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

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY AUGUST 7, 2019

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

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

NOTICE is hereby given that a Public Hearing has been scheduled for 06:30 PM at Council Chambers, 1801B Beaufort Avenue, in order to consider the following: Rezoning Application RZ 17-11 / Development (1855 Noel Avenue, Comox Community Centre) AND Rezoning Application RZ 18-3 / Development Variance Permit Application DVP 18-3 (2260 Robb Avenue)

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1. DELEGATIONS:

(15) a. John Bowman (North Island College) North Island College's Plan 20-25

(16) b. Dianne Hawkins (Comox Valley Chamber) Chamber Centennial

(17) c. Angela Holmes - Learnings from the Active Transportation Summit 2019

2. MINUTES OF MEETINGS:

(18) a. Regular Council Meeting Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday July 03, 2019, be Approved.

(23) b. Public Hearing Meeting Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday July 03, 2019, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

(27) a. Management Report - August 7, 2019

(29) b. 2018 Annual Report

That the 2018 Annual Report, as contained in the August 7, 2019 Regular Council Meeting agenda, be Adopted.

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(93) c. Planning Report PR 19-10: Non-Medical Cannabis Licence Application Review, Coast Range Cannabis Ltd. (221C Church Street)

The Town of Comox Council's comments on the prescribed considerations regarding the request for a Non-Medical Cannabis Retail Sales Licence for Coast Range Cannabis at commercial Unit C, 221 Church St., Comox (Lot 51, Section 56, Comox District, Plan 104) are as follows:

a. The location of the proposed store:

i) The subject property is located on Church Street in Downtown Comox and zoned C4.1 Core Commercial. Permitted uses in the C4.1 zone include recreational cannabis retail sales. Surrounding uses include single-family residential uses to the north and west, commercial uses to the south, and institutional use to the east.

b. The general impact on the community if the application is approved:

i) If the application is approved, the impact is expected to be generally positive in that it will:

1. *diversify services available to Comox residents, particularly as a walkable destination for the growing residential neighbourhood within the Town's downtown core; and*
2. *strengthen Downtown Comox's commercial base.*

c. The method the Town used to gather the views of the residents:

i) In advance of the federal legalization of the sale of cannabis, the Town of Comox amended its Zoning Bylaw and Business Regulation Bylaws to address recreational cannabis retail sales, including permitted locations. This process included the following public consultation:

1. *Open House on June 14, 2018 on draft land use and business licensing regulatory framework in respect of recreational cannabis retail sales;*
2. *Zoning and Business Regulation Bylaw Amendments were given First & Second reading on September 5, 2018;*
3. *Public Hearing on the Zoning Amendment Bylaw and notice of the Business Regulation Bylaw Amendment were advertised in the local newspaper;*
4. *September 19, 2018 a Public Hearing was held and the Zoning Amendment Bylaw was adopted which included the following:*
    a. *limiting the maximum number of cannabis retail stores to a total of three (two being possible in the Downtown and one being possible outside of Downtown but still within a commercial area);*
    b. *minimum 250 m separation between cannabis retail stores;*
    c. *limiting the proximity of cannabis retail stores to retail liquor stores or gas stations;*
    d. *restricting cannabis retail stores to the sale of cannabis and no other paraphernalia; and*
5. *In September 19, 2018 the Business Regulation Amendment Bylaw was adopted which includes a regulation to keep cannabis retail store*

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frontages clear of cannabis promotion and limit the use of "cannabis" in signage to the company's name;

ii) A notice of Council's consideration of a Non-Medical Cannabis Retail Sales Licence, as contained in Attachment 5 of the August 7, 2019 Planning Report PR 19-10 for 221C Church Street was:
1. posted on the Town's website and Town Hall notice board;
2. published in two consecutive editions of the Comox Valley Record newspaper (July 25, 2019 and July 30, 2019); and
3. mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.

iii) A sign advertising the Non-Medical Cannabis Retail Store Licence application was installed at the Church Street frontage of commercial unit C 221 Church Street on the subject property.

iv) Written submissions from the public, have been provided to Council for Council's consideration of this application, copies of which will be forwarded to the General Manager of the Liquor and Cannabis Regulation Branch with this resolution.

d) The Town of Comox Council recommends that a Non-Medical Cannabis Retail Store Licence be issued for Coast Range Cannabis Ltd., located at commercial Unit C, 221 Church Street in Comox as:

i) this will provide Comox residents with a local Non-Medical Cannabis Retail Store in a location that supports Comox Official Community Plan Bylaw, 2011 Policies 2.1.3.3(b)(d) and (e); and

ii) the proposed retail store is in compliance with the Town's recreational cannabis retail store zoning and business licensing regulation framework, including that the subject property is zoned to permit a recreational cannabis retail store and the proposed store is located within the Downtown commercial area, and located at least 250 metres from the only existing Downtown cannabis retail store.

5. SPECIAL REPORTS:

(137) a. Comox Valley Regional District Meeting Minutes

That the following Comox Valley Regional District meeting minutes be received for information:
- Comox Valley Regional District Board held on Tuesday, May 28, 2019, Tuesday, June 25, 2019, and Tuesday, July 16, 2019; and
- Comox Strachcona Waste Management board held on Thursday, June 20, 2019.

6. BYLAWS: NIL

7. NEW BUSINESS:

(160) a. Asset Management Planning Program

THAT Council supports the Town's application for funding for its project titled "Connecting Asset Management Planning to Long-Term Financial Planning" including a commitment to provide overall grant management of this funding project.

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(162) b. Strategic Priorities Update

THAT Council endorse the Strategic Priorities 2019 [the Report], as amended and attached as Schedule 'A' to this report.

(165) c. Comox Valley Lions Club Management Agreement - Renewal

THAT Council authorizes the Corporate Administrator to execute the Management Agreement between the Comox Valley Lions Club and the Town of Comox for space commonly referred to as the Lions's Den located at 1729 Comox Avenue for a five year term ending August 31, 2024.

(172) d. Acting Deputy Corporate Administrator Appointment

THAT Twyla Slonski, Executive Coordinator, be appointed as Acting Deputy Corporate Administrator for the purposes of carrying out the statutory duties prescribed in section 148 of the Community Charter, in the absence of Shelly Russwurm, Deputy Corporate Administrator effective July 8, 2019.

(173) e. Northgate Christian Education Society PAC - Letter of Support Request

That Comox Council forward a letter to Kelly Hillier, Vice President of the Northgate Christian Education Society PAC, in support of their grant application to the Comox Community Foundation for the purpose of purchasing and installing new play ground equipment at the Phil and Jennie Gaglardi Academy.

(174) f. Development Variance Permit Application: DVP 19-5 / 215 Port Augusta Street, Comox Mall (Rexall)

That Development Variance Permit DVP 19-5 be denied.

8. CORRESPONDENCE:

(194) a. Kent Gulliford (Royal Canadian Legion) 2019 Remembrance Day

(199) b. Lois Harvey - Requesting Road Closure for Street Party

(200) c. Alena, Quinn and Max Barner - Clamshell plastic used to sell bakery items

(201) d. Minister Selina Robinson (Minister of Municipal Affairs and Housing) A message from the Minister.

(203) e. Maurita Prato (LUSH Valley Food Action Society) Requesting a representative on a Comox Valley Regional Food Policy Council

(209) f. Dr. John D. Neilson - Safety concern on Balmoral Avenue

(211) g. Katrine Conroy & Katrina Chen (Office of the Minister) Childcare BC New Spaces Fund

(216) h. Solweig and Harold Williams - Requesting a variance for property on Butchers Road

(218) i. Pia Schindler (The Kidney Foundation of Canada, BC & Yukon Branch) Waive additional garbage fees

(220) j. Roger Chayer (Beaufort Watershed Stewards) Groundwater Extraction - Resolution at the UBCM

(222) k. Bruce Gibbons (Merville Water Guardians) Requesting support

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(225) I. Correspondence regarding Groundwater Protection

That the following items of correspondence regarding Groundwater Protection be received and filed for information:

- The July 20, 2019 email from Mark Smith
- The July 20, 2019 email from Dianne E. Jorgenson
- The July 20, 2019 email from Fred Muzin
- The July 20, 2019 email from Jon Toogood
- The July 21, 2019 email from Joan Price Boase
- The July 21, 2019 email from Rita Brett
- The July 22, 2019 email from Diane Woloshyn
- The July 23, 2019 email from Robin and Norm Pattison

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(234) m. Correspondence regarding PR 19-10: Non-Medical Cannabis Licence Application Review, Coast Range Cannabis Ltd. (221C Church Street)

That the following items of correspondence regarding PR 19-10: Non-Medical Cannabis Licence Application Review, Coast Range Cannabis Ltd. (221C Church Street) be received and filed for information:

- *The July 16, 2019 email from Dalton Alvarado*
- *The July 19, 2019 email from Heather Crozier*
- *The July 21, 2019 email from Don and Lynore Harrington*
- *The July 22, 2019 email from Carl Munn*
- *The July 22, 2019 email from Diane Stewart*
- *The July 24, 2019 email from Lisa and Matt Low*
- *The July 25, 2019 email from Melissa Agnew*
- *The July 25, 2019 email from Gary and Dorothy Wiffen*
- *The July 26, 2019 email from J. Audrey Owens*
- *The July 26, 2019 email from Danielle Purdon*
- *The July 28, 2019 email from Adam Begley*
- *The July 28, 2019 email from David Murray*
- *The July 28, 2019 email from Wesley, Tomoko, Linda and Michael Keating*
- *The July 29, 2019 email from Peter and Diana Dobbs*
- *The July 29, 2019 email from Margie Anderson*
- *The July 29, 2019 email from Malcolm Ledgard*
- *The July 30, 2019 email from Charles and Lorraine Romain*
- *The July 30. 2019 letter from Mike Copp and Gail Jernberg*
- *The July 31, 2019 email from Gwen Elder*
- *The July 31, 2019 letter from Verena Bryner*
- *The July 31, 2019 email from Jennifer Young*
- *The July 31, 2019 email from Tyler McLoughlin*
- *The July 31, 2019 email from Marilene Pomerleau*
- *The July 31, 2019 email from Carole and Pat Mills*
- *The July 31, 2019 email from Darren Prentice*
- *The July 31, 2019 email from Brock Berg*
- *The July 31, 2019 email from Karen Pantuso-Swanson*
- *The August 1, 2019 email from Laika Lie Heflin*
- *The August 1, 2019 letter from Jason Heflin*
- *The August 1, 2019 email from Ian Russell*
- *The August 1, 2019 email from Amanda Wilkinson*
- *The August 1, 2019 letter from Joe and Helen Stefiuk*
- *The August 1, 2019 email from Mary and Don Suchla*
- *The August 1, 2019 email from Justin Wilkinson*
- *The August 1, 2019 email from Carol Hardy*
- *The August 1, 2019 letter from Grace Clarke*
- *The August 1, 2019 letter from Carol MacDonald*
- *The August 1, 2019 email from Marcie Dumais*

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

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12. BUSINESS ARISING FROM PUBLIC HEARING:

a. Rezoning Application RZ 17-11: 1855 Noel Ave (Comox Community Centre)

1. *That Comox Zoning Amendment Bylaw 1925 be given third Reading.*

2. *That Comox Zoning Amendment Bylaw 1925 be Adopted.*

b. Rezoning Application RZ 18-3 / Development Variance Permit Application DVP 18-3 (2260 Robb Avenue)

1. *That Comox Zoning Amendment Bylaw 1925 be given Third Reading.*

2. *That Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue be given Third Reading.*

13. PUBLIC QUESTION PERIOD:

14. MEDIA QUESTION PERIOD:

15. EXCLUDE THE PUBLIC:

a. Exclude the Public

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

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

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

ADJOURNMENT

Corporate Officer

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RECEIVED
June 25, 2019
TOWN OF COMOX

REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking: John Bowman, President

Organization you are representing: North Island College

Primary purpose of Organization: Post-Secondary Education Number of members: 1

Mailing address: 2300 Ryan Road

City: Courtenay Postal Code: V9N 8N6

Contact name: Sue Bate Email: sue.bate@nic.bc.ca

Phone: 250 334 5270 Fax: 250 334 5269

Subject matter: North Island College's Plan20-25

Specific request of Council, if any (i.e., letter of support, funding): Requesting an invitation to brief the Council for 10-15 minutes regarding NIC's planning priorities and opportunities for community input.

Requested meeting and date: Regular Meeting - August 7, 2019

Audio-visual equipment required: To be confirmed

Date of application: June 25, 2019 Signature of applicant:

or Print Name: Sue Bate

Please Note:

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

LOG: 19-317	REFER:	AGENDA: RCM - Aug. 7
FILE: 0550-20	ACTION: File	

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

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REQUEST TO APPEAR AS A DELEGATION

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

July 10, 2

TOWN OF COMOX

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

Name(s) of person(s) speaking: DIANNE HAWKINS

Organization you are representing: COMOX VALLEY CHAMBER

Primary purpose of Organization: _____ Number of members: 500

Mailing address: 2040 CLIFFE AVENUE

City: COURTENAY Postal Code: V9N 2L3

Contact name: DIANNE HAWKINS Email: dhawkins@comoxvalleychamber.com

Phone: _____ Fax: _____

Subject matter: CHAMBER CENTENNIAL

Specific request of Council, if any (i.e., letter of support, funding): OR DECLARATION RECOGNITION OF 100 YRS IN THE COMMUNITY

Requested meeting and date: AUG 7/19

Audio-visual equipment required: _____

Date of application: JULY 9/19 Signature of applicant: _____

or Print Name: D. HAWKINS

Please Note:

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

LOG: 19-340	REFER:	AGENDA: RCM - Aug. 7
FILE: 0550-20	ACTION: MR	

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

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RECEIVED

JUL 10 2019

TOWN OF COMOX

REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking: ANGELA HOLMES

Organization you are representing: Member of the Public

Primary purpose of Organization: transportation Number of members: _____

Mailing address: 1016 5TH ST.

City: Courtenay, BC Postal Code: V9N 1L4

Contact name: ANGELA HOLMES Email: gjholmesprojects@gmail.com

Phone: 250-218-4771 Fax: _____

Subject matter: Learnings from the Active Transportation Summit 2019

on file 0550-20-DEL
Copy ~ Mayor & Cncl
RK/agenda

Specific request of Council, if any (i.e., letter of support, funding): none

LOG:	REFER:	AGENDA:
19-339		RCM Aug 7
FILE:	ACTION:	
0550 20	file	

Requested meeting and date: Aug. 07, 2019

Audio-visual equipment required: yes, I will do a google slide presentation

Date of application: JULY 9 2019 Signature of applicant: [signature]

Please Note: or Print Name: _____

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

TOWN OF COMOX
Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday July 3, 2019

Present: Acting Mayor K. Grant

Councillors A. Bissinger, S. McGowan, P. McKenna, N. Minions, M. Swift

Staff R. Kanigan, Chief Administrative Officer
S. Russwurm, Deputy Corporate Administrator
C. Freundlich, Director of Finance
M. Kamenz, Municipal Planner

Absent: Mayor R. Arnott

Call to Order:

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

The Agenda was Amended to include one late delegation and Adopted as Amended.

There were 10 visitors in attendance.

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1. DELEGATIONS:

a. Carmen Driechel (FortisBC) Support for building a multi-fueling station in the Comox Valley

Multi-Fueling Station - Natural Gas

Ms. Driechel advised that Fortis is the largest supplier of energy in BC. She advised that they have potential funding from Natural Resources Canada to build a multi-fueling facility in the Comox Valley, open to third parties as well. She advised that they need to find a location for the facility, and that a decision needs to be made on the location by August of this year. Ms. Driechel is hoping that Comox can request a "fueled by compressed natural gas" requirement in any future RFPs.

b. Hal Martyn - RZ 18-3 Zoning Amendment 2260 Robb

2260 Robb Avenue

Mr. Martyn advised that his client wants to create a separate dwelling for her mother, and stated that the best option for them is to subdivide the property and create a fee simple lot. He advised that they want to maintain the existing gardens and that the proposal meets the Town's stated policies. Mr. Martyn encouraged Council to support and approve their proposal.

c. LATE ITEM: Sheila Rivers (Coast Range Cannabis Ltd.) - 221C Church Street

221C Church Street

Ms. Rivers introduced herself and advised that she is the applicant and is also a Comox resident. She advised that she was available to answer any questions of Council.

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 19, 2019, be Approved.

(2019.208) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - July 3, 2019

Management Report

That the Management Report for July 3, 2019 be received and filed for information.

(2019.209) -- CARRIED

b. Modification of Mack Laing Trust - Consultation with KFN

Mack Laing Trust - Consultation with KFN

The June 28, 2019 Report to Mayor and Council from the Chief Adminstrative Officer, titled "Modification of Mack Laing Trust - Consultation with KFN", was received for information.

5. SPECIAL REPORTS: NIL

6. BYLAWS:

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

Downtown Vitalization Program Extension

1. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1914 be Adopted.*

(2019.210) -- CARRIED

2. *That Comox Planning Procedures Amendment Bylaw 1915 be Adopted*

(2019.211) -- CARRIED

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

Parks and Recreation Fees

That the Comox Parks and Recreation Fees Bylaw No. 1924, 2019 be Adopted.

(2019.212) -- CARRIED

7. NEW BUSINESS:

AT THIS POINT IN THE MEETING COUNCILLOR MAUREEN SWIFT LEFT COUNCIL CHAMBERS CITING A CONFLICT OF INTEREST WITH THE NEXT ITEM ON THE AGENDA.

a. Development Variance Permit Application: DVP 19-3 (618 Anderton Road)

618 Anderton Road

1. *That the July 3, 2019 Planning Report on Development Variance Permit Application DVP 19-3 (618 Anderton Road) be received for information.*

(2019.213) -- CARRIED

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

(2019.214) -- CARRIED

AT THIS POINT IN THE MEETING, COUNCILLOR MAUREEN SWIFT RETURNED TO COUNCIL CHAMBERS.

b. Rezoning Application RZ 17-11: 1855 Noel Ave (Comox Community Centre)

1855 Noel Avenue

1. *That Comox Zoning Amendment Bylaw 1925 be given First and Second Readings.*

(2019.215) -- CARRIED

b. Rezoning Application RZ 17-11: 1855 Noel Ave (Comox Community Centre)

1855 Noel Avenue

2. *That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1925 be scheduled for 6:30 pm, August 7, 2019 at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the Local Government Act.*

(2019.216) -- CARRIED

c. Rezoning Application RZ 18-3 / Development Variance Permit Application DVP 18-3 (2260 Robb Avenue)

2260 Robb Avenue

1. *That Comox Zoning Amendment Bylaw 1893 be given First and Second Readings.*

(2019.217) -- CARRIED

2. *That Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue be given First and Second readings.*

(2019.218) -- CARRIED

3. *That a Public Hearing in respect of Bylaws 1893 and 1911 be scheduled for 6:30 pm, August 7, 2019 at Council Chambers, 1801B Beaufort Avenue, and staff be instructed to publish the requisite notices as required by the Local Government Act.*

(2019.219) -- CARRIED

d. Planning Report PR 19-10: Non-Medical Cannabis Licence Application Review, Coast Range Cannabis Ltd. (221C Church Street)

221C Church Street

That staff be directed to gather the views of Town residents on Non-Medical Cannabis Retail Store Licence Application PR 19-10 as follows:

a. placement of a notice of request for written public comment in two consecutive issues of a newspaper; and

b. mail-out or hand delivery of a notice of request for written public comment to property owners and tenants within 75 metres of the subject property.

(2019.220) -- CARRIED

e. 2018 Annual Report

2018 Annual Report

That the 2018 Annual Report, as contained in the July 3, 2019 Regular Council Meeting agenda, be received; and further,

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

(2019.221) -- CARRIED

8. CORRESPONDENCE:

a. Rob Nygren (Royal LePage) Petite Fondo Ride

Petite Fondo Ride

That the June 18, 2019 letter from Rob Nygren of the Petite Fondo Royal LePage Shelter Foundation, advising of the 6th Annual Royal LePage Petite Fondo Ride and fundraiser, be received and filed for information.

(2019.222) -- CARRIED

b. Susan Anderson - Safety concern regarding the vehicle traffic on Hillside Avenue

Safety Concerns on Hillside

That the June 24, 2019 letter to Mayor Arnott from Susan Anderson, regarding the Hillside/Nimpkish neighbourhood's safety concerns with vehicle traffic on Hillside Avenue, be received and referred to staff for followup.

(2019.223) -- CARRIED

c. Colin Fowler (North Island College) - Leased space in the former St. Joseph's Hospital

Leased Space - Former St. Joseph's Hospital

That the June 18, 2019 letter from Colin Fowler, Vice President of Finance and Facilities, North Island College, regarding leased space in the former St. Joseph's Hospital, be received and filed for information.

(2019.224) -- CARRIED

d. Chris Campana and Kerri Medley - Opposed to the extension of the Downtown Revitalization Tax Exemption

Downtown Revitalization

That the June 21, 2019 email from Chris Campana and Kerri Medley of 16 - 351 Church Street, voicing their opposition to the extension of the Downtown Revitalization Program, be received and filed for information.

(2019.225) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 6:30 P.M. UNTIL AFTER THE PUBLIC HEARING ON DVP 18-14 (1974 BOLT AVENUE).

CARRIED

THE MEETING WAS CALLED BACK TO ORDER AT 6:35 P.M.

14. BUSINESS ARISING FROM PUBLIC HEARING:

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

1974 Bolt Avenue

That Comox Zoning Amendment Bylaw 1902 be given Third Reading.

(2019.226) -- CARRIED

15. EXCLUDE THE PUBLIC:

a. Exclude the Public

Exclude the Public

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

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

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

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

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

(2019.227) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:40 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 7:05 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:05 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

Minutes of a Public Hearing,
held in Council Chambers, 1801B Beaufort Avenue, Comox, BC
on Wednesday, July 3, 2019

Present: Acting Mayor K. Grant

Councillors A. Bissinger; S. McGowan; P. McKenna; N. Minions; M. Swift

Absent: R. Arnott

Call to Order:

The Public Hearing was called to order at 6:30 p.m.

There were approximately 2 members of the public in attendance.

PUBLIC HEARING STATEMENT

Acting Mayor Grant made the following statement:

This Public Hearing is hereby convened pursuant to Section 464 of the *Local Government Act* for the purpose of hearing representations from those persons who believe that their interest is affected by the proposed:

1. Rezoning Application RZ 18-10 (1974 Bolt Avenue):

a. Comox Zoning Amendment Bylaw 1902
b. Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue

The proposed bylaws have received first and second readings, but have not passed third reading or been adopted by Council. Notices of this Public Hearing have been published in accordance with the requirements of the *Local Government Act*. Also, a copy of the proposed bylaw, supporting documentation and any submissions to Council received from the public have been available for inspection at Comox Town Hall as required by the *Local Government Act*. Copies are also available for review at the desk of the clerk.

To maintain order and to ensure everyone a reasonable opportunity to be heard, I ask that each person wishing to speak first sign the Speaker's List, located at the desk of the Clerk. Once called by the Chair, please begin your presentation to Council by clearly stating your name and address. Please make your presentation as brief as possible. After all have had an opportunity to be heard, anyone wishing to have further input may once again sign the Speaker's List.

Council will not debate with each other or members of the public. Council will not answer questions; we are here to hear from you. Technical questions may be directed by the Chair to the staff.

Everyone will be given a reasonable opportunity to be heard at this meeting. No one will be, or should feel, discouraged or prevented from making his or her views heard. Please refrain from any conduct that would intimidate others or discourage them from speaking.

1. Rezoning Application RZ 18-10 (1974 Bolt Avenue)

Application Summary:

a) Comox Zoning Amendment Bylaw 1902

In general terms, the purpose of Comox Zoning Amendment Bylaw 1902 is to Rezone a portion of 1974 Bolt Avenue from R2.1 Single/Two Family to R4.1 Single-family – 350m² Parcel, to allow subdivision of the land west of the existing house into a separate single-family lot.

b) Comox Phased Development Agreement Authorization Bylaw

In general terms, the purpose of "Comox Phased Development Agreement Authorization Bylaw 1912: 1974 Bolt Avenue" is to establish a Phased Development Agreement between Eric Hoerburger and the Town of Comox, for the provision of the following amenities: tree retention, limited driveways and sustainable construction methods. It will limit the Town's ability to change the following: permitted uses; conditions of use; density; parcel area, depth and coverage; building height and number of stores; and required setbacks for a term of 10 years and may be assigned to another developer, if the Town agrees.

The Application Summary was received for information.

b) Public Hearing Submissions

Acting Mayor Grant made the following statement:

Written – To ensure that written submissions are included in the minutes of the meeting, please ensure that all are submitted to the desk of the Clerk before the end of the meeting.

Verbal – The proposed bylaw is now open for discussion.

Mr. Hal Martyn commented that the provision of ground oriented infill is in the hopes of achieving more affordable housing and asked for Council's approval.

There being no more speakers on the speaker's list, Acting Mayor Grant made the following statement:

I would remind those present that legal considerations prevent the members of Council from considering any representation made after the close of this Public Hearing.

Before closing the Public Hearing, I am going to call three times for any further speakers on any of the matters contained in the proposed bylaw.

For the first time, is there anyone who wishes to make any further representation?

For the second time, is there anyone who wishes to make any further representation?

For the third time, is there anyone who wishes to make any further representation?

There being no further speakers, I declare this Public Hearing closed.

The Public Hearing closed at 6:35 p.m.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:08 pm

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

_____

MAYOR

_____

CORPORATE OFFICER

Certified fair and accurate pursuant to Section 465(6) of the *Local Government Act*.

_____

DEPUTY CORPORATE ADMINISTRATOR

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TOWN OF COMOX – MANAGEMENT REPORT August 7, 2019				
Item	**DATE ADDED**	**SUBJECT**	**COUNCIL DIRECTION**	**STATUS**
1.	**Mar 7, 2007**	Organic Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay	Regional District continuing to investigate options. Organics collection remained constant, at nearly 1800 tonnes for 2018. Staff report examining implications of altering garbage collection for upcoming Committee of the Whole. CAO of CVRD to be invited to present to Council on process/status.
2.	**Aug 20, 2014**	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Grant-in-aid to be provided to 19 Wing Comox for facility. Expected building completion by July 2019.
3.	**Jan 18, 2017**	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Staff met with Financial/Planning Consultants who are working on different funding scenarios. Awaiting completion of legal review of regulatory bylaws.
4.	**Jan 18, 2017**	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Facilitated Public Meeting and Workshop held March 27, 2019. Revised design for viewing platform approved by Council at May 15, 2019 Regular Meeting. Revised design presented to KFN Chief and Council on June 26, 2019.
5.	**August 2, 2017**	Wayfinding Signage	Implement wayfinding signage standards, prototypes and implement Phase 1 signage	Project substantially complete. One more sign to be installed in front of Comox Golf Club, after planting bed restoration complete.

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

STRATEGIC PRIORITIES CHART January 2019

CORPORATE PRIORITIES (Council/CAO)

NOW	TIMELINE
1. MACK LAING: Future	May
2. 5-YEAR CAPITAL PLAN: Priorities	April
3. NE INDUSTRIAL LANDS STRATEGY: Terms of Reference	February
4. AFFORDABLE HOUSING: Current Town Actions	March
5. OFF LEASH DOG PARK: Public Consultation	March/April

NEXT

- CLIMATE CHANGE ADAPTATION: Project
- LONG TERM CAPITAL PLAN
- DOWNTOWN REVITALIZATION: Zone Expansion
- ORGANICS COLLECTION PROGRAM: Review
- WATERFRONT WALKWAY: Options
- CLIMATE CHANGE ADAPTATION STRATEGY
- MARINA PARK: Phase II
- WOOD STOVE: Initiatives Update
- SHORT TERM RENTAL: Policy Options
- SHELF/SHOVEL-READY GRANT PROJECT

ADVOCACY / PARTNERSHIPS

- *Regional Organics Facility: Decision (RD)*
- *Wood Stove Air Quality: Options (RD)*
- *NE Industrial Land Strategy (CVEDS)*
- *Coalition to end Homelessness: Support*
- *Climate Change Grant (FCM)*
- *Regional Transit Review (RD)*
- *Regional Connectivity System (RD)*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. MACK LAING: Future – May
2. **NE NDUSTRIAL LAND STRATEGY: TOR** – February
3. CLIMATE CHANGE ADAPTATION: Project - April
   - WOOD STOVE: Initiatives Update

PLANNING SERVICES

1. Subdivision Bylaw: Update - June
2. NE Comox SWMP: Implementation - September
3. **AFFORDABLE HOUSING: Current Status** - March
   - Step Code
   - Anderton Corridor Land Use: Services

FINANCE

1. Office Space: April
2. **CAPITAL PLAN: Priorities** – February
3. IT Systems: Process Review – January
   - Payroll Software (replacement)
   - Fiber Optics

CORPORATE

1. Policy Manual: October
2. Procedure Bylaw: October
3. Records Management - Administration: December

PARKS

1. **DOG PARK: Options** – Public Consultation
2. Wayfinding Project – April
3. Pickle Ball Court: Completion - May
   - Ellis Street Walkway: Replacement
   - Greenway Development: Detailed Design

PUBLIC WORKS & ENGINEERING

1. Noel Avenue: Upgrade Design – March
2. Anderton Servicing Plan – May
3. Church Street: Upgrade Design - March
   - Foreshore Sanitary Replacement
   - Transportation Plan: Update

FIRE

1. POC / Volunteer Retention: Review - June
2. Full Time Staff: Review - March
3. Service Level Review – September

RECREATION

1. Site Master Plan: April - June
2. Fees / Charges: Review – March
3. Programmer Hours: Review – February
   - Fitness Studio: Capital Equipment
   - Regional Recreation Initiative

2018 ANNUAL REPORT

Town of Comox





New road surface on Bambrick Place

Front cover photo: Joan Pisto, Comox Town Hall

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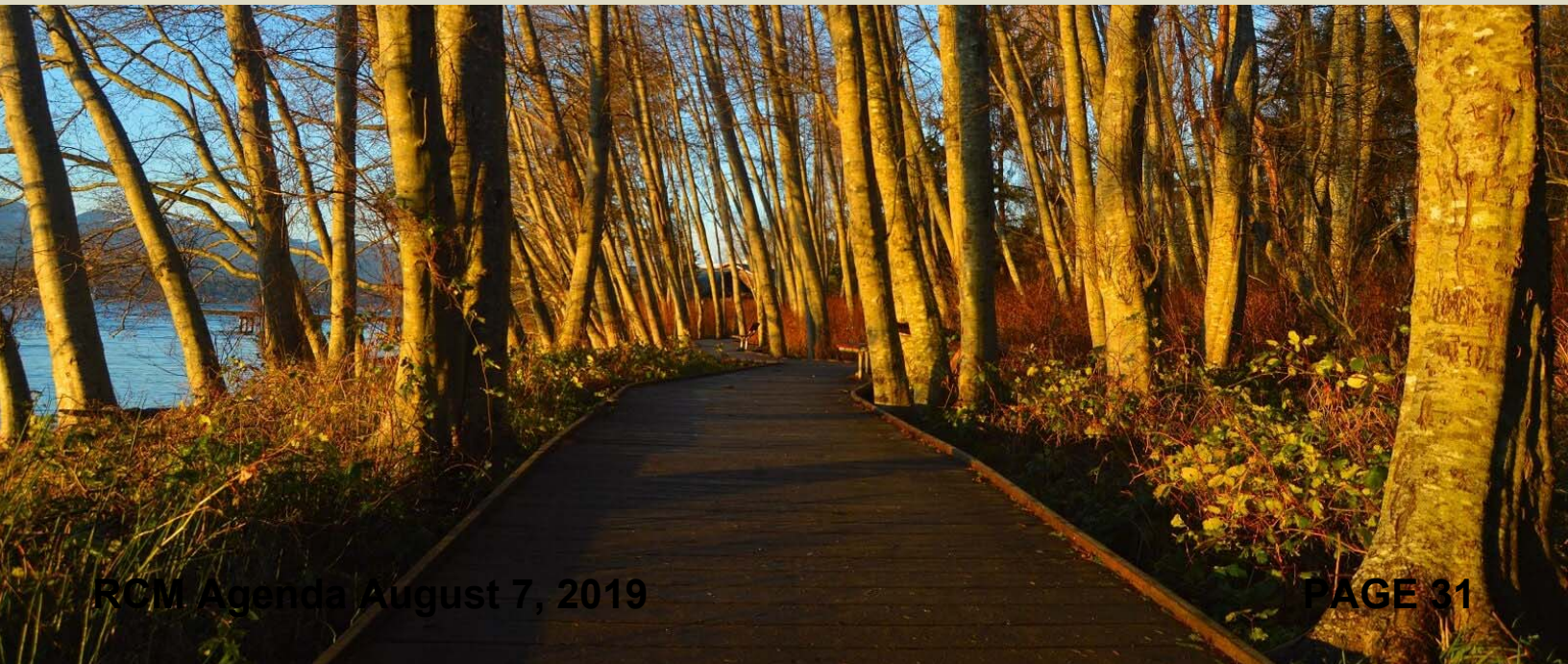
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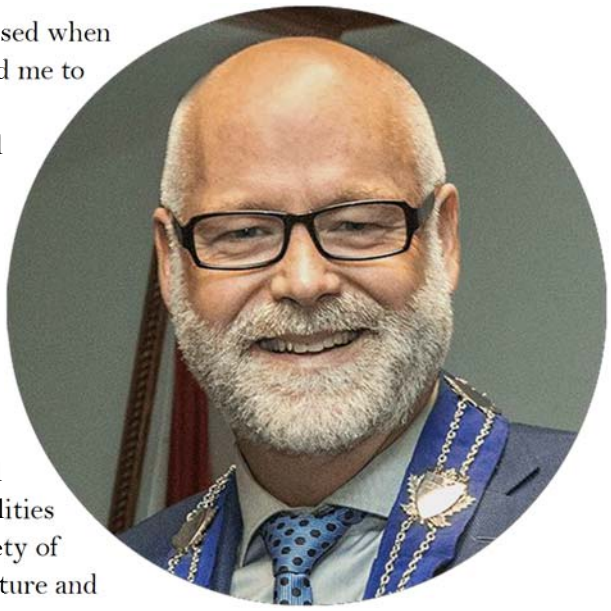
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MESSAGE FROM THE MAYOR



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

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

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

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

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

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

Mayor Russ Arnott

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER



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

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

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

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

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

Richard Kanigan, Chief Administrative Officer



Guthrie Road water main break



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

COMOX COUNCIL



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

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

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

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

STRATEGIC PLAN 2016-2018

STRATEGIC PLAN OVERVIEW

Purpose of the strategic Plan	This strategic plan aligns with our 2011 Official Community Plan (OCP) vision statement noted below. The 2016-2018 strategic plan guides our work, sets goals and priority actions for the Town of Comox. It tells our citizens what Council plans to accomplish in addition to our core services and sets performance measures and targets for assessing progress over the Council term.
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, our strategic priorities for 2015 – 2018 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;
- exploring the expansion of the downtown revitalization policy area; and
- attracting additional events in Marina park and the downtown, with the assistance of the Comox BIA and the Comox Valley Economic Development Society.

FISCAL BALANCE AND INFRASTRUCTURE ASSET MANAGEMENT

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

Council will do this by:

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

OFFICIAL COMMUNITY PLAN IMPLEMENTATION

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

Council will do this by:

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

ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION

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

Council will do this by:

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



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



Great Blue Herons with Marina Splashpark

Photos: Joan Pisto, Comox Town Hall

2018 PROGRESS AND OBJECTIVES

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

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

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

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

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



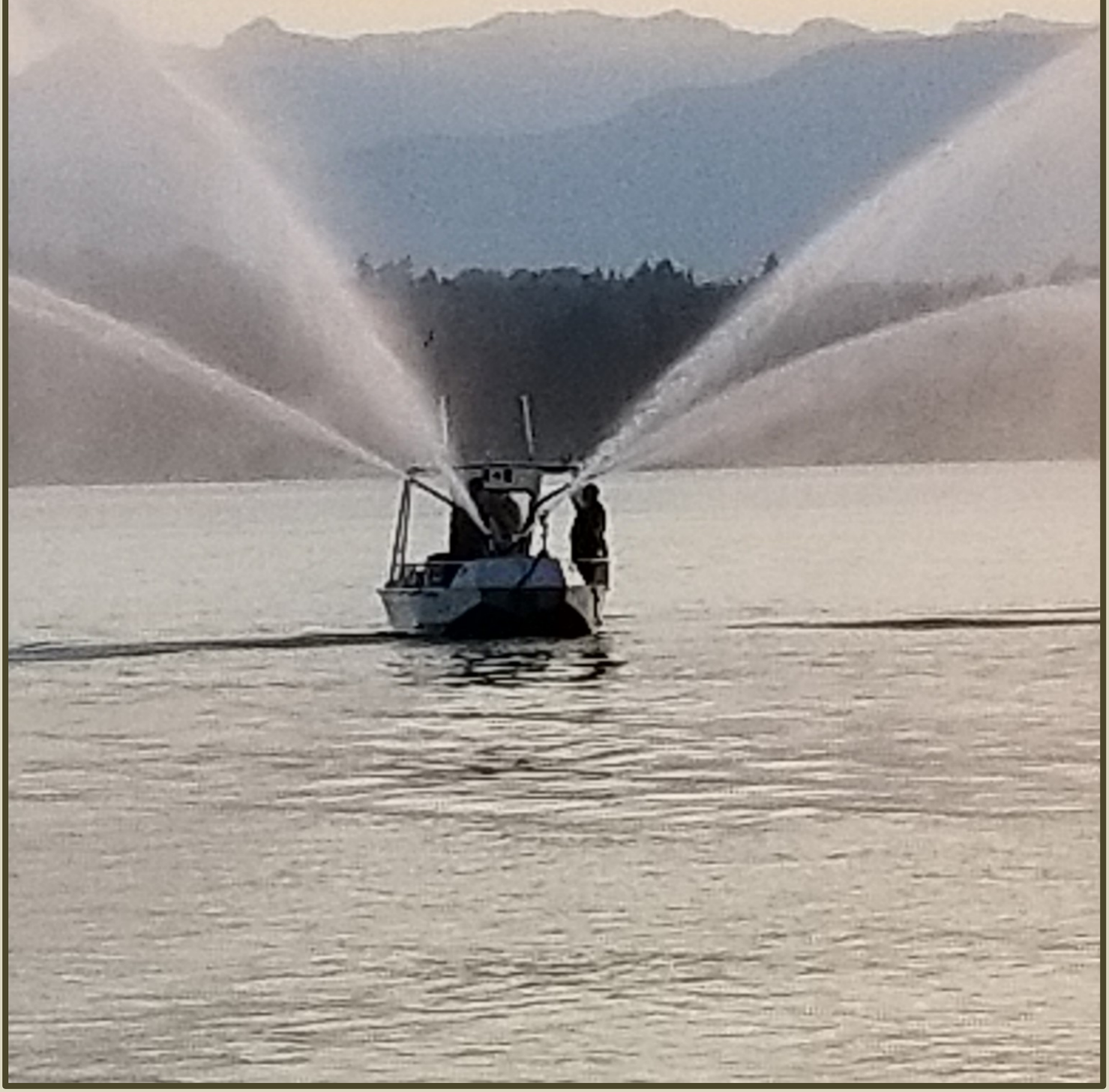




Bald Eagle on Willow branch at Marina Park, new stairs at Filberg Lodge Park, new wayfinding signage

STATEMENT OF FINANCIAL INFORMATION

Year Ended December 31, 2018



Town of Comox Fire Boat

Statement of Financial Information
Year Ended December 31, 2018

Town of Comox

Statement of Financial Information
Contents
Year Ended December 31, 2018

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, 2018

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

Contingent liabilities (Note 7)

Clive Freundlich

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

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

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

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

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

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

5. PAYABLES

Payables are composed of the following amounts:

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

6. DEBENTURES ISSUED FOR THE TOWN

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

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

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

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

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

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

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

7. CONTINGENT LIABILITIES

(a) Regional District Debt

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

(b) Municipal Finance Authority Debentures

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

(c) Comox Fire Department

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

(d) Municipal Insurance Association of BC

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

(e) Claims

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

Town of Comox

Schedule 1

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

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

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

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

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

Town of Comox

Schedule 2

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

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

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

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

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, 2018

Schedule 3

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

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

Schedule 3

Sun Life Assurance Company of Canada	26,995.31
Susan Wood Communications	26,250.00
Tayco Paving Co Ltd	526,455.51
Telus	26,925.86
Thomson, Steve	49,199.40
Tower Fence Products Ltd	63,000.32
Trane Canada ULC	37,230.73
Urban Systems Ltd.	42,000.00
Vancouver Island Regional Library	645,784.00
Waypoint Insurance	104,902.00
Western Traffic Ltd	56,804.15
Westerra Equipment LP	56,731.40
Worksafe BC	89,010.77
Young, Anderson	217,392.84
subtotal	23,035,391.28
Plus all payees disbursed under $25,000	1,962,944.27
Total disbursements, all payees	24,998,335.55

Reconciliation to Total Expenditures reported in Financial Statement:

Total Disbursements for all payees (reported above)	24,998,335.55
Plus Council & Employee remuneration (Sch. 1 and Sch. 2)	5,425,914.45
Less remittances of property taxes collected for others (net of offsets) not included in expenditures on the Financial Statements	(7,176,221.52)
Less long term debt principal payments not included in expenditures on the Financial Statements	(174,070.00)
Less employees share of payroll disbursements not included in expenditures on the Financial Statements	(1,587,760.39)
Less GST recoveries from disbursements in year	(325,977.87)
Less expenditures on tangible capital assets	(3,218,928.00)
Plus amortization expense from tangible capital assets	3,061,818.00
Less DCCs, development bonds and deposits refunded in year	(298,250.50)
Less changes in other asset & liability accounts included in expenses on the Financial Statements	(370,234.72)
Total Expenses reported on Statement 2 and Schedules 1 & 6 of the Consolidated Financial Statements for the Town of Comox	20,334,625.00

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

Schedule 4

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

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

Schedule 5

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

Clive Freundlich

2019-06-20
Date

Clive Freundlich, Director of Finance

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

JUNE 21/19
Date

Russ Arnott, Mayor



Bambrick Place resurfacing

CONSOLIDATED FINANCIAL STATEMENTS

Year Ended December 31, 2018



Cambridge Road storm extension

Consolidated Financial Statements of

Town of Comox

Year Ended December 31, 2018

Town of Comox

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Year Ended December 31, 2018

Management's Responsibility for Financial Reporting

Independent Auditors' Report

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1. Schedule of Expenses by Object (Type)
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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
Director of Finance

Independent Auditor's Report

To the Mayor and Council of the Town of Comox:

Opinion

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

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

Basis for Opinion

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

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

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

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

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

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

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

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

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

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

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

Courtenay, British Columbia

May 22, 2019

MNP LLP

Chartered Professional Accountants

Town of Comox

Consolidated Statement of Financial Position
as at December 31, 2018

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

Contingent liabilities (Note 7)

Clive Freundlich

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

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

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

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

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

Town of Comox
Consolidated Statement of Change in Net Financial Assets
For the Year Ended December 31, 2018

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

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

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

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

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

Town of Comox

Schedule of Expenses by Object (Type) Schedule 1

Year ended December 31, 2018

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

Town of Comox

Schedule of Continuity of Reserve Funds — Schedule 2

Year ended December 31, 2018

	2018	2017
Opening Balance of Reserve Funds	$ 10,569,708	$ 7,379,026
Contributions to funds from operations	4,136,858	3,959,573
Interest earned on funds	212,638	77,214
Withdrawals from funds for capital acquisitions	(1,633,375)	(846,105)
Closing balance of Reserve Funds (Note 18)	$ 13,285,829	$ 10,569,708
Represented by the following financial assets:		
Cash and short-term investments	$ 13,285,829	$ 10,569,708
Including the following Reserve Funds:		As Restated (Note 20)
Federal Gas Tax (Community Works) Funds (Note 16)	$ 3,308,355	$ 2,809,240
Capital Works Reserve	1,538,984	86,228
Equipment Replacement Reserve	506,411	646,782
Municipal Marina Reserve	467,614	375,525
Water Utility Reserve	676,935	528,195
Sewer Enterprise Reserve (Note 14)	5,769,769	5,060,199
Lancaster Sewer Lift Station Capital Reserve	78,110	76,663
Point Holmes Sewer Lift Station Capital Reserve	51,513	50,558
Waterfront Walkway Reserve	329	323
Affordable Housing Reserve	177,187	173,276
Fire Department Capital Reserve - Town Share	214,042	257,895
Public Safety Reserve	410,901	403,289
	13,200,150	10,468,173
Fire Department Capital Reserve CFPID share (Note 7c)	85,679	101,535
	$ 13,285,829	$ 10,569,708

Town of Comox

Schedule of Deferred and Restricted Revenue Continuity

Year ended December 31, 2018

Schedule 3

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

Town of Comox

Continuity of Equity in Tangible Capital Assets — Schedule 4

Year ended December 31, 2018

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

Represented by the following:

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

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Town of Comox

Schedule of Tangible Capital Assets
Year ended December 31, 2018

Schedule 5

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

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

Schedule 6

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

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

Schedule 7

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

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

1. PURPOSE

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

2. SIGNIFICANT ACCOUNTING POLICIES

(a) British Columbia Municipalities

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

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

(b) Short-term Investments

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

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

(c) Trust Fund

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

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.

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Funds

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

(h) Revenue Recognition

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

(i) Liability for contaminated sites

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

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

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Measurement Uncertainty

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

3. RECENT ACCOUNTING PRONOUNCEMENT

(a) Related Party Disclosures and Inter-Entity Transactions

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

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

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

3. RECENT ACCOUNTING PRONOUNCEMENT (continued)

(b) Assets, Contingent Assets and Contractural Rights

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

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

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

PS 3320 Contingent Assets establishes disclosure standards on contingent assets.

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

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

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

4. RECEIVABLES

Receivables are composed of the following amounts:

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

5. PAYABLES

Payables are composed of the following amounts:

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

6. DEBENTURES ISSUED FOR THE TOWN

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

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

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

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

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

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

7. CONTINGENT LIABILITIES

(a) Regional District Debt

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

(b) Municipal Finance Authority Debentures

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

(c) Comox Fire Department

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

(d) Municipal Insurance Association of BC

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

(e) Claims

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

8. PENSION INFORMATION

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

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

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

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

9. FUTURE PAYROLL OBLIGATIONS

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

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

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

10. FINANCIAL INSTRUMENTS

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

11. ENVIRONMENTAL REGULATIONS

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

12. FEDERAL PAYMENTS IN LIEU OF TAX

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

13. RESTRICTION ON DEFERRED REVENUE

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

14. TRANSFERS BETWEEN RESERVE FUNDS

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

15. SEGMENTED INFORMATION

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

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

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

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

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

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

Marina – is operation of the Town's marina.

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

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

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

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

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

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

16. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

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

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

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

17. RECONCILIATION OF 2018 BUDGET

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

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

18. ACCUMULATED SURPLUS

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

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

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

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

19. COMPARATIVE FIGURES

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

20. RESTATEMENT OF FINANCIAL RESULTS

(a) Tangible Capital Assets, Net Book Values

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

(b) Tangible Capital Assets, Work In Progress

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

(c) Fire Department Capital Reserves

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

(d) Impact of Restatements on Financial Statements

		2017
Statement of Financial Position		
Tangible capital assets	Before	86,033,960
	Note 20(a)	71,454
	Note 20(b)	(10,125)
	As restated	86,095,289
Statement of Operations		
Parks, recreation, and culture	Before	4,447,934
	Note 20(b)	10,125
	As restated	4,458,059
Accumulated surplus, beginning of year	Before	98,035,507
	Note 20(a)	71,454
	As restated	98,106,961

PERMISSIVE PROPERTY TAX EXEMPTIONS



Kye Bay

Town of Comox

Effect of Permissive Exemptions on 2019 Taxation

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

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Town of Comox

Effect of Permissive Exemptions on 2019 Taxation

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

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



Bambrick Place resurfacing

CONTINUITY OF DEVELOPMENT COST CHARGES



Conway Avenue sidewalk installation

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

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

There were no DCC exemptions or waivers granted in 2018

TOWN OF COMOX
PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II
SUBJECT:	PLANNING REPORT PR 19-10 NON-MEDICAL CANNABIS LICENCE APPLICATION REVIEW COAST RANGE CANNABIS LTD. 221 C CHURCH ST.
DATE:	AUGUST 7, 2019 RCM

Submitted by	Concurrence	Approval

Planner's Recommendation:

Be it resolved that:

1) The Town of Comox Council's comments on the prescribed considerations regarding the request for a Non-Medical Cannabis Retail Sales Licence for Coast Range Cannabis at commercial Unit C, 221 Church St., Comox (Lot 51, Section 56, Comox District, Plan 104) are as follows:

a) The location of the proposed store:

i) The subject property is located on Church Street in Downtown Comox and zoned C4.1 Core Commercial. Permitted uses in the C4.1 zone include recreational cannabis retail sales. Surrounding uses include single-family residential uses to the north and west, commercial uses to the south, and institutional use to the east.

b) The general impact on the community if the application is approved:

i) If the application is approved, the impact is expected to be generally positive in that it will:
   1. diversify services available to Comox residents, particularly as a walkable destination for the growing residential neighbourhood within the Town's downtown core; and
   2. strengthen Downtown Comox's commercial base.

c) The method the Town used to gather the views of the residents:

i) In advance of the federal legalization of the sale of cannabis, the Town of Comox amended its Zoning Bylaw and Business Regulation Bylaws to address recreational cannabis retail sales, including permitted locations. This process included the following public consultation:

1. Open House on June 14, 2018 on draft land use and business licensing regulatory framework in respect of recreational cannabis retail sales;
2. Zoning and Business Regulation Bylaw Amendments were given First & Second reading on September 5, 2018;
3. Public Hearing on the Zoning Amendment Bylaw and notice of the Business Regulation Bylaw Amendment were advertised in the local newspaper;
4. September 19, 2018 a Public Hearing was held and the Zoning Amendment Bylaw was adopted which included the following:
    a. limiting the maximum number of cannabis retail stores to a total of three (two being possible in the Downtown and one being possible outside of Downtown but still within a commercial area);
    b. minimum 250 m separation between cannabis retail stores;
    c. limiting the proximity of cannabis retail stores to retail liquor stores or gas stations;
    d. restricting cannabis retail stores to the sale of cannabis and no other paraphernalia; and
5. In September 19, 2018 the Business Regulation Amendment Bylaw was adopted which includes a regulation to keep cannabis retail store frontages clear of cannabis promotion and limit the use of "cannabis" in signage to the company's name;

ii) A notice of Council's consideration of a Non-Medical Cannabis Retail Sales Licence, as contained in **Attachment 5** of the August 7, 2019 Planning Report PR 19-10 for 221C Church Street was:

1. posted on the Town's website and Town Hall notice board;
2. published in two consecutive editions of the Comox Valley Record newspaper (July 25, 2019 and July 30, 2019); and
3. mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.

iii) A sign advertising the Non-Medical Cannabis Retail Store Licence application was installed at the Church Street frontage of commercial unit C 221 Church Street on the subject property.

iv) Written submissions from the public, have been provided to Council for Council's consideration of this application, copies of which will be forwarded to the General Manager of the Liquor and Cannabis Regulation Branch with this resolution.

d) **The Town of Comox Council** recommends that a Non-Medical Cannabis Retail Store Licence be issued for Coast Range Cannabis Ltd., located at commercial Unit C, 221 Church Street in Comox as:

   i) this will provide Comox residents with a local Non-Medical Cannabis Retail Store in a location that supports Comox Official Community Plan Bylaw, 2011 Policies 2.1.3.3(b)(d) and (e); and

   ii) the proposed retail store is in compliance with the Town's recreational cannabis retail store zoning and business licensing regulation framework, including that the subject property is zoned to permit a recreational cannabis retail store and the proposed store is located within the Downtown commercial area, and located at least 250 metres from the only existing Downtown cannabis retail store.

Proposal

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

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

Background

221 C Church Street Non-Medical Cannabis Retail Sales Licence Application Review
At the July 3, 2019 Regular Council Meeting, Council directed staff to gather the views of residents in the Town of Comox on the Non-Medical Cannabis Retail Store Licence application PR 19-10. Accordingly, the public was notified of Council's consideration of this application by:

- notices posted on the Town's website and bulletin board outside Town Hall;
- notices mailed or otherwise delivered to owners and tenants within 75 m of the subject property;
- advertisements in two editions of the local newspaper; and
- a sign facing the street abutting the subject property.

Attachment 6 contains public submissions received prior to the closing of this Planning Report on PR 19-10 and additional submissions will be distributed to Council

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

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

Discussion:

The proposed hours of operation of Coast Range Cannabis are 9:00 am to 10:00 pm Monday to Sunday. The subject property is designated Downtown Comox land use in the OCP and is zoned C4.1 Downtown Comox which permits recreational cannabis retail stores.

OCP Implications

The *Comox Official Community Plan Bylaw Section 2.1.3.3 Downtown Comox Policies (b)(d)* and *(e)* state:

b. Land designated Downtown Comox as shown on *Map 1 - Land Use Designations* is intended to serve as the commercial and social hub for the Town. To this end, Downtown Comox will accommodate a wide range of commercial retail, office and service uses, restaurants and institutional uses as well as multi-family residential uses.

d. Downtown Comox will serve as the predominant employment centre for Comox due to its broad mix of commercial and institutional uses and concentration of multi-family residential uses.

e. The development form for Downtown Comox will be predominately mixed use, compact and readily accessible by foot, wheelchair, bicycle, transit, and car.

Zoning Implications

In 2018 the Town undertook a planning process to develop a zoning and business licensing regulatory framework for legalization of recreational cannabis retail stores. This resulted included several opportunities for public input and culminated in the adoption of Zoning and Business Regulation Amendment Bylaws.

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

> **Recreational Cannabis Retail Store**
> A building or part thereof, licensed under Part 4 of the *Cannabis Control and Licensing Act* and holding a valid business licence issued by the Town of Comox, where cannabis is offered or kept for sale at retail; does not include retail stores or liquor stores. Recreational cannabis retail store shall be limited to the sale or provision of the following:
> (1) cannabis;
> (2) cannabis product information for cannabis sold on site;
> (3) Federal or provincial government health information on cannabis or cannabis use; and
> (4) contact information for the recreational cannabis retail store.

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

The Non-Medical Cannabis Retail Sales Licence application is in conformance with applicable zoning regulations.

Business Regulation Bylaw 1882 Implications

The Business Regulation Bylaw limits the maximum number of recreational cannabis stores to a total of three (two being possible in the Downtown and one being possible outside of Downtown but still within a commercial area). At present, the only existing cannabis retail store is located within Downtown Comox.

In addition the Business licence regulations include a number of regulations to restrict the promotion of cannabis and address compatibility with surrounding commercial uses. The goal of these regulations is to minimize the prominence of cannabis storefronts through the following:

A. **Restrict Promotion of Cannabis:**
   - Signs may only refer to cannabis using the word "Cannabis".
   - No externally visible display, advertisement or promotion of cannabis or related paraphernalia.
   - Cannabis stores may only sell cannabis and no other products or paraphernalia.

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

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

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

Business Regulation Bylaw 1882 requires that businesses comply with the Town's bylaws including the Zoning Bylaw. The Cannabis Licence application proposes compliance with the Town's bylaws on bicycle and vehicle parking. No Business Licence will be issued until the bicycle and vehicle parking is provided in accordance with the Zoning Bylaw.

Sign Implications:

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

Comment to the LCRB

The resolution contained in this report is formatted to respond to the LCRB regulatory criteria for local government comment on a proposed Non-medical Cannabis Retail Store licence.

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

Other Implications

Development Permit Area #1 Downtown

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

Zoning Bylaw 1850

Parking Regulations

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

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

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

A site visit was undertaken on June 26, 2019. No Class II bicycle parking was visible, the original 4-space bike rack has been replaced with a three space bike rack that is no longer operational, vehicle parking is not demarked within the rear yard, and there is a sign on the building at the entrance of the driveway indicating there is "No Parking" in the rear of the lot.

Should the Non-Medical Cannabis Retail Store Licence be approved, a condition of any Building Permit for the cannabis retail store will be that motor vehicle parking be defined on-site, the 4 Class I and 2 Class II bicycle parking spaces are provided in accordance with Zoning Bylaw 1850, and the "No Parking" sign on the north wall of the commercial building is removed.

MK/GA

Attachments:

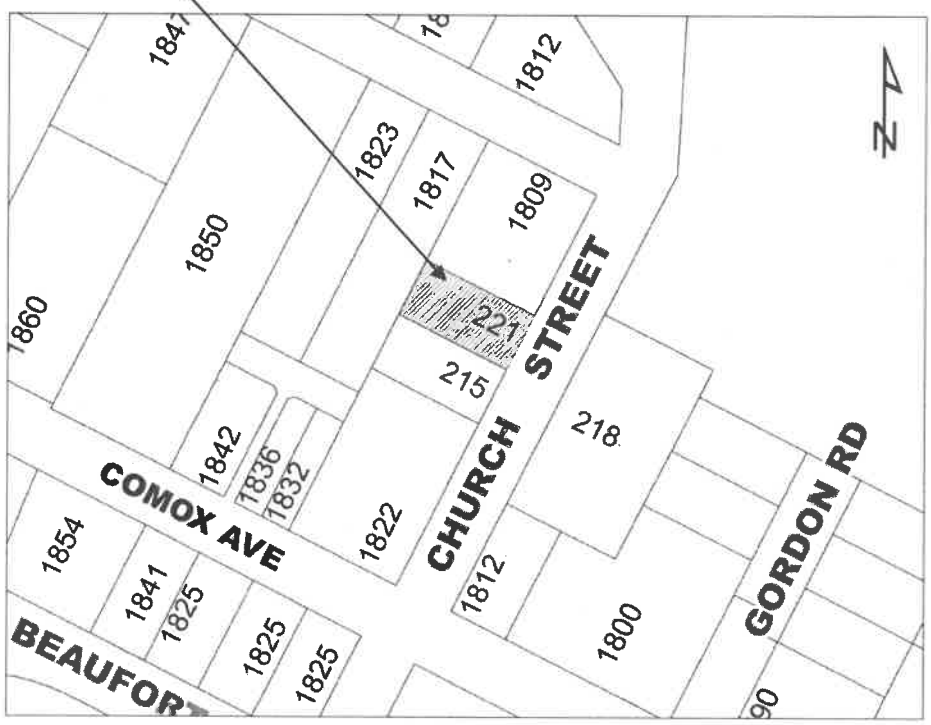
1. Application Summary
2. Information provided by LCRB on the proposed Non-Medical Cannabis Retail Sales licence application
3. Information submitted by the Applicant in regard to the Town's Cannabis Licence Review Application
4. Application Process Steps
5. Copy of Notice of Cannabis Licence Review Application
6. Public submissions on the proposed cannabis retail sales licence up to the publication of Planning Report PR19-10.

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

Subject Property Map

ATTACHMENT 1

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



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

Applicant: Coast Range Cannabis Ltd.

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

Civic Addresses: Unit C – 221 Church Street

OCP:

Land Use Designation: Downtown Comox

Dev. Permit Area: DPA #1 Downtown Comox

Zoning: C4.1 Core Commercial

Permitted Uses Include:	A range of commercial uses including retail, liquor stores, pubs, processing and packaging of food and beverage products, restaurants, restaurant-lounges, retail sales and recreational cannabis retail sales.	
Recreational Cannabis Retail Store:	**Required**	**Proposed**
Location	Within shaded area of Zoning Bylaw Appendix "V"	Within shaded area of Zoning Bylaw Appendix "V"
Max Gross Floor Area	Not exceed 500m^2 in gross floor area	60.48 m^2
Min separation from any other recreational cannabis retail store	250 m	no other recreational cannabis retail store is within 250 m
Surrounding Uses:	Commercial, Institutional, and Single-Family Residential uses	
Proposed Hours of Operation:	9:00 am to 10:00 pm from Monday to Sunday	

ATTACHMENT 2

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

BRITISH COLUMBIA

Job #002312

May 23, 2019

via email: andestad@comox.ca

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

Dear : Gail Andestad

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

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

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

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

Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores
OR
Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores

Liquor and Cannabis Regulation Branch

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

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

Website:
www.gov.bc.ca/cannabisregulation
andlicensing

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

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

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

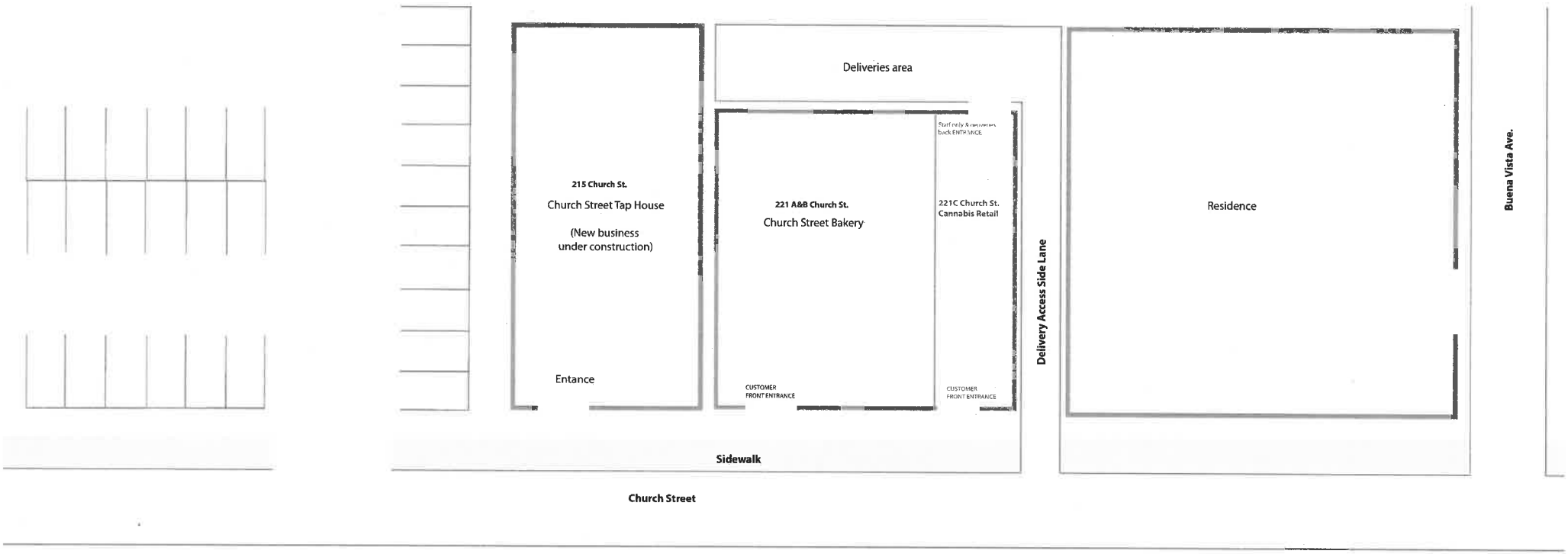
Sincerely,

Gill Dyck
Senior Licensing Analyst

Attachment

copy: Coast Range Cannabis Ltd.

SITE MAP FOR 221C Church Street, Comox



ATTACHMENT 3

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

LOT 51

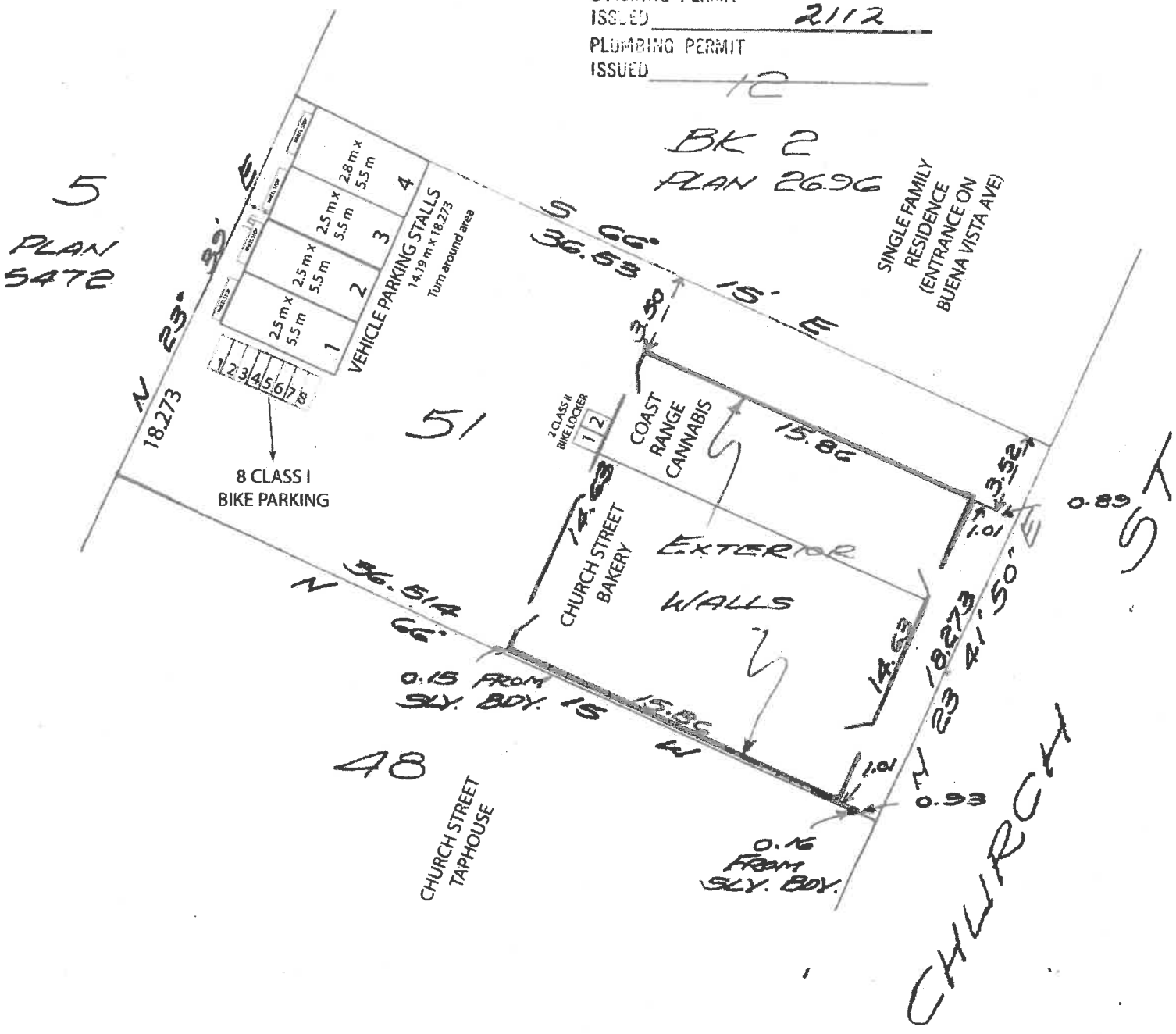
BLUEPRINT Aug 5-80

DRAINAGE

DEPTH OF SEWER

BUILDING PERMIT ISSUED 2112

PLUMBING PERMIT ISSUED 12



ROBERT WILLIA
BC LAND SURVEY
2204 MACKENZIE
COMOX, B.C. V9N
FILE NO. M-10 2

COAST RANGE CANNABIS
COMOX | BC

Comox Non-Medical Retail Cannabis Application
May 19, 2019

7. Written Application Rationale

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

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

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

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

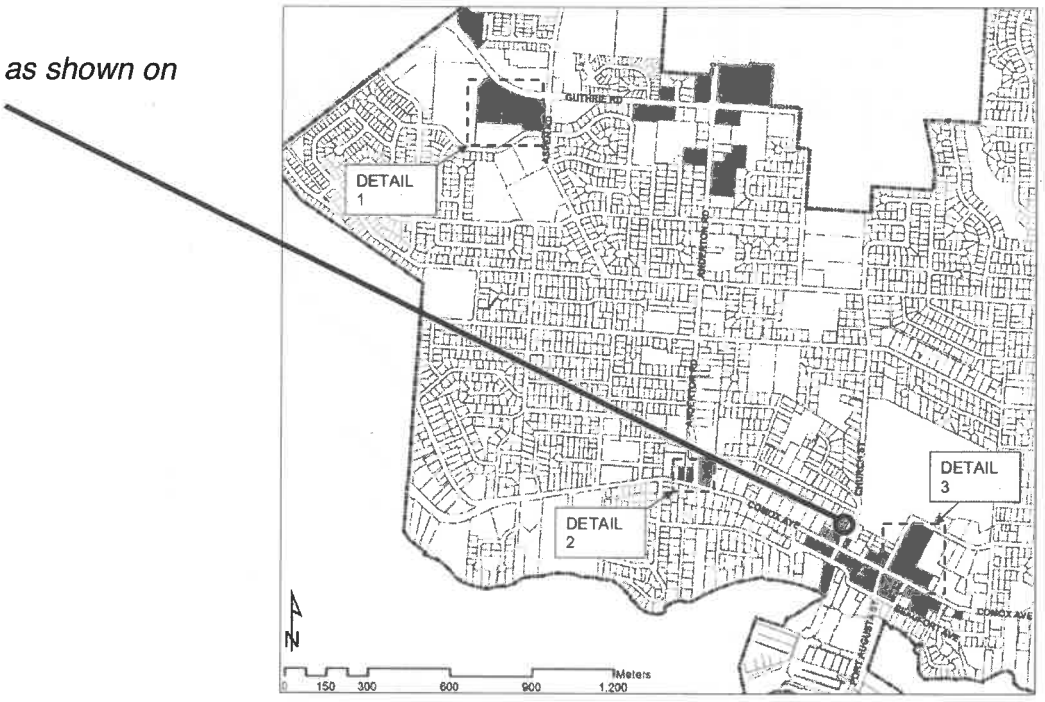


Diagram 1

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

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

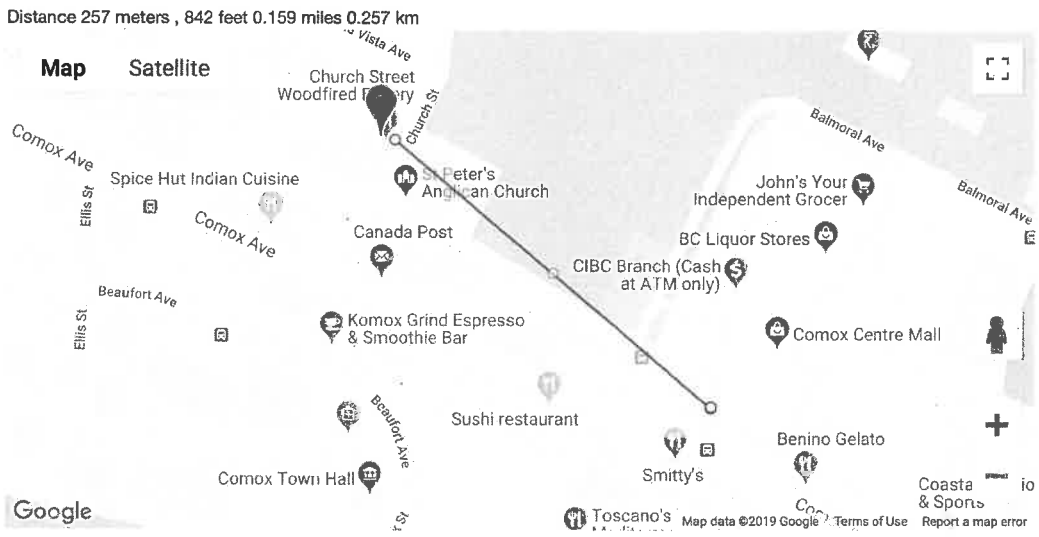


Diagram 2

LCRB Regulatory Criteria:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COAST RANGE CANNABIS
COMOX | BC

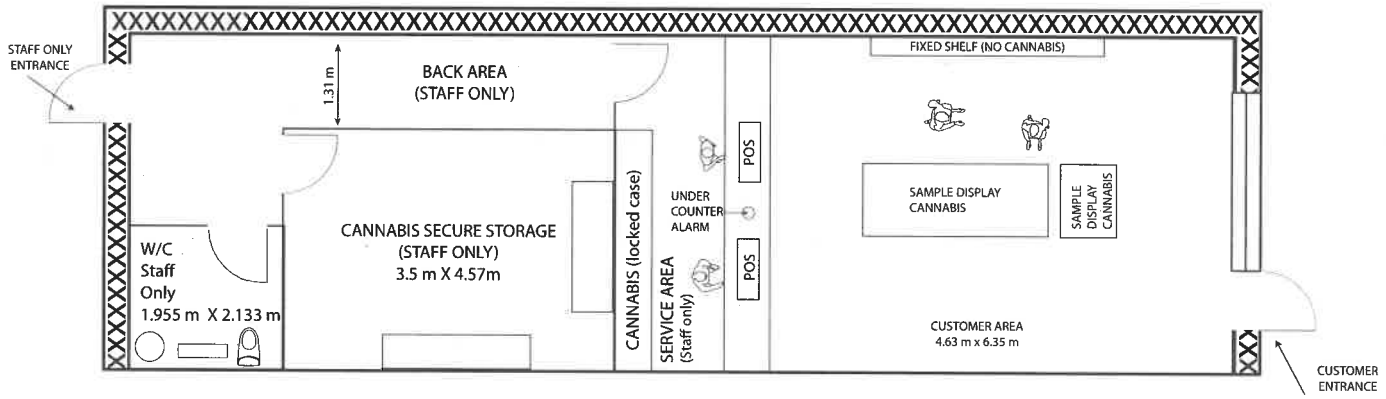
Comox Non-Medical Retail Cannabis Application

6 - Development Area Permit Guidelines

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

A1 A2 A3 A4 A5 A6 A7

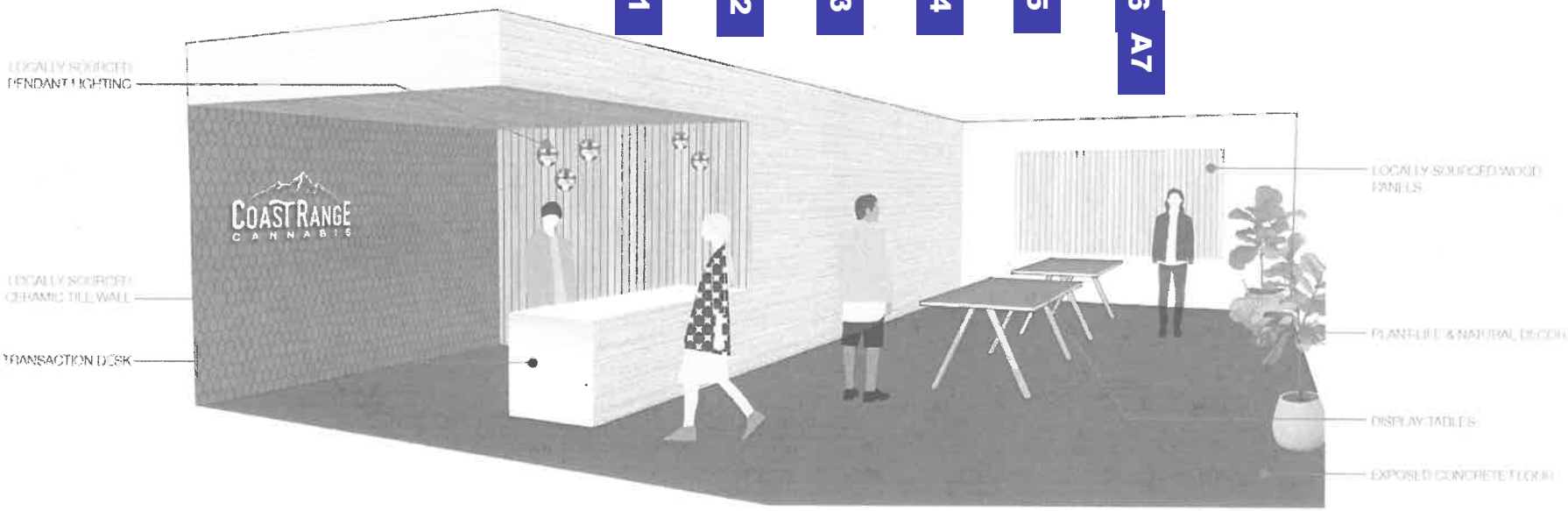
COAST RANGE CANNABIS



CHURCH STREET

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

A1 A2 A3 A4 A5 A6 A7





REFERENCE IMAGES

Concept Spec Designer:
Keri Goodlad, Registered Architect (California), LEED AP
P | 1.236.777.4548
E | keri.goodlad@gmail.com

Note: Design concept is for reference only and does not represent 221C Church Street actual floor plan.

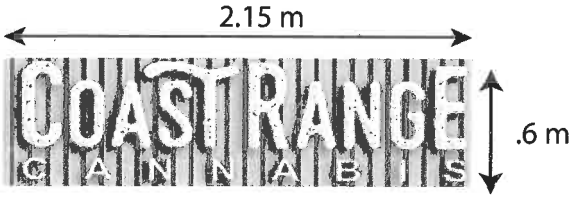
COAST RANGE CANNABIS
COMOX | BC

Comox Non-Medical Retail Cannabis Application

Signage Package

Total area of 221C facade = 14.71 sq metres
Proposed facia sign total area = 1.29 sq metres (8.77% of 221C 's facade)

The proposed sign will project less than .3 metres.



Front door signage (for visual reference only)
Includes hours, age restrictions, unit number, and wayfinding decal.
The front door will be fitted with a wave patterned obscure glass.





Glass example

ATTACHMENT 4

Application Process Steps

1. Submission of Comox Council's Resolution to the LCRB General Manager.

2. Liquor and Cannabis Regulation Branch decision on the Non-Medical Cannabis Retail Store licence application.

ATTACHMENT 5

Copy of Notice of Cannabis Licence Review Application

WE WANT TO HEAR FROM YOU

1809 Beaufort Ave.
Comox, BC V9M 1R9

@ council@comox.ca

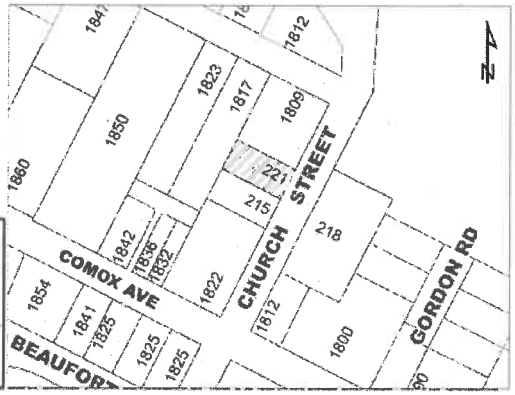
Non-Medical Cannabis Retail Store Licence Application No. PR 19-10

221C Church Street, Comox

Council Meeting

August 7, 2019 5:30 PM
Council Chambers
1801B Beaufort Avenue, Comox

The Town of Comox wishes to gather public input on an application for a Non-Medical Cannabis Retail Store Licence in commercial Unit C located at 221 Church Street shown shaded on the map. Hours of operation are proposed to be between 9:00 am and 10:00 pm daily.



Subject Property:
221C Church Street
Lot 51, Section 56, Comox District, Plan 104
shown shaded on Map

More information

A copy of this Non-Medical Cannabis Retail Store Licence application, as well as existing relevant reports and documents, will be available for inspection at Town Hall, **1809 Beaufort Avenue, Comox** between the hours of **8:30 am – 4:30 pm Monday through Friday** (except Statutory Holidays) up to and including **August 7, 2019.**

We're listening
Please submit your written comments by 12:00 pm (noon) Thursday, August 1, 2019

M. Kamenz, Municipal Planner

Written Submissions

Send by mail or e-mail, as long as the submission:

1. Is received before 12:00 noon on Aug. 1, 2019;
2. Is addressed to *Mayor and Council;*
3. *Identifies* "221C Church Street Non-Medical Cannabis Retail Store Licence" application in the subject line, and;
4. includes the name and address of the person making the submission.

Each such person is solely responsible to ensure that their submission is received on time. The Town will not issue any acknowledgement of receipt of such submissions.

ATTACHMENT 6

Public submissions on the proposed Non-medical Cannabis Retail Sales Licence up to the publication of August 7, 2019 Planning Report PR19-10.

Twyla Slonski

From: Chris Morrison <Chris@churchsttaphouse.com>
Sent: July 12, 2019 10:11 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

RECEIVED
July 12, 2019
TOWN OF COMOX

Dear members of Council, on behalf of the ownership group at Church St. Taphouse we would like to send in our support of the proposed Cannabis operation at 221C Church Street. Sheila Rivers has given us an overview of her planned business operations, and we feel this addition to Church St would be beneficial to the Town of Comox. Her reputation in the community bodes well for a successful venture of this type.

Best regards,
Chris

Chris Morrison
Co-Owner
Church St. Taphouse
215 Church Street
250-218-6485

LOG: 19-346	REFER:	AGENDA: ----
FILE: Planning	ACTION: File	

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

Twyla Slonski

From: Town of Comox – Administration
Sent: July 16, 2019 8:40 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Coast range vote

Categories: Twyla - Outstanding

RECEIVED
July 16, 2019
TOWN OF COMOX

From: Dalton Alvarado <daltonernesto@gmail.com>
Sent: Monday, July 15, 2019 6:52 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Coast range vote

Hello, my name is Dalton Alvarado and I live on 337 church street. I am writing to let you know that I approve of coast range opening a cannabis store next to the bakery because it is very convenient for me.

Thanks

Dalton

LOG: 19-350	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

Twyla Slonski

From: Town of Comox – Administration
Sent: July 19, 2019 8:29 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Non-medical cannabis retail store licence 221C church street

RECEIVED
July 19, 2019
TOWN OF COMOX

LOG: 19-352	REFER:	AGENDA: RCM - Aug. 7
FILE: PR - 19-1(	ACTION: File	

o - planning dept
copy - Mayor & Council
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-----Original Message-----
From: ladysshscissorhands@gmail.com <ladysshscissorhands@gmail.com>
Sent: Thursday, July 18, 2019 9:14 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Non-medical cannabis retail store licence 221C church street

To the Mayor and Council,

This email is to let you know that I am not in favour of approving the application requested for a non medical cannabis retail store licence at 221 C Church Street in Comox.

It is my understanding that a cannabis store at the Comox mall has already been approved. I don't believe a second store is necessary in a town with a population our size. Not to mention that the location desired is very close to the new brew house being built.

Respectively submitted,
Heather Crozier
1-1836 Comox Ave.
Owner, Seaside Salon in Comox

Sent from my iPad

Twyla Slonski

From: Don & Lynore Harrington <dlhcomox@telus.net>
Sent: July 21, 2019 5:06 PM
To: council
Subject: 221 C Church St. Non medical cannabis retail store licence

RECEIVED
July 21, 2019
TOWN OF COMOX

To the Comox Council:

Regarding the licence cannabis store at 221 C Church Street, Comox, we do not agree that this location is appropriate for the following reasons:

1) The location is directly across the street from St Peter's Anglican Church. This church has a multi generational congregation, with many activities throughout the week involving pre-schoolers, school aged children, teens, vulnerable people who attend gatherings during the week, as well as numerous adult groups, both church focused and community focused.
2) The church grounds, which include 3 buildings: the church offices, the church and the church hall, are surrounded by grassy areas with picnic tables and benches; attractive vegetation and trees as well as several graves and a memorial garden. The church grounds are easily accessed and areas behind the buildings are hidden from street view. These areas could easily become a place for cannabis use.
3) There is a cannabis store in the Comox Mall, which is 2 blocks away, and seems a more appropriate place for a cannabis store. Two cannabis stores within such close proximity seems quite unnecessary.

Sincerely,

Don and Lynore Harrington
351 Fairway Court
Comox BC, V9M 2V9
250-339-7065

LOG: 19-355	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

Twyla Slonski

From: Carl Munn <cmunn939@gmail.com>
Sent: July 22, 2019 12:18 PM
To: council
Subject: 221C Church St Non-medical Canabis Retail Store Licence

RECEIVED
July 22, 2019
TOWN OF COMOX

Attn: Mayor and Council

I am NOT in favor of this application. I live in the Glenshee at 1800 Comox Ave and feel that this is not a good business to have thgis close to the new pub. One canabis outlet in the downtown area is plenty; ref Canabis City in the Comox Mall..

Carl Munn
102-1800 Comox Ave

LOG: 19-364	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

0 - Planning Dept.
copy - Mayor & Council
RK / MK / agenda

Twyla Slonski

From: randdstewart@shaw.ca
Sent: July 22, 2019 7:51 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store License

RECEIVED
July 22, 2019
TOWN OF COMOX

Hello,
My name is Diane Stewart. I live at #206, 1800 Comox Ave. My phone number is 250-941-8800.

I adamantly oppose this license. I am a 63 old senior widow living in a beautiful place within a neighborhood what has been an absolute pleasure. Now; with the new Church Street Taphouse being build (which I might add I would have appreciated receiving a license notice from the Town of Comox PRIOR to the approval of this pub being build to oppose the LIVE BAND and the open WALL concept and the late hours for this venue; absolutely unacceptable to be built in a location full of senior citizens when there are ample other locations better suited for this type of business). Unbelievable. What's next; a safe injection site?

As it is right now, during the summer months after 5pm, and Town Council Members have all gone home; Comox Avenue turns into a continuous "Raceway"; where the vehicles; mostly motorcycles; drive at excessive speeds, revving their engines and barely stopping at the stop signs; which I might add no one seems to be able to do anything about. Classic example of "nothing will be done until someone gets killed." So with the new Taphouse opening soon and a looming license for a retail Cannabis Store; the traffic I am sure will increase even more and the noise level will NO DOUBT increase. I just hope that those on the town council will have the foresight to request an increase in the RCMP presence as well.

Sincerely,
Diane Stewart

LOG: 19-368	REFER:	AGENDA: RCM - Aug. 7
FILE: PR19-10	ACTION: File	

o - planning dept.
copy - Mayor & Council
RK / MK / agenda

Twyla Slonski

From: Matthew Low <lmlow@me.com>
Sent: July 24, 2019 8:59 PM
To: council
Subject: Coast Range Cannabis

RECEIVED
July 24, 2019
TOWN OF COMOX

Hello Comox council:

Lisa and Matt Low support Sheila Rivers opening her store at 221C Church Street in Comox. We think it will be a valuable addition to the community.

Sent from my iPad

LOG: 19-371 | REFER: | AGENDA: RCM - Aug. 7
FILE: PR 19-10 | ACTION: File
o - planning dept.
copy Mayor & Council
RK / MK / agenda

Twyla Slonski

From: Gary & Dot Wiffen <dgwiff@shaw.ca>
Sent: July 25, 2019 6:26 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

RECEIVED
July 26, 2019
TOWN OF COMOX

After attending an information meeting at St. Peters church hall with the owners of Coast Range Cannabis we are 100% in favor of them being granted a licence for their company.

Gary and Dorothy Wiffen----- 546 Salish

St V9M 3L3

LOG: 19-376	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

Twyla Slonski

From: agnewms <agnewms@yahoo.ca>
Sent: July 25, 2019 9:09 PM
To: council
Subject: 221c church street non medical cannabis retail store licence

RECEIVED
July 25, 2019
TOWN OF COMOX

Mayor and Council
I oppose the non medical cannabis retail store licence for 221c church st comox.
2 cannabis locations within 1 km of each other is unnecessary.
Thank you
Melissa Agnew
2318 noel ave
Comox bc
V9M1J3

LOG: 19-375	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

o - Planning dept.
copy - Mayor & Council
RK / MK / agenda

Sent from my Samsung Galaxy smartphone.

Twyla Slonski

From: J. Audrey Owens <happychimo@shaw.ca>
Sent: July 26, 2019 9:03 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

RECEIVED
July 26, 2019
TOWN OF COMOX

Mayor and Council

I attended an information session at St.Peter's Hall a few days ago to learn more about this proposed store from the owners themselves. I am definitely opposed to its opening at this location so close to St.Peter's which is a family orientated Parish church. While no smoking will be allowed on premises the garden grounds and onto the Golf Course directly across the street will offer temptation to many young people.

If we must have a recreational cannabis store in Comox. the Mall already has one and in my opinion is the best location.

I understand this matter will be on the agenda when Council meets again on August 7th and plan to be in attendance.

J. Audrey Owens
247 Aitken Street
Comox, B.C. v9w 1gm
250-339-0176

LOG: 19-379	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

o - planning dept.
copy - Mayor & Council
RK / MK / agenda

avast This email has been checked for viruses by Avast antivirus software.
www.avast.com

Twyla Slonski

From: Danielle Purdon <danielle.purdon@gmail.com>
Sent: July 26, 2019 7:06 PM
To: council
Subject: Re: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

Dear Mayor and Council,

Re: 221C Church Street Non-Medical Cannabis Retail Store Licence

I am opposed to this business at this location because I believe it goes against the town of Comox objective as follows:

The objectives of the Downtown Vitalization Program are to increase the Town's economic, social and environmental vitality by:
• retaining and supporting existing businesses

I don't think filling Comox with breweries and non-medical cannabis shops that are open until 10pm and back onto residential property follows this objective. The pergolas at the Church Street Taphouse already block the mural on Church Street Bakery (not very supportive of an existing business) and now the bakery will be flanked by a pot shop (with blank window displays) on the other side? I'm already annoyed that the new gelato shop space has a MASSIVE cannabis shop across the street in the Comox Mall. Also, this proposed cannabis shop on church street may not be close to Ecole Road Robb, but it is on the route the school uses regularly for walking field trips to the marina. I say a firm NO to this business at this location. I realize cannabis is legal but I'm getting sick of SO many pot shops springing up in prime locations.

Regards,

Danielle Purdon
364 Georgia Court, Comox

LOG:	REFER:	AGENDA:
		RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

Twyla Slonski

From: Adam B <adam@trcs.ca>
Sent: July 28, 2019 9:22 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail License

RECEIVED
July 29, 2019
TOWN OF COMOX

My name is Adam Begley,

I live at 2041 Hummingbird Place, Comox British Columbia V9M 2A2

I fully support the opening of Coast Range Cannabis, people who greatly benefit from marijuana do not always have access to it. It is a great alternative to the pharmaceutical drugs typically used for pain management or sleeping issues. I support this valuable resource being available in a responsible and respectful manner via a retail store in Comox.

Thank you,

--

Adam

LOG:	REFER:	AGENDA:
FILE: PR 19-10	ACTION: File	RCM - Aug. 7

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

Temprite Climate Solutions Ltd
Office 250-465-2490

Cell 250-650-3653
Unit 50 2960 Moray Ave
Courtenay BC
V9N 7S7
www.tempriteclimatesolutions.com

TEMPRITE
Climate Solutions

Twyla Slonski

From: David Murray <dave.the.baker@icloud.com>
Sent: July 28, 2019 9:59 AM
To: council
Subject: 221c Church Street Non Medical Cannabis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

LOG:	REFER:	AGENDA:
		RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

David Murray
2552 Dunsmuir Ave PO Box 505
Cumberland BC V0R1S0

Comox Mayor and Council,

I am the owner of the building at 221 Church Street. I also run the Church Street Bakery at 221a+b. I am delighted that the Town of Comox is supporting a Cannabis retail store at that location. I welcome this progressive undertaking by the Town and the brave entrepreneurs to open a new area of Commerce in our community.

My only concern is that parking will be a rare commodity unless the Town post and enforce a 15 minute parking zone along the front of the building and possibly to the corner of Buenavista. This has been suggested to me many times by different parties and I would appreciate that the Town consider this action.

Thank you
DM

Twyla Slonski

From: Mike Keating <hawkeyemike26@hotmail.com>
Sent: July 28, 2019 11:28 AM
To: council
Subject: Non-Medical Cannabis retail store licence

RECEIVED
July 29, 2019
TOWN OF COMOX

The property owners' of 1176 Coach Place Comox Are NOT in favour of the Non medical cannabis retail licence at 221 Church Street Comox or any were in Comox.

Regards
Wesley Keating
Tomoko Keating
Linda Keating
Michael Keating

LOG:	REFER:	AGENDA:
FILE: PR 19-10	ACTION: File	RCM - Aug. 7

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Twyla Slonski

From: Peter Dobbs <peterbc507c@gmail.com>
Sent: July 29, 2019 1:02 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

LOG:	REFER:	AGENDA:
FILE: PR 19-10	ACTION: File	RCM - Aug. 7

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Peter & Diana Dobbs
1817 Buena Vista Ave
Comox. B.C.
V9M1X8

To: Mayor and Council

Town of Comox

28. July 2019

Re 221C Church St Non-Medical Cannabis Retail Store Licence

As residents of an adjoining property of the Applicant at 221C Church St we most strongly object to the issuance of a licence to the said applicant on many grounds including;

- Distance between the Cannabis store in the Comox Mall and this location is only 200 yards; even grocery and hardware stores are not that close together. Why do we need two Cannabis stores in the Town of Comox to be located so close to each other. To make it easier for customers to purchase Cannabis or because customers don't want to walk or drive 200 yards?
- The location is surrounded by young children and teenagers making it an entirely unsuitable location.
- The parking situation on Church St and Buena Vista Ave at the present time is already an contentious issue due to the location of the Church St Bakery and the Anglican Church, and will be made even more contentious with the opening of the Church St Taphouse. Should the 221C Church St location open parking will , without doubt, cause even more neighbourhood issues.
- The location is within easy walking distance from an Elementary School and Rec Centre. -
- Users of Non Medicinal Cannabis are primarily citizens under the age of 50 (Stats-Can 2017). Residents in the area surrounding the 221C Church St location are overwhelmingly senior citizens , few , if any, will be customers of this store. The Cannabis store customers probably will not live in the surrounding area therefore transportation will usually be needed to visit the store causing more stress on the already untenable parking situation surrounding this area.
- The fire hazard will undoubtedly increase from the smoking use of Cannabis in the surrounding parking area as already the rear of the property is adjacent to truckloads of stacked firewood and used as a smoking area for employees of present businesses. Most definitely a high risk fire issue and will probably become extreme should this application be approved.
- As long time residents of the area we realise that there is a price to pay for living at our location but the price will be increased beyond a tolerable point should this application be approved.
- Sincerely,
- Peter & Diana Dobbs

Twyla Slonski

From: Margie Anderson <realestatewithmargie@gmail.com>
Sent: July 29, 2019 2:07 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store License

RECEIVED
July 29, 2019
TOWN OF COMOX

To: Mayor and Council,

I have lived at 337 Church Street since 1995. I do not suppose this application for the following reasons:

- The Town of Comox has a cannabis store at the mall already - it's not necessary to have two stores within such close proximity to each other (less than 1 km apart).

- There is already a problem with cars breaking the law with excessive speed driving up and down Church Street. I am extremely concerned that the rate and frequency of speeding vehicles will increase with the addition of a cannabis store in a location that already has a pub (Church Street Taphouse) and a popular and busy bakery (Church Street Bakery).

At a very minimum, Church Street should have signs displaying the residential speed limit of 50km/hr. The town deer cross back and forth through-out the day and night from the golf course to backyards. And a few years ago my cat was run over by a speeding vehicle.

Respectfully submitted.

Margie Anderson
337B Church Street, Comox
(250)702-5425

LOG:	REFER:	AGENDA:
FILE: PR 19-10	ACTION: File	RCM - Aug. 7

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Twyla Slonski

From: Malcolm Ledgard <malcledgard@hotmail.com>
Sent: July 29, 2019 5:12 PM
To: council
Subject: 221C Church Street Non-Medical Cannibis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

To the Mayor and Council of Comox,

My name is Malcolm Ledgard, currently of 509 Nootka Street and I am writing of my concern about the possibility of the opening of a non-medical cannabis retail store at 221C Church Street. We have just purchased a house on 1818 Queens Ave, a very short walk to where the retail unit would be located.

My wife and I were excited to live on a lovely street so near to the centre of town and were looking forward to frequenting the shops, cafes, pub and other businesses in our new neighbourhood. This application had not been made yet when we bought the house. This proposed cannabis store would completely change the feel of the area for us.

Is this location appropriate for a cannabis store? Space is limited in that location and I can't imagine sitting outside the bakery with my family in such close proximity to it. I am sure that many other customers of the bakery would feel the same.

I realise that cannabis is now legal but it is still something that families with children should be concerned about. Children are being taught at school to "say no to drugs" and yet here would be a cozy little store in a location where families pass by all the time, it sends mixed messages. Kids hanging around, waiting for a willing bootlegger could also be a problem, as would added traffic and parking with the newly opened pub just a couple of doors down.

The other cannabis outlet just one block away at the Comox Mall has a sign outside dominating the main street. But at least it is set back further and is amongst many other businesses in the mall. Surely this one is large enough for the area.

Perhaps a more suitable second downtown location could be further down Comox Avenue in the Strathcona Plaza on the upper level? I believe there is a vacancy there now? This spot would not be "in your face" like it would if it were to be on Church Street.

I ask you to deny the request for the licence for the store on Church Street. It may be legal but please, let us not promote cannabis to such an extent for a town this size.

Yours sincerely,

Malcolm Ledgard

LOG:	REFER:	AGENDA:
FILE: PR 19-10	ACTION: File	RCM - Aug. 7

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copy - Mayor & Council
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Twyla Slonski

From: Town of Comox – Administration
Sent: July 30, 2019 8:44 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Proposed Cannabis Shop Church Street

RECEIVED
July 30, 2019
TOWN OF COMOX

From: Charles Romain <chuckromain@hotmail.com>
Sent: Tuesday, July 30, 2019 7:41 AM
To: Stephanie McGowan <smcgowan@comox.ca>; Lorraine Romain <lorriromain@hotmail.com>; Town of Comox – Administration <town@comox.ca>
Subject: Proposed Cannabis Shop Church Street

Dear Stephanie,

On vacation right now and was just made aware of a proposed Cannabis Shop planned on Church Street across from St. Peter's Church. My spouse and family are vehemently opposed to such a business in our neighbourhood.

I cannot think of a more inappropriate location for such a business. What was council thinking of even entertaining such a business in an area across from an active church meeting hall, backing onto family residential area, and next door to a Tap House. Also did anyone on council note the increase in late night disturbances this summer in our area? My neighbours have noted people trespassing on property, parking on the grass, and disposing of garbage in the area. This type of behaviour will increase with a Cannabis Shop on Church Street.

On another note we are curious if there is a plan in place to improve parking, create a cross walk at Buena Vista and Church, discourage U Turning on Church / Buena Vista, and perhaps some traffic calming in the area? (Please no "Sleeping Policemen" or road humps)

It is understood that Council must table these type of requests from businesses; however, the Mayor and Council should consider if they would approve this business next door to their homes.

Best Regards

Charles & Lorraine Romain

Mr. Charles Romain, MMM, CD.
1812 Buena Vista Avenue
Comox, British Columbia
V9M 2B7
Canada

chuckromain@hotmail.com
+1 250-890-2022 (Home)
+1 403-932-9086 (Mobile)
+1 407-580-5698 (USA Mobile)

LOG:	REFER:	AGENDA:
FILE: PR 19-10	ACTION: File	RCM - Aug. 7

o - Planning Dept.
copy - Mayor & Council
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RECEIVED
JUL 30 2019
TOWN OF COMOX

To: Mayor and Council, Town of Comox

Subject: 221-C Church Street Non-Medicinal Cannabis Retail Store License Application (Application No. PR 19 - 10)

I am opposed to another Cannabis Store, at this location, at this time. There are two basic reasons why I disagree with granting of this license:

1) Parking
2) A Cannabis store license has been granted for Comox

There is limited parking on Church Street in the 2oo block. The businesses in the area have already had their parking affected with the construction of the new pub, opening soon, which has little or no on-site parking. The lot directly below the pub is for the exclusive use of the businesses located there, not for other businesses in the area.

The community has been affected on Guthrie Rd by the opening of the new pub there, which appears to have more parking than that on Church St. The parking issue on Guthrie has been left to other businesses, who have had to place signs and increased security, on their property, to stop pub parking.

With limited parking and increased future demand, does it make sense to allow the establishment of another high traffic business in the area?

We do not know what impact that the presently granted Cannabis store will have on Comox. Will it increase traffic in the area? Increase the use of cannabis in public? Do we want the smell of marijuana permeating our public space? Would we want the good warm aromas from a bakery to be broad sided by the stench of marijuana?

Why not wait a year or two to observe the impact that one Cannabis store will have on our town, then we can determine the need for other locations and their appropriateness?

LOG: 19-391	REFER:	AGENDA: RCM - Aug 7
FILE: PR 19-10	ACTION: File	

cc Planning Dept
Copy - Mayor + Council
RK/mk/agenda

Mike Copp & Gail Jernberg
1899 Comox Avenue
(250) 702-9217

Twyla Slonski

From: Gwen Elder <gkelder@hotmail.com>
Sent: July 31, 2019 10:02 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store License

RECEIVED
July 31, 2019
TOWN OF COMOX

To: Mayor and Council

RE: Non-Medical Cannabis Retail Store License Application NO. PR19-10

I am writing you to show my support **for** a non medical cannabis retail store on 221C Church Street in Comox. This would be a great location for a non medical cannabis store; it is low key so not to ruffle the feathers of those who are worried about exposure to children, and would increase patronage to surrounding businesses in the area which is a win-win for the small retailers and the community at large. Even though I am not a regular user of cannabis, I also think it is important for people to have choices and diversity in the products that they buy and we should be supporting local businesses/families not just government regulated stores. In summary, I say yes to allowing a non medical cannabis retailer at this location.

Sincerely,

Gwen Elder
684 Woodland Dr
Comox, BC V9M 3H4

LOG: 19-395	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Comox Valley REGIONAL DISTRICT

COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, May 28, 2019
Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, May 28, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

Chair:	B. Wells	City of Courtenay
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Frisch	City of Courtenay
	J. Ketler	Village of Cumberland
	K. Grant	Town of Comox
Alt. Directors:	M. McCollum	City of Courtenay
	N. Minions	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	S. Smith	General Manager of Planning and Development Services
	M. Rutten	General Manager of Engineering Services
	D. DeMarzo	Acting General Manager of Community Services
	J. Martens	Manager of Legislative Services

Absent:

Directors:	D. Hillian	City of Courtenay

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

IN-CAMERA MEETING:
E. Grieve/K. Grant: THAT the board adjourn to an in-camera session pursuant to the following sub-section(s) of section 90 of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure might reasonably be expected to harm the interests of the regional district;
90(1)(f) law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and,
90(1)(k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to

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harm the interests of the regional district if they were held in public.

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

ADOPTION OF MINUTES:

K. Grant/D. Arbour: THAT the Comox Valley Regional District Board minutes dated April 30, 2019 be adopted.
208 Carried

REPORTS:

INTEGRATED REGIONAL TRANSPORTATION SELECT COMMITTEE - APRIL 29, 2019

K. Grant/D. Arbour: THAT the Integrated Regional Transportation Select Committee minutes dated April 29, 2019 be received.
208 Carried

COMMITTEE OF THE WHOLE - MAY 7, 2019

K. Grant/D. Arbour: THAT the Committee of the Whole minutes dated May 7, 2019 be received.
208 Carried

ELECTORAL AREAS SERVICES COMMITTEE - MAY 13, 2019

E. Grieve/K. Grant: THAT the Electoral Areas Services Committee minutes dated May 13, 2019 be received.
208 Carried

K. Grant/D. Arbour: THAT the board approve Development Variance Permit DV 3B 19 (van Ierland) to vary the following Zoning Bylaw regulations:
1. To reduce the side yard setback of a proposed accessory building from 4.5 metres to 2.2 metres; and
2. To reduce the side yard setback of the eaves of the proposed accessory building from 2.5 metres to 1.5 metres on a property described as Lot 28, Block 29, Comox District, Plan 11986, PID 000-642-703 (5918 Aldergrove Drive);

AND THAT the Corporate Legislative Officer be authorized to execute the permit.
208 and 213 Carried

R. Dyson, Chief Administrative Officer, recused himself from the meeting at 4:03 pm pm due to a potential perceived conflict of interest in relation to his spouse's position as chair of the Agricultural Land Commission.

E. Grieve/K. Grant: THAT the Comox Valley Regional District forward to the Agricultural Land Commission the Agricultural Land Reserve non-farm use (placement of fill) application ALR 1A 19 (Pearson) concerning the use of imported fill for the purpose of raising a field located on the SW ¼ of Section 32, Township 11, Nelson District, Plan 551, PID 009-005-013 (3771 Minto Road);

AND THAT the Comox Valley Regional District recommend to the Agricultural Land Commission that any approval of Agricultural Land Reserve non-farm use (placement of fill) application ALR 1A 19 (Pearson)

include a condition that a Stormwater Management Plan be prepared by a Qualified Professional and be implemented to ensure the natural hydrologic regime is maintained and agricultural best practices are followed;

AND FINALLY THAT the Comox Valley Regional District recommend to the Agricultural Land Commission that an agrologist report be required prior to an approval for any further fill than what was already present at the time of the Agricultural Land Commission Stop Work Order that led to the Agricultural Land Reserve non-farm use (placement of fill) application ALR 1A 19 (Pearson).
208 and 213 Carried

K. Grant/D. Arbour: THAT the Agricultural Land Commission be advised that the Comox Valley Regional District supports Agricultural Land Reserve Non-Farm Use application ALR 1C 19 (Zimmerman) concerning the temporary occupancy of an additional dwelling located on Lot B, Block 29, Comox District, Plan VIP25801, PID 002-682-222 (7884 Sturgess Road), with the condition that the manufactured home be demolished or decommissioned forthwith upon the approved occupancy of the new dwelling or no more than two years after the issuance of the building permit for the new house;

AND FINALLY THAT the application ALR 1C 19 (Zimmerman) for the non-farm use of property within the Agricultural Land Reserve be forwarded to the Agricultural Land Commission for final consideration.
208 and 213 Carried

R. Dyson, Chief Administrative Officer, returned to the meeting at 4:04 pm.

K. Grant/D. Arbour: THAT the Comox Valley Regional District Board direct staff to report back to the board with a recommended bylaw update and communication plan for updating Bylaw No. 337 being the “Rural Comox Valley Official Community Plan Bylaw No. 337, 2014”, Bylaw No. 328 being the “Comox Valley Regional District Planning Procedures and Fees Bylaw No. 328, 2014” and Bylaw No. 142 being the “Comox Valley Regional District Building Bylaw No. 142, 2011”, as the bylaws relate to cannabis (CP 1CV 19).
208 and 213 Carried

E. Grieve/D. Frisch: THAT the Comox Valley Regional District not proceed with further study work to investigate options for the creation of a local service area to upgrade and maintain the Queen’s Ditch drainage system;

AND FURTHER THAT correspondence be sent to the Department of National Defence indicating that the Comox Valley Regional District is no longer interested in pursuing federal Vote 10 funding to assume responsibility for the Queen’s Ditch.
208 Carried

K. Grant/D. Frisch: THAT correspondence be sent to current Lazo Creek Watershed Public Advisory Committee and Technical Advisory Committee members seeking their continued participation in a Lazo Creek Watershed working group.
208 Carried

K. Grant/D. Frisch: THAT staff be directed to investigate alternatives for bulk water sale on Denman Island to inform a recommendation back to the Electoral Areas Services Committee.
207 Carried

E. Grieve/K. Grant: THAT the Community Amenity Contribution policy attached to staff report dated May 6, 2019 be adopted by the board as a board policy and used to guide discussion and decision making regarding community amenity contributions.

208 and 213 Carried

SEWAGE COMMISSION - MAY 14, 2019

K. Grant/E. Grieve: THAT the Sewage Commission minutes dated May 14, 2019 be received.
208 Carried

K. Grant/D. Arbour: THAT the Hudson Sewer Trunk Connection Agreement, attached as Appendix A to the staff report dated April 25, 2019, be entered into with the Town of Comox;

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

COMOX VALLEY WATER COMMITTEE - MAY 14, 2019

E. Grieve/K. Grant: THAT the Comox Valley Water Committee minutes dated May 14, 2019 be received.
208 Carried

COMMITTEE OF THE WHOLE - MAY 14, 2019

K. Grant/E. Grieve: THAT the Committee of the Whole minutes dated May 14, 2019 be received.
208 Carried

K. Grant/J. Ketler: WHEREAS the Association of Vancouver Island and Coastal Communities has adopted a resolution requesting the provincial government to declare a province wide Climate Emergency in order to emphasize the critical imperative for immediate action and to assist with province-wide collaboration and coordination of resources that will support local governments and communities in their ability to adapt and manage ongoing change;

AND WHEREAS the impacts of climate change are significant and are being experienced locally as well as globally and require significant action to mitigate as well as adapt;

NOW THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District Board formally recognize the climate crisis;

AND FURTHER THAT the CVRD's response to the climate crisis be considered as part of the upcoming board strategic planning session with discussion to include:
• an approach to monitor and report on the impacts of climate change as well as progress toward greenhouse gas reductions;
• the establishment of a regional climate action committee;
• methods of ensuring climate action is considered as part of CVRD programs and projects; and
• sufficient resources are available to implement climate action initiatives.
208 Carried

D. Arbour/K. Grant: THAT the board endorse preparation of a Regional Housing Needs Report, prepared by Comox Valley Regional District staff, in partnership with the member municipalities, in order to meet the provincial housing needs report requirements;

AND THAT staff be authorized to make an application to the Union of BC Municipalities' Housing Report

Grant Program for grant funding, with the Comox Valley Regional District serving as the primary applicant and grant manager, to collect data, undertake public consultation and prepare a regional housing needs report;

AND FURTHER THAT subject to the approval of the housing needs grant application, the 2019 – 2023 financial plan for the Regional Growth Strategy service, function 512, be amended to include other Professional Fees of $125,000 in 2019 to be funded by $125,000 in Provincial Conditional Grants;

AND FINALLY THAT staff work with our municipal partners to prepare a project scope of work and report back with a scope of work for a regional housing needs report for endorsement by the Board in fall 2019.
208 and 212 Carried

E. Grieve/K. Grant: THAT the additional $80,000 (for a total of $230,000) approved as the increased requisition within the Homelessness and Supports Service be allocated in 2019 as follows:
• Comox Valley Transition Society - $15,000 towards purchase of two rent-geared-to-income four-plexes;
• Dawn to Dawn Action on Homelessness Society - $90,000 towards the purchase of a rent-geared-to-income condo unit;
• Habitat for Humanity Vancouver Island North - $60,000 towards construction of two houses under Habitat's affordable home ownership model;
• Comox Valley Coalition to End Homelessness with Comox Valley Transition Society as the fiscal host - $60,000 towards the renovation of a permanent "drop-in" centre;
• L'Arche Comox Valley - $5,000 towards pre-construction planning costs for a 12-18 unit rent-geared-to-income housing facility;

AND FINALLY THAT the updated Comox Valley Coalition to End Homelessness Five Year Action Plan to End Homelessness (2016-2021) be approved.
209 Carried

K. Grant/D. Frisch: THAT the 1,500 hour handyDART expansion which has been included in the current financial plan, at an estimated cost to Comox Valley Regional District of $37,288 annually, be used to introduce service on Saturday and Sundays starting September 2019, as a first step toward aligning the handyDART and conventional transit services.
209 Carried

D. Arbour/K. Grant: THAT a 2,000 hour conventional transit expansion be approved for implementation in September 2020 in order to improve the #1 Comox/Anfield, #3 Comox Local and West Courtenay routes, at an estimated cost to Comox Valley Regional District of $186,520 annually.
209 Carried

K. Grant/D. Arbour: THAT a 600 hour custom transit expansion be approved for implementation in April 2020 in order to expand peak handyDART service and allow for a redesign of the #21 Cape Lazo/Point Holmes and #22 Huband Road/Seal Bay community bus services as described in this staff report, at an estimated cost to Comox Valley Regional District of $22,747 annually.
209 Carried

K. Grant/M. McCollum: THAT the recommendations of the Dantec Associates transit service analysis as outlined in the May 6, 2019 staff report be received and recommendations endorsed as outlined.
209 Carried

K. Grant/D. Frisch: THAT the Comox Valley Regional District achieve carbon neutrality for 2018 with the purchase of 2,171 metric tonnes of verified carbon offsets from the Spartanburg County Landfill Gas Project, SC at a cost of $2.25 USD/MT, totalling approximately $6,600 CAD;

AND FURTHER THAT the remaining 2018 carbon offset funds (~$38,250) be allocated as follows:
• $6,000 for Cool It! Climate Leadership Training for eight workshops in School District 71 in 2020, delivered by British Columbia Sustainable Energy Association;
• $32,250 for a pilot project focussed on improving the energy efficiency in homes in the woodsmoke hotspot areas.
208 Carried

D. Arbour/D. Frisch: THAT, for the 2019 carbon neutral strategy, to be completed in 2020, staff be directed to again purchase inexpensive international verified carbon offsets and to develop a community granting program for the remainder of the carbon offset budgeted funds.
208 Carried

D. Arbour/K. Grant: THAT the board consider granting readings to Comox Valley Regional District Officer Bylaw, No. 21, 2008, Amendment No. 3 as outlined in the staff report dated May 8, 2019.
208 Carried

K. Grant/E. Grieve: THAT the board consider granting readings to Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 2, as outlined in the staff report dated May 8, 2019.
208 Carried

D. Frisch/K. Grant: THAT staff be directed to proceed with the Woodsmoke Reduction Program as outlined in the “proposed” column of Table 1: Woodsmoke Reduction Program Updates Overview in the report dated May 9, 2019, excluding the subsidies for woodstoves and with the addition of increased incentives to assist low-income households, and that further updates to the Woodstove Exchange Program be deferred to the future Regional Airshed Advisory Group that is in development.
208 Carried

K. Grant/D. Arbour: THAT the Comox Valley Regional District Board of Directors provide a letter of support for Director Edwin Grieve to stand for ‘Director at Large’ at the Federation of Canadian Municipalities' 2019 Annual General Meeting in Quebec City;

AND FURTHER THAT the Comox Valley Regional District assume all costs associated with Director Grieve's attendance at FCM’s Board of Directors meetings to be funded by Electoral Area Administration.
208 Carried

2019 GRANTS-IN-AID

D. Frisch/K. Grant: THAT the report dated May 9, 2019 from Director Arbour, Director Hamir and Director Grieve bringing forward the 2019 Grant-in-Aid (GIA) funding allocations, be received.
208 Carried

E. Grieve/D. Frisch: THAT the 2019 Grants-in-Aid on Schedule A of the directors report dated May 9, 2019, payable from the respective area(s) indicated, be approved;

AND FURTHER THAT the 2019 Grants-in-Aid for the Comox Valley Multiplex Association and the Comox Valley Exhibition Association (Fall Fair) be paid as soon as possible.
208 Carried

BYLAWS AND RESOLUTIONS:

A1 A2 A3 A4 A5 A6 A7

D. Frisch/A. Hamir: THAT Bylaw No. 579 being "Royston Garbage Collection Service Establishment Bylaw No. 118, 2010, Amendment No. 4" be given first and second readings concurrently.
208 Carried

K. Grant/D. Frisch: THAT Bylaw No. 579 being "Royston Garbage Collection Service Establishment Bylaw No. 118, 2010, Amendment No. 4" be read a third time.
208 Carried

E. Grieve/K. Grant: THAT Bylaw No. 580 being "Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 3" be given first and second readings concurrently.
208 Carried

K. Grant/E. Grieve: THAT Bylaw No. 580 being "Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 3" be read a third time.
208 Carried

D. Frisch/K. Grant: THAT Bylaw No. 581 being "Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 1" be given first and second readings concurrently.
208 Carried

E. Grieve/K. Grant: THAT Bylaw No. 581 being "Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 1" be read a third time.
208 Carried

K. Grant/D. Arbour: THAT Bylaw No. 570 being "Denman Island Water Local Service Area Conversion and Establishment Bylaw, 1993, Amendment No. 4" be finally adopted.
208 Carried

K. Grant/E. Grieve: THAT Bylaw No. 578 being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 15" be finally adopted.
208 Carried

Note: the above resolution received at least 2/3 of the votes cast.

NEW BUSINESS:

DIRECTOR ARBOUR - APPOINTMENT TO AVICC CLIMATE CHANGE WORKING GROUP

K. Grant/E. Grieve: THAT the correspondence dated May 23, 2019 from Director Arbour regarding the appointment of a CVRD representative to the Association of Vancouver Island and Coastal Communities' Climate Change Working Group, be received.
208 Carried

D. Frisch/K. Grant: THAT Jesse Ketler be appointed to the City of Victoria led Climate Change Working Group to represent the Comox Valley Regional District for the term of May 2019 until May 2020, with Will Cole-Hamilton acting as alternate;

AND FURTHER THAT remuneration and expenses be paid for this appointment in accordance with CVRD Bylaw No. 236 being "Comox Valley Regional District Remuneration and Expenses Bylaw 2012."

208 Carried

A1 A2 A3 A4 A5 A6 A7

ADJOURN TO IN-CAMERA:

K. Grant/E. Grieve: THAT the board adjourn to its in-camera session.

208 Carried

Time: 4:39 pm

RISE AND REPORT:

The board rose from its in-camera session at 6:06 pm and reported the following resolution:

"THAT the board grant a leave of absence to Electoral Area B Advisory Planning Commission member, Cari McIntyre, for the duration of 2019;

AND FURTHER THAT the board rise and report on this resolution"

TERMINATION:

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

208 Carried

Time: 6:06 pm

Confirmed this _____ day of _____ 20___:

_____

Bob Wells
Chair

Certified Correct and Recorded By:

_____

Jake Martens
Manager of Legislative Services

Comox Valley REGIONAL DISTRICT

COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, June 25, 2019

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, June 25, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

Chair:	B. Wells	City of Courtenay
Vice-Chair:	A. Hamir	Lazo North (Area B)
Director:	J. Ketler	Village of Cumberland
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	D. Frisch	City of Courtenay
	M. Swift	Town of Comox
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
Alt. Directors:	R. Arnott	Town of Comox
Staff:	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	S. Smith	General Manager of Planning and Development Services
	M. Rutten	General Manager of Engineering Services
	D. DeMarzo	Acting General Manager of Community Services
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services

ATTENDANCE:

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

RECOGNITION OF TRADITIONAL TERRITORIES:

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

VARY THE AGENDA

D. Hillian/D. Frisch: THAT the agenda be varied to consider item F.1 (Black Creek - Oyster Bay Services Committee - May 27, 2019) after Section C (Adoption of Minutes).

208 Carried

IN-CAMERA MEETING:

A. Hamir/W. Morin: THAT the board adjourn to an in-camera session pursuant to the following sub-section(s) of section 90 of the Community Charter:

A1 A2 A3 A4 A5 A6 A7

90(1)(f) law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

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

ADOPTION OF MINUTES:

J. Ketler/A. Hamir: THAT the Comox Valley Regional District Board minutes dated May 28, 2019 be adopted.
208 Carried

REPORTS:

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - MAY 27, 2019

E. Grieve/B. Leigh: THAT the Black Creek - Oyster Bay Services Committee minutes dated May 27, 2019 be received.
208 Carried

E. Grieve/B. Leigh: THAT the Comox Valley Regional District request a meeting with the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, with the attendance of the Chief Administrative Officer and the Directors of Electoral Areas C (Puntledge - Black Creek) and D (Oyster Bay - Buttle Lake), to seek clarification on the letters patent regarding the Black Creek - Oyster Bay Water Service and the new production well initiative.
209 Carried

Director Leigh left the meeting at 4:08 pm.

PETITIONS AND DELEGATIONS:

FORTIS BC

E. Grieve/D. Frisch: THAT the information presented by Carmen Driechel, Community & Indigenous Relations Manager, Fortis BC, regarding their Clean Growth Pathway Plan and to request consideration of adding the requirement for cleaner, alternative fuel such as compressed natural gas (CNG) in future CVRD request for proposals for waste, recycling and organic hauling contracts be received.
208 Carried

The delegation provided a handout titled "Clean Growth pathway to 2050".

Director Arbour joined the meeting at 4:30 pm.

CURTIS ROAD RESIDENTS ASSOCIATION

A. Hamir/J. Ketler: THAT the information presented by Jenny Steel, Curtis Road Residents Association,regarding a request that the board amend Bylaw No. 650 being “Sewage Commission Bylaw, 1983” to include the Director for Electoral Area B as a voting member be received.
208 Carried

D. Hillian/D. Frisch: THAT staff be directed to prepare a report regarding the request from the Curtis Road Residents Association delegation for an amendment to Bylaw No. 650 being "Sewage Commission Bylaw, 1983" to include the Director for Electoral Area B as a voting member.
209 Carried

REPORTS:

INTEGRATED REGIONAL TRANSPORTATION SELECT COMMITTEE - JUNE 6, 2019

E. Grieve/D. Frisch: THAT the Integrated Regional Transportation Select Committee minutes dated June 6, 2019 be received.
208 Carried

ELECTORAL AREAS SERVICES COMMITTEE - JUNE 10, 2019

D. Hillian/W. Morin: THAT the Electoral Areas Services Committee minutes dated June 10, 2019 be received.
208 Carried

E. Grieve/A. Hamir: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 4B 19 (Acorn) to increase the maximum permitted height for an accessory building from 6.0 metres to 7.5 metres for property described as Lot A, District Lot 239, Comox District, Plan EPP36680, Except Part in Plan EPP38389, PID 029-269-377(1551 Hudson Road);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.
208 and 213 Carried

D. Arbour/A. Hamir: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 5B 19 (Lawrence) to increase the maximum permitted height for an accessory building from 6.0 metres to 7.0 metres for property described as Lot 29, Block 1 of Block 71, Comox District, Plan 9815, PID 001-009-737 (1719 Cloudcroft Road);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit.
208 and 213 Carried

A. Hamir/W. Morin: THAT the board deny application RZ 3C 18 (Fry/Taylor) to rezone Lot 4, Block 249, Comox District, Plan EPP11657, PID 028-704-550 (Forbidden Plateau Road), which would have enabled subdivision to create four hectare parcels.
208 and 213 Carried *NAY: E. Grieve*

R. Dyson, Chief Administrative Officer, recused himself from the meeting at 5:26 pm due to a potential perceived conflict of interest in relation to his spouse's position as chair of the Agricultural Land Commission.

A. Hamir/J. Ketler: THAT the Agricultural Land Commission be advised that the Comox Valley Regional District supports Agricultural Land Reserve Non-Farm Use application ALR 3C 19 (Nadeau/Welk) concerning the addition of a secondary dwelling in the form of a manufactured home, located on Lot 15, Block 29, Comox District, Plan 2262, Except Part in Plan VIP74837, PID 006-400-906 (7392 Howard Road) with the recommendation that an approval be subject to the condition that the manufactured home be removed once it is no longer inhabited by the property owner or their immediate family;

A1 A2 A3 A4 A5 A6 A7

AND FINALLY THAT the application ALR 3C 19 (Nadeau/Welk) for the non-farm use of property within the Agricultural Land Reserve be forwarded to the Agricultural Land Commission for final consideration.
208 and 213 Carried

R. Dyson, Chief Administrative Officer, returned to the meeting at 5:28 pm.

D. Arbour/A. Hamir: THAT the board grant a site specific exemption of the floodplain setback for the purposes of locating building(s) associated with the Comox Valley Water Treatment Project's raw water pump station in the vicinity of the lakeshore on Lot A, Sections 32 and 33, Township 10, Comox District, Plan EPP90548, PID 030-774-535 (unaddressed lot along Comox Lake Mainline);

AND FINALLY THAT, as a condition of the site specific exemption, the Comox Valley Regional District building services department not issue final occupancy for a building within 15 metres of the natural boundary of Comox Lake on the property described as Lot A, Sections 32 and 33, Township 10, Comox District, Plan EPP90548, PID 030-774-535 (unaddressed lot along Comox Lake Mainline) until a restrictive covenant is registered on the title under Section 219 of the Land Title Act, specifying conditions that would enable the land to be safely used for the use intended according to the terms of the professional engineer's report by Sarah Morse, P.Eng., PMP, of Golder Associates Ltd, dated May 28, 2019, which will form part of the restrictive covenant.
208 and 213 Carried

E. Grieve/A. Hamir: THAT the board endorse the agency referral list as outlined in Appendix D of staff report dated June 6, 2019, and direct staff to commence the external agency referral process for the draft Rural Comox Valley Zoning Bylaw;

AND FINALLY THAT Comox Valley Regional District staff consult with First Nations in accordance with the Referrals Management Program dated September 25, 2012.
208 and 213 Carried

SEWAGE COMMISSION - JUNE 11, 2019

D. Frisch/R. Arnott: THAT the Sewage Commission minutes dated June 11, 2019 be received.
208 Carried

COMOX VALLEY WATER COMMITTEE - JUNE 11, 2019

D. Hillian/D. Arbour: THAT the Comox Valley Water Committee minutes dated June 11, 2019 be received.
208 Carried

COMMITTEE OF THE WHOLE - JUNE 11, 2019

E. Grieve/A. Hamir: THAT the Committee of the Whole minutes dated June 11, 2019 be received.
208 Carried

D. Hillian/D. Frisch: THAT the Comox Valley Regional District Board authorize staff to make an application to the Union of BC Municipalities' Urban Communities Partnering for Reconciliation funding program, with the Comox Valley Regional District serving as the primary applicant and grant manager to organize a youth cultural camp in partnership with the Wachiay Friendship Centre.

208 Carried

W. Morin/D. Arbour: THAT the Community Services Branch provide operational highlight updates in June and October of each year.
208 Carried

D. Frisch/D. Arbour: That the 2018 Statement of Financial Information for the Comox Valley Regional District be approved.
208 Carried

D. Hillian/D. Arbour: WHEREAS the 2014 Comox Valley Transit Future Plan sets mode share target at three per cent for all trips by 2038;

AND WHEREAS the climate crisis requires aggressive actions to address Greenhouse Gas (GHG) emissions;

AND WHEREAS approximately 60 per cent of the Comox Valley's GHG emissions come from transportation;

AND WHEREAS improvements to public transit can play a significant role in reducing transportation GHGs;

THEREFORE BE IT RESOLVED THAT more aggressive mode share targets be considered during the fall 2019 strategic planning session;

AND FINALLY THAT staff and BC Transit be requested to provide preliminary information on strategies to increase ridership, including cost estimates, for consideration by the Comox Valley Regional District.
209 Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - JUNE 13, 2019

D. Arbour/D. Frisch: THAT the Comox Valley Sports Centre Commission minutes dated June 13, 2019 be received.
208 Carried

BYLAWS AND RESOLUTIONS:

A. Hamir/D. Arbour: THAT Bylaw No. 582 being "Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 8" be given first and second readings concurrently.
209 Carried

A. Hamir/D. Arbour: THAT Bylaw No. 582 being "Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 8" be read a third time.
209 Carried

D. Frisch/D. Hillian: THAT Bylaw No. 575 being “Regional District Pesticide Awareness Service Repeal Bylaw No. 575, 2019” be finally adopted.
208 Carried

D. Arbour/D. Hillian: THAT Bylaw No. 579 being “Royston Garbage Collection Service Establishment Bylaw No. 118, 2010, Amendment No. 4” be finally adopted.
208 Carried

D. Hillian/W. Morin: THAT Bylaw No. 580 being “Comox Valley Regional District Officer Bylaw No. 21, 2008, Amendment No. 3” be finally adopted.

208 Carried

Note: the above resolution received at least 2/3 of the votes cast.

A. Hamir/D. Arbour: THAT Bylaw No. 581 being "Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 1" be finally adopted.
208 Carried

Note: the above resolution received at least 2/3 of the votes cast.

NEW BUSINESS:
DIRECTOR HAMIR - GRANT-IN-AID

J. Ketler/D. Arbour: THAT the correspondence dated June 7, 2019 from Director Hamir requesting the approval of a $2,500 grant-in-aid to the MacDonald Wood Park Society, be received.
208 Carried

A. Hamir/D. Arbour: THAT the following grant-in-aid, payable from Lazo North – (Electoral Area B), be approved:
- $2,500.00 for the MacDonald Wood Park Society to assist with the operating and costs for the stewardship of the Fran Johnson Wildlife Sanctuary.
208 Carried

The board recessed at 5:40 pm and reconvened at 6:00 pm.

COMOX VALLEY ECONOMIC DEVELOPMENT SOCIETY - INNOVATE 2030

D. Hillian/A. Hamir: THAT the delegation from the Comox Valley Economic Development Society (CVEDS) providing information concerning Innovate 2030, the regional economic development strategy, be received.
209 Carried

Deana Simkin, Paul Blais, Graham Truax, Keith and Ruth Salmon and Lara Austin, Comox Valley Economic Development Society (CVEDS), provided a presentation regarding engagement, research and findings to date for the Innovate 2030 plan.

Director Hillian left the meeting at 7:06 pm.

ADJOURN TO IN-CAMERA:
The board recessed to its in-camera session at 7:33 pm.

RISE AND REPORT:
The board rose from its in-camera session at 7:46 pm.

TERMINATION:

A1 A2 A3 A4 A5 A6 A7

E. Grieve/D. Arbour: THAT the meeting terminate.
208

Carried

Time: 7:47 pm.

Confirmed this _____ day of _____ 20___:

_____
Bob Wells
Chair

Certified Correct and Recorded By:

_____
Jake Martens
Manager of Legislative Services

Comox Valley REGIONAL DISTRICT

COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, July 16, 2019

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, July 16, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 3:15 pm.

MINUTES

Present:

Chair:	B. Wells	City of Courtenay
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	D. Frisch	City of Courtenay
	M. Swift	Town of Comox
	J. Ketler	Village of Cumberland
	K. Grant	Town of Comox
Alt. Director:	W. Morin	City of Courtenay
Staff:	J. Warren	Acting Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	M. Rutten	General Manager of Engineering Services
	J. Zbinden	Acting General Manager of Community Services

RECOGNITION OF TRADITIONAL TERRITORIES:

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

IN-CAMERA MEETING:

D. Hillian/A. Hamir: THAT the board adjourn to an in-camera session pursuant to the following sub-section of section 90 of the Community Charter:

90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

208 Carried

Time: 3:15 pm.

RISE AND REPORT:

The committee rose from its in-camera session at 3:17 pm.

TERMINATION:

A1 A2 A3 A4 A5 A6 A7

E. Grieve/D. Hillian: THAT the meeting terminate.

Carried

Time: 3:17 pm.

Confirmed this _____ day of _____ 20___:

_____
Bob Wells
Chair

Certified Correct:

_____
James Warren
Acting Chief Administrative Officer

Recorded By:

_____
Lisa Dennis
Legislative Services Assistant

Comox Strathcona Waste Management

COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, June 20, 2019

Minutes of the meeting of the Comox Strathcona Waste Management Board of Directors held on June 20, 2019 at the Coast Discovery Inn, Quadra Room, 975 Shoppers Row, Campbell River, commencing at 8:30 am.

MINUTES

Present:

Chair:	M. Babchuk	City of Campbell River
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	N. Anderson	Cortes (Area B)
	J. Colborne	Village of Zeballos
	C. Cornfield	City of Campbell River
	D. Frisch	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	R. Kerr	City of Campbell River
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	W. Cole-Hamilton	City of Courtenay
	M. Davis	Village of Tahsis
	B. Unger	Village of Gold River
	B. Wells	City of Courtenay
	G. Whalley	Kyuquot – Nootka/Sayward (Area A)
	C. Moglove	City of Campbell River
	M. Swift	Town of Comox
Alt. Directors:	D. MacKenzie	Discovery Islands - Mainland Inlets (Area 'C')
	B. Ives	Village of Sayward
	C. Evans	City of Campbell River
	G. Sproule	Village of Cumberland
	N. Minions	Town of Comox
Staff:	B. Dunlop	Corporate Financial Officer
	R. Dyson	Chief Administrative Officer
	M. Rutten	General Manager of Engineering Services
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services

ATTENDANCE:

Directors Whalley, Kerr and Wells were not in attendance for the tour of the waste management facilities.

FACILITIES TOUR

A tour was provided to the Comox Strathcona Waste Management Board of the following waste management facilities from 8:30 am to 10:45 am:

- Norm Wood Environmental Centre
- Campbell River Waste Management Centre
- Strathcona Gardens (non-Recycle BC depot)

The business portion of the meeting resumed at 11:30 am.

Directors Whalley, Kerr and Wells were present when the meeting resumed.

APPROVAL OF THE AGENDA:

B. Unger/D. Frisch: THAT Director Babchuk, as Chair of the Strathcona Regional District Board, be appointed as presiding member for the June 20, 2019 Comox Strathcona Waste Management Board meeting.

208 Carried

B. Unger/N. Anderson: THAT the agenda be approved as presented.

208 Carried

ADOPTION OF MINUTES:

B. Unger/B. Wells: THAT the minutes of the Comox Strathcona Waste Management Board meeting held April 11, 2019 be adopted.

208 Carried

REPORTS:

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE MINUTES

B. Wells/C. Evans: THAT the following minutes be received:

- Comox Strathcona Waste Management Advisory Committee minutes dated March 21, 2019; and

Carried

- Comox Strathcona Waste Management Advisory Committee minutes dated May 30, 2019.

208 Carried

DIRECTOR'S REMUNERATION UPDATE

J. Colborne/B. Wells: THAT the report dated June 12, 2019 regarding an overview of director's remuneration be received.

208 Carried

YEAR-END REVIEW OF THE COMOX STRATHCONA WASTE MANAGEMENT ILLEGAL DUMPING PREVENTION PROGRAM

E. Grieve/J. Colborne: THAT the report dated May 16, 2019 regarding an update on progress and data collected for the CSWM Illegal Dumping Prevention Program be received.

209 Carried

COMOX VALLEY AND CAMPBELL RIVER WASTE MANAGEMENT CENTRE COST COMPARISON

A. Hamir/B. Wells: THAT the report dated August 29, 2018 regarding a comparison of operational costs between the Comox Valley Waste Management Center (CVWMC) and Campbell River Waste Management Center (CRWMC) be received.
209 Carried

REMOTE FACILITIES – COMPOSTING PILOT PROGRAM

J. Colborne/D. Frisch: THAT the report dated June 12, 2019 regarding approval for a one year organic composting pilot program in the Village of Tahsis (Tahsis) and Cortes Island to determine the viability of composting in remote communities be received.
209 Carried

D. Hillian/B. Wells: THAT the Comox Strathcona Waste Management Board approve the implementation of a remote community's organic composting pilot program in the Village of Tahsis and within Electoral Area B of the Strathcona Regional District, being Cortes Island;

AND FURTHER THAT the Comox Strathcona Waste Management Board approve the purchase of composting equipment and supplies to operate the pilot in the two remote communities of the Village of Tahsis and Cortes Island up to a maximum of $10,000;

AND FINALLY THAT staff report back to the Comox Strathcona Waste Management Board at its September 2020 meeting, with a summary and business case for a small scale organic composting program, for all remote communities that wish to participate.
209 Carried

CAMPBELL RIVER WASTE MANAGEMENT CENTRE – LANDFILL GAS MANAGEMENT REGULATION WARNING LETTER

J. Colborne/B. Wells: THAT the report dated June 13, 2019 regarding a warning letter related to the Landfill Gas Management Regulation at the Campbell River Waste Management Centre received from the Ministry of Environment and Climate Change Strategy be received.
209 Carried

E. Grieve/B. Wells: THAT the implications of remaining non-compliant with the Landfill Gas Management Regulation at the Campbell River Waste Management Centre be further investigated by staff to address the non-compliant status and provide possible alternatives for the Board's consideration in September 2019.
209 Carried

C. Cornfield/D. Frisch: THAT the Comox Strathcona Waste Management Centre Board request a meeting with the Minister of Environment and Climate Change at UBCM regarding the closure at the Campbell River Waste Management Centre.
209 Carried

The board recessed at 12:11 pm and reconvened at 12:47 pm.

Director Wells was not present when the meeting resumed.

CAMPBELL RIVER WASTE MANAGEMENT CENTER SPONSORED CROWN GRANT APPLICATION – BOARD SUPPORT A7

D. Frisch/C. Cornfield: THAT the report dated June 13, 2019 regarding submitting a Sponsored Crown Grant (SCG) application to the Ministry of Forests, Lands and Natural Resource Operations to secure Block M and J of the Campbell River Waste Management Centre for solid waste purposes be received.
209 Carried

Director Wells joined the meeting at 12:54 pm and was present for the vote.

B. Leigh/J. Colborne: THAT the Ministry of Forests, Lands and Natural Resource Operations and Rural Development (the Ministry) be advised that the Comox Strathcona Waste Management (CSWM) Board endorses a Sponsored Crown Grant application on Block M and Block J of District Lot 85, Sayward Land District for waste management purposes;

AND FURTHER THAT the Board Chair send a letter to the Ministry confirming that the CSWM Service cannot effectively utilize existing land holdings other than Block M and Block J for the waste management uses;

AND FURTHER THAT the Board direct staff to submit an application to the Ministry for a Sponsored Crown Grant on Block M and Block J for the purpose of waste management uses;

AND FINALLY THAT the Chair and the Corporate Officer be authorized to execute a Sponsored Crown Grant agreement between the Comox Valley Regional District and the Ministry over Block M and Block J.
209 Carried

MANAGEMENT REPORT

D. Hillian/J. Colborne: THAT the Comox Strathcona Waste Management Board management report dated June 2019 be received.
209 Carried

IN-CAMERA MEETING:
B. Unger/C. Evans: THAT the board adjourn to an in-camera session pursuant to the following sub-sections of section 90 of the Community Charter:

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district;
90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.
208 Carried

Time: 12:59 pm

RISE AND REPORT:
The board rose from its in-camera session at 1:31 pm.

NEW BUSINESS:

RECYCLING COUNCIL OF BRITISH COLUMBIA (RCBC) CONFERENCE UPDATE

J. Colborne/D. Frisch: THAT the verbal report provided by Directors Cornfield and Frisch regarding their attendance at the Recycling Council of British Columbia (RCBC) Conference held May 8-10, 2019 be received.

209 Carried

N. Anderson/E. Grieve: THAT representatives of Recycle BC be invited to provide a presentation to the Board regarding recycling and waste reduction initiatives.

209 Carried

CSWM - ROUND TABLE DISCUSSION

The board conducted a round-table exercise with directors rotating through small group discussions on the following topics:

• Solid Waste Management Plan History - Staff memo dated June 13, 2019 regarding the history and an overview of the Solid Waste Management Plan.

• Waste Composition - Staff memo dated June 13, 2019 regarding waste composition studies.

• Tipping Fees and Tax Requisition - Staff memo providing background information regarding CSWM tipping fees and tax requisition.

• Governance - Report dated June 6, 2019 providing information regarding the governance structure and framework of the Comox Strathcona Waste Management (CSWM) Service.

TERMINATION:

J. Colborne/C. Evans: THAT the meeting terminate.

208 Carried

Time: 3:14 pm.

Confirmed this _____ day of _____ 20___:

_____

Michele Babchuk
Chair

Certified Correct and Recorded By:

A1 A2 A3 A4 A5 A6 A7

Jake Martens
Manager of Legislative Services

TOWN OF COMOX

Regular Meeting of Council

STAFF REPORT

Meeting Date: August 7, 2019

TO:	Members of Council	**FILE:**	1855-03
FROM:	Richard Kanigan, Chief Administrative Officer	**DATE:**	July 19, 2019
SUBJECT:	Asset Management Planning Program		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
T. SLONSKI	R. KANIGAN	Clive Freundlich, Director of Finance	Richard Kanigan, CAO

Recommendation(s) from the Chief Administrative Officer:

1. THAT Council supports the Town's application for funding for its project titled "Connecting Asset Management Planning to Long-Term Financial Planning" including a commitment to provide overall grant management of this funding project.

Purpose

To obtain a resolution from Council supporting the Town's application for funding for its project title "Connecting Asset Management Planning to Long-Term Financial Planning" including Council's willingness to provide overall grant management.

Background

Created in 2014, the Asset Management Planning program provides assistance to local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. This program, seeks to support local governments in taking next steps to better its asset management practices. Another objective of this particular program is to support local governments in meeting their asset management commitments under the Gas Tax Fund. Matching grants of up to $15,000 are available under this program.

Discussion

Council, at its Regular Meeting held April 3, 2019, provided early budget approval for this funding program [res. no. 2019.111] in the amount of $30,000. Since then, the Town's Director of Finance submitted an application for funding to this program titled "Connecting Asset Management Planning to Long-Term Financial Planning". Our application defined activities the Town would undertake should we be successful in receiving monies through this program as follows:

- Develop community specific asset service lives
- Update asset management plan with newly developed asset service lives
- Define Risk, Level of Service & Willingness of Customers to Pay
- Develop 30 Year Asset Management Revenue Plan

The Town has since received confirmation from UBCM, who administer this program, that the Town's application has been approved in principle for funding subject to receipt of a signed application form and a current resolution from Council supporting the project.

Summary
The Town of Comox took the opportunity to submit an application for funding to the 2019 Asset Management Planning Program. Successful applicants are eligible for up to 50% of total project costs to a grant maximum of $15,000 and the Town of Comox has received a letter from UBCM advising that our application has been approved in principal subject to receipt of a signed application and a current resolution from Council supporting the project and its management. Therefore, to finalize the requirements associated with the Town's application, Council is being requested to consider the recommendation identified in this report.

TOWN OF COMOX

Regular Meeting of Council

STAFF REPORT

Meeting Date: August 7, 2019

TO:	Members of Council	**FILE:**	6430-04
FROM:	Richard Kanigan, Chief Administrative Officer	**DATE:**	July 19, 2019
SUBJECT:	Strategic Priorities Update		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
T. SLONSKI	*R. KANIGAN*	*Clive Freundlich, Director of Finance*	*Richard Kanigan, CAO*

Recommendation(s) from the Chief Administrative Officer:

1. THAT Council endorse the Strategic Priorities 2019 [the Report], as amended and attached as Schedule 'A' to this report.

Purpose

To have Council review and update its Strategic Priorities Plan [chart].

Background

Council will recall its Strategic Planning Workshop held January 5, 2019, facilitated by Dr. Gordon McIntosh, PHD, CLGM. This full day session provided Council with the opportunity to identify strategic topics, and set priorities and direction for the organization. The session concluded with a summary of workshop outcomes and a defined list of Council priorities for Council's term and summarized in the attached Strategic Priorities Chart.

Discussion

The Strategic Priorities Chart acts as a snapshot of Council's corporate priorities including proposed timelines. The Strategic Priorities chart is meant to be reviewed on a regular basis and for Council to make adjustments, change priorities and celebrate achievements when priorities have been advanced and/or completed.

The attached chart is being provided to Council in a track-changed format so members of Council may review the status of each project and make any further changes to its strategic priorities prior to finalizing.

Summary

As part of Council's ongoing review of its Strategic Priorities, staff are providing members of Council with an updated Strategic Priorities Chart for Council's review. Council is now being asked to suggest further changes to the report and/or endorse the report as presented.

Attachments: *Schedule 'A' - Strategic Priorities Chart – Updated July 2019*

STRATEGIC PRIORITIES CHART

Updated: July 2019

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **MACK LAING: Future**
2. **5-YEAR CAPITAL PLAN: Priorities**
3. **NE INDUSTRIAL LANDS STRATEGY: Terms of Reference**
4. **AFFORDABLE HOUSING: Current Town Actions**
5. **OFF LEASH DOG PARK: Public Consultation**

TIMELINE

May
~~April~~June
~~February~~July
March [number of steps underway]
March/April

NEXT

- CLIMATE CHANGE ADAPTATION: Project
- LONG TERM CAPITAL PLAN
- DOWNTOWN REVITALIZATION: Zone Expansion
- ORGANICS COLLECTION PROGRAM: Review
- WATERFRONT WALKWAY: Options
- CLIMATE CHANGE ADAPTATION STRATEGY
- MARINA PARK: Phase II
- ~~WOOD STOVE: Initiatives Update~~ Remove
- SHORT TERM RENTAL: Policy Options
- SHELF/SHOVEL-READY GRANT PROJECT

ADVOCACY / PARTNERSHIPS

- *Regional Organics Facility: Decision (RD)*
- ~~*Wood Stove Air Quality: Options (RD)*~~
- *NE Industrial Land Strategy (CVEDS)*
- *Coalition to end Homelessness: Support*
- *Climate Change Grant (FCM)*
- *Regional Transit Review (RD)*
- *Regional Connectivity System (RD)*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. MACK LAING: Future – ~~May~~ August
2. **NE NDUSTRIAL LAND STRATEGY: TOR** – ~~February~~Sept
3. CLIMATE CHANGE ADAPTATION: Project – ~~April~~ July
   - WOOD STOVE: ~~Initiatives Update~~ Completed bylaw amendment

PLANNING SERVICES

1. Subdivision Bylaw: Update - ~~June~~November
2. NE Comox SWMP: Implementation - September
3. ~~**AFFORDABLE HOUSING: Current Status** – March~~ 3. Step Code - November
4. Anderton Corridor Land Use: – Prelimary/Density concept Plan to consulting eng. March 2019
   - ~~Step Code~~
   - ~~Anderton Corridor Land Use: Services~~

FINANCE

1. Office Space: ~~April~~Relocations underway/renos - July/August
2. **CAPITAL PLAN: Priorities** – ~~February~~Sept-Dec.
3. IT Systems: Process Review – ~~January~~Completed
   - Payroll Software (replacement) – Aug - Dec
   - Fiber Optics - September

CORPORATE

1. Policy Manual: October
2. Procedure Bylaw: October
3. Records Management - Administration: December

PARKS

1. **DOG PARK: Options** – Public Consultation
2. Wayfinding Project – April
3. Pickle Ball Court: ~~Completion –~~ ~~May~~Completed
   - Ellis Street Walkway: Replacement
   - Greenway Development: Detailed Design

PUBLIC WORKS & ENGINEERING

1. Noel Avenue: Upgrade Design – ~~March~~Completed Construction to start June 10, 2019
2. Anderton Servicing Plan – ~~May~~75% complete [water/sanitary and storm]. Construction ready spring 2020
3. Church Street: Upgrade Design - ~~March~~Completed
   - Foreshore Sanitary Replacement
   - Transportation Plan: Update

FIRE 1. POC / Volunteer Retention: Review ~~– June~~Additional FT Assistant hired – July 2. Full Time Staff: Review - March 3. Service Level Review – September	**RECREATION** 1. Site Master Plan: ~~April – June~~1st draft - June 2. Fees / Charges: Review – ~~March~~ Completed 3. Programmer Hours: Review – ~~February~~add 5 hrs. approved • Fitness Studio: Capital Equipment - ongoing • Regional Recreation Initiative – discussions in progress

TOWN OF COMOX
REGULAR MEETING OF COUNCIL

STAFF REPORT
Meeting Date: August 7, 2019

TO:	Mayor & Council	**FILE:** Legal File No. 11
FROM:	Richard Kanigan, Chief Administrative Officer	**DATE:** July 23, 2019
SUBJECT:	Comox Valley Lions Club Management Agreement - Renewal	

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
T. SLONSKI	*R. KANIGAN*	*Clive Freundlich, Fin. Director*	*Richard Kanigan, CAO*

Recommendation from the Chief Administrative Officer
THAT Council authorizes the Corporate Administrator to execute the Management Agreement between the Comox Valley Lions Club and the Town of Comox for space commonly referred to as the Lion's Den located at 1729 Comox Avenue for a five year term ending August 31, 2024.

Background
In the late '70s, the Town built the structure located at 1729 Comox Avenue and at the same time the Comox Valley Lions Club constructed the Lion's Den [at their cost]. While the Town used the Lion's Den as a rental facility, the Town permitted the Lions to use this space for club purposes at a nominal fee given their financial contribution towards construction costs. In the late '80s, the Town negotiated with the Lions Club to have them undertake the management of the facility. This resulted in the establishment of the Management Agreement between the two parties.

Discussion
A copy of the Management Agreement renewal reflecting a five-year term is attached to this report. In discussions with Al Fraser, Superintendent of Parks, I understand the relationship between the Comox Valley Lions Club and the Town of Comox has worked very well since the establishment of the agreement including the Lions Club contributing many financial dollars towards the upgrading of the Lion's Den.

The Town has received a letter from the Comox Valley Lions Club expressing their interest in renewing the agreement and given this positive relationship, management is not recommending any amendments to the structure of the agreement with the exception of granting another five-year renewal.

Financial Implications
Under the terms of the agreement, the Lions Club is responsible to pay the Town one hundred dollars [$100.00] per month or 50% of the net monthly rentals whichever is the greater during the term of the agreement. On average, the Town receives approximately $8,500.00 per year.

In addition, the Town will incur advertising costs as per sections 24, 26 and 94 of the *Community Charter* (disposition of land, provision of assistance and requirements for public notice).

Summary
The current Management Agreement between the Town of Comox and the Comox Valley Lions Club is scheduled to expiry on August 31, 2019. The Comox Valley Lions Club have written expressing their desire to renew the current agreement with the Town of Comox. Based on the positive relationships over the years including the many financial contributions from the Comox Valley Lions Club in improvements to the Lion's Den as well as various community projects over time, staff are looking to Council to support the recommendation identified in this report.

ATTACHMENTS: Draft Management Agreement
Correspondence dated July 19, 2019 – CV Lions Club
Draft Notice of Lease of Land & Provision of Assistance

MANAGEMENT AGREEMENT

THIS AGREEMENT made the day of , 2019

BETWEEN:

THE TOWN OF COMOX
1809 Beaufort Avenue
Comox, BC
V9M 1R9

(hereinafter referred to as "the Town")

OF THE FIRST PART

AND:

COMOX VALLEY LIONS CLUB
a Society duly incorporated under the *Societies Act*
of the Province of British Columbia
Box 1275
Comox, BC V9M 7Z8

(hereinafter referred to as "the Lions")

OF THE SECOND PART

WHEREAS:

A. The Town is the registered owner in fee simple of the lands and building in the Town of Comox, British Columbia legally described as:

Parcel Identifier: 001-145-061, Lot A, Plan VIP31594, Section 56, Comox Land District

(the "Building")

B. The Lions wish to use a portion of said building for meetings and social activities;

C. The Town is agreeable to such use, including having the Lions administer the rental of that portion of the building commonly known as the "Lion's Den" to private individuals and parties;

D. In accordance with section 24 of the *Community Charter*, the Town has published notice in a newspaper of its intention to provide assistance to the Lions by leasing a portion of the building commonly known as the "Lion's Den' at less than market value;

E. In accordance with section 26 of the *Community Charter*, the Town has published notice in a newspaper of its intention to lease that portion of the building to the Lions;

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

In consideration of the mutual covenants and agreements hereinafter contained, and the sum of one dollar ($1.00) and other good and valuable consideration now paid by the Lions to the Town (receipt of which is hereby acknowledged by the Town) the parties agree as follows:

1. The Lions will be responsible for:

   a. administration of the rental of the Lion's Den;
   b. all bookings of the Lion's Den;
   c. janitorial services for the Lion's Den, including the common area, when the Lion's Den is used during the weekend;
   d. hydro costs metered to the Lion's Den;
   e. ensuring the comfort and safety of other tenants of the building when the Lion's Den is rented; and
   f. minor repairs to, and decoration of, the Lion's Den.

2. The Town will be responsible for:

   a. major upgrading or repairs to the facility;
   b. establishing rental fees, in consultation with the Lions
   c. ensuring that all safety standards are being maintained; and
   d. all major structural upgrading and maintenance to the common area.

   In addition to the above, it is mutually agreed that:

      i. the Lions permit the use of the Lion's Den, without charge, for events relating directly to the Town, with the provision that adequate notice is given to the Lions; and
      ii. the Lions will ensure that they hold a Commercial Legal Liability Insurance policy; said policy to carry a minimum of 5,000,000.00 liability insurance. The Lions will also ensure that the Town is named on their policy through an "additional named insured endorsement". A copy of said policy to be deposited with the Town.

3. The Landlord and Tenant shall indemnify each other against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person arising out of or resulting directly or indirectly and whether by reason of negligence or otherwise, from the performance, default of performance, or remedying of any default by any party hereto of its covenants and obligations under this Lease.

4. The Lions will submit to the Town a minimum of ONE HUNDRED ($100.00) DOLLARS per month or 50% of the net monthly rentals whichever is the greater during the term of this agreement.

5. In order to satisfy the Town's Auditors, the Lions shall submit to the Town, on an annual basis, a list of all bookings and fees charged, from January 1, up to and including December 31, said list to be submitted on or before January 15 of the following year.

6. The term of this agreement shall be for a period of FIVE (5) YEARS commencing September 1, 2019 and expiring August 31, 2024.

7. This Agreement may be terminated by either party with thirty days notice in writing.

8. The Town retains the right of re-entry in the event that the Lions fail to pay the agreed rental fee as set out in this agreement or to perform the covenants herein.

9. Excepting for short term rentals, the Lions shall not sublet this facility without prior approval of Council.

10. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF the parties hereto set their hands and seals the day and year first above written.

The Corporate Seal of the TOWN OF COMOX was hereunto affixed in the presence of:

_____
MAYOR

_____
WITNESS

_____
CHIEF ADMINISTRATIVE OFFICER

_____
WITNESS

SIGNED BY THE COMOX VALLEY LIONS CLUB in the presence of:

_____
AUTHORIZED SIGNATORY

_____
WITNESS

_____
AUTHORIZED SIGNATORY

_____
WITNESS

A1 A2 A3 A4 A5 A6 A7

COMOX VALLEY LIONS CLUB

Proudly serving the Comox Valley since 1966

Box 1275, Comox, BC V9M 7Z8

Lions Den: 1729 REAR Comox Ave., Comox

Email: cvlcpresident@gmail.com Phone: 250.339.6232

Our Website: http://e-clubhouse.org/sites/comox_valley/

July 19th, 2019

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

Attention: Twyla Slonski

Dear Mayor:

Comox Valley Lions Club Lease Agreement

This will confirm our desire to renew our current lease agreement with the Town of Comox for the "Lions Den" located at 1729 rear Comox Ave., Comox.

We appreciate the support provided by the Town for our den and look forward to enjoying many more years in this location.

Yours truly,

R.E.(Bob) Scales,
Immediate Past President

TOWN OF COMOX

NOTICE OF LEASE OF LAND
AND PROVISION OF ASSISTANCE
***Community Charter* s.24 & 26**

The Town of Comox ("Town") intends to:

1. **Lease:** Lot A, PLAN VIP31594, Section 56, Comox Land District **located at:** 1729 Comox Avenue **and known as:** the Lion's Den **to:** Comox Valley Lions Club **who will use it for:** meetings and social activities **during a Term ending:** August 30, 2024 **for Rent for the Term of:** $100.00 per month or 50% of net monthly rentals [whichever is greater].

2. **Provide assistance to** Comox Valley Lions Club by authorizing Comox Valley Lions Club to provide meetings and social activities at 1729 Comox Avenue for $100.00 per month or 50% of net monthly rentals [whichever is greater], which is less than its market value.

DRAFT

Town Bulletin Board & Website: 2019_08_08
Comox Valley Record: April 18th & 23rd
K: Communications|Newspaper_Public_Notice|CV Lions Club
Legal File No. 11

TOWN OF COMOX

Regular Meeting of Council

STAFF REPORT

Meeting Date: August 7, 2019

TO:	Members of Council	**FILE:**	6430-04
FROM:	Richard Kanigan, Chief Administrative Officer	**DATE:**	July 19, 2019
SUBJECT:	Acting Deputy Clerk Appointment		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
T. SLONSKI	*R. KANIGAN*	*Clive Freundlich, Director of Finance*	*Richard Kanigan, CAO*

Recommendation(s) from the Chief Administrative Officer:

THAT Twyla Slonski, Executive Coordinator, be appointed as Acting Deputy Corporate Administrator for the purposes of carrying out the statutory duties prescribed in section 148 of the *Community Charter*, in the absence of Shelly Russwurm, Deputy Corporate Administrator effective July 8, 2019.

Purpose

That Council consider the appointment of an Acting Deputy Corporate Administrator in the absence of the Deputy Corporate Administrator.

Background

To ensure appropriate continuity of Town business, maintain customer service and to ensure that the business of the Town moves forward, the appointment of an Acting Deputy Corporate Administrator is being proposed in order to carry out the various statutory duties in the absence of the Deputy Corporate Administrator, Ms. Russwurm.

Twyla Slonski began her employment with the Town of Comox on May 24, 2016 as Confidential Secretary, replacing the previous incumbent who had recently retired. Ms. Slonski currently serves in the capacity of Executive Coordinator however, prior to joining the Town in 2016, Ms. Slonski has held the position of Corporate Officer for a number of years in other BC municipalities. In light of Ms. Slonski's municipal/administrative background, her appointment as Acting Deputy Corporate Administrator is appropriate.

Summary

The appointment of an Acting Deputy Corporate Administrator will enhance the efficiently and effectiveness of the Clerk's office and will ensure the continuity of Town business is maintained in the absence of the Deputy Corporate Administrator. Therefore, Council is being asked to support the recommendation identified in this report.

TOWN OF COMOX
Regular Meeting of Council

STAFF REPORT
Meeting Date: August 7, 2019

TO: Mayor and Council	**FILE:** 0400-03
FROM: Al Fraser – Superintendent of Parks	**DATE:** July 23, 2019
SUBJECT: Northgate Christian Education Society PAC – Letter of Support Request	

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
AL FRASER		*Clive Freundlich, CFO*	*Richard Kanigan, CAO*

Recommendation
That Comox Council consider forwarding a letter to Kelly Hillier, Vice President of the Northgate Christian Education Society PAC, in support of their grant application to the Comox Community Foundation for the purpose of purchasing and installing new play ground equipment at the Phil and Jennie Gaglardi Academy.

Background
In mid-July, I was contacted by Vice President of the Parent Advisory Committee [PAC], Kelly Hillier, seeking advice on a school/community playground renewal plan unfolding at the Phil and Jennie Gaglardi Academy. A scheduled site visit was arranged for the morning of July 19th where I was met by both Kelly and PAC representative Kim Curtis.

At the meeting, I had the opportunity to provide the members with some technical information and advice related to playground design and installation as a courtesy to the school. As the discussion progressed, I was informed the PAC would be applying to the Comox Valley Community Foundation for a "Community Enrichment Grant" in order to strengthen their financial position related to the acquisition of the new play structures. As the school promotes and supports community use of their sport field, basketball court, and play structures outside of regular school hours, a community based grant application seems natural.

At the time of the meeting, I was asked if the Town of Comox would provide a letter of support for the school's initiative, as it was felt that in doing so the PAC's grant application may be significantly strengthened.

TOWN OF COMOX
PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER II ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 19-5 215 PORT AUGUSTA STREET, COMOX MALL (REXALL)
DATE:	AUGUST 7, 2019 - RCM

Submitted by	Concurrence	Approval

Planner's recommendation:

That Development Variance Permit DVP 19-5 be denied.

Proposal:

The Development Variance Permit application DVP 19-5 proposes to vary Town of Comox Sign Bylaw No. 1197, 1995 to allow two fascia signs of 36" (0.91m) in height for one commercial retail unit (Rexall).

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

Background:

An existing Development Variance Permit (DVP 17-2) has been issued for the subject property which includes the following:

1. permitting a second double-sided freestanding sign along Comox Avenue and increasing its maximum area from 35 sq ft (3.25 m^2) to 78" (7.25 m^2).

2. for one commercial retail unit (Dollarama), increasing the fascia sign maximum area of two signs, the north elevation sign from 177 sq ft (16.5 m^2) to 350 sq ft (32.5 m^2) and the east elevation sign from 159 sq ft (14.8 m^2) to 221 sq ft (20.5 m^2); and

3. varying the sign area calculation formula from a ratio of the commercial retail unit (CRU) building frontage, whereby the wider the CRU building frontage, the larger the permitted sign area, to:
   - for CRUs larger or equal to 4844 sq ft (450 m^2) in gross floor area, the height of signs to be a maximum of 24" (0.6 m) and maximum sign length to be equal to the CRU building frontage length; and
   - for CRUs smaller than 4844 sq ft (450 m^2) in gross floor area, the height of signs to be a maximum of 18" (0.45 m) and maximum sign length to be equal to the CRU building frontage length.

In accordance with standard procedures, notification of Council's intent to consider this Development Variance Permit at the August 7, 2019 Regular Council Meeting was mailed to abutting property owners and tenants. Correspondence received in advance of the August, 7 2019 RCM will be distributed to Council prior to commencement of the August 7, 2019 RCM.

OCP Implications:

The subject property's OCP designation is Downtown Comox.

Relevant Downtown Comox Policies set out in Section 2.1.3.3 of the OCP include the following:

b. Land designated Downtown Comox as shown on Map 1 - Land Use Designations is intended to serve as the commercial and social hub for the Town. To this end, Downtown Comox will accommodate a wide range of commercial retail, office and service uses, restaurants and institutional uses as well as multi-family residential uses.
d. Downtown Comox will serve as the predominant employment centre for Comox due to its broad mix of commercial and institutional uses and concentration of multi-family residential uses.
g. Development must, where feasible, be pedestrian-oriented with no or minimal set-backs from the primary street frontage except for the purpose of enhancing the pedestrian street level appeal. This may include recessed entrances, planters, shrubs, street furniture, outdoor seating, public art and walkways.

The subject property is located within Development Permit Area #1: Downtown Comox. The proposal meets the exemption criteria of DPA #1 (Section 3.1.4(C)).

Zoning Implications:

The subject property is zoned C4.1 Core Commercial under Comox Zoning Bylaw 1850. There are no zoning implications associated with the proposed variance.

Sign Bylaw Implications:

Under the existing Sign Bylaw, CRU fascia sign size is limited to 2 sq ft (0.18m^2) per 1' (0.3m) of CRU building frontage length and is limited to a maximum 25% of the area of the CRU building frontage. Under this regulation, the subject CRU (Rexall) is permitted to have one facia sign on the

south elevation with a maximum area of 8.6 sq ft (0.8m^2) and one facia sign on the west elevation with a maximum area of 9.7 sq ft (0.9m^2).

DVP 17-2 was issued by Council on May 17, 2017. The applicant for DVP 17-2 was the current property owner. The applicant's rationale was as follows:

> "Looking at the existing compliant signage around town, many are approximately 18" to 24" in height and therefore we have maintained the same maximum height, but propose a slightly longer sign be allowed which requires the increase in facia sign area."
>
> Maximum sign heights as proposed by the applicant were as follows:
> - All tenants except large anchors and Dollarama – 18"
> - Anchor tenants – 24"
> - Special signage for Dollarama tenant – 72"

The May 17, 2017 Planning Report on DVP 17-2 noted:

> "The granting of the proposed variance for fascia and freestanding sign would be a marked departure from existing sign regulations. This may negatively affect the Town's ability to ensure a level playing field for commercial developments and is likely to be seen as setting a precedent for future sign variance applications. In addition, the variances would be a marked departure from the Town's focus on pedestrian orientation, especially within the Downtown, which over time has had a significant impact on the character of the area."

The subject CRU is 7696 sq ft (715m^2) and therefore, under DVP 17-2, one facia sign of no larger than 24" (0.6m) in height is permitted per frontage (no maximum area).

The applicant's rationale for the current DVP application (DVP 19-5) is that they "have found over time due to the setback of the premises from the roadway/parking area that the original signs are buried and difficult to read."

The setback of the subject CRU's south and west elevation is comparable to surrounding CRUs. **Attachment 3** photos of the south elevation include a photo taken from the opposite end of the parking area at the east corner of the Dollarama. The Rexall sign is readable and comparable to adjacent CRU's with the exception of the small lettering size used for the word "Drugstore". **Attachment 4** photos of the west elevation taken from the abutting sidewalk also indicate the signage is readable and comparable to adjacent CRU's with the exception of the small lettering size used for the word "Drugstore".

The adjacent CRUs are less than 4844 sq ft (450m^2) in gross floor area and therefore are limited to a maximum height of 18" (0.45m). The subject CRU is greater than 4844 sq ft (450m^2) in gross floor area and therefore has a maximum height of 24" (0.6m) under DVP 17-2. However, the subject CRU existing signs do not exceed 18" (0.45m) in height: i.e. the height of the signs could be increased by 33% and still comply with existing DVP 17-2.

Furthermore, **Attachment 3 and 4** photos show that sign visibility is affected by sign design. Other signs onsite have addressed visibility with larger fonts, contrasting colours, and other strategies under existing DVP 17-2 regulations.

Community concerns regarding sign size have been expressed for the approved City Cannabis Co. store located in the southeast corner of the mall. The City Cannabis CRU is less than 4844 sq ft (450 m^2) and under DVP 17-2 a maximum sign height of 18" (0.45m) is permitted (as opposed to the 24" (0.6 m) currently permitted for the subject CRU). A photo of this sign is included in **Attachment 5**. A summary of complaints related to the City Cannabis sign are included in **Attachment 6.**

The present DVP application is to increase the size of the 2 subject CRU signs from the DVP 17-2 24" (0.6m) maximum height to a 36" (0.91m) maximum height. The proposed area for each of these signs is 60.6 sq ft (5.63m^2).

The subject property also contains 3 free standing signs: two along Comox Avenue and one on Balmoral. Rexall currently has one sub-sign on one of the Comox Ave signs and on the Balmoral sign. The size of these sub-signs relative to other CRU sub-signs is shown in **Attachment 7**. While DVP 17-2 did increase the number and size of the Comox Ave free standing signs it did not limit the number or size of individual CRU sub-signs within the overall free standing sign.

Should Council grant the proposed variance, the Development Variance Permit conditions recommended by staff are included in **Schedule 1.**

MK/ ET

Schedule 1: Development Variance Permit Conditions
Attachments: 7

cc: David Atkinson, Five Star Permits, 2475 McGraw Street, Penticton, BC V2A 7H9

SCHEDULE 1

If granted, the Development Variance Permit conditions are the following:

1. This Development Variance Permit is to permit the construction of two fascia signs in accordance with the plans and specifications in **Attachment 2**;

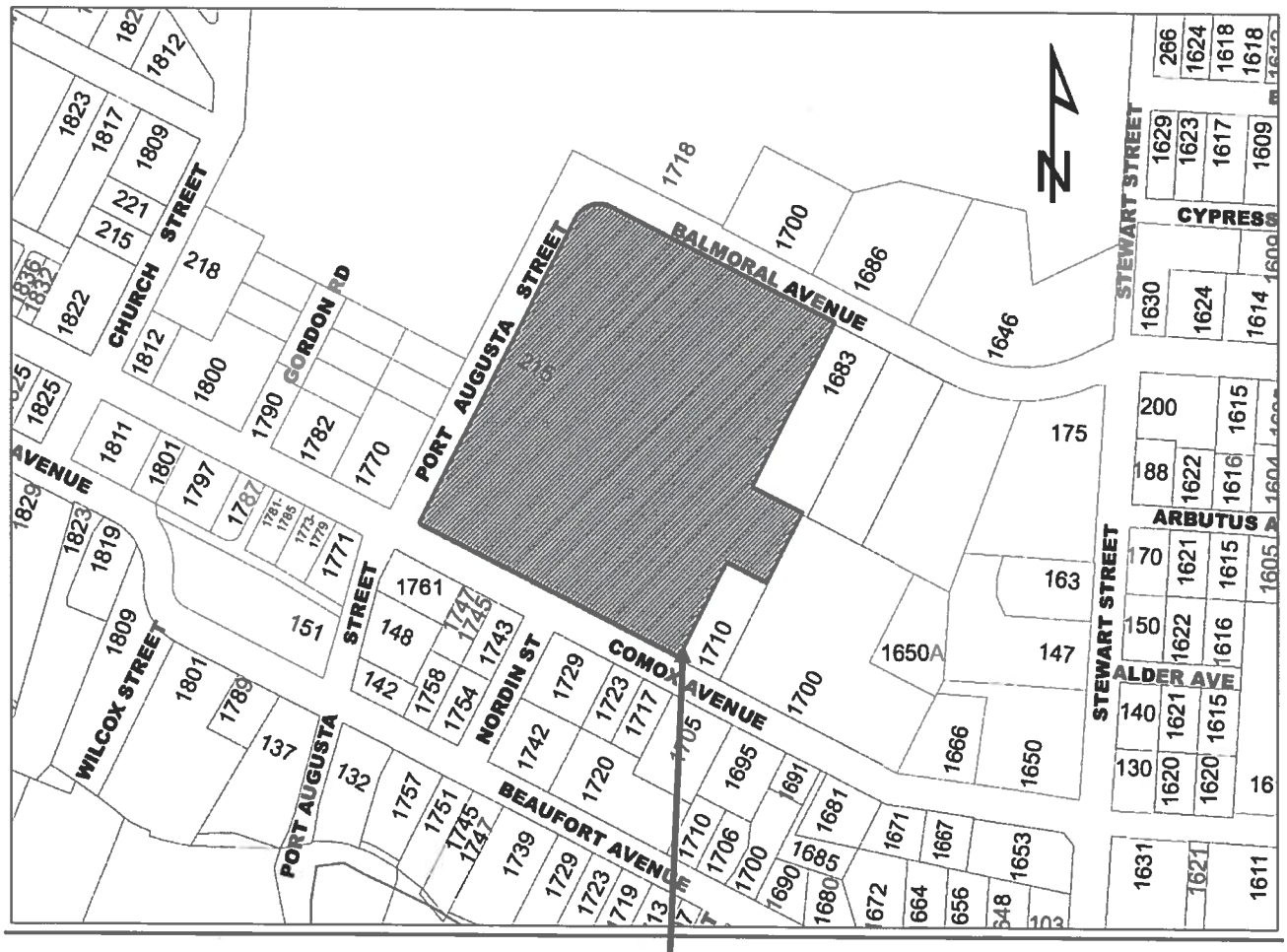
2. Exterior lights shall be operated on a timer and be switched off from 10:00 pm to 7:00 am seven days a week;

3. Signage shall incorporate a Marine Theme in the location, design and choice of materials. Materials should be carved wood, high quality painted metal, or materials that allow for three- dimensional relief. Incorporation of a marine, historical or other appropriate motif in the signage is encouraged;

4. Interior illuminated or plastic fronted signs shall not be permitted; and

5. Sign lighting shall:
   a) produce illumination levels in accordance with common engineering practices and standards;
   b) be of metal halide type, or provide a similar light spectrum;
   c) minimize illumination of adjacent properties;
   d) consist of full cut off/ flat lens pole lighting or fully shielded wall lighting; and
   e) be arranged so rays of light are directed upon the signs and not upon adjacent land or streets.

ATTACHMENT 1
APPLICATION SUMMARY



Subject Property:
215 Port Augusta Street
LOT A, SECTION 56, COMOX DISTRICT, PLAN VIP75741

Proposal:	The Development Variance Permit application DVP 19-5 proposes to vary Town of Comox Sign Bylaw No. 1197, 1995 to allow two fascia signs of 36" (0.91m) in height for one commercial retail unit (Rexall).
Applicant:	David Atkinson, Five Star Permits
Owner:	Comox Centre Mall LTD., INC. NO. 600330
Legal Description:	LOT A, SECTION 56, COMOX DISTRICT, PLAN VIP75741
Civic Addresses:	215 Port Augusta Street
OCP:	
Land Use Designation:	Downtown: Comox
Development Permit Areas:	DPA # 1 Downtown Comox
Zoning	**C4.1 Core Commercial**
Permitted uses include:	Accessory structures and uses, excluding buildings and outside storage. Retail stores, Liquor stores, Restaurants, Offices, Personal service establishments, and other commercial uses.

Sign Bylaw	**Existing Bylaw**	**DVP 17-2**	**Proposed Variance**
Facia Signs: Rexall	One sign per frontage (2 signs) with a maximum area of 8.6 sq ft ($0.8m^2$) for the south elevation and 9.7 sq ft ($0.9m^2$) for the west elevation.	One sign per frontage with a maximum height of 24" (0.6m) (no maximum area)	One sign per frontage with a maximum height of 36" (0.91m) and area of 60.6 sq ft ($5.63m^2$) each

Surrounding Uses:	Multi-Family residential development to the north and east Comox Golf Course to the north and west Commercial and mixed use commercial/residential developments to the south

ATTACHMENT 2
APPLICANT'S SUBMISSION

FIVE STAR

www.fivestarpermits.com

VARIANCE RATIONAL
For: - City of Comox
Property Address: Rexall 215 Port Augusta Street, Comox
Re: Application for Variance to Sign Bylaw and DVP-17-2
To: City Variance Committee
Date: May 6, 2019

We are proposing to install new branding signage for Rexall Drugstore on

The proposed sign is located in a Commercial Zone. The Comox Downtown Development Permit Area and DVP 17-2 states that:

1) Fascia signs shall be in the area not greater than 0.18 square metres per 1/3 metre of the wall length upon which it is affixed and shall be limited to twenty-five (25) per centum of the area of the facade building.

2) For tenants having units larger than or equal to 450 square metres in gross floor area, be not greater than 0.6 metres in height.

We are seeking leniency for the proposed re-branding signage signs as we are looking for signage to be larger than what the current bylaw and DVP 17-2 allows and what was varied previously.

We have found over time due to the setback of the premises from the roadway/parking area that the original signs are buried and difficult to read

Rexall currently occupies over 714 square metres which is slightly short of meeting the next level for signage allowance increase. The proposed signage is 5.62 square metres in area and has a height of 0.91m.

It is important that this business, Rexall Drugstore is presented to the community in a way that will both continue to grow their business and bring awareness to the end users (residence of Comox). In addition, by allowing Rexall Drugstore the adequate signage to achieve its' required cliental, the area will also flourish. This business has provided employment opportunities to the Comox community and also increase the income of existing and future businesses in the area by attracting frequent and repeat customers into the center.

The design of the proposed sign is consisted of high-quality painted metal and acrylic faces for a three-dimensional look with goose neck lighting which is compatible with the Marine Theme for this location along with the Comox Development Permit Area and compliments the signage with the proposed colour and font for the business.

The proposed sign is neither intrusive or offence with any of the wording or text and will not be detrimental to other owners in the area.

Phone 250.487.1210
2475 McGraw St., Penticton BC V2A 7H9

FIVE STAR

www.fivestarpermits.com

The proposed sign shall have a minimum clearance from grade of 3.4m and to ensure it would be sound and safe to construct/install, it will be required to meet all building codes therefore it shall not adversely affect the public safety.

Finally, the consideration of this hardship will not be contrary any one of codes objectives to moderate sizes, placement of signage and signage clutter.

Thank you in advance for your consideration

Sincerely,

Phone 250.487.1210
2475 McGraw St., Penticton BC V2A 7H9

A1 A2 A3 A4 A5 A6 A7

Rexall Drugstore

Client: Rexall Drugstore
Location: Comox | Vancouver Island BC
Store Number: 7102

V7

Page A
A1 New Non Illuminated Reverse Channel Letters | **Rexall Drugstore**

Page B
B1 New Non Illuminated Reverse Channel Letters | **Rexall Drugstore**

The representation of the signage depicted on this page is for illustrative purposes only and may not accurately reflect the actual size, location, specifications, or other attributes of the signage. Lovett Signs shall not be responsible or liable for any discrepancy whatsoever between any aspects of the signage as represented herein and the actual signage itself.

client signature
Client Approval

Approval Date

LovettSigns 82 YEARS

www.lovettsigns.ca
525 Southgate Dr. Guelph ON
T: 519 822 9558
F: 519 822 2075
E: sales@lovettsigns.ca

Client	Rexall Drugstore			Drawing #	Rexall_VancouverIslandBC_Comox_7102_Exterior36Letter_PERMIT_030619.cdr		
Address	206 Port Augusta Street Comox BC			Illumination	yes ☐ no ■	Site checked	yes ☐
Salesperson	Dana McQuitt	Designer	JE	Start Date	03-05-19	Revision Date	Scale -"=1'-0"

Rexall Site Plan

All artwork is copyright Lovett Signs & Neon Inc. A minimum of $500 will be charged if this artwork is used in whole or in part without written consent.

A6 A5 A4 A3 A2 A1

A7

Rexall Drugstore

Client: Rexall Drugstore
Location: Comox | Vancouver Island BC
Store Number: 7102

Preliminary Artwork
site check required prior to manufacturing

Photo Note
the representation of the signage depicted on this page is for illustrative purposes only and may not accurately reflect the actual size, location, specifications or other attributes of the signage. Lovett Signs shall not be responsible or liable for discrepancy whatsoever between any aspects of the signage as represented herein and the actual signage itself.

A1 New Non Illuminated Reverse Channel Letters
- Router cut aluminum faces to be painted white
- 3" aluminum returns to be painted Poolside Blue pms#326c
- Letters to be pin mounted flush to exterior wall

Colour Specifications:
- Pantone 326c
- White

Poolside Blue
- Arlon Turquoise 2500-307
- Pantone 326c

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client signature
Client Approval | Approval Date

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Client	Rexall Drugstore	Drawing #	Rexall_VancouverIslandBC_Comox_7102_Exterior36Letter_PERMIT_030619.cdr
Address	206 Port Augusta Street Comox BC	Illumination	yes ☐ no ■
Saleperson	Dana McQuatt	Designer	JE
Start Date	03•06•19	Revision Date	
Site checked	yes ☐	Scale	

A
001

Rexall Drugstore

Client: Rexall Drugstore
Location: Comox | Vancouver Island BC
Store Number: 7102

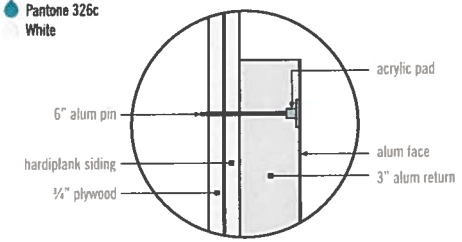
Preliminary Artwork
site check required prior to manufacturing

Photo Note
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B1 New Non Illuminated Reverse Channel Letters
- Router cut aluminum faces to be painted Poolside Blue pms#326c
- 3" aluminum returns to be painted white
- Letters to be pin mounted flush to exterior wall

Colour Specifications:
- Pantone 326c
- White





Poolside Blue
Arlon Turquoise 2500-307
Pantone 326c

client signature
Client Approval | Approval Date

LovettSigns 82 YEARS
www.lovettsigns.ca
525 Southgate Dr. Guelph ON
T: 519 822 9558
F: 519 822 2075
E: sales@lovettsigns.ca

Client	Rexall Drugstore	Drawing #	Rexall_VancouverIslandBC_Comox_7102_Exterior36Letter_PERMIT_030619.cdr
Address	206 Port Augusta Street Comox BC	Illumination	yes ☐ no ■
Saleperson	Dana McQuatt	Designer	JE
Start Date	03•06•19	Revision Date	
Site checked	yes ☐	Scale	

B
001

Rexall Drugstore

Client: Rexall Drugstore
Location: Comox | Vancouver Island BC
Store Number: 7102



SOUTH ELEVATION

A1 **Signage Sq Footage:** 60.63 sq ft / 5.63 sq m
Building Elevation Sq Footage: 457.50 sq ft / 42.50 sq m
Signage % to Elevation: 13.25%
Signage Weight: 120 lbs



WEST ELEVATION

B1 **Signage Sq Footage:** 60.63 sq ft / 5.63 sq m
Building Elevation Sq Footage: 812.50 sq ft / 75.48 sq m
Signage % to Elevation: 7.46%
Signage Weight: 120 lbs



SOUTH ELEVATION



WEST ELEVATION

client signature
Client Approval

Approval Date

LovettSigns 82 YEARS

www.lovettsigns.ca
525 Southgate Dr. Guelph ON
T: 519 822 5558
F: 519 822 2075
E: sales@lovettsigns.ca

Client	Rexall Drugstore			Drawing #	Rexall_VancouverIslandBC_Comox_7102_Exterior36Letter_PERMIT_030619.cdr		
Address	206 Port Augusta Street Comox BC			Illumination	yes no ■	Site checked	yes ☐
Saleperson	Dana McQuatt	Designer	JE	Start Date	03•06•19	Revision Date	Scale

C
001

ATTACHMENT 3
INTERNAL COURTYARD SITE PHOTO



South Elevation – Photo Taken from Dollarama

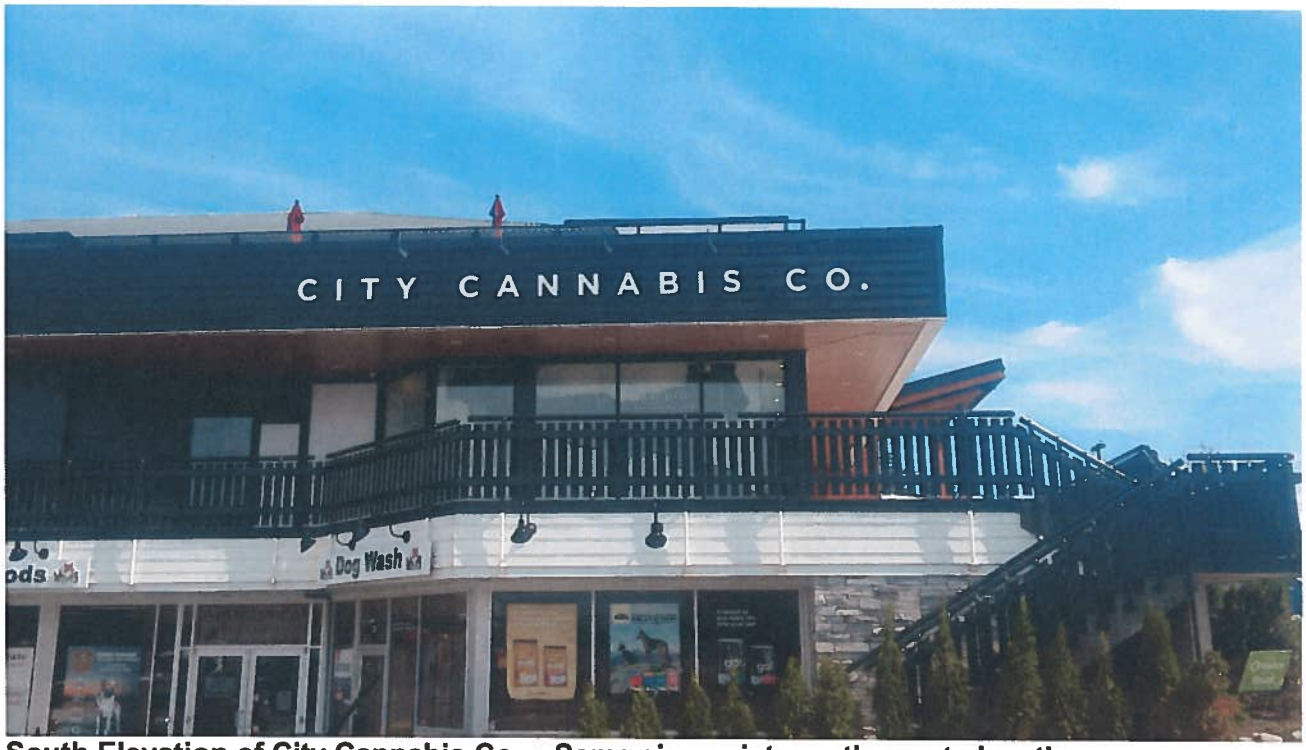
ATTACHMENT 4
WEST ELEVATION SITE PHOTOS (PORT AUGUSTA ST)






RAINTREE
Domino's

ATTACHMENT 5
CITY CANNABIS CO. SIGN



South Elevation of City Cannabis Co. – Same sign exists on the east elevation

ATTACHMENT 6
PUBLIC INQUIRIES RELATING TO CITY CANNABIS CO. SIGNAGE

July 11, 2019 – "The sign that was put up 2 days ago for City Cannabis is too big. Complainant has nothing against the store being there, but the letters of "CITY CANNABIS" are way too big"

July 11, 2019 – "The new sign for City Cannabis is too big. The complainant was sitting at Benino's Ice Cream with their kids and right there in their face is the very bold, big letter sign. It is not subtle. They have not problem with the store being there, but the sign can be a litter smaller. Complainant said it's just not the Comox way."

July 22, 2019 – "I would like to know why the Cannabis Company in the mall ended up with what appears to be a rather large sign in comparison to the other commercial outlets. Personally I think this reflects poorly on the Town."

ATTACHMENT 7
FREESTANDING SIGNS



Port August Street Freestanding Sign



Comox Avenue Pylon Sign

RECEIVED
July 3, 2019
TOWN OF COMOX

Twyla Slonski

From: Kent Gulliford <kent.gulliford@icloud.com>
Sent: July 3, 2019 12:10 PM
To: Twyla Slonski
Cc: Wayne Tedder
Subject: 2019 Remembrance Day Requests, Comox Legion
Attachments: legion insurance.pdf; 18256_Reply_Gulliford_Legion_Remembrance_Day_2018_09_05.pdf

Good day. As in past years, we are requesting the Town's approval of requests for support for the Annual Remembrance Day Ceremony and associated events. These are:

- Permission to suspend our banner in the usual way reminding residents of the poppy campaign;

- Use of 4 parking spaces in front of the Cenotaph on 10 November, from 6-8 PM for a Candlelight tribute ceremony;

- Permission to restrict access to emergency vehicles only on Comox Ave from Ellis Street to Nordin Street, on 11 November, from 10:30- 11:30 AM;

- Permission to place "No Parking" signs on both sides of Comox Ave, between the aforementioned streets, from 7:30 to 11:30 AM 11 November, to facilitate the parade; and

- Use of the parade reviewing stand and barricades.

LOG: 19-330	REFER:	AGENDA: RCM - Aug. 7
FILE: 0400-03	ACTION: MR	

o - cfile
copy - Mayor & Council
RK / AF / SA / GS / agenda

We further respectfully request a letter be drafted to the Branch for my attention (or however it is historically done) approving a "flyby" by the RCAF. The wording of this letter is quite specific- the RCAF insists the following wording be included:

" The Municipality of Comox, British Columbia Canada is supportive of a flyby by RCAF Aircraft as low as 500 feet for the planned Remembrance Day Ceremony being held in Comox BC Canada, for transit, practice and shows on November 11, 2018. "

I have attached letter confirming our insurance, as well as a copy of last year's approval letters for your convenient reference.

Should you require any additional information or clarification, I have added my contact info below.

Thank you very much for the Town's consideration of these requests.

Very Respectfully,

Kent Gulliford MB MSM CD

Poppy Co-Chair

Royal Canadian Legion Br 160.

250 702-8448

kent.gulliford@icloud.com

TOWN OF COMOX

OFFICE OF THE MAYOR

File: 0400-03 / 18-256

September 7, 2018

Kent Gulliford
Royal Canadian Legion, Comox Branch 160
1825 Comox Avenue
Comox, BC V9M 3M3
Email: kent.gulliford@icloud.com

Dear Mr. Gulliford

Remembrance Day & Candlelight Vigil

Thank you for your August 29th email requesting the use of Comox Avenue for your Remembrance Day Parade and Ceremonies on Saturday and Sunday, November 10 & 11, 2018. Please be advised that Council passed the following motion at its Regular Meeting held September 5, 2018 as follows:

> *That the August 29th email from Kent Gulliford of the Comox Branch 160 Legion, regarding the Remembrance Day Parade and Ceremonies, be received and that permission be granted to*
>
> 1) *reserve four parking spaces in front of the Cenotaph on November 10, 2018 between 6:00 and 8:00 p.m.;*
> 2) *restrict access to emergency vehicles only on Comox Avenue from Ellis Street to Nordin Street on November 11, 2018 between 10:30 and 11:30 a.m.;*
> 3) *put up No Parking signs on both sides of Comox Avenue between Ellis and Nordin Streets from 7:30 to 11:30 a.m.; and*
> 4) *use the Town reviewing stand and barricades.*

Please provide the Town with a copy of your liability insurance naming the Town as an additional insured for this event, as well as ensure that all emergency responders have been notified in advance.

We also enclose a copy of our letter supporting a low-level flyby.

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

Yours truly,

Paul Ives, Q.C.
Mayor
Enclosure (1)
Copy: S. Ashfield, Municipal Engineer
A. Fraser, Parks Superintendent
G. Schreiner, Fire Chief

K:\Council\Correspondence\RCM\2018\09_05\18256_Reply_Gulliford_Legion_Remembrance_Day_2018_09_05.docx

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'

TOWN OF COMOX

OFFICE OF THE MAYOR

File No: 0400-03 / Corr Log No: 18-256

September 7, 2018

Heather J. Diebert
Master Corporal
Special Events Coordinator
Department of National Defence
Heather.Diebert@forces.gc.ca

Dear Master Corporal Diebert

Re: Low-Level Flyby Request – Remembrance Day 2018

I am pleased to provide this letter in support of a low-level flyby for the planned Remembrance Day Parade and ceremonies on Sunday, November 11, 2018.

The Council of the Town of Comox is supportive of a flyby as low as 500 feet.

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

Yours truly

Paul Ives, Q.C.
Mayor

Copy: Kent Gulliford, Royal Canadian Legion, Comox Branch 160

K:\Council\Correspondence\RCM\2018\09_05\18256_DND_Flyby_Request_2018_09_07.docx

Legion

Group Commercial Insurance Program
The Royal Canadian Legion – BC/Yukon Command

REMEMBER • JOIN • GIVE

CONFIRMATION OF UMBRELLA LIABILITY INSURANCE NO. UM972368

Renewal Certificate

NAMED INSURED	The Royal Canadian Legion BC/YK Command And The Branches As Per Schedule
ISSUED TO	*The Royal Canadian Legion - BC/Yukon Command Branch 160* *Hereinafter called the Insured, for the coverages and limits of liability shown below applicable to the operations of the Royal Canadian Legion & Building Ownership (if applicable) location shown below.*
MAILING ADDRESS	1825 Comox Avenue, Comox BC V9M 3M3
INSURED LOCATION	1825 Comox Avenue, Comox BC V9M 3M3
POLICY DATES	From: June 1, 2019 To: June 1, 2020 *12:01 AM Standard time at the mailing address of the named insured*
LIMIT OF LIABILITY	$20,000,000 Each Occurrence $20,000,000 General Aggregate and Products and Completed Operations Aggregate Coverage in addition to the $5,000,000 underlying policy as written through Intact Insurance Company
DEDUCTIBLE(S):	$10,000 SIR
SUBJECT TO	The Terms and Conditions of the Insurance Policy as issued by the Insurer(s) listed below. **Special Endorsements:** 250. Auto Liability – Follow Form 251. Territory – Follow Form 252. Abuse and Molestation Exclusion
INSURER	Catlin Canada
ANNUAL PREMIUM	$178

Signed for and on behalf of Insurers: **AXIS INSURANCE MANAGERS INC.** Per: _____	Date Issued: May 27, 2019 Issued at: Vancouver, B.C. E.&O.E.

THIS POLICY CONTAINS A CLAUSE(S) WHICH MAY LIMIT THE AMOUNT PAYABLE

This covernote is automatically terminated by issuance of the insurance policies in respect of which this confirmation is issued

AXIS INSURANCE MANAGERS INC.

#400 - 555 Burrard Street, Vancouver, BC V7X 1M8
Phone: 604-731-5328 Fax: 604-731-3137
www.axisinsurance.ca

A1 A2 A3 A4 A5 A6 A7

RECEIVED JUN 28 2019 TOWN OF COMOX

TOWN OF COMOX - ROAD PERMIT

FILE# 5400-02

APPLICANT INFORMATION:

Last Name: ~~Lois~~ Harvey		First Name: Lois	
Company Name:			
Address: 2160 Wallace Ave.			
City: Comox	Province: BC	Postal Code: V9M 1W6	
Phone: 250 941 7864	Fax:		
E-mail: ldharvey@shaw.ca			
Contact: above	Work#	Home#	Cell#
Alternate Contact:	Work#	Home#	Cell#

I hereby apply for permission to close a road to traffic in accordance with the following:

Location of Road Closure: 2150 - 2180 Wallace Ave			
Purpose of Road Closure: Street Party			
~~Date~~ Time of Road Closure:	From: 4:00 pm.	To: 8:00 pm.	
~~Time~~ Date of Road Closure:	From: Aug 18	To:	
Type of Closure: ☑Partial ☐Complete			

June. 27/19
Date of Application

Applicant (sign here)

FOR OFFICE USE ONLY:

Applicant will notify the following:

☐ Fire ☐ RCMP ☐ Ambulance ☐ CV Transit ☐ Min of Transportation

☐ BC Hydro ☐ Fortis BC ☐ Telus ☐ Shaw TV ☐ Radio ☐ Newspaper

Applicant to provide the following:

Good Neighbour Letter	☐ Provided	☐ Not Required
Certificate of Insurance	☐ Provided	☐ On File
Traffic Management Plan	☐ Provided	☐ Not Required

Subject to the conditions of this Permit, this Road Permit is approved.

Date

Municipal Engineer

Town of Comox, Public Works Department
1390 Guthrie Road, Comox, BC, V9M 0A5 / Phone: 250-339-5410 / Fax: 250-890-0698

RECEIVED
July 3, 2019
TOWN OF COMOX

Twyla Slonski

From: A. Barner <barneralena@gmail.com>
Sent: July 3, 2019 12:40 PM
To: mon01867@loblaw.ca
Cc: Alex Bissinger; Russ Arnott; quinnbarner@gmail.com; maxbarner@gmail.com; Pat Mckenna; Nicole Minions; m swift; Stephanie McGowan
Subject: Clam Shell Plastic Used to Sell Bakery Items

Hi John,
My sons and I were in John's Independent a few weeks ago to pick up some items. They had recently been to an assembly about the detrimental effects of plastic on our local and global ecosystems and they were disheartened to see the large amounts of baking being sold in large (and thick) clam shell plastic. It would be nice if more items in your bakery were sold in bulk or in paper boxes.

I am also ccing some council members as I believe single use plastic is a topic of concern for many municipalities and something they are looking to address. I also understand that plastic bags, utensils and straws may be phased out over the next while (great, thank you). I am still hoping we can phase out the thick clamshell plastic (which I also consider single use). We would greatly appreciate if your grocery store took some initial measures to look at alternatives.

Many thanks,
Alena Barner, Quinn (10) and Max (8)

PS - If council could please address the topic of single use clamshell plastic at a future meeting, if not already planned. Thanks for your work.

LOG: 19-332	REFER:	AGENDA: RCM - Aug. 7
FILE: 5280-01	ACTION: MR	

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

RECEIVED
July 8, 2019
TOWN OF COMOX

A1 A2 A3 A4 A5 A6
LOG: 19-336 | REFER: | AGENDA: A7 - Aug. 7
FILE: 0400-20 | ACTION: File

FROM THE DESK OF
SELINA ROBINSON
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

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

Dear local government colleagues,

Summer has arrived and as I look upon my garden noting how much things have grown since spring, I am reflecting on all that we have accomplished together over the past several months. I continue to be impressed by your enthusiasm and willingness to work with us as partners to help make life better for the people of British Columbia.

Everywhere I travelled these past months, whether I was at a housing event, a local government gathering or a leadership academy seminar, I listened and took stock of all that you had to tell me. It's occasions such as these that give me the best opportunities to get a sense about what's happening in your communities.

Take housing affordability for example. That continues to be on the top of almost everyone's priority list. At the local level you are often the first to see the cost of unaffordable housing – issues in your community that have manifested in ways that most of us never imagined seeing in towns across B.C.

Strong partnerships are the answer.

We are investing more than $7 billion over 10 years to build the kind of homes and supports people need, in every corner of the province. This investment comes with a commitment to working in partnership with local governments, First Nations governments and organizations, housing societies, developers, community groups and other agencies.

I'm pleased to report that in less than two years, we now have more than 20,000 homes completed or underway in communities throughout British Columbia because of our investments, and the commitment of those working in partnership with us to address this crisis.

This has only been possible because of local leaders like you that are helping us rise to the challenge. We are working in partnership to build homes that people can afford in nearly 80 communities so far.

Whether it's people trying to get off the streets, or professionals looking for a home in the community they work in, or people who live in the 51,000 units of publicly funded and owned social housing in the province, we want to make sure everyone has a comfortable, affordable and secure home to live in.

The next opportunity for you to tap into the Province's Building BC funds is in 2020 and it is not too early to start preparing plans to apply for the next intake.

Rental zoning is another tool we introduced to address the housing affordability crisis. And it's another tool that came from listening to what you were asking us for – in this case, it was a request from UBCM. It is up to local governments to determine whether rental zoning will help address your housing needs, and where it should be applied.

Housing is the foundation of people's lives. We want to create a rental market where there are no surprises, renters and landlords are treated fairly, and there's better security for both sides. To make renting work better for everyone, we need to ensure both renters and landlords know their rights under the law and have a place to go when there's an issue with those rights. That's why we have increased public education and bolstered enforcement to better protect the rights of both renters and landlords. Our hope is that this will reduce the number of unnecessary conflicts for people in your communities.

We have new requirements for Housing Needs Assessment reports to help you and the Province better understand and respond to long-term housing needs specific to your communities. This is one more step we are hoping empowers local governments when working with us on housing solutions.

Underlying everything we do is an acknowledgment that we all have to manage the consequences of climate change. The challenges of climate change are global, but the impact is all too clear here in B.C. In February's budget, we announced new funding for CleanBC initiatives with over $900 million over three years — making sure we can meet our climate commitments and protect our clean air, land and water.

And that's why ALL our partnerships are so important. Because we are all facing the same challenges, and the way forward isn't always easy – but together, it is possible.

Thank you for your knowledge, your support and your passion for making life better for your communities.

Looking forward to seeing you at the UBCM Convention in September!

Have a great summer,

Selina

Twyla Slonski

From: Maurita Prato <maurita@lushvalley.org>
Sent: July 11, 2019 4:01 PM
To: council
Subject: Letter to request Town of Comox representation on a CV Food Policy Council
Attachments: May 2019- Draft Terms of Reference- Comox Valley Food Policy Council.pdf; CV Food Policy Council Request for Comox Representation.pdf

RECEIVED
July 11, 2019
TOWN OF COMOX

Dear Mayor and Council,

Please see the attached letter of request as well as the draft CV Food Policy Council Terms of Reference.

Do let me know if council will require further information in person or writing in order to consider this request, or if I need to contact any of your staff. I have additional background information and articles that may be of assistance but don't want to overwhelm council.

Thanks so much for your support and consideration, looking forward to hearing from you,

Please excuse delays in response as I work 25hr a week in the Executive Director role and I am out of the office on Fridays.

Maurita Prato
Executive Director
LUSH Valley Food Action Society
(250) 331-0152
Follow us on Facebook
Donate

LOG: 19-344	REFER:	AGENDA: RCM - Aug. 7
FILE: 0230-20	ACTION: MR	

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

LUSH VALLEY
www.lushvalley.org
We are honoured and privileged to live and work on the traditional territory of the K'omoks First Nation.

LUSH VALLEY

July 11th, 2019

Attn: Mayor and Council, Town of Comox

RE: Request for a Comox Town Councillor to sit as a member for one, two-year term on the Comox Valley Regional Food Policy Council

Term: September 2019- August 2021 (with possibility of another term extension)

This letter is a formal request to Mayor and Council to support the appointment of one counselor to sit on the new Comox Valley Regional Food Policy council for a 2 year term starting late September 2019.

The purpose of the CV regional food policy council is to help support regional, municipal and territorial governments and community leaders to include food systems policy where appropriate in planning process and initiatives and specifically to look towards best practices in supportive food policy in the areas of local food production, food security and food systems education for the region.

This request comes as a follow up from the delegation presented to Council on January 9th, 2019 where the idea was first introduced. Since then the CVRD BOD has passed a motion to support the establishment of such a council in principal as well as providing funds through their Grant-In-Aid to support its establishment.

I have attached the draft Terms of Reference for review. Please don't hesitate to contact me should you require further information in order to support this decision.

Thanks so much for your consideration,



Maurita Prato, Executive Director LUSH Valley Food Action Society

LUSH Valley Food Action Society
T: 250-331-0152
E: admin@lushvalley.org
PO Box 20008, Courtenay, BC V9N 0A7
CRA # 866653637RR0001

Draft CV Food Policy Council Terms of Reference- May, 2019

Draft Vision:

By 2040, across the Comox Valley Regional District our food system will be economically viable and ecologically sustainable; our community will grow, harvest, process, preserve, and distribute the majority of food for its members while eliminating waste. All members of the Comox Valley will have access to, and the knowledge to prepare healthy local foods and have access to enough nutritious, safe, ecologically sustainable, and culturally appropriate food at all times.

Format:

The Comox Valley Regional Food Policy Council (CVFPC) is a Hybrid Model with Indirect Links to Government (Category 3 in Municipal Food Policy Entrepreneurs by MacRae and Donahue, 2013, pg. 10 http://www.ensser.org/fileadmin/files/2013_MacRae%26Donahue.pdf).

DRAFT

These food policy initiatives are a hybrid of civil society organizations and government (not an official committee of Comox Valley Regional District) with significant linkages to local government via departments and government staff, with financial support from a mix of sources.

This format allows us the benefit of blending municipal and civil society organization resources (i.e. funding, additional regional and national support) and expertise, and allows for a more flexible agenda.

Examples of communities that use this model are Kamloops, BC and Hamilton, ON and Squamish BC http://www.squamishfoodpolicycouncil.com/. And Kamloops website here: http://kamloopsfoodpolicycouncil.com/

- The Food Policy Council is its own entity (not a committee of a municipal or regional government)
- The Food Policy Council provides input to all 4 municipal/regional governments and staff about issues of concern (and to K'òmoks First Nation if requested)

- The Food Policy Council considers any matters which may be referred to the Policy Council by local, regional or K'òmoks First Nation
- The Food Policy Council may take positions on policy initiatives from other levels of government within the mandate of the Policy Council

The proposed goals of the CVFPC support the processes and goals outlined in the CVRD BOD Priority Chart for 2019/2022. The CVFPC is interested in providing input into the Regional Growth Strategy and the Comox Valley Sustainability Strategy

Planning, reporting and outreach:

The Policy Council:

DRAFT

- Produces an annual work plan with specific objectives by no later than April of each year, in consultation with CVRD and local government representatives.
- Submits an annual report to municipal, regional governments and other stakeholders describing its accomplishments for the year, including reference to each objective set out in their annual work plan and any arising issues to which the Policy Council has responded
- Works co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects.
- Acts as a resource for staff engaging in public involvement processes and civic events.
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest
- Engages in outreach to disseminate information and encourage participation from constituent communities
- May support groups developing projects to enhance the food system

Membership:

- Members must endorse the vision, priorities and goals of the Council and have skills, knowledge, experience or a genuine interest in at least one area of the food system. Areas of focus include but are not limited to: Food Security, Local Food Economy, Food Literacy and Food Systems Education.

Membership Structure:

LUSH Valley will have one staff position to help coordinate and administer the Council.

The CVFPC will include a minimum of 10 and no more than 18 members that represent diversity across the food system, as well as local government representatives. Each member is asked to commit to a 2 year term on the Council.

DRAFT

- Komoks First Nation (1 position)
- CVRD Director (1 position)
- City of Courtenay (1 position)
- Town of Comox (1 Position)
- Village of Cumberland (1 position)
- Food distributer/larger food retailer (1 position)
- Mid Island Farmers Institute (1 position)
- Comox Valley Farmers Institute (1 position)
- Community (This could include a member of CVEDS and/or members of the planning community and/or individual from seniors organization up to 4 positions)
- Vancouver Island Health Authority or Community Health Network (1 position)
- Youth (1 positions)
- Food Charity (1 positions)
- Local food business (1 position)
- School District 71 or NIC (1 position)
- Lush Valley (1 position)

The Council's membership should reflect the Comox Valley's diverse population, including, but not limited to, ethno-racial, faith, gender, mental ability, physical ability, literacy/educational level, age, sexual orientation, rural/urban residency and socioeconomic circumstances.

Meeting frequency:

The Policy Council meets at _(location TBD)_ , but not more than 12 times a year.

Currently, the Policy Council meets on *(date TBD*)_of each month at (time TBD)_pm in the.

Members of the public are welcome to attend the meetings.

Time commitment

Outside of meetings, members should expect to spend 2 hours on email and other correspondence, report writing, and background reading. Preparation time for all meetings is required.

DRAFT

Attendance requirement

Members may miss no more than four consecutive meetings without obtaining leave of absence from the Policy Council. Membership will be terminated following the fourth such absence.

Twyla Slonski

From: Town of Comox – Administration
Sent: July 2, 2019 8:49 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Issue for Council -- Safety Concern on Balmoral Avenue

Importance: High

RECEIVED
July 2, 2019
TOWN OF COMOX

From: Dr. John D. Neilson <largepelagicsscientist@gmail.com>
Sent: Friday, June 28, 2019 7:40 PM
To: Town of Comox – Administration <town@comox.ca>
Cc: Barbara Neilson <bvneilsonii@gmail.com>
Subject: Issue for Council -- Safety Concern on Balmoral Avenue
Importance: High

LOG: 19-326	REFER:	AGENDA: RCM - Aug. 7
FILE: 5460-06	ACTION: MR	

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

June 28th, 2019

Dear Mayor and Council,

We are writing concerning a safety issue on Balmoral Avenue which we think the Town should address. This issue was very recently highlighted in a Letter to Editor in the Comox Valley Record on June 27th entitled "Playing Crosswalk Roulette at a Dangerous Spot in Comox". The writer raises the issue of speeding in an area of high pedestrian traffic, disregard for the speed limit, and the potential for a serious accident.

As residents of Balmoral Avenue, we strongly agree with the concerns raised in the Letter to the Editor. We note that the visibility for drivers is sometimes quite poor, and detecting pedestrians can be tricky, as the area is often in shadows. Pedestrians can come out of the adjacent stairways quite quickly, and drivers have little time to react at 50 km/hr (or often higher). Crossing pedestrians often have to wait for several cars to pass before one stops, perhaps because drivers were slow to recognize the presence of pedestrians. Finally, we agree that the speeds along Balmoral Avenue between Pritchard and Torrence Avenues is often excessive, as noted in the Letter to the Editor.

We understand the Town is considering upgrades to Balmoral Avenue in this area, and perhaps this issue will be addressed. We respectfully suggest that two measures would be helpful. Firstly, given the density of parks, pedestrians and cyclists in this narrow part of the road, reduce the speed limit to 30 km/hr in this area. As a second measure, install radar indicators of speed similar to that installed approaching Anderton Park, also along Balmoral Avenue. We have seen ourselves that the latter measure is effective for traffic calming. Both a reduced speed limit and radar speed indicators have low cost compared to other traffic calming measures such as road narrowing or traffic round-abouts. Reducing speed would also provide the added benefits of decreased noise and vehicle emissions.

We would be very interested to hear the Council's reaction to these suggestions, and the Town's plans for upgrades to Balmoral Avenue.

Thank you very much,

John Neilson

Barbara Neilson

1500 Balmoral Avenue

250 465 1728

RECEIVED
JUL 15 2019
TOWN OF COMOX

A1 A2 A3 A4 A5 A6 A7
FILE: 0400-20
ACTION: File
Aug 7
on file
copy ~ Mayor & Council
RK/CF/MK

BRITISH COLUMBIA

VIA E-MAIL
Ref: 244242

July 15, 2019

Dear Mayor:

Since Childcare BC launched in 2018, we have taken great strides towards our vision of universal child care: a system that will provide parents with access to affordable, high-quality child care whenever and wherever they need it.

One of the key pillars of Childcare BC is accessibility. Under this pillar, the Childcare BC New Spaces Fund offers funding to create new licensed child care spaces for British Columbian families.

Today, we have good news to share. Public sector organizations, Indigenous Governments, and non-profit societies can now access more money through the Childcare BC New Spaces Fund to create spaces. Based on feedback from communities throughout British Columbia, we have tripled the funding maximums up to:

- **$3 million per facility** (previously $1 million) **for up to 100% of project costs** for public sector organizations and Indigenous Governments,
- **$1.5 million per facility** (previously $500,000) **for up to 100% of project costs** for Indigenous non-profit societies, and
- **$1.5 million per facility** (previously $500,000) **for up to 90% of project costs** for non-profit societies and Child Development Centres.

We are making this change to recognize that in many communities, high capital costs can be a barrier to creating child care spaces. Increasing funding maximums means that more communities can access the Childcare BC New Spaces Fund, and more families will benefit from access to licensed child care.

For a breakdown of applicant type, new funding maximums and provincial contribution levels, see attached table.

Looking ahead, the ministry is also creating a multi-project funding stream so that public sector organizations and established non-profit societies can submit a single proposal for multiple projects, or for large-scale projects that require more than the funding maximums. More information on this stream will be available in coming weeks.

.../2

Ministry of Children and Family Development
Office of the Minister
Mailing Address: Parliament Buildings Victoria BC V8V 1X4
Location: Parliament Buildings Victoria

We hope you share this information with your colleagues, partners and clients, and apply for funding if you are an eligible organization. By working together, we can make life better for British Columbia's families by improving access to child care.

Childcare BC New Spaces Fund guidelines, application forms and FAQs are available at www.gov.bc.ca/childcare/newspacesfund. If you have any questions, you can contact the Childcare BC New Spaces Fund Program at MCF.CCCF@gov.bc.ca or 1 888 338-6622 (option 5).

Thank you.

Sincerely,

Katrine Conroy
Minister of Children and Family Development

Katrina Chen
Minister of State for Child Care

Appendix: Contribution Percentages and Funding Award Commitment by Applicant Type

Applicant Type	Required Organization Contribution	Provincial Contribution	Maximum Provincial Funding Amount*	Funding Award Commitment
Public sector organizations and Indigenous Governments	0%	100%	Up to $3,000,000	Up to 15 years
Indigenous Non-Profit Societies	0%	100%	Up to $1,500,000	Up to 15 years
Non-Profit Child Care Providers and Child Development Centres	10%	90%	Up to $1,500,000	Up to 15 years
For-profit child care organizations (Businesses and Incorporated Companies).	25%	75%	Up to $250,000	Up to 10 years

**The maximum provincial funding amount applies to a single physical location. Projects occurring within the same physical location are considered as a single project.*

BRITISH COLUMBIA

NEWS RELEASE

For Immediate Release
2019CFD0082-001418
July 15, 2019

Ministry of Children and Family Development

Bringing child care closer to home for families through new incentives for publicly funded child care

VICTORIA – A significant increase in funding will help public sector and non-profit organizations create more publicly owned and operated child care spaces in their communities, bringing child care closer to home and making life more affordable for British Columbian families.

The maximum funding amount available from the Childcare BC New Spaces Fund to public sector organizations, such as local governments, school districts, tribal councils and First Nations governments, is increasing to $3 million per project, up from $1 million. Additionally, non-profit organizations – including Indigenous organizations – will be eligible for up to $1.5 million per project, three times more than was previously available.

"Our government believes all families should have access to publicly supported child care just as they have access to public education – and the best way to make that happen is by working in partnership with public sector and non-profit organizations," said Katrine Conroy, Minister of Children and Family Development. "By offering incentives to these sectors, we can strengthen communities and give families access to the services they need right on their doorstep, meaning they no longer have to give up valuable family time to get to their child care centre far from where they live – and we know that for families, that positive change can't come soon enough."

As well as the funding increase, the ministry is introducing a new process to allow experienced public-sector and non-profit organizations to apply for funding for multiple projects at once. More information on this process will be available in the coming weeks.

"Child care has the ability to be the common ground that brings families in communities together," said Katrina Chen, Minister of State for Child Care. "We've seen the City of Vancouver and the School District of Victoria thinking outside the box to create hundreds of new licensed child care spaces, and we encourage other local governments and organizations, from large to small, to bring their ideas for solving the child care space shortage. Together, we will forge long-lasting partnerships to deliver publicly funded child care spaces that will be life-changing for families and communities for decades to come."

Under the Childcare BC New Spaces Fund, child care providers can apply for funding to create new child care spaces at any time throughout the year under a continuous application process. It is part of the Province's Childcare BC plan, designed to give British Columbian families access to affordable, quality child care when they want or need it. Since July 2018, the Province has funded approximately 9,000 new licensed child care spaces throughout British Columbia. More new spaces will be announced as projects are approved.

Investing in child care and early childhood education is a shared priority between government and the BC Green Party caucus, and is part of the Confidence and Supply Agreement.

Learn More:

For more about Childcare BC, visit: www.gov.bc.ca/childcare

To learn more about the Childcare BC New Spaces Fund and to apply, visit: www.gov.bc.ca/childcare/newspacesfund

To find child care in a community, view the online child care map: http://maps.gov.bc.ca/ess/hm/ccf/

Child care factsheet: https://news.gov.bc.ca/18430

Contact:

Ministry of Children and Family Development
Government Communications and Public Engagement
(250) 356-2028

Connect with the Province of British Columbia at: news.gov.bc.ca/connect

274 Butchers Road, Comox, V9M 3W6

RECEIVED
JUL 22 2019
TOWN OF COMOX

July 21, 2019

The Council, Town of Comox

We, Solweig and Harold Williams, are writing to request a variance to enable us to rent out the second house we have on our 2.22 acre property on Butchers Road. This house has been empty for over two years because we built a new retirement home on the property. Coach houses are permitted, but the original house exceeds the total square footage permitted by the current bylaws. There are about 900 sq. ft of living area and a single car, attached garage (see enclosed photo).

When we purchased this property 26 years ago, it was in the Regional District. By 2005, when we decided to tear down the original house to build our retirement home, the property had been taken into the Town of Comox. We learned that the Comox bylaws would not permit us to build a new house on a non-serviced lot even though we had put in a new deep well and a new septic system which could service a five-bedroom house. As we had sold our house at Crown Isle in anticipation of building, we were forced to make further costly upgrades in order to live in the house until a future date.

After the bylaws changed to permit new building on non-serviced lots, we decided to build our retirement home on the property and we explored the possibility of obtaining a variance for the original house regarding the coach house size bylaw, but we were emphatically informed by Mr. Kamenz that he would not support such a request. Furthermore, we were told that making such a request would hold up the granting of a building permit for many months. Mr. Kamenz advised us that he would support a variance request for an auxiliary building and we agreed to that in order to get the building process started.

We have since explored the possibility of subdividing the property, which would be possible except for the fact that the storm drainage system which runs along Forrester Avenue is not adequate. Subdivision will now only be possible when Gardiner Way is eventually extended, but that would require all current property holders south of the existing street to agree to subdivide. This will probably not happen for many, many years.

The older two-bedroom house was originally in poor condition but we have renewed, replaced, and generally upgraded it so that it would now make an excellent rental, but it sits empty. We can only use it for storage, and that is a shame in a market that lacks quality rentals. We would like to be able to age in place and to be able to eventually offer this house to a caretaker.

Thank you for considering this request. This situation has frustrated us for a great many years, especially since development around us allows for very small lots. Coach houses and secondary suites are permitted on lots much smaller than ours and this second home will not impact our neighbours in any way. As a matter of fact, if there is someone living in the house the exterior yard will be kept at a more than minimal level. And considering the proximity to our home, we would be very vigilant about unruly tenants.

Sincerely,

S. Williams
H.G. Williams

Solweig and Harold Williams

LOG: 19-366	REFER:	AGENDA: RCM - Sept. 4
FILE: Planning	ACTION: MR	

ov Planning Dept
copy - Mayor & Council
RK/MK agenda



RECEIVED
July 30, 2019
TOWN OF COMOX

LOG: 19-393	REFER:	AGENDA: RCM - Aug. 7
FILE: 1820-01	ACTION: MR	

The Kidney Foundation of Canada
BC & Yukon Branch
200 – 4940 Canada Way,
Burnaby BC V5G 4K6
T. 604.736.9775 / 1-800.567.8112
F. 604.736.9703

July 30, 2019

o - cfile
copy - Mayor & Council
RK / CF / SA / agenda

Dear Mayor,

The Kidney Foundation of Canada, BC & Yukon Branch has become aware that there is a major financial burden facing kidney patients who are on home dialysis therapies. These patients have end stage renal failure and must undergo dialysis multiple times per week in their home. This procedure generates significant waste and many patients do not have city garbage bins that will accommodate this extra load. Consequently, they are faced with **additional costs from their municipality** in order to appropriately dispose of this waste. Larger garbage bins tend to cost between $110 and $150 per year depending upon the municipality. Many kidney patients on dialysis are already faced with substantial financial challenges related to loss of income.

The Kidney Foundation is asking for each BC municipality to waive any additional garbage fees for those dialysis patients who present a doctor's note and indicate that this added expense constitutes a financial burden to their household.

The City of Burnaby is one example of a municipality that has taken the lead on this and recently enacted a policy that provides for free, additional waste receptacles to people whose in-home treatments generate increased garbage. This will be a huge support to those citizens who need the added costs to be offset.

Please let us know if your municipality enacts such a policy and eases the financial burden for home dialysis patients.

The Kidney Foundation produces a TV program, PLUGGED IN, that airs on SHAW TV in communities across the province. We would like to highlight those municipalities who deem to participate in this initiative.

Thank you for your prompt consideration of this matter.

Sincerely,

Pia Schindler
Executive Director
The Kidney Foundation of Canada, BC & Yukon Branch
pia.schindler@kidney.ca

BCRenal
Provincial Health Services Authority

RE: Request for Garbage Fees to be Waived for Patients Receiving Home Dialysis Treatment

To Whom It May Concern:

We write to you today to advocate for patients living with advanced chronic kidney disease (CKD) within your municipality. The primary purpose of this letter is to request that dialysis patients receive an exemption for extra garbage removal fees.

A significant proportion of Canadians undergoing home dialysis treatment face substantial financial challenges related to loss of income. Many are managing on a low fixed income and are below the Canadian Low Income Cut off (LICO).

Home dialysis can generate additional waste per week. This extra waste is added to the regular family maximum garbage and often exceeds the limit per household. Families may choose to purchase additional waste disposal; however, due to the significant financial impact for our patients on a fixed income, this increase in cost can pose a financial challenge for some.

Knowing that many municipalities are working with the BC Government on a poverty reduction strategy, we write to you today for your consideration in waiving garbage fees for those patients on home dialysis treatment within your municipality.

Please feel free to contact us at bcpra@bcpra.ca if you require further information.

Thank you for your consideration,

Dr. Adeera Levin, MD, FRCPC
Executive Director, BC Renal

Dr. Michael Copland, MD, FRCPC
Medical Lead, Independent Hemodialysis, BC Renal

Dr. R. Suneet Singh, MD, FRCPC
Medical Lead, Peritoneal Dialysis, BC Renal

Health Authority Renal Programs
BC Children's Provincial Renal Program, Fraser Health, Interior Health, Island Health, Providence Health Care, Vancouver Coastal Health

BC Renal
Suite 700, 1380 Burrard Street
Vancouver, BC
V6Z 2H3

Tel 604.875.7340
Fax 604.875.7366
Email bcpra@bcpra.ca
Web www.bcrenal.ca

LOG: 19-334	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: MR	

A1 A2 A3 A4 A5 A6 A7

July 5, 2019

Russ Arnott, Mayor
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

o - cfile 5600-01 & 0390-20-UBCM
copy - Mayor & Council
RK / MK / SR / TS / agenda

RECEIVED
July 7, 2019
TOWN OF COMOX

Re: Groundwater extraction – Resolution at the UBCM

Dear Mr. Wells:

The Beaufort Watershed Stewards (BWS) is asking the Town of Comox Council to support a resolution that will be presented at the Union of BC Municipalities (UBCM) convention in September (Sept. 23-27). The resolution is asking the provincial government to stop approval of groundwater licenses for the bottling and commercial sale or bulk export of groundwater. As you know, the resolution was initiated by the Strathcona Regional District and passed unanimously at the Association of Vancouver Island and Coastal Communities (AVICC) convention on April 12, 2019. Since the resolution was endorsed at the Area Association annual meeting, it is our understanding that it will be submitted automatically to UBCM for consideration.

BWS cannot stress enough the importance of supporting this resolution.

The BWS's mandate is to promote through stewardship, healthy Beaufort watersheds that sustain the quality and quantity of water for current and future generations. As part of its mission, BWS volunteers have been monitoring Beaufort stream and aquifer water quality in the Fanny Bay area for two years now. Our data collection methods meet provincial standards and our data has been added to the provincial Surface Water Monitoring Sites database:

https://governmentofbc.maps.arcgis.com/apps/webappviewer/index.html?id=0ecd608e27ec45cd923bdcfeefba00a7.

As trends become clear over time, we hope this information will help decision makers with land use planning and water management. But for the moment our observations are, that creeks are drying sooner every year, heat waves are increasing in frequency and intensity, snow packs in the upper reaches have decreased considerably over the past decades and the intensity of logging activity has increased in the area. It is our understanding that these elements affect water supply and create feedback loops that increase the warming rate. A point in fact, last year some Fanny Bay residents experienced record low water well levels. Regrettably, it seems that 2019 will be no different.

From Cook Creek, at the southern edge of the CVRD, to the Union Bay area, watersheds on the eastern slopes of the Beaufort Mountain Range provide water for communities, land owners and wildlife. Yet there is virtually no comprehensive information regarding the breadth, depth and volume of our aquifers or the means of recharge in the Cook Creek-Union Bay corridor. Approving new bottling licenses in our area, in our opinion, would be irresponsible. We surmise this is the situation for many rural areas and smaller communities.

Please support this resolution. This is an example of the importance of giving communities across BC a voice to protect water – this a vital necessity of life.

Sincerely,
Roger Chayer, President
Beaufort Watershed Stewards

CC: City of Courtenay, Village of Cumberland and Comox Valley Regional District

PO Box 157
Fanny Bay, BC V0R 1W0
info@beaufortwater.org
www.beaufortwater.org

Twyla Slonski

From: Town of Comox – Administration
Sent: July 8, 2019 10:02 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Groundwater extraction - Resolution at the UBCM Convention
Attachments: BWS-Town of Comox-July 5, 2019.pdf

-----Original Message-----
From: Lise Lague <lise_lague@telus.net>
Sent: Sunday, July 7, 2019 12:11 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Groundwater extraction - Resolution at the UBCM Convention

Hello Town of Comox Council,

Please find attached a letter from the Beaufort Watershed Stewards asking the Town of Comox Council to support a resolution that will be presented at the UBCM convention in September 2019.
Kindly confirm receipt of this letter and we would appreciate knowing how you intend to vote on this resolution.

Sincerely,
Lise Laguë
Secretary
Beaufort Watershed Stewards

p.s.: A paper copy will be mailed shortly.

Twyla Slonski

RECEIVED
July 17, 2019
TOWN OF COMOX
o - cfile
copy - Mayor & Council
RK / MK / agenda

LOG: 19-349	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: MR	

From: Bruce & Nicole <brunic@shaw.ca>
Sent: July 17, 2019 2:02 PM
To: Twyla Slonski; council
Cc: Richard Kanigan
Subject: RE: Correspondence from Mayor Arnott

Importance: High

Mr. Mayor and Councillors of the Town of Comox:

Thank you for the letter dated July 4, 2019, which I just received by email today, wherein you state your support for the Strathcona Regional District (SRD) resolution at the upcoming UBCM convention in September of this year. I am pleased to hear that you support this resolution, and I am anxiously looking forward to the convention. I will be working hard to ask all the communities of the UBCM to support the resolution.

However, in my delegation presentation of Feb. 20, 2019 I submitted two requests for the Town of Comox, as follows:

> I have 2 requests today for the Town of Comox.
> 1) that you consider taking the necessary steps to implement a bylaw that prohibits bottling of groundwater in any of your zoning, to help in the fight to protect our Comox Valley aquifer for the use of our residents and farmers today and for our children and grandchildren and great grandchildren in the future.
> 2) I also ask that the Town of Comox support the Strathcona Regional District resolution at the April AVICC convention, to ask the Provincial Government to cease the approval of licences for commercial extraction of groundwater resources for bottling or bulk water sales.

I followed the AVICC vote closely, so I am well aware that the vote was unanimous, and I wholeheartedly appreciate the support of Comox Councillors in that vote. My concerns lie with request no. 1, which asks the Town of Comox to take steps to prohibit the bottling of groundwater in your zoning bylaws. The SRD resolution addresses the BC Government jurisdiction over the water extraction and licencing of that extraction, but does not provide any measure of protection for our Comox Valley aquifer against the existing water licence in Merville. I am concerned that the Town of Comox bylaws permit the bottling of groundwater in the existing zoning bylaws. Therefore the water extraction licence holder, who also made a delegation presentation to Council, still has the ability to locate a property in the Town of Comox and apply for a business licence to bottle and sell the water that he extracts from the shared Comox Valley aquifer. I fully recognize that the SRD resolution, if successful, and if accepted and acted on by the provincial government will prohibit the bottling of groundwater. The government is not obligated to act on a UBCM resolution and even if they do, there is no guarantee that existing licences will be retroactively prohibited. It is important for local governments to take the action that is within their jurisdiction, and change their zoning bylaws to prohibit the bottling and commercial sale of groundwater.

I am pleased to report that the City of Courtenay just passed 3rd reading and final adoption of a bylaw to prohibit the bottling of any water except City Water in any of their zoning. I am also pleased to report that the CVRD is in the process of revising their bylaws to prohibit water bottling in all zones. The Town of Comox would appear to be the only Comox Valley community without a bylaw to protect our groundwater from being bottled and sold for profit.

ACTION REQUESTED:
I am asking that you please advise the status of my request to the Town of Comox to take the necessary steps to implement a bylaw that prohibits bottling of groundwater in any of your zoning.

Thank you for your support, and I look forward to your response and continued support of our efforts to p[illegible] the groundwater of the Comox Valley.

Bruce Gibbons
Merville Water Guardians
250-702-1672

From: twyla@comox.ca <twyla@comox.ca>
Sent: July 17, 2019 1:01 PM
To: brunic@shaw.ca
Subject: Correspondence from Mayor Arnott

Good afternoon Mr. Gibbons,

Please find attached correspondence from Mayor Russ Arnott.

Regards

Twyla Slonski
Executive Coordinator
Office of the Mayor & CAO

Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9
Telephone: 1.250.339.2202 ext. 238
Direct Line: 1.250.890.1224
Facsimile: 1.250.339.7110
Email: twyla@comox.ca

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

TOWN OF COMOX

OFFICE OF THE MAYOR

File No: 5600-01 / Corr Log. No. 19-284

July 4, 2019

Via Email: brunic@shaw.ca

Bruce Gibbons
Merville Water Guardians
2470 Sackville Road
Merville, BC V0R 2M0

Dear Mr. Gibbons

Re: Water Bottling and Commercial Sale of Groundwater

Thank you for your May 16 and July 3, 2019 emails to staff inquiring as to the status of any action and/or direction taken on the part of Council following your delegation to Council at its Regular Meeting held February 20, 2019. It was at this meeting that you encouraged Council to work with the Strathcona Regional District in protecting the aquifers of Vancouver Island and curtail groundwater extraction for bottling or bulk water sales.

As you are aware, a resolution from the Directors of the Strathcona Regional District encouraging the provincial government to stop approving groundwater licences for the purposes of bottling, commercial sale or bulk export of water from BC aquifers was considered and supported at the AVICC Conference held in April of this year. With this support, this resolution will now be considered at the upcoming UBCM convention taking place in Vancouver the latter part of September by delegates representing municipalities across the province.

We look forward to learning the outcome of this resolution at the UBCM convention prior to moving forward with any amendments to current Comox bylaws that would restrict water bottling and commercial sale of groundwater.

Again, thank you for your presentation and communications to Council. Your efforts in ensuring the protection of this valuable resource is to be commended.

Yours truly

Russ Arnott
Mayor

Copy: R. Kanigan, CAO
K:\Council\Correspondence\Outgoing\2019\19284_Reply_Gibbons_B_Prohibition_Water_Bottling_2019_07_05

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'

1809 Beaufort Avenue, Comox, British Columbia V9M 1R9 • Tel: 250-890-1224 • Fax: 250-339-7110 • Email: rarnott@comox.ca

Twyla Slonski

From: mark smith <mewc.smith@gmail.com>
Sent: July 20, 2019 9:14 AM
To: council
Subject: Ground Water Bottling

RECEIVED
July 20, 2019
TOWN OF COMOX

Dear Mayor and council, please do not wait for the UBCM to make a decision. Be leaders, that's what you were elected for. Stop the bottling of groundwater. Protect the Comox Valley Aquifer.

Sincerely
M. Smith

LOG: 19-360	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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

Twyla Slonski

From: Dianne Jorgenson <jorgensd@telus.net>
Sent: July 20, 2019 3:02 PM
To: council
Subject: Protection of the Comox Valley groundwater/aquifers from commercial non essential Town of Comox bottling of water

RECEIVED
July 20, 2019
TOWN OF COMOX

To: Mayor Arnott and Town of Comox Councillors

Re: Prohibition of commercial non-essential Town of Comox bottling of water from Comox Valley groundwater/aquifers and surface water (where applicable)

As we are all aware, there is a Strathcona Regional District resolution asking the Provincial government to cease approval of licenses for bottling and commercial sale or bulk export of groundwater that will be on the agenda for handling at the upcoming UBCM convention in September. This item will specifically impact Comox Valley where interest by commercial operators/developers has been expressed. Doubtless you are also aware of small communities, such as Lantzville, dotted along the corridor between Nanaimo and Campbell River, close to or overlooking the Strait of Georgia, experiencing population expansion requiring provisions for housing as well as community services, all of which provide a benefit to the municipal tax base and increase local community vibrancy. For example, the major Lantzville housing development presently underway is impacted by the costs associated with providing an adequate water supply in both the short and long term (at this time). Therefore, we can all agree that providing good stewardship of our natural water resources is important and since it is provincially mandated, requires the full cooperation of municipalities on Vancouver Island.

I would respectfully request that the Town of Comox Council re-examine all the details that led the City of Courtenay Council to adopt a Bylaw protecting its natural water supply obtained from Comox Valley groundwater/aquifers, and if applicable, communicate with Qualicum Beach's past four-term Mayor, Teunis Westbroek, who is presently a QB Councillor (from October 2018), who is thoroughly versed on the history and management of QB's natural water supply from groundwater/aquifers to the extent that the residents in QB are not limited or restricted to the same water conservation measures as are being applied in the nearby communities of French Creek and Parksville. You may also be aware of the Regional District of Nanaimo's recent actions with respect to natural water supply matters in the San Pariel district bordering on RDN administered lands specifically referring to the water pressure from fire hydrants in the area during emergencies. Clearly, governance at the Provincial level may be better addressed, possibly to qualify for Federal funding, for example, if there is **unity** of purpose from both the Town of Comox and the City of Courtenay by representatives attending the upcoming UBCM convention in September.

Thank you most sincerely for your consideration to the above and best wishes to the Town of Comox Council who are presently dealing with an influx of people, and services, as more and more persons from elsewhere in Canada, offshore, and on the mainland covering BC, AB, and SK in particular, want to make the Comox-Courtenay (Comox Valley) region their home in the future.

Dianne E. Jorgenson

LOG: 19-359	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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RK / MK /agenda

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Dianne E. Jorgenson and Hamish S. Cochran
558 Willow Road, Qualicum Beach, B.C. V9K 1K8
PH: (250) 738-1055 FAX: (250) 738-9591

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Twyla Slonski

From: Fred Muzin <fmuzin@telus.net>
Sent: July 20, 2019 3:48 PM
To: council
Subject: Water bottling

RECEIVED
July 20, 2019
TOWN OF COMOX

Dear mayor and Councillors

I am writing to support the position of the Merville Water Guardians that water (especially Ground water) should not be bottled for profit. Water is the basis of life and should be treated as a public trust to be protected for everyone. There have been many mistakes by governments in Canada and elsewhere to allow multinationals like Nestlé and Pepsi to virtually steal our water for enormous profit.

Please show leadership and legislate against water bottling in the Comox Valley.
Current and future generations are depending on you.

Sincerely,

Fred Muzin

LOG: 19-358	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

o - cfile
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Twyla Slonski

RECEIVED
July 20, 2019
TOWN OF COMOX

From: JonToogood <jmtoogood@yahoo.ca>
Sent: July 20, 2019 8:37 PM
To: council; Bruce Gibbons
Subject: Aquifer and Water retention

A few weeks ago, the city of Courtenay held an open house to discuss this matter. Many people spoke, including me, and not one person spoke in favour of having water extracted from the aquifer for commercial sale.

Many families in Area B and the Merville area rely on the aquifer for water.

In the strongest of terms, I request that the town of Comox join with all other jurisdictions in the Comox Valley and voice objection to this practice.

Sincerely,

Jon Toogood

LOG: 19-357	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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Twyla Slonski

From: Joan Boase <boasejp@shaw.ca>
Sent: July 21, 2019 11:03 AM
To: council
Subject: Groundwater

RECEIVED
July 21, 2019
TOWN OF COMOX

It has come to my attention that the town of Comox is lagging behind other jurisdictions in the area of protection of groundwater in the Comox Valley.

In an age when many jurisdictions of the world (even in Canada!) do not have access to clean water, it is incumbent upon our town councils to protect our water from exploitation by those who would sell it for profit.

Please look immediately into drafting a bylaw forbidding the extraction of our water for sale and profit.

regards Joan Price Boase PhD

LOG: 19-356	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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Twyla Slonski

From: Frank Brett <outlook_1B8A832FDB2690F7@outlook.com>
Sent: July 21, 2019 7:14 PM
To: council
Subject: Ceasing approval by the Province of licences for water bottling

RECEIVED
July 21, 2019
TOWN OF COMOX

Dear Sirs

I write in response to an email circulated by Bruce Gibbons who was in contact with the Mayor and Council of Comox concerning water bottling of ground water in their area.

I understand that the Town of Comox is the only community in the Valley that has not taken steps to protect the Comox Valley aquifer ground water from bottling.

This is an extremely important issue and there has been considerable interest from residents of the Valley concerning, in particular, Scott McKenzie's proposed water bottling in Merville.

I urge you to consider this issue sooner rather than later. If you can stop an accordion busker, I'm sure you can deal with the above in a timely manner. Please stop lagging behind.

Yours faithfully

Rita Brett
(Merville)

Mail for Windows 10

LOG: 19-354	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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Twyla Slonski

From: woloshyn <woloshyn@shaw.ca>
Sent: July 22, 2019 1:23 PM
To: council
Subject: bottling of water ....

RECEIVED
July 22, 2019
TOWN OF COMOX

Dear Mayor Arnott and council,

I am concerned about a conditional groundwater license that was issued to a local resident, Mr Scott MacKenzie of Merville, BC. The license was issued by the Province without public knowledge or input and our community has been fighting ever since to put a stop it. You may be aware that the rezoning to bottle was denied but I have heard that Mr. MacKenzie still plans to extract water to sell but now he is looking for a place that will allow him to bottle it.

This is an agricultural area and residents, farmers, and the First Nations are extremely concerned that this will affect their access to water. We all depend on well water to operate our farms. Many wells now run dry during the summer months and yet Mr. MacKenzie has approval to extract 10,000 litres of water per day to sell to the public. This will put extra strain on our aquifer.

Many of us are experiencing sleepless nights because of this threat to our homes and our livelihoods. Without water our properties would have no value.

I hope you and your council will take action to revise the bylaw and prohibit the bottling of our groundwater in order to protect this precious resource.

Sincerely,
Diane Woloshyn

LOG: 19-365	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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Twyla Slonski

From: Robin Pattison <rpattison@telus.net>
Sent: July 23, 2019 9:26 PM
To: council
Subject: water bottling in Comox

RECEIVED
July 23, 2019
TOWN OF COMOX

To the Mayor and Council of the Town of Comox

This email is to request a follow through of Bruce Gibbons request to revise bylaws and prohibit bottling of groundwater in your zoning bylaws.

Over the past several months a lot of energy has been put forward by residents to convince local governments to not allow bottling of water. We live in the greater Bates Beach area and a Merville resident has been attempting to extract, haul and bottle water which would come from the acquifer that serves this extended region. Members of the community are concerned that the Merville resident will likely stop at nothing to gain a permit to carry forward this endeavour. As residents we would like to stay ahead of this untoward undertaking. No one can know to what extent such extraction would have on our local acquifer. There are environmental alerts given widely to preserve water. Also, the wastage and unsound use of plastic bottles seems to have moved to the dark ages now. In fact the Comox Lake reservoir is in early stages of water restriction. My husband and I encourage Comox Council to take logical action in not permitting the bottling of water for commercial purposes.

Thank you for considering the logic of our request.
Robin and Norm Pattison

LOG: 19-369	REFER:	AGENDA: RCM - Aug. 7
FILE: 5600-01	ACTION: File	

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Twyla Slonski

From: Town of Comox – Administration
Sent: July 16, 2019 8:40 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Coast range vote

Categories: Twyla - Outstanding

RECEIVED
July 16, 2019
TOWN OF COMOX

From: Dalton Alvarado <daltonernesto@gmail.com>
Sent: Monday, July 15, 2019 6:52 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Coast range vote

Hello, my name is Dalton Alvarado and I live on 337 church street. I am writing to let you know that I approve of coast range opening a cannabis store next to the bakery because it is very convenient for me.

Thanks

Dalton

LOG: 19-350	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

RECEIVED
July 19, 2019
TOWN OF COMOX

LOG: 19-352	REFER:	AGENDA: RCM - Aug. 7
FILE: PR - 19-1C	ACTION: File	

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From: Town of Comox – Administration
Sent: July 19, 2019 8:29 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Non-medical cannabis retail store licence 221C church street

-----Original Message-----
From: ladysshscissorhands@gmail.com <ladysshscissorhands@gmail.com>
Sent: Thursday, July 18, 2019 9:14 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Non-medical cannabis retail store licence 221C church street

To the Mayor and Council,

This email is to let you know that I am not in favour of approving the application requested for a non medical cannabis retail store licence at 221 C Church Street in Comox.

It is my understanding that a cannabis store at the Comox mall has already been approved. I don't believe a second store is necessary in a town with a population our size. Not to mention that the location desired is very close to the new brew house being built.

Respectively submitted,
Heather Crozier
1-1836 Comox Ave.
Owner, Seaside Salon in Comox

Sent from my iPad

Twyla Slonski

From: Don & Lynore Harrington <dlhcomox@telus.net>
Sent: July 21, 2019 5:06 PM
To: council
Subject: 221 C Church St. Non medical cannabis retail store licence

RECEIVED
July 21, 2019
TOWN OF COMOX

To the Comox Council:

Regarding the licence cannabis store at 221 C Church Street, Comox, we do not agree that this location is appropriate for the following reasons:

1) The location is directly across the street from St Peter's Anglican Church. This church has a multi generational congregation, with many activities throughout the week involving pre-schoolers, school aged children, teens, vulnerable people who attend gatherings during the week, as well as numerous adult groups, both church focused and community focused.
2) The church grounds, which include 3 buildings: the church offices, the church and the church hall, are surrounded by grassy areas with picnic tables and benches; attractive vegetation and trees as well as several graves and a memorial garden. The church grounds are easily accessed and areas behind the buildings are hidden from street view. These areas could easily become a place for cannabis use.
3) There is a cannabis store in the Comox Mall, which is 2 blocks away, and seems a more appropriate place for a cannabis store. Two cannabis stores within such close proximity seems quite unnecessary.

Sincerely,

Don and Lynore Harrington
351 Fairway Court
Comox BC, V9M 2V9
250-339-7065

LOG: 19-355	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: Carl Munn <cmunn939@gmail.com>
Sent: July 22, 2019 12:18 PM
To: council
Subject: 221C Church St Non-medical Canabis Retail Store Licence

RECEIVED
July 22, 2019
TOWN OF COMOX

Attn: Mayor and Council

I am NOT in favor of this application. I live in the Glenshee at 1800 Comox Ave and feel that this is not a good business to have thgis close to the new pub. One canabis outlet in the downtown area is plenty; ref Canabis City in the Comox Mall..

Carl Munn
102-1800 Comox Ave

LOG: 19-364	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

RECEIVED
July 22, 2019
TOWN OF COMOX

From: randdstewart@shaw.ca
Sent: July 22, 2019 7:51 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store License

Hello,
My name is Diane Stewart. I live at #206, 1800 Comox Ave. My phone number is 250-941-8800.

I adamantly oppose this license. I am a 63 old senior widow living in a beautiful place within a neighborhood what has been an absolute pleasure. Now; with the new Church Street Taphouse being build (which I might add I would have appreciated receiving a license notice from the Town of Comox PRIOR to the approval of this pub being build to oppose the LIVE BAND and the open WALL concept and the late hours for this venue; absolutely unacceptable to be built in a location full of senior citizens when there are ample other locations better suited for this type of business). Unbelievable. What's next; a safe injection site?

As it is right now, during the summer months after 5pm, and Town Council Members have all gone home; Comox Avenue turns into a continuous "Raceway"; where the vehicles; mostly motorcycles; drive at excessive speeds, revving their engines and barely stopping at the stop signs; which I might add no one seems to be able to do anything about. Classic example of "nothing will be done until someone gets killed." So with the new Taphouse opening soon and a looming license for a retail Cannabis Store; the traffic I am sure will increase even more and the noise level will NO DOUBT increase. I just hope that those on the town council will have the foresight to request an increase in the RCMP presence as well.

Sincerely,
Diane Stewart

LOG: 19-368	REFER:	AGENDA: RCM - Aug. 7
FILE: PR19-10	ACTION: File	

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Twyla Slonski

From: Matthew Low <lmlow@me.com>
Sent: July 24, 2019 8:59 PM
To: council
Subject: Coast Range Cannabis

RECEIVED
July 24, 2019
TOWN OF COMOX

Hello Comox council:

Lisa and Matt Low support Sheila Rivers opening her store at 221C Church Street in Comox. We think it will be a valuable addition to the community.

Sent from my iPad

LOG: 19-371	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: agnewms <agnewms@yahoo.ca>
Sent: July 25, 2019 9:09 PM
To: council
Subject: 221c church street non medical cannabis retail store licence

RECEIVED
July 25, 2019
TOWN OF COMOX

Mayor and Council
I oppose the non medical cannabis retail store licence for 221c church st comox.
2 cannabis locations within 1 km of each other is unnecessary.
Thank you
Melissa Agnew
2318 noel ave
Comox bc
V9M1J3

LOG: 19-375	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Sent from my Samsung Galaxy smartphone.

Twyla Slonski

RECEIVED
July 26, 2019
TOWN OF COMOX

From: Gary & Dot Wiffen <dgwiff@shaw.ca>
Sent: July 25, 2019 6:26 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

After attending an information meeting at St. Peters church hall with the owners of Coast Range Cannabis we are 100% in favor of them being granted a licence for their company.

Gary and Dorothy Wiffen----- 546 Salish

St V9M 3L3

LOG: 19-376	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: J. Audrey Owens <happychimo@shaw.ca>
Sent: July 26, 2019 9:03 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

RECEIVED
July 26, 2019
TOWN OF COMOX

Mayor and Council

I attended an information session at St.Peter's Hall a few days ago to learn more about this proposed store from the owners themselves. I am definitely opposed to its opening at this location so close to St.Peter's which is a family orientated Parish church. While no smoking will be allowed on premises the garden grounds and onto the Golf Course directly across the street will offer temptation to many young people.

If we must have a recreational cannabis store in Comox. the Mall already has one and in my opinion is the best location.

I understand this matter will be on the agenda when Council meets again on August 7th and plan to be in attendance.

J. Audrey Owens
247 Aitken Street
Comox, B.C. v9w 1gm
250-339-0176

LOG: 19-379	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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avast This email has been checked for viruses by Avast antivirus software.
www.avast.com

Twyla Slonski

From: Danielle Purdon <danielle.purdon@gmail.com>
Sent: July 26, 2019 7:06 PM
To: council
Subject: Re: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

Dear Mayor and Council,

Re: 221C Church Street Non-Medical Cannabis Retail Store Licence

I am opposed to this business at this location because I believe it goes against the town of Comox objective as follows:

The objectives of the Downtown Vitalization Program are to increase the Town's economic, social and environmental vitality by:
• retaining and supporting existing businesses

I don't think filling Comox with breweries and non-medical cannabis shops that are open until 10pm and back onto residential property follows this objective. The pergolas at the Church Street Taphouse already block the mural on Church Street Bakery (not very supportive of an existing business) and now the bakery will be flanked by a pot shop (with blank window displays) on the other side? I'm already annoyed that the new gelato shop space has a MASSIVE cannabis shop across the street in the Comox Mall. Also, this proposed cannabis shop on church street may not be close to Ecole Road Robb, but it is on the route the school uses regularly for walking field trips to the marina. I say a firm NO to this business at this location. I realize cannabis is legal but I'm getting sick of SO many pot shops springing up in prime locations.

Regards,

Danielle Purdon
364 Georgia Court, Comox

LOG: 19-387	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: Adam B <adam@trcs.ca>
Sent: July 28, 2019 9:22 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail License

RECEIVED
July 29, 2019
TOWN OF COMOX

My name is Adam Begley,

I live at 2041 Hummingbird Place, Comox British Columbia V9M 2A2

I fully support the opening of Coast Range Cannabis, people who greatly benefit from marijuana do not always have access to it. It is a great alternative to the pharmaceutical drugs typically used for pain management or sleeping issues. I support this valuable resource being available in a responsible and respectful manner via a retail store in Comox.

LOG: 19-386	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Thank you,

--

Adam

Temprite Climate Solutions Ltd
Office 250-465-2490

Cell 250-650-3653
Unit 50 2960 Moray Ave
Courtenay BC
V9N 7S7
www.tempriteclimatesolutions.com

Twyla Slonski

From: David Murray <dave.the.baker@icloud.com>
Sent: July 28, 2019 9:59 AM
To: council
Subject: 221c Church Street Non Medical Cannabis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

LOG: 19-385	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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David Murray
2552 Dunsmuir Ave PO Box 505
Cumberland BC V0R1S0

Comox Mayor and Council,

I am the owner of the building at 221 Church Street. I also run the Church Street Bakery at 221a+b. I am delighted that the Town of Comox is supporting a Cannabis retail store at that location. I welcome this progressive undertaking by the Town and the brave entrepreneurs to open a new area of Commerce in our community.

My only concern is that parking will be a rare commodity unless the Town post and enforce a 15 minute parking zone along the front of the building and possibly to the corner of Buenavista. This has been suggested to me many times by different parties and I would appreciate that the Town consider this action.

Thank you
DM

Twyla Slonski

RECEIVED
July 29, 2019
TOWN OF COMOX

From: Mike Keating <hawkeyemike26@hotmail.com>
Sent: July 28, 2019 11:28 AM
To: council
Subject: Non-Medical Cannabis retail store licence

The property owners' of 1176 Coach Place Comox Are NOT in favour of the Non medical cannabis retail licence at 221 Church Street Comox or any were in Comox.

Regards
Wesley Keating
Tomoko Keating
Linda Keating
Michael Keating

LOG: 19-384	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: Peter Dobbs <peterbc507c@gmail.com>
Sent: July 29, 2019 1:02 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

LOG: 19-388	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Peter & Diana Dobbs
1817 Buena Vista Ave
Comox. B.C.
V9M1X8

To: Mayor and Council

Town of Comox

28. July 2019

Re 221C Church St Non-Medical Cannabis Retail Store Licence

As residents of an adjoining property of the Applicant at 221C Church St we most strongly object to the issuance of a licence to the said applicant on many grounds including;

- Distance between the Cannabis store in the Comox Mall and this location is only 200 yards; even grocery and hardware stores are not that close together. Why do we need two Cannabis stores in the Town of Comox to be located so close to each other. To make it easier for customers to purchase Cannabis or because customers don't want to walk or drive 200 yards?
- The location is surrounded by young children and teenagers making it an entirely unsuitable location.
- The parking situation on Church St and Buena Vista Ave at the present time is already an contentious issue due to the location of the Church St Bakery and the Anglican Church, and will be made even more contentious with the opening of the Church St Taphouse. Should the 221C Church St location open parking will , without doubt, cause even more neighbourhood issues.
- The location is within easy walking distance from an Elementary School and Rec Centre. -
- Users of Non Medicinal Cannabis are primarily citizens under the age of 50 (Stats-Can 2017). Residents in the area surrounding the 221C Church St location are overwhelmingly senior citizens , few , if any, will be customers of this store. The Cannabis store customers probably will not live in the surrounding area therefore transportation will usually be needed to visit the store causing more stress on the already untenable parking situation surrounding this area.
- The fire hazard will undoubtedly increase from the smoking use of Cannabis in the surrounding parking area as already the rear of the property is adjacent to truckloads of stacked firewood and used as a smoking area for employees of present businesses. Most definitely a high risk fire issue and will probably become extreme should this application be approved.
- As long time residents of the area we realise that there is a price to pay for living at our location but the price will be increased beyond a tolerable point should this application be approved.
- Sincerely,
- Peter & Diana Dobbs

Twyla Slonski

From: Margie Anderson <realestatewithmargie@gmail.com>
Sent: July 29, 2019 2:07 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store License

RECEIVED
July 29, 2019
TOWN OF COMOX

To: Mayor and Council,

I have lived at 337 Church Street since 1995. I do not suppose this application for the following reasons:

- The Town of Comox has a cannabis store at the mall already - it's not necessary to have two stores within such close proximity to each other (less than 1 km apart).

- There is already a problem with cars breaking the law with excessive speed driving up and down Church Street. I am extremely concerned that the rate and frequency of speeding vehicles will increase with the addition of a cannabis store in a location that already has a pub (Church Street Taphouse) and a popular and busy bakery (Church Street Bakery).

At a very minimum, Church Street should have signs displaying the residential speed limit of 50km/hr. The town deer cross back and forth through-out the day and night from the golf course to backyards. And a few years ago my cat was run over by a speeding vehicle.

Respectfully submitted.

Margie Anderson
337B Church Street, Comox
(250)702-5425

LOG: 19-381	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: Malcolm Ledgard <malcledgard@hotmail.com>
Sent: July 29, 2019 5:12 PM
To: council
Subject: 221C Church Street Non-Medical Cannibis Retail Store Licence

RECEIVED
July 29, 2019
TOWN OF COMOX

To the Mayor and Council of Comox,

My name is Malcolm Ledgard, currently of 509 Nootka Street and I am writing of my concern about the possibility of the opening of a non-medical cannabis retail store at 221C Church Street. We have just purchased a house on 1818 Queens Ave, a very short walk to where the retail unit would be located.

My wife and I were excited to live on a lovely street so near to the centre of town and were looking forward to frequenting the shops, cafes, pub and other businesses in our new neighbourhood. This application had not been made yet when we bought the house. This proposed cannabis store would completely change the feel of the area for us.

Is this location appropriate for a cannabis store? Space is limited in that location and I can't imagine sitting outside the bakery with my family in such close proximity to it. I am sure that many other customers of the bakery would feel the same.

I realise that cannabis is now legal but it is still something that families with children should be concerned about. Children are being taught at school to "say no to drugs" and yet here would be a cozy little store in a location where families pass by all the time, it sends mixed messages. Kids hanging around, waiting for a willing bootlegger could also be a problem, as would added traffic and parking with the newly opened pub just a couple of doors down.

The other cannabis outlet just one block away at the Comox Mall has a sign outside dominating the main street. But at least it is set back further and is amongst many other businesses in the mall. Surely this one is large enough for the area.

Perhaps a more suitable second downtown location could be further down Comox Avenue in the Strathcona Plaza on the upper level? I believe there is a vacancy there now? This spot would not be "in your face" like it would if it were to be on Church Street.

I ask you to deny the request for the licence for the store on Church Street. It may be legal but please, let us not promote cannabis to such an extent for a town this size.

Yours sincerely,

Malcolm Ledgard

LOG: 19-389	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: Town of Comox – Administration
Sent: July 30, 2019 8:44 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: Proposed Cannabis Shop Church Street

RECEIVED
July 30, 2019
TOWN OF COMOX

From: Charles Romain <chuckromain@hotmail.com>
Sent: Tuesday, July 30, 2019 7:41 AM
To: Stephanie McGowan <smcgowan@comox.ca>; Lorraine Romain <lorriromain@hotmail.com>; Town of Comox – Administration <town@comox.ca>
Subject: Proposed Cannabis Shop Church Street

Dear Stephanie,

On vacation right now and was just made aware of a proposed Cannabis Shop planned on Church Street across from St. Peter's Church. My spouse and family are vehemently opposed to such a business in our neighbourhood.

I cannot think of a more inappropriate location for such a business. What was council thinking of even entertaining such a business in an area across from an active church meeting hall, backing onto family residential area, and next door to a Tap House. Also did anyone on council note the increase in late night disturbances this summer in our area? My neighbours have noted people trespassing on property, parking on the grass, and disposing of garbage in the area. This type of behaviour will increase with a Cannabis Shop on Church Street.

On another note we are curious if there is a plan in place to improve parking, create a cross walk at Buena Vista and Church, discourage U Turning on Church / Buena Vista, and perhaps some traffic calming in the area? (Please no "Sleeping Policemen" or road humps)

It is understood that Council must table these type of requests from businesses; however, the Mayor and Council should consider if they would approve this business next door to their homes.

Best Regards

Charles & Lorraine Romain

LOG: 19-390	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Mr. Charles Romain, MMM, CD.
1812 Buena Vista Avenue
Comox, British Columbia
V9M 2B7
Canada

chuckromain@hotmail.com
+1 250-890-2022 (Home)
+1 403-932-9086 (Mobile)
+1 407-580-5698 (USA Mobile)

A1 A2 A3 A4 A5 A6 A7

RECEIVED
JUL 30 2019
TOWN OF COMOX

To: Mayor and Council, Town of Comox

Subject: 221-C Church Street Non-Medicinal Cannabis Retail Store License Application (Application No. PR 19 - 10)

I am opposed to another Cannabis Store, at this location, at this time. There are two basic reasons why I disagree with granting of this license:

1) Parking
2) A Cannabis store license has been granted for Comox

There is limited parking on Church Street in the 2oo block. The businesses in the area have already had their parking affected with the construction of the new pub, opening soon, which has little or no on-site parking. The lot directly below the pub is for the exclusive use of the businesses located there, not for other businesses in the area.

The community has been affected on Guthrie Rd by the opening of the new pub there, which appears to have more parking than that on Church St. The parking issue on Guthrie has been left to other businesses, who have had to place signs and increased security, on their property, to stop pub parking.

With limited parking and increased future demand, does it make sense to allow the establishment of another high traffic business in the area?

We do not know what impact that the presently granted Cannabis store will have on Comox. Will it increase traffic in the area? Increase the use of cannabis in public? Do we want the smell of marijuana permeating our public space? Would we want the good warm aromas from a bakery to be broad sided by the stench of marijuana?

Why not wait a year or two to observe the impact that one Cannabis store will have on our town, then we can determine the need for other locations and their appropriateness?

LOG: 19-391	REFER:	AGENDA: RCM - Aug 7
FILE: PR 19-10	ACTION: file	

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

Mike Copp & Gail Jernberg
1899 Comox Avenue
(250) 702-9217

Twyla Slonski

From: Gwen Elder <gkelder@hotmail.com>
Sent: July 31, 2019 10:02 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store License

RECEIVED
July 31, 2019
TOWN OF COMOX

To: Mayor and Council

RE: Non-Medical Cannabis Retail Store License Application NO. PR19-10

I am writing you to show my support **for** a non medical cannabis retail store on 221C Church Street in Comox. This would be a great location for a non medical cannabis store; it is low key so not to ruffle the feathers of those who are worried about exposure to children, and would increase patronage to surrounding businesses in the area which is a win-win for the small retailers and the community at large. Even though I am not a regular user of cannabis, I also think it is important for people to have choices and diversity in the products that they buy and we should be supporting local businesses/families not just government regulated stores. In summary, I say yes to allowing a non medical cannabis retailer at this location.

Sincerely,

Gwen Elder
684 Woodland Dr
Comox, BC V9M 3H4

LOG: 19-395	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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RECEIVED
JUL 31 2019
TOWN OF COMOX

Verena Bryner
285 Church Street
Comox, B.C.
V9M 2C1

LOG: 19-396 | REFER: | AGENDA: RCM Aug. 7 '19
FILE: PR 19-10 | ACTION: File
on Planning Dept.
copy ~ Mayor & Council RK/MK/agenda

To Mayor and Council
Town of Comox

July 30, 2019

Re: 221C Church Street Non-Medical Cannabis Retail Store Licence Application

Dear Mayor and Council Members,

It was with great dismay that I read about the possibility that a cannabis retail store could take a foothold on Church Street. I would like to voice my vehement disapproval of the council granting this licence. My reasons are:

1) Comox is a family oriented town where great efforts have been made to beautify this lovely seaside town and to promote a healthy lifestyle. We should keep it that way!
2) As a former educator I am asking the question: What example are we setting for youth by assisting to promote the licencing of cannabis stores? There is no scientific evidence, as yet, how these products influence a growing brain.
3) From a business perspective it does not make sense to have a big cannabis store in the Comox Mall and another outlet only one and a half blocks away. What would the Church Street outlet have to offer that the other store cannot provide?
4) Opening hours from 9.00 a.m. to 10.00 p.m. will bring more traffic and noise to a quiet neighbourhood. No other businesses are open this late, especially on weekends and holidays. We do not need more traffic on Church Street, not in the dark winter nights – there is not sufficient street lighting.
5) Non medical cannabis users CHOOSE to use marijuana. Will we not attract some undesirable patrons to downtown? Interesting that there is an article in today's paper on "crime on the rise slightly in Comox: Stats Canada"

which states that Property crime violations increased from previous year and theft under $5000 was the highest it has been in the municipality since 2014.

6) Traffic flow and parking issues: The 4-way stop on Comox Avenue and Church Street is already a treacherous crossing for pedestrians, bicycles and cars alike. Over the last few years the traffic and speed along those roads have increased manifold. A further problem is still the intersection of Church and Buena Vista where visibility is poor (coming from Buena Vista), people doing u-turns and not stopping at the stop sign and cars parking right to the corner. With the impending opening of the Tap House the circulation and parking will only be multiplied (the Blind Store has moved because of anticipated concerns around parking due to bistro traffic). The Church Street Bakery Café is attracting a lot of customers, some of them running across the traffic because they cannot find parking. It is also frequented by lots of people with small children. Having a coffee outside the café will certainly not be enhanced by cannabis traffic.
7) The increased traffic will not only affect properties within 75 meters of the establishment. Cars are already parking on the boulevard along the Golf Course, destroying the grass and the quiet view property owners along the street enjoy and are paying increased taxes for.
8) There is a lot of foot traffic on Church Street: seniors, dog walkers, young mothers with small children. Ecole Robb Road teachers regularly walk classes of students down the sidewalk on Church to go to the Marina for educational purposes. These students should not have to walk past a cannabis store.

Thank you for allowing me to offer my opinion. I do hope that this licence will not be granted and that the cannabis store in the Mall will be the only one we will see in Comox.

Sincerely,

Verena V. Bryner

Verena Bryner

Twyla Slonski

From: Jennifer Young <jenleeyoung82@gmail.com>
Sent: July 31, 2019 4:51 PM
To: council
Subject: 221C Church Street Non-Medical cannabis retail license

Categories: Twyla - Outstanding

RECEIVED
July 31, 2019
TOWN OF COMOX

To whom it may concern,

This is in regards to the proposed non medical Cannabis Retail store at 221 Church St. As a member of this community I am in full support of the proposed business. From the information I've received they are heavily invested in this community and the Comox Valley.

Sincerely,
Jennifer Young
554 Cormorant St
Comox, BC
250-702-2829

Sent from my iPhone

LOG: 19-397	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

o - Planning Dept.
copy - Mayor & Council
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Twyla Slonski

From: Tyler McLoughlin <mcloughlin_tyler@hotmail.com>
Sent: July 31, 2019 5:09 PM
To: council
Subject: 221c church street non medical cannabis retail

RECEIVED
July 31, 2019
TOWN OF COMOX

LOG: 19-398	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19 -10	ACTION: File	

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Tyler McLoughlin 1504 juniper place comox bc

Iam in full support of them opening up this retail location.

Get Outlook for Android

Twyla Slonski

From: Marilene Pomerleau <marilenepomerleau@gmail.com>
Sent: July 31, 2019 5:13 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 31, 2019
TOWN OF COMOX

To Mayor and council,

I would like to provide support for the 221C Church Street Non-Medical Cannabis Retail Store Licence application.

Thank you,
Marilene Pomerleau

LOG: 19-399	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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copy - Mayor & Council
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Twyla Slonski

From: Pat and Carole Mills <patcar@shaw.ca>
Sent: July 31, 2019 7:02 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence Application

RECEIVED
July 31, 2019
TOWN OF COMOX

LOG: 19-400	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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July 31, 2019

To: Town of Comox,

Mayor and Council

We are opposed to the construction of the cannabis retail store at the above location for several reasons.

1. It will be located next door to the Church Street Bakery that draws a huge walk-in crowd of residents, many of whom enjoy lunching in the outdoor sitting area. As well, there is barely enough room on the street now to accommodate the vehicles that stop to make purchases from the bakery.

2. A newly constructed pub, The Church Street Taphouse, will sit within a few steps of the cannabis store. The hours of both venues will be similar. Alcohol and cannabis do not mix and our busy RCMP force doesn't need one more venue to police.

3. The cannabis store will locate across the street from St. Peter's Anglican Church. The congregation attending services there will do so on Saturday evenings and Sunday mornings when the cannabis store will be carrying on its business as well.

4. The cannabis odor from people smoking outside the retail store and up and down the street will be offensive to the community at large. It will be impossible to police. We've been witness to that at Courtenay venues.

5. There are many young families in the area. Parents with children walking on this street will be impacted by the clientele lined up to get into the store, and Ioitering perhaps as well.

If the owners of the cannabis retail store need a place to locate surely there is a better location. We envision that the introduction of this business will change the dynamic of this vibrant and busy street but more importantly this community.

We hope you will consider our opinions even though we reside in Courtenay. We do much of our business in the Comox community.

Yours truly,

Carole and Pat Mills

1826 Hawk Drive

Courtenay, BC.

V9N 8Z1

Twyla Slonski

From: darren prentice <prentice_darren@hotmail.com>
Sent: July 31, 2019 8:21 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

RECEIVED
July 31, 2019
TOWN OF COMOX

Hello Council

My name is Darren Prentice and I live at 525 Cormorant Street, Comox.

I would like to voice my support for a local non medical cannabis retail licence in our community. It would be a welcome addition to our community. I also believe the applicants for the licence would be good stewards for this new industry in Comox.

Thanks for your time

Darren Prentice

Sent from my iPhone

LOG: 19-401	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

o - Planning Dept.
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Twyla Slonski

From: hp289@shaw.ca
Sent: July 31, 2019 8:41 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 31, 2019
TOWN OF COMOX

To Mayor and Council,

I do support the licencing of a cannabis retail store in that location. I don't anticipate the store will be overly busy as legal cannabis prices are very high.

My only concern is if parking issues from the new tap house being built next door spill onto Buena Vista Avenue, then the new store may have their patrons parking there too. My neighbours have rocks and wood placed at the end of their lawns to prevent people from parking on their grass but that doesn't stop people from parking on the street in front of our houses. We often need to utilize that space and can't if its occupied by patrons from a nearby business. We get people parking there at times of a church event, which is fine, but it lets us know what it would be like if we get that seven days a week. Lots of door slamming, cars starting, and pulling away. I would like to see parking for Church Street businesses stay on Church Street.

Thank you

Brock Berg
1830 Buena Vista Ave,
Comox, B.C
V9M2B7

LOG: 19-402	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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Twyla Slonski

From: Karen Pantuso Swanson <karen@pantusophotography.com>
Sent: July 31, 2019 9:01 PM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
July 31, 2019
TOWN OF COMOX

Mayor and Council,

My name is Karen Pantuso-Swanson and I live at 1838 Buena Vista Avenue in Comox, right around the corner from the proposed Cannabis store. I would urge council to go slow on this, as we already have many new establishments that may have an impact on our community. There is of course the new tap house on Church, as well as another Cannabis store and a new brewery in the Comox Mall. My daughters are 9 and 11 years old and there are many other children and young families on our street. Please refrain from licensing the 221C Cannabis store at this time.

Sincerely,

Karen Pantuso-Swanson

LOG: 19-403	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

o - Planning Dept.
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Twyla Slonski

From: Jay and Laika HEFLIN <jasonlaika@shaw.ca>
Sent: August 1, 2019 8:39 AM
To: council
Subject: Church St & Buena Vista Community doesn't need a Cannibis Store next door

RECEIVED
Aug. 1, 2019
TOWN OF COMOX

Dear Town of Comox Mayor Arnott and Council,
>
> Re: 221c Church St Cannibis Non-Medicinal Retail Store
>
> Please don't allow the proposed Cannabis store to go ahead on Church St. Personally, we are very concerned about the crowd & culture it will bring to our community.
>
> There is already a cannabis store going in the south end of the mall, just a block away. Why doesn't Comox see how that goes first? This is a new industry, so the laws are not yet fully designed & perfected.
>
> There is a church across the street from the proposed store that runs children's camps & Sunday school. Young families in our neighbourhood enjoy going to the bakery for treats. The street is deemed a safe route to Robb Road school just a few streets away. There are younger families living on Buena Vista & Church now. It just isn't what we need here. It's not the market.
>
> Living next door, we are concerned for our boys & our dogs. Many people throw garbage over our fence already. The dogs eat things they shouldn't when we aren't looking. Cannibis is more serious & harmful than garbage from the bakery.
>
> As well, there is already people smoking various things around our house, even though the law prohibits it. I can imagine excited patrons of the new store ducking into the back alley parking area. The ocean blows everything our way: smoke from the bakery and even sound. We can hear music from the marina. Can you imagine how loud the music & conversations are when people enjoy themselves at the pub or bakery?
>
> Parking is already a big issue in the neighbourhood; even before the pub is open. That is why the blinds store moved, as the customers couldn't find parking. We have people constantly doing dangerous driving maneuvers in front of our house & in our driveway to find parking. Clients of the medical offices have been parking in front of our house as the pub & bakery are taking up the spaces below them. These are people who are already injured & are now having to walk down the hill.
>
> The Town will have more policing, infrastructure additions, & traffic expenses if this continues. Please wait to see how the tap houses & the mall stores do first before approving a store like this.
>
> Thank you!!!
> Laika Lie Heflin
> 1809 Buena Vista Ave
> Comox BC
> V9M1X8
> 250-650-8708
>
>
> Sent from my iPhone

LOG: 19-404	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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RECEIVED
Aug. 1, 2019
TOWN OF COMOX
A1 A2 A3 A4 A5 A6 A7
FILE: PR 19-10
ACTION: File
RCM Aug

Town of Comox, Mayor and Council,

o - Planning Dept.
copy - Mayor & Council
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First, let me say that this is in no way an anti-legalization letter. I am originally from Nelson BC and have seen my fair share. This is a letter of non-support for the proposed cannabis store on Church Street. My reasons are in point form below;

1) One is enough for Comox…I don't know that we need 2 so close. The store in the mall is already a giant on the scene, and if they are further than 250 meters, it must be just so. I do believe that the Church having "Youth Camps" should qualify in the classification of a school or a community centre, which I believe is something that the town was trying to avoid having a Cannabis store near.

2) The Cannabis store will be located very close to a new pub. I looked on line at the recommended locations for stores, and even in the city planning of Comox, the stores are not supposed to be close to liquor stores (the mall was given a special allowance). I actually think that it is far more dangerous to be close to a pub. I understand that the Cannabis is not to be opened or used in the store, but I can see it being used close to the pub. I can't remember a time when I went to a pub and there wasn't a smoker outside of it. Now they will be smoking something a hundred times stinkier. This was the reason that "Leaf" was not allowed a cannabis license in Courtenay. The businesses around complained about the potential smell keeping people away from their businesses. I don't know what the businesses on Church St. are thinking if they are supporting it or not, but I am the directly abutting property, and I am concerned about my young family having to experience that.

3) There is a sign that the store will have to put up that says "Alcohol and Cannabis don't mix". I have seen people make many poor decisions after a few too many at the pub. Nothing will prevent them from going the 20 steps to the Cannabis store to buy (especially with the proposed closing time of 10 pm). Ultimately I believe that this will lead to additional funds needed for policing the area and a lot of potential for harm. The Cannabis is supposed to be used in public areas, but with legalization it seems that those rules have been relaxed, or at least unenforced.

4) The store will need to have many security cameras (rightly so as some people will want to light up right behind the building thinking it is a private place. I believe that the security cameras may infringe on our **privacy** as the property next door.

5) Having a young family, I am deeply concerned about edibles being made available as well. I have seen them and a child wouldn't know the difference.

For the second time in 2 years, a business has been proposed, and not once have we heard from the owner. In this case, I had to hear it from a friend. We are directly “abutting” the proposed business and this seems very unusual, that we wouldn’t have been informed personally by the proposed business or the city. It feels like we may have intentionally been left out of the loop. There are many neighbours in the area that feel the way I do and my hope is you take our letters seriously. It is one thing to consider how a business fits in the community, it is another to involve your constituents in the decision..

Thanks for taking the time to hear our voice.

Jason Heflin

1809 Buena Vista Ave.

Twyla Slonski

RECEIVED
AUG 01 2019
TOWN OF COMOX

From: Comox Valley Glass <comoxglass@shaw.ca>
Sent: August 1, 2019 10:15 AM
To: council
Subject: Letter of Support for Coast Range Cannabis

Importance: High

Mayor and Council,

I am writing in support of the application for the proposed retail cannabis store at 221C Church Street. As a Comox business owner, I understand how valuable it is to the community to have a locally owned and operated business.

I have known the applicant, Sheila Rivers for eight years and trust in her ability to manage a community-minded store. It's my understanding she has gone above and beyond to consult with St. Peter's parish; this demonstrates the high level of respect and empathy for the neighbourhood.

Having this location entrusted to a Comox resident who lives close by the location will sustain accountability. I believe it is in the Town's best interest that the Council support her application.

Regards,
Ian Russell
Owner
Comox Valley Glass & Mirror
2060 Guthrie Road
Comox, B.C.
V9M 3P6
Phone : 250-339-7966
Fax: 250-339-7958
www.comoxvalleyglass.com

LOG: 19-407	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

On Plan Dept.
copy to Mayor & Council
RK/MK/agenda

Twyla Slonski

From: Wilkinson <jawilkinson09@gmail.com>
Sent: August 1, 2019 10:07 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Licence

Good morning,

I would like to show my support of the proposed Coastal Range Cannabis store, located at 221C Church Street in Comox. I support this store because it is locally owned and operated and compliments are small, growing community.

Sincerely,
Amanda Wilkinson
7-717 Aspen Road
Comox, BC V9M 3X4

LOG: 19-408	REFER:	AGENDA: RCM Aug. 7 '19
FILE: PR 19-10	ACTION: File	

ow Planning Dept.
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RK/MK/ agenda

A1 A2 A3 A4 A5 A6 A7

Subject: 221C Church Street Non-Medical Cannabis Retail Licence
From: Stefiuks <stefiukhj@shaw.ca>
Date: 2019-07-27, 10:27 a.m.
To: council@comox.ca

We are sending this letter to Mayor Arnott and Councillors of Comox to offer our complete and unqualified support for the approval of a Non Medical Cannabis Retail Store Licence at 221C Church St.
We have known the applicants for many years and can speak without hesitation to their honesty, integrity and reliability.
We are more than confident the new business on Church St. Will operate with the same acumen and professionalism the applicants are known for at their current Comox business operation.
It is our understanding that, in order to provide Comox with a comfortable, secure shopping experience, the applicants - both long time residents of Comox - have had the interior of the store designed by an award winning architect.
In closing we feel the applicant, as local entrepreneurs committed to reinvesting in our community, are deserving of your support.
Thank you for considering our letter.

Yours sincerely,

Joe and Helen Stefiuk
Residents of Comox since 1969
251 Glacier View Drive
Comox, BC
V9M 1G6

RECEIVED
AUG 01 2019
TOWN OF COMOX

LOG: 19-409	REFER:	AGENDA: RCM Aug. 7
FILE: PR 19-10	ACTION: file	

cc Plan Dept.
copy - Mayor & Council
RK/MK/ agenda

Twyla Slonski

From: Town of Comox – Administration
Sent: August 1, 2019 10:35 AM
To: Twyla Slonski; Shelly Russwurm: Town of Comox
Subject: FW: 221C Church Street Non-Medical Cannabis Retail Store Licence

RECEIVED
August 1, 2019
TOWN OF COMOX

From: Don Suchla <suchdm@shaw.ca>
Sent: Thursday, August 1, 2019 10:33 AM
To: Town of Comox – Administration <town@comox.ca>
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence

LOG: 19-410	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

Attention : Mayor and council

Why would would you want to consider this type of outlet in a residential area, with a church directly across the street, when, there is already this type of shop located just one block away in the Port Augusta shopping mall ?? How saturated with type of outlet do we have to become??

As well there is very limited parking space other than on Church Street, in said residential area, with opening hours lasting until 10 PM ,being quite undesirable.

Respectfully submitted,

Mary and Don Suchla
5- 351 Church St
Comox BC V9M 2C1

Virus-free. www.avast.com

Twyla Slonski

From: Justin Wilkinson <jwgraphics@gmail.com>
Sent: August 1, 2019 10:31 AM
To: council
Subject: 221c Church Street Non Medical Cannabis Retail Licence

RECEIVED
August 1, 2019
TOWN OF COMOX

Hello City Council
I am emailing to Support the proposed cannabis retail location on church street. I think it is a good local based option in a perfect location.
Thanks
Justin Wilkinson
#7- 717 Aspen Rd Comox

LOG: 19-411	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

o - Planning Dept.
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RK / MK / agenda

Twyla Slonski

RECEIVED
August 1, 2019
TOWN OF COMOX

From: clhardy347@gmail.com
Sent: August 1, 2019 10:55 AM
To: council
Subject: 221C Church Street Non-Medical Cannabis Retail Store Licence.

To Mayor and Council,

I firmly object to the proposed "221C Church Street Non-Medical Cannabis Retail Store Licence" for the following reasons:

1. There is already a cannabis store less than a mile away at the Comox mall.

2. This location borders DIRECTLY onto long-established residential neighbourhoods.

3. There is a church directly across the street which has children attending regularly and runs children's programs through the week.

4. This street is recommended by nearby schools as a "safe" street by which to commute to school, thereby increasing the numbers of children passing this location.

5. The hours proposed for the store are unreasonable. Daily 9-10pm? Would you want a retail business next to your house open those hours? Let alone a cannabis store?

I appreciate the opportunity to provide feedback.

Carol Hardy
250-339-5344
347 Quarry Rd
Comox, BC V9M3C3

LOG: 19-412	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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

To: Town of Comox, B.C.
Mayor and Town council

Dear people,
Thank You for giving us the opportunity for input concerning the proposed Cannabis non medical site on Church Street.

As a retired nurse, I am deeply concerned for the welfare of our town and the repercussions for such a ready market to a "recreation drug". Working out in various communities, I have seen the effects of cannabis on the younger generation and quite frankly, I have not seen anything good come from it except in it's **medicinal form** for the treatment of acute chronic pain in the elderly. This form of Cannabis has been modified to eliminate among other things the hallucinogenic effects where recreational Cannabis has not.

I have seen strong evidence that Cannabis promotes:

- Irresponsible behaviour leading to needless accidents, unnecessary medical expenses etc.
- Long term use causing permanent changes to the brain resulting in difficulty in concentration and learning
- Addiction leading to hard drugs
- The effects of the Cannabis stays in the body longer than alcohol again causing accidents and poor on the job performance etc.

The additional responsibility and negative effects to a community I would think would give Town council serious pause in allowing the outlet to be in our community, let alone Church street with the volume of car traffic /parking is already seriously challenged.

I trust this may be of some help as you deliberate what is best for our community.

Sincerely,
Grace Clarke

Grace Clarke

Ms. Grace Clarke
2180 Stadacona Dr
Comox BC V9M 3P9

RECEIVED
AUG 01 2019
TOWN OF COMOX

LOG: 19-413	REFER:	AGENDA: RCM Aug. 7
FILE: PR 19-10	ACTION: File	

cc Plan Dept
copy Mayor + Council
RK/MK/agenda

A1 A2 A3 A4 A5 A6 A7

LOG: 19414 | PREFER: | AGENDA: RCM - Aug. 7/19
FILE: PR19-10 | ACTION: File | LOG:

TO: MAYOR & COUNCIL

Cc Plan Dept
Copy ~ Mayor & Council RK/MK/agenda

RE: 221C CHURCH STREET
NON-MEDICAL CANNABIS RETAIL STORE LICENCE

RECEIVED
AUG 01 2019
TOWN OF COMOX

MY NAME IS:
CAROL MACDONALD
I RESIDE AT 1823 BUENA VISTA AVENUE
[redacted] COMOX, B.C. V9M 1X8

I wish to voice my displeasure with the proposal to grant permission to the operation of the above noted retail store.

(1.) THERE IS A CANNABIS STORE A SCANT TWO BLOCKS FROM THIS CURRENT PROPOSED LOCATION ON CHURCH STREET.

(2.) THIS NEIGHBOURHOOD (CHURCH ST, BUENA VISTA AREA) IS A RESIDENTIAL AREA WITH MANY CHILDREN, YOUNG PEOPLE AND SENIORS. WE FEEL IT IS INAPPROPRIATE TO HAVE A CANNABIS STORE IN A PRIMARILY RESIDENTIAL.

(3.) OUR NEIGHBOURHOOD HAS WELCOMED THE NEW CHURCH STREET TAP HOUSE. WE ENJOY THE FACT THAT IT WILL WELCOME FAMILIES AND IS EVEN GOING TO HAVE A WEE PLAY AREA FOR CHILDREN WITH THEIR PARENTS AND FAMILY.

CONTINUED PAGE 2 →

4. THE CANNABIS STORE PLANS TO BE OPEN 9:00 - 10:00, 7 DAYS / WEEK. THIS IS TOTALLY UNACCEPTABLE IN OUR RESIDENTIAL NEIGHBOURHOOD.

5. THE THOUGHT OF A CANNABIS STORE ADJACENT TO A TAP HOUSE SEEMS TO BE AN ACCIDENT OR OTHER INCIDENT IN THE MAKING.
IT IS SIMPLY INCONGRUOS!

6. A SECOND CANNABIS STORE IN OUR SMALL DOWNTOWN CORE IS UNNECESSARY, IN VIEW OF THE MANY OTHER COMMERCIAL AREAS IN COMOX.

7. THIS PROPOSAL IS NOT IN HARMONY WITH THE SURROUNDINGS AND CERTAINLY NOT IN KEEPING WITH OUR RESIDENTIAL COMMUNITY.

SINCERELY,

C. MacDonald.

Twyla Slonski

From: MARCIE DUMAIS <marciedumais@shaw.ca>
Sent: August 1, 2019 11:22 AM
To: council
Subject: 221C Church Street Comox Non-medical cannibas retail license

RECEIVED
August 1, 2019
TOWN OF COMOX

Dear Major and Council,

I am writing to tell you that I am opposed to allowing a non-medical cannibas retail outlet at 221c Church Street.

There is already a cannabis store in the south end of the mall, just a block away. Why doesn't Comox see how that goes first? This is a new industry, so the laws are not yet fully designed & perfected.

There is a church across the street that runs children's camps & Sunday school. Young families enjoy going to the bakery for treats. The street is deemed a safe route to Robb Road school just a few streets away. There are younger families living on Buena Vista & Church now.

I want Church Street to remain as a safe corridor and a reputable small business area that draws locals and visitors particularly given the incredible investment and asset opening soon (Church St Taphouse).

Thank you for considering my opinion.

Marcie Dumais
118 Stafford St
Comox BC
V9M 3W7

LOG: 19-415	REFER:	AGENDA: RCM - Aug. 7
FILE: PR 19-10	ACTION: File	

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