,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946	6,252,946

Project: Regional Organic Solid
 Client: CWRD
 Date: Apr-20-2018
 Scenario F

	Division and Const						Operational Stage		2017-2030																
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038			
CAPITAL COSTS																									
Capital Collections		\$ 75,300																							
Facilities & Equipment																									
Land																									
Transfer Station - Initial Construction		\$ 2,570,300																							
Compost Facility - Initial Construction		\$ 9,034,000																							
Transfer Station - Expansion																									
Compost Facility - Expansion																									
Transfer Station Inventory		\$ 75,000																							
Replacement Reserve																									
Transfer Station						\$ 3,750		\$ 5,750				\$ 5,750								\$ 5,750			\$ 5,750		
Compost Facility																									
Equipment																									
Subtotal		\$ 12,825,400				\$ 3,750		\$ 5,750				\$ 5,750								\$ 5,750			\$ 5,750		
OPERATIONAL AND MAINTENANCE COSTS																									
Transfer Station and Transfer Cost																									
Compost Plant	\$ 0.00/tonne																								
South Valley	\$ 72.24/tonne	\$ 137,314	\$ 139,816	\$ 142,320	\$ 144,824	\$ 147,328	\$ 149,832	\$ 152,336	\$ 154,840	\$ 157,344	\$ 159,848	\$ 162,352	\$ 164,856	\$ 167,360	\$ 169,864	\$ 172,368	\$ 174,872	\$ 177,376	\$ 179,880	\$ 182,384	\$ 184,888	\$ 187,392	\$ 189,896		
Industrial	\$ 0.00/tonne																								
Residual	\$ 0.00/tonne																								
Transfer Cost																									
Compost Plant	\$ 0.00/tonne																								
South Valley	\$ 15.00/tonne	\$ 87,145	\$ 88,612	\$ 90,079	\$ 91,546	\$ 93,013	\$ 94,480	\$ 95,947	\$ 97,414	\$ 98,881	\$ 100,348	\$ 101,815	\$ 103,282	\$ 104,749	\$ 106,216	\$ 107,683	\$ 109,150	\$ 110,617	\$ 112,084	\$ 113,551	\$ 115,018	\$ 116,485	\$ 117,952		
Industrial	\$ 0.00/tonne																								
Residual	\$ 0.00/tonne																								
Compost Processing Costs																									
Raw Feed Waste	\$ 147.00/tonne	\$ 251,831	\$ 257,483	\$ 263,135	\$ 268,787	\$ 274,439	\$ 280,091	\$ 285,743	\$ 291,395	\$ 297,047	\$ 302,699	\$ 308,351	\$ 314,003	\$ 319,655	\$ 325,307	\$ 330,959	\$ 336,611	\$ 342,263	\$ 347,915	\$ 353,567	\$ 359,219	\$ 364,871	\$ 370,523		
Yield Waste	\$ 59.00/tonne	\$ 99,071	\$ 101,389	\$ 103,707	\$ 106,025	\$ 108,343	\$ 110,661	\$ 112,979	\$ 115,297	\$ 117,615	\$ 119,933	\$ 122,251	\$ 124,569	\$ 126,887	\$ 129,205	\$ 131,523	\$ 133,841	\$ 136,159	\$ 138,477	\$ 140,795	\$ 143,113	\$ 145,431	\$ 147,749		
Commercial/Food Waste	\$ 0.00/tonne																								
Industrial Feed Waste	\$ 0.00/tonne																								
Residual	\$ 0.00/tonne																								
CSM&S O&M and Overhead																									
Thermal System Management not Pulpwood @ 4 FTE	\$ 0.00/tonne	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
Industrial Education and Promotion Staff @ 2 FTE	\$ 0.00/tonne	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405	\$ 07,405		
Contribution of USYM Overhead	\$ 0.00/tonne																								
Subtotal		\$ 1,279,803	\$ 1,306,208	\$ 1,332,613	\$ 1,359,018	\$ 1,385,423	\$ 1,411,828	\$ 1,438,233	\$ 1,464,638	\$ 1,491,043	\$ 1,517,448	\$ 1,543,853	\$ 1,570,258	\$ 1,596,663	\$ 1,623,068	\$ 1,649,473	\$ 1,675,878	\$ 1,702,283	\$ 1,728,688	\$ 1,755,093	\$ 1,781,498	\$ 1,807,903	\$ 1,834,308		
GRANTS AND IN-KIND SPENDING																									
Grants																									
Mod 1		\$ 5,543,000																							
Avoided Capital Costs																									
Compost Plant																									
Customer																									
Center																									
Overhead																									
Avoided Landfill Disposal Fees on FW Tonnages																									
Claremont River	\$ 113.10/tonne	\$ 57,631	\$ 58,500	\$ 59,369	\$ 60,238	\$ 61,107	\$ 61,976	\$ 62,845	\$ 63,714	\$ 64,583	\$ 65,452	\$ 66,321	\$ 67,190	\$ 68,059	\$ 68,928	\$ 69,797	\$ 70,666	\$ 71,535	\$ 72,404	\$ 73,273	\$ 74,142	\$ 75,011	\$ 75,880		
Comco Valley	\$ 0.00/tonne																								
Avoided Landfill Disposal Fees on YW Tonnages																									
Compost Plant	\$ 0.00/tonne																								
Comco Valley	\$ 75.00/tonne	\$ 306,042	\$ 311,516	\$ 316,990	\$ 322,464	\$ 327,938	\$ 333,412	\$ 338,886	\$ 344,360	\$ 349,834	\$ 355,308	\$ 360,782	\$ 366,256	\$ 371,730	\$ 377,204	\$ 382,678	\$ 388,152	\$ 393,626	\$ 399,100	\$ 404,574	\$ 410,048	\$ 415,522	\$ 420,996		
Subtotal		\$ 5,548,643	\$ 5,645,714	\$ 5,742,785	\$ 5,839,856	\$ 5,936,927	\$ 6,033,998	\$ 6,131,069	\$ 6,228,140	\$ 6,325,211	\$ 6,422,282	\$ 6,519,353	\$ 6,616,424	\$ 6,713,495	\$ 6,810,566	\$ 6,907,637	\$ 7,004,708	\$ 7,101,779	\$ 7,198,850	\$ 7,295,921	\$ 7,392,992	\$ 7,490,063	\$ 7,587,134		
REVENUES																									
Tipping Fees																									
Raw Feed Waste	\$ 0.00/tonne																								
Yield Waste	\$ 0.00/tonne																								
Commercial/Food Waste	\$ 0.00/tonne																								
Industrial Feed Waste	\$ 0.00/tonne																								
Residual	\$ 0.00/tonne																								
Process Revenues																									
FW Compost	\$ 0.00/tonne																								
YW Compost	\$ 0.00/tonne																								
Baseload Revenue	\$ 0.00/tonne																								
Subtotal		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
ANNUAL COST		\$ 1,279,803	\$ 1,306,208	\$ 1,332,613	\$ 1,359,018	\$ 1,385,423	\$ 1,411,828	\$ 1,438,233	\$ 1,464,638	\$ 1,491,043	\$ 1,517,448	\$ 1,543,853	\$ 1,570,258	\$ 1,596,663	\$ 1,623,068	\$ 1,649,473	\$ 1,675,878	\$ 1,702,283	\$ 1,728,688	\$ 1,755,093	\$ 1,781,498	\$ 1,807,903	\$ 1,834,308		
ANNUAL REVENUE FROM DISPOSAL AND REVENUE		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
NET ANNUAL COST		\$ 1,279,803	\$ 1,306,208	\$ 1,332,613	\$ 1,359,018	\$ 1,385,423	\$ 1,411,828	\$ 1,438,233	\$ 1,464,638	\$ 1,491,043	\$ 1,517,448	\$ 1,543,853	\$ 1,570,258	\$ 1,596,663	\$ 1,623,068	\$ 1,649,473	\$ 1,675,878	\$ 1,702,283	\$ 1,728,688	\$ 1,755,093	\$ 1,781,498	\$ 1,807,903	\$ 1,834,308		

APPENDIX C

MUNICIPAL PARTNER CASH FLOW MODEL

	Design and Construct		Operational Stage																							
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040		
BACKGROUND DATA																										
Dwelling Counts																										
Compost River			12,333	12,515	12,705	12,900	13,098	13,298	13,495	13,687	13,883	14,073	14,267	14,457	14,642	14,832	15,017	15,207	15,392	15,572	15,757	15,937	16,112	16,282	16,457	16,627
Courtesy			8,114	8,180	8,248	8,318	8,390	8,463	8,537	8,612	8,688	8,765	8,843	8,921	9,000	9,080	9,160	9,241	9,322	9,404	9,486	9,569	9,652	9,736	9,820	9,904
Cornus			5,481	5,563	5,647	5,732	5,818	5,905	5,993	6,083	6,174	6,267	6,361	6,456	6,552	6,649	6,747	6,846	6,946	7,047	7,149	7,252	7,356	7,461	7,567	7,673
Cumberland			1,481	1,523	1,567	1,612	1,657	1,703	1,750	1,797	1,845	1,893	1,942	1,991	2,040	2,090	2,140	2,190	2,241	2,292	2,343	2,394	2,445	2,496	2,547	2,598
Food Waste Counts																										
Compost River			1,572	1,565	1,558	1,551	1,544	1,537	1,530	1,523	1,516	1,509	1,502	1,495	1,488	1,481	1,474	1,467	1,460	1,453	1,446	1,439	1,432	1,425	1,418	1,411
Courtesy			1,214	1,220	1,225	1,231	1,237	1,243	1,249	1,255	1,261	1,267	1,273	1,279	1,285	1,291	1,297	1,303	1,309	1,315	1,321	1,327	1,333	1,339	1,345	1,351
Cornus			685	693	700	707	714	721	728	734	741	748	755	762	769	776	783	790	797	804	811	818	825	832	839	846
Cumberland			185	191	196	203	208	214	220	226	232	238	244	250	256	262	268	274	280	286	292	298	304	310	316	322
LAWN Waste Counts																										
Compost River			2,641	2,624	2,608	2,592	2,576	2,560	2,544	2,528	2,512	2,496	2,480	2,464	2,448	2,432	2,416	2,400	2,384	2,368	2,352	2,336	2,320	2,304	2,288	2,272
Courtesy			2,040	2,021	2,002	1,983	1,964	1,945	1,926	1,907	1,888	1,869	1,850	1,831	1,812	1,793	1,774	1,755	1,736	1,717	1,698	1,679	1,660	1,641	1,622	1,603
Cornus			1,811	1,808	1,805	1,802	1,799	1,796	1,793	1,790	1,787	1,784	1,781	1,778	1,775	1,772	1,769	1,766	1,763	1,760	1,757	1,754	1,751	1,748	1,745	1,742
Cumberland			371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394
Total Organic Waste Quantities																										
Compost River			6,133	6,154	6,200	6,240	6,285	6,330	6,375	6,420	6,465	6,510	6,555	6,600	6,645	6,690	6,735	6,780	6,825	6,870	6,915	6,960	7,005	7,050	7,095	7,140
Courtesy			3,254	3,262	3,269	3,276	3,283	3,290	3,297	3,304	3,311	3,318	3,325	3,332	3,339	3,346	3,353	3,360	3,367	3,374	3,381	3,388	3,395	3,402	3,409	3,416
Cornus			1,998	2,004	2,010	2,016	2,022	2,028	2,034	2,040	2,046	2,052	2,058	2,064	2,070	2,076	2,082	2,088	2,094	2,100	2,106	2,112	2,118	2,124	2,130	2,136
Cumberland			480	514	532	548	565	582	599	616	633	650	667	684	701	718	735	752	769	786	803	820	837	854	871	888
Total			9,710	9,874	10,032	10,188	10,346	10,504	10,662	10,820	10,978	11,136	11,294	11,452	11,610	11,768	11,926	12,084	12,242	12,400	12,558	12,716	12,874	13,032	13,190	13,348
CAPITAL COSTS																										
Curbside Collection Containers																										
Compost River			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Courtesy			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cornus			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumberland			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal																										
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATION AND MAINTENANCE COSTS																										
YARD Waste - Incremental Residential Collection Cost																										
Compost River			\$725,870	\$751,060	\$782,300	\$813,700	\$845,340	\$877,160	\$909,190	\$941,420	\$973,860	\$1,006,520	\$1,039,400	\$1,072,500	\$1,105,830	\$1,139,390	\$1,173,180	\$1,207,200	\$1,241,460	\$1,275,960	\$1,310,700	\$1,345,680	\$1,380,900	\$1,416,360	\$1,452,060	\$1,487,990
Courtesy			\$561,810	\$571,000	\$581,000	\$591,000	\$601,000	\$611,000	\$621,000	\$631,000	\$641,000	\$651,000	\$661,000	\$671,000	\$681,000	\$691,000	\$701,000	\$711,000	\$721,000	\$731,000	\$741,000	\$751,000	\$761,000	\$771,000	\$781,000	\$791,000
Cornus			\$230,760	\$232,700	\$234,600	\$236,500	\$238,400	\$240,300	\$242,200	\$244,100	\$246,000	\$247,900	\$249,800	\$251,700	\$253,600	\$255,500	\$257,400	\$259,300	\$261,200	\$263,100	\$265,000	\$266,900	\$268,800	\$270,700	\$272,600	\$274,500
Cumberland			\$80,880	\$81,800	\$82,720	\$83,640	\$84,560	\$85,480	\$86,400	\$87,320	\$88,240	\$89,160	\$90,080	\$91,000	\$91,920	\$92,840	\$93,760	\$94,680	\$95,600	\$96,520	\$97,440	\$98,360	\$99,280	\$100,200	\$101,120	\$102,040
Food Waste - Incremental Residential Collection Cost																										
Compost River			\$725,870	\$751,060	\$782,300	\$813,700	\$845,340	\$877,160	\$909,190	\$941,420	\$973,860	\$1,006,520	\$1,039,400	\$1,072,500	\$1,105,830	\$1,139,390	\$1,173,180	\$1,207,200	\$1,241,460	\$1,275,960	\$1,310,700	\$1,345,680	\$1,380,900	\$1,416,360	\$1,452,060	\$1,487,990
Courtesy			\$561,810	\$571,000	\$581,000	\$591,000	\$601,000	\$611,000	\$621,000	\$631,000	\$641,000	\$651,000	\$661,000	\$671,000	\$681,000	\$691,000	\$701,000	\$711,000	\$721,000	\$731,000	\$741,000	\$751,000	\$761,000	\$771,000	\$781,000	\$791,000
Cornus			\$230,760	\$232,700	\$234,600	\$236,500	\$238,400	\$240,300	\$242,200	\$244,100	\$246,000	\$247,900	\$249,800	\$251,700	\$253,600	\$255,500	\$257,400	\$259,300	\$261,200	\$263,100	\$265,000	\$266,900	\$268,800	\$270,700	\$272,600	\$274,500
Cumberland			\$80,880	\$81,800	\$82,720	\$83,640	\$84,560	\$85,480	\$86,400	\$87,320	\$88,240	\$89,160	\$90,080	\$91,000	\$91,920	\$92,840	\$93,760	\$94,680	\$95,600	\$96,520	\$97,440	\$98,360	\$99,280	\$100,200	\$101,120	\$102,040
Food Waste - Interregional Transfer Cost																										
Compost River			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Courtesy			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cornus			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumberland			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food Waste - Processing Costs																										
Compost River			\$163,201	\$169,037	\$174,873	\$180,709	\$186,545	\$192,381	\$198,217	\$204,053	\$209,889	\$215,725	\$221,561	\$227,397	\$233,233	\$239,069	\$244,905	\$250,741	\$256,577	\$262,413	\$268,249	\$274,085	\$279,921	\$285,757	\$291,593	\$297,429
Courtesy			\$350,080	\$360,255	\$370,430	\$380,605	\$390,780	\$400,955	\$411,130	\$421,305	\$431,480	\$441,655	\$451,830	\$462,005	\$472,180	\$482,355	\$492,530	\$502,705	\$512,880	\$523,055	\$533,230	\$543,405	\$553,580	\$563,755	\$573,930	\$584,105
Cornus			\$301,427	\$304,440	\$307,453	\$310,466	\$313,479	\$316,492	\$319,505	\$322,518	\$325,531	\$328,544	\$331,557	\$334,570	\$337,583	\$340,596	\$343,609	\$346,622	\$349,635	\$352,648	\$355,661	\$358,674	\$361,687	\$364,700	\$367,713	\$370,726
Cumberland			\$14,427	\$14,336	\$14,245	\$14,154	\$14,063	\$13,972	\$13,881	\$13,790	\$13,699	\$13,608	\$13,517	\$13,426	\$13,335	\$13,244	\$13,153	\$13,062	\$12,971	\$12,880	\$12,789	\$12,698	\$12,607	\$12,516	\$12,425	\$12,334
YARD Waste - Interregional Transfer Cost																										
Compost River			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Courtesy			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cornus			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumberland			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
YARD Waste Processing Costs																										
Compost River			\$20,742	\$18,720	\$16,698	\$14,676	\$12,654	\$10,632	\$8,610	\$6,588	\$4,566	\$2,544	\$512	\$-480	\$-972	\$-1,464	\$-1,956	\$-2,448	\$-2,940	\$-3,432						

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Twyla Slonski

From: johningram11@gmail.com
Sent: June 29, 2018 7:58 AM
To: council
Subject: Comox Golf Course

RECEIVED

June 29, 2018

TOWN OF COMOX

What a wonderful idea presented in the local paper, to ask the people of Comox what they think about the future of the Comox Golf Course. How democratic. Perhaps some background information would help and the town is in a good position to present this.

I believe Comox residents are just starting to understand how important it is to have a downtown that attracts people in different ways. Local amenities such as trails, cycling paths, green spaces, and walkways, combined with meeting places and shops, all contribute to a vibrant community. Comox has the potential to become a healthy attractive destination for local residents and visitors. It seems like we are already moving forward due to increased downtown densification and new businesses arriving.

Perhaps it is also time to trot out an old idea that has been suggested by many over the years. A pathway from the marina park to the spit is a potential amenity that would serve Comox well and is entirely doable. It could be constructed in phases over the next 5-10 years. Part of it already exists in some form, including the road around Jane Place. A start might be to upgrade the section between Filberg Park and Macdonald Woods.

If you doubt the utility of such a project you only need to check out the number of people who presently walk on the roadside trails out to the spit. You might also consider the existing trail network (and the businesses) that would benefit from a connection to the downtown and even how a future park on the golf course lands would be linked up. The opportunities are breathtaking.

Finally, a thanks to the civic minded individual who brought forward the idea to council for the conversion of the golf course.

Respectfully,
John Ingram
1595 Comox Ave.
Comox

LOG: 18-178	REFER:	AGENDA: Aug. 1 '18
FILE: 5960-20	ACTION: MR	

o ~ cfile 5960-20-CGG
copy ~ Mayor & Council
RK / CF / MK / SR / SA / AF / TH / GS

Sent from my iPad

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July 6, 2018

Twyla Slonski

TOWN OF COMOX

From: Town of Comox – Administration
Sent: July 6, 2018 9:52 AM
To: Twyla Slonski
Cc: Shelly Russwurm: Town of Comox
Subject: FW: Childcare BC New Spaces Fund Announcement

LOG: 18-183	REFER:	AGENDA: RCM - Aug. 1
FILE: 0400-20	ACTION: TS	

From: MacPherson, Laura MCF:EX <Laura.MacPherson@gov.bc.ca> **On Behalf Of** Barry, Jonathan MCF:EX
Sent: July-06-18 9:45 AM
Subject: Childcare BC New Spaces Fund Announcement
 o ~ cfile
 copy ~ Mayor & Council
 RK / SR / MK / agenda

Dear Mayor and Council:

I am writing to let you know that the Province has announced details of its Childcare BC New Spaces Fund, one of several initiatives outlined in the Childcare BC plan aimed at increasing the number of licensed child care spaces in the province.

The Childcare BC New Spaces Fund replaces the Child Care Major Capital Funding program, although similarities remain in that the new funding program will continue to fund the building of new child care facilities, along with renovations that add new child care spaces to existing facilities. The New Spaces Fund includes significant enhancements — with more under development — that will be of particular interest to school boards and municipalities.

The Childcare BC New Spaces Fund will support the creation of 22,000 new licensed child care spaces in B.C. with an investment of \$221 million over three years. This marks the single-largest investment to improve child care accessibility in B.C. history.

Other highlights of the new program include:

- An application process that is open year-round, based on availability of funds within a fiscal year.
- Priority on applications creating licensed infant and toddler and group 3-5 spaces, and child care spaces in underserved and vulnerable communities.
- A requirement for funding recipients to commit to deliver affordable child care.
- Higher maximum funding amounts, including up to \$1 million for public sector/non-profit partnerships.

Maximum funding amounts available include:

- Up to \$1 million per facility to public sector partnerships with non-profit child care providers.
- Up to \$500,000 per facility to school boards, Indigenous communities, Child Development Centres and not-for-profit child care providers.
- Up to \$250,000 per facility to private child care providers.

As the new program builds momentum and applications are submitted — especially those involving public-sector partnerships — it is anticipated that the New Spaces Fund will be vital in supporting the creation of a universal, quality, accessible and affordable child care system.

In the near future we will release a second funding stream targeted to organizations like yours that will further increase funding maximums for multi-facility projects. This responds to requests from many past applicants, and will allow communities with robust child care plans to quickly move forward with a significant expansion of their child care services.

Please watch for further details in the near future.

To learn more about the Childcare BC New Spaces Fund, including how to apply, funding guidelines and FAQs, visit www.gov.bc.ca/childcare/newspacesfund.

Please note that we have scheduled an informational call for interested applicants on July 16, 2018, from 5:30 p.m. to 6:30 p.m. To participate, call 1-877-353-9184 and use passcode 41532# to listen in and ask your questions.

Yours sincerely,

Jonathan Barry
Executive Director – Child Care Capital, Community, and ECE Registry Services
Ministry of Children and Family Development

RECEIVED

July 13, 2018

TOWN OF COMOX

Mayor Paul Ives & Council
Town of Comox
1809 Beaufort Ave
Comox BC V9M 1R9

LOG: 18-185	REFER:	AGENDA: RCM - Aug. 1
FILE: 0400-20	ACTION: File	

o ~ cfile
copy ~ Mayor & Council
RK / SR / MK / agenda

July 13, 2018

Dear Mayor Ives & Council,

Earlier this year, the Province coordinated homeless counts in 12 communities to help inform B.C.'s Homelessness Action Plan, which will focus on permanent housing and services. The Province will compile this data with counts from this year's federal Point-In-Time counts and counts from the following communities, conducted in 2017: Metro Vancouver, Fraser Valley Regional District, Duncan, and Vernon. Combined, this will capture approximately 85% of the population.

These counts provide vital information, including the demographics and service needs of people experiencing homelessness. They also help establish a benchmark to measure the progress made to reduce homelessness over time.

As we prepare the final report for release this fall, we wanted to share with you the information we got back from the Town of Comox. The attached document breaks down a number of demographics for your consideration as a local government.

If your community is interested in building more affordable housing to address needs identified through this count, we would encourage you to take advantage of provincial funding announced in Budget 2018. As part of this budget, our government launched a 30-point housing plan that includes \$7 billion over the next 10 years to create and preserve affordable housing.

[Funding applications can be found online](#), and funding is available to build housing for:

- indigenous people through the **Indigenous Housing Fund**;
- those experiencing homelessness through the **Supportive Housing Fund**;
- women and children fleeing violence through the **Women's Transition Housing Fund**; and
- mixed-income affordable housing for families, seniors and individuals through the **Community Housing Fund**.

Thank you for your consideration and if you have any problems, please don't hesitate to get in touch.

Sincerely,

A handwritten signature in black ink that reads "Shane Simpson". The signature is written in a cursive, flowing style.

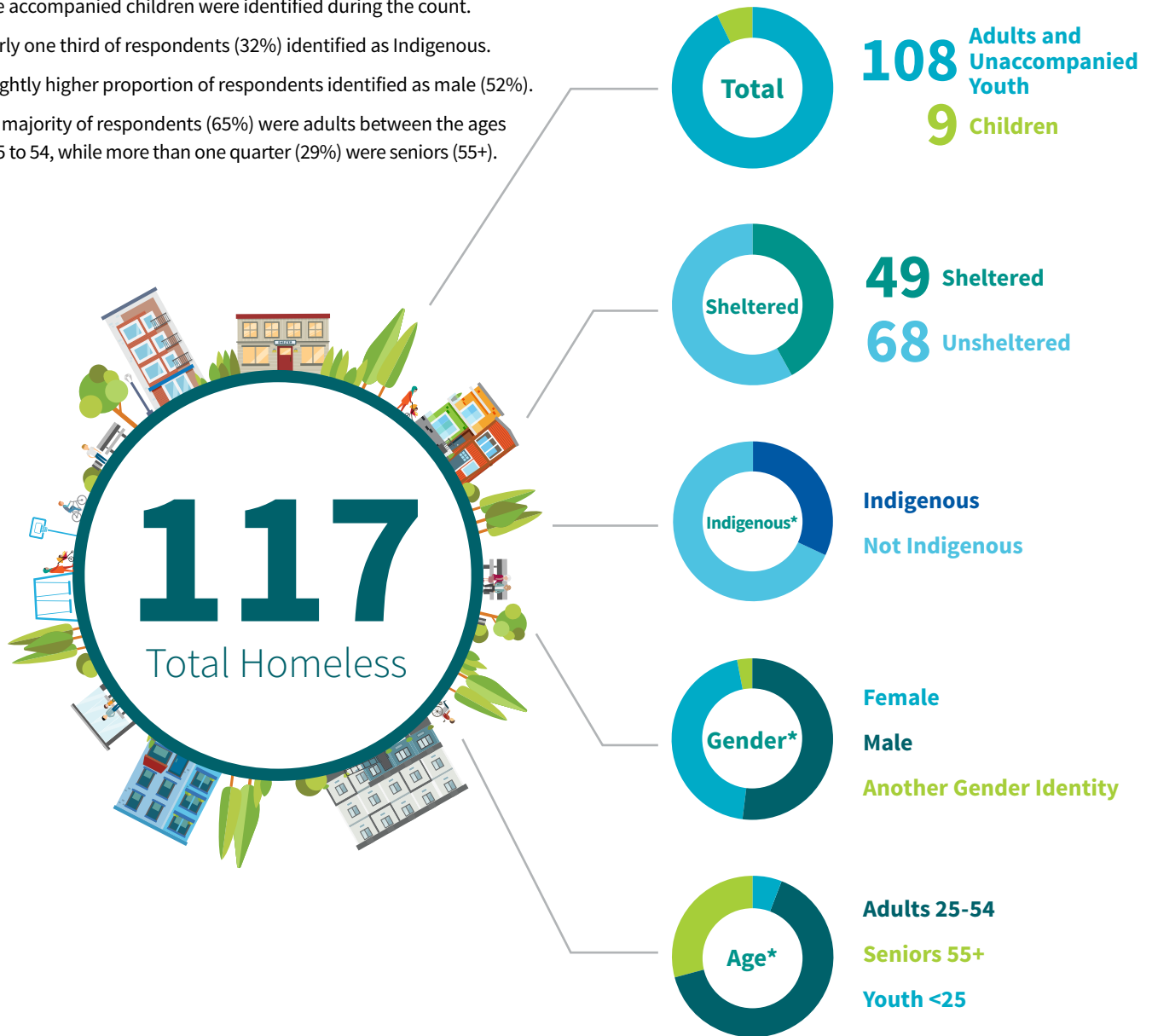
Honourable Selina Robinson
Minister of Municipal Affairs & Housing

Honourable Shane Simpson
Minister of Social Development & Poverty Reduction

4.2 Comox Valley

A total of 117 individuals were identified as experiencing homelessness during the count in the Comox Valley on March 7, 2018.

- › More people who identified as experiencing homelessness were unsheltered (58%) than sheltered (42%).
- › Nine accompanied children were identified during the count.
- › Nearly one third of respondents (32%) identified as Indigenous.
- › A slightly higher proportion of respondents identified as male (52%).
- › The majority of respondents (65%) were adults between the ages of 25 to 54, while more than one quarter (29%) were seniors (55+).



*For gender, age and Indigenous identity, percentages are based on the number of people who answered these questions in the survey. The survey is voluntary and not everyone who identified as homeless answered all questions. Therefore, percentages are based on the number of people who responded to each question (respondents) and not the total number of people identified as experiencing homelessness in the community. Some data with only a few respondents has been suppressed to protect privacy.

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RECEIVED

July 2018

JUL 19 2018

Sharren K. Grant, Site Coordinator
Point Holmes Beach, Comox, BC
Phone: 250-702-7611
Email: sharren_grant@msn.com

Al Fraser
Superintendent of Parks
Town of Comox
Comox, BC

TOWN OF COMOX

on file

copy ~ Mayor & Council

RK/SR/AF / agenda - Rem Aug 1 '18

Dear Mr. Fraser,

I would like to take this opportunity to thank you for the generous donation of garbage and recycle bags as well as the loan of grabbers for our shoreline cleanup held on July 15, 2018 at Point Holmes beach.

As part of the **Great Canadian Shoreline Cleanup**, presented by **Loblaw Companies Limited**, this is a national event with local initiatives all over the country, and each group was responsible for securing materials required to host their events. Your contribution enabled us to pick up as much garbage as possible and made the day so much easier for all my hard-working participants.

A joint conservation initiative of the Vancouver Aquarium and WWF, the Shoreline Cleanup is about removing shoreline litter to help create healthy waters for everyone, including the wildlife and communities that depend on them. For more information on this initiative, please visit the program website at ShorelineCleanup.ca or phone 1-877-427-2422.

Thank you for your continued support, and I look forward to collaborating with you again next year.

Sincerely,

Sharren K. Grant

ShorelineCleanup.ca | facebook.com/shorelinecleanup | twitter.com/cleanshorelines | instagram.com/shorelinecleanup

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JUL 23 2018
TOWN OF COMOX

July 20, 2018

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

LOG: 18-188	REFER:	AGENDA: Recd Aug 1 '18
FILE: 1855-02	ACTION: file	

*on file
copy Mayor & Council
RK/CF/agenda*

Dear Mayor Paul Ives:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$328,622.94 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Kind regards,

Wendy Booth
UBCM President

Pc: Clive Freundlich, Director of Finance

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Twyla Slonski

From: Marcia Turner <marciamariaturner@gmail.com>
Sent: July 24, 2018 11:14 AM
To: council
Subject: DVP 18-4

RECEIVED

July 24, 2018

TOWN OF COMOX

Mayor & Council

I have no objection to the variance proposed by my next door neighbour. i believe it is in keeping with the Town's long term community planning objectives of increasing density in the downtown core and along transit routes.

It will also provide affordable housing and be able to accommodate persons with disabilities.

Marcia Turner
1765 Robb Ave.
Comox

LOG: 18-190	REFER:	AGENDA:
FILE: DVP 18_4	ACTION: File	RCM - Aug. 1

o ~ cfile
copy ~ Mayor & Council
RK / MK / SR / GA / agenda

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To: Town of Comox
1809 Beaufort Avenue
Comox, BC

JUL 25 2018

TOWN OF COMOX

CC	18-191	REFER	AGENDA
FILE	DVP 18-4	ACTION	Real Aug 1 '18

on file
copy ~ Mayor + Council
RK/SR/MK/GA

Date: July 24, 2018

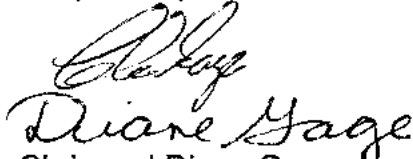
Attention: Mayor and Council

Subject: DVP 18-4 - 1759 Robb Avenue

As property owners of 375 Megin Way and 423 Megin Way, we would like to submit our objection to the proposed variance of subject property 1759 Robb Avenue to reduce the required rear setback. The property in question has an existing sundeck built up to the property line where there should be a side yard setback plus to then have the rear setback amended to only 3.0 m would not be acceptable. This would change the look and view of all properties along Megin Way and 1744 & 1752 Robb Road. All homes along Megin Way have a front yard setback of 7.5 meters from the street which puts them all in a row. If you step it back 4.5 meters at the top of the street that closes in the look of Megin Way.

The huge rise that the Town installed at the intersection of Megin Way and Robb Road when Robb Road was reconfigured is bad enough but to lessen the visibility would be dangerous and not acceptable. To create a secondary suite located side-by-side would cover far too much of the property in question plus a driveway at the back of the suite up to the side yard property line would be far too congested.

Respectfully submitted,


Chris and Diane Gage
375 Megin Way
Comox, BC

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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



RECEIVED

File: 6410-20 / CV RGS Amendments
RGS 1CV 17

July 25, 2018

July 25, 2018

TOWN OF COMOX

Sent via email: srusswurm@comox.ca

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

LOG: 18-192	REFER:	AGENDA:
FILE: 0114-20	ACTION: MR	RCM - Aug. 1

0 ~ cfile 0114-20-512
copy ~ Mayor & Council
RK / SR / MK / agenda

Dear Mayor and Council:

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

Please be advised that on July 24, 2018, the Comox Valley Regional District (CVRD) Board passed the following resolutions:

“THAT the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy in order to consider the application made by 3L Developments Inc. that proposes creation of a new Settlement Node.”

“THAT the Comox Valley Regional District Board provide written notice of the initiation of the 3L Developments Inc. Regional Growth Strategy 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 provides notice of the CVRD’s initiation of a standard amendment.

If you have any questions regarding the proposal or the CVRD’s process, please contact Alana Mullaly, Acting General Manager of Planning and Development Services at 250-334-6051 or via email to planningdevelopment@comoxvalleyrd.ca.

Sincerely,

Bruce Jolliffe
Chair


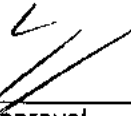
- cc: A. Mullaly, Acting General Manager of Planning and Development Services
- R. Dyson, Chief Administrative Officer
- R. Kanigan, Chief Administrative Officer, Town of Comox
- M. Kamenz, Municipal Planner, Town of Comox

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**TOWN OF COMOX
PLANNING REPORT ADDENDUM**

LATE ITEM

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 18-4 1759 ROBB AVENUE
DATE:	AUGUST 1, 2018 – REGULAR COUNCIL MEETING ADDENDUM REPORT

		
Submitted by	Concurrence	Approval

Item 7d on the August 1, 2018 Regular Council Meeting Agenda, Development Variance Permit Application: DVP 18-4 1759 Robb Avenue, is a proposal to vary Comox Zoning Bylaw 1850, to facilitate development of a secondary suite on the subject property:

1. Section 3.2 definition of secondary suite from “secondary suites shall be located above or below the other dwelling unit” to “secondary suites shall be located side-by-side to the other dwelling unit”; and
2. Section 101.9 required rear yard setback from 7.5 metres, to 3.0 metres.

As part of the standard notification process, a public submission (item number 8g on the Agenda) was received which identified that a deck has been constructed on the subject property up to the rear property line.

In follow-up to this submission, a site visit was conducted and an existing deck encroachment into the rear setback was confirmed. The deck was constructed without a building permit and is not in compliance with Comox Zoning Bylaw 1850 Section 5.12 Projections into Required Setbacks. The deck is less than 0.6 metres above immediately adjacent finished grade and may be located up to 1.5 metres from a rear lot line.

Accordingly, staff recommendation has been revised as follows:

1. That Schedule 1 of the August 1, 2018 Planning Report on DVP 18-4 be amended to add the following condition: removal or reconstruction of the existing deck on the rear of the principal dwelling in compliance with Comox Zoning Bylaw 1850; and

U:\Dev App\2018\DVP\DVP 18-4 1759 Robb Avenue\Reports\2-RCM DVP 18-4 1759 Robb Ave Addendum.docx

LATE ITEM

AUGUST 1, 2018

2. That Development Variance Permit DVP 18-4 be issued, subject to the as amended Development Variance Permit Conditions listed in Schedule 1 of the August 1, 2018 Planning Report on DVP 18-4.