A1 A2 A3

TOWN OF COMOX

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

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY SEPTEMBER 4, 2019

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

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS:

(7) a. Robert (Bob) Martin (Concerned Group of 2300 Murrelet Place Property Owners) 695 Aspen Road

(16) b. Scott Butler - President (Highstreet Ventures) - 695 Aspen Road Development Introduction

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 August 7, 2019, be Approved.

(30) b. Public Hearing Meeting Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday August 7, 2019, be Approved.

(35) c. Special Council Meeting Minutes

That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday August 21, 2019, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

(36) a. Management Report - September 4, 2019

That the Management Report for September 4, 2019 be received and filed for information.

5. SPECIAL REPORTS:

(38) 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, July 30, 2019 and Tuesday, August 27, 2019.

6. BYLAWS: NIL

7. NEW BUSINESS:

(53) a. Letter to Support Funding Extension - FortisBC

Direction requested.

(55) b. Planning Report PR 19-12: 274 Butchers Road

That Council receive the PR 19-12 September 4, 2019 Planning Report for informaiton.

(61) c. Planning Report on REA 19-1 / Komox Grind Parklet Agreement Renewal for 2019

That the Road Encroachment Agreement for the existing parklet at Komox Grind be renewed for year 2020, subject to the conditions contained in Schedule 1 of the September 4, 2019 Planning Report on REA 19-1.

(63) d. Fibre Optics RFQ Award

For information only.

8. CORRESPONDENCE:

(64) a. Mayor Richard Stewart (City of Coquitlam): Inquiring about Council's interest in signing a joint letter of support for ride-hailing services

(67) b. Tara Faganello and Gary MacIsaac (Green Communities Committee) Congratulations

(70) c. Lori Oschefski (British Home Children Advocacy & Research Association) Beacons of Light tribute

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

a. Exclude the Public

That the Public be Excluded from the In-Camera Meeting of Council on Wednesday September 4, 2019, pursuant to the following sub-section of the Community Charter:

90(1)(g) litigation or potential litigation affecting the municipality.

ADJOURNMENT

Deputy Corporate Administrator

A1 A2 A3

REQUEST TO APPEAR AS A DELEGATION

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

RECEIVED
AUG 23 2019
TOWN OF COMOX

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

Name(s) of person(s) speaking: ROBERT (Bob) MARTIN

Organization you are representing: Concerned group of 2300 Murrelet Pl property owners.

Primary purpose of Organization: no official status Number of members: (attached signatures)

Mailing address: # 8-2300 Murrelet Drive

City: Comox Postal Code: V9M4J2

Contact name: Bob Martin Email: romart508@gmail.com

Phone: 2503390053 Fax:

Subject matter: Proposed development at 695 Aspen Rd. Comox, BC

Specific request of Council, if any (i.e., letter of support, funding): Seeking to make the council aware of our serious concerns over the development plans which High street Ventures has for 695 Aspen Road.

Requested meeting and date: September 4, 2019

Audio-visual equipment required: none

Date of application: Aug 23, 2019 Signature of applicant: R F Martin
or Print Name: R.F. Martin

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: 19-446	REFER:	AGENDA: RCM Sept. 4'19
FILE: 0550-20	ACTION: MR	

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

Concerned Murrelet Place Property Owners
2300 Murrelet Drive
Comox, B.C. V9M 4J2

August 23, 2019

TOWN OF COMOX
1801 Beaufort Avenue
Comox, B.C.

Attention: **Mayor Russ Arnott and Council Members**
Marvin Kamenz – Planning Department
Ian Rogers – Permits and Building Department

Re: HIGHSTREET VENTURES INC.
Development at 695 ASPEN ROAD, Comox, B.C.

We, the signed property owners of 2300 Murrelet Place, have very specific and valid concerns about the proposed HIGHSTREET development at 695 Aspen Road. The effect on this neighbourhood is of great concern to us relative to the high influx of new residents, increased vehicle traffic, bicycle and foot traffic, commercial vehicle traffic to Quality Foods and the physical effect of the excessive size of the proposed buildings in comparison to the one and two storey homes already established in this area.

With due respect to the Council members and its delegates, the property owners at 2300 Murrelet Drive request that you review and consider our concerns thoroughly regarding the approval of this building permit and rezoning application. Please understand that the property owners are NOT opposed to the development of the property but are opposed to the size of the development. A reduction in the height of the buildings, thereby reducing the influx of possibly 480 new residents and a possibility of over 300 vehicles, needs to be seriously considered.

Ultimately, a consideration to re-zone the property at 695 Aspen Road to Patio Homes or two level structures would be more fitting to the neighbourhood infrastructure, traffic patterns and population density.

The concerns are as follows:

1. The height of the four apartment structures and the influx of excessive new traffic to the area on Aspen Road, Murrelet Drive, Lancaster Way and McDonald roads with Murrelet Drive being the primary concern. Murrelet Drive consists of single level Patio Homes and single family residences that are seniors oriented. The 4 storey imposing height is out of character for the neighbourhood, as well as an imposition on privacy and no doubt an increase in noise levels, which are already affected by the commercial traffic at Quality Foods. Access for Commercial traffic in particular, is congested at Aspen and Murrelet, and Aspen and Lerwick. Commercial vehicle travel on Murrelet/Lancaster Route to access Lerwick/Guthrie would be dangerous to pedestrians, children and seniors using the park and school pathways and those disabled persons using motorized scooters or wheelchairs. The roadway is very narrow. Currently, vehicles are allowed to park on one side of Lancaster however, portions of Murrelet Drive are currently a "No Parking" street and the new development photos now indicate parking on both sides of Murrelet Drive, which is very questionable.

…../2

2. There is concern for increased Security requirements when increasing the population to this limited area. There is night time activity on the pathway on occasion that has caused disturbance to the residents, as well Murrelet Place private driveway has been used as a "cut through" from Lancaster Park.

3. The Market Value of single family dwellings, as well as the Patio Homes in the immediate proximity to the development will be affected. The 2 major independently owned business being HIGHSTREET and Quality Foods, as well as the Town of Comox, will profit from this venture, whereas the current owners property investment will be devalued and less appealing to new buyers due to the overbearing size of the new proposed structures, close proximity, loss of privacy, security and increased noise and vehicle disturbances.

4. Underground parking access to Building A and C, will affect the Patio Homes directly to the West of the development, adjacent to the pathway. There will be acceleration noise for exiting that will add additional exhaust fumes and headlight interruptions to the residents of Murrelet Place in Units #3 - #10. This will have a direct effect on these residents use of their patio areas, their master bedrooms, living areas and opening windows of the Patio units. Underground parking access could be relocated to the other end of the buildings A and C

5. The "set back" of the Buildings A and C is apparently 9.5 metres from the pathway, with no sound barrier nor hedging, other than small shrubs. This should be a sound barrier of fast growing hedging or concrete fencing sufficient in height to provide sound proofing from traffic within the HIGHSTREET complex and should extend the full length of the pathway up to and including the Quality Foods Loading Dock. Use of the pathway, which is shared by both properties, is public. A natural or concrete sound barrier would provide privacy and add security to the advantage of both complexes and Quality Foods.

6. The Height of the buildings A and C will obstruct or greatly reduce any natural sunlight to those Units along the West Side of the Complex comprising to Units #1 - #10, #13 – #14.

This submission is presented based on information provided by HIGHSTREET VENTURES INC. at their recently hosted Open House on August 6, 2019. It is also based on information provided by the individual owners of 2300 Murrelet Place, addressing their mutual and individual concerns about the impact the proposed development would have on traffic congestion, noise, safety, their property values and general neighbourhood esthetics.

The residents of 2300 Murrelet Place are very proud and involved with the operation of our Strata Complex which contributes esthetically to the overall character of this peaceful and wonderful neighbourhood.

The residents from Murrelet Place and other area residents would be interested in attending an Open Forum with Town Council so that Council could address these issues and advise residents as to the status of this proposal.

We are attaching a "Request to Appear as a Delegation". Please contact BOB MARTIN @ (250) 339-0053 with the next available Council meeting.

Respectfully submitted by the Property Owners of 2300 Murrelet Drive, Comox, B.C.
(See attached signatures)

SIGNATURES ATTACHED TO LETTER DATED AUGUST 23, 2019
FROM CONCERNED OWNERS OF MURRELET PLACE
2300 MURRELET DRIVE, COMOX, B.C.
TO TOWN OF COMOX MAYOR AND COUNCIL
RE: HIGHSTREET 695 ASPEN ROAD DEVELOPMENT

*70% OF OWNERS SIGNED

Name Owner(s)	Unit #	Signature of Owner(s)
Bill & Irene Holgate	55	[signature]
Bob & Margaret Martin	8	[signature]
MARILYN GRENIER	45	[signature]
Mary Douglas	58	[signature]
Shannon Smith.	63	[signature]
PAT LOVELL PAUL EMMONS	21 21	[signature]
SHIRLEY LOGAN	#64	[signature]
SHARON ALMGREN JOHN ALMGREN	#47	[signature]
Rodney & Peggy MacMillan	59	[signature]
REG & MARILYN WICKES	52	[signature]
DENNIS NIKIFORUK Dianne Nikiforuk	16	[signature]
STAN & KATHY FORSTER	49	[signature]
Louise Reed	7	[signature]
LYLE & COLLEEN TORRIE	#30	[signature]
Gord & Alice Moore	#51	[signature]
[illegible] & Greg Lee	#5	[signature]
Tracee Killam & B. Killam	#10	[signature]
MARG WALKER & MICHEL FORTIN	#6	[signature]
Judith A. Wilbourn	#4	JUDITH WILBOURN
Rozalind Humphreys	#1	[signature]
[illegible]	#1	[signature]

Name Owner(s)	Unit #	Signature of Owner(s)
Grace Whetter Grace Whetter	56	Grace Whetter
HAROLD KEMPF	53	R. H. Kempf
BETTY KEMPF	53	B. Kempf
Christel Zenith	48	Christel Zenith
Don J. McPhee	46	D. J. McPhee
Sandra J. McPhee	46	S. J. McPhee
LILIAN WARKE	44	Lilian Warke
Barry Trojanoski	43	Barry Trojanoski
Sharon Trojanoski	43	
Bob ~~Gael~~ Marsh	42	Robert E. Marsh
Gael Marsh	42	Mrs Gael Marsh
JEANETTE SCHREINER	50	Jeanette Schreiner
Colette COLLIN	54	C. M. Collin
DEL COLLIN	54	D. Collin
Eleanor Mack	41	E. Mack
GWYNE MACK	41	G. Mack

A1 A2 A3

Name Owner(s)	Unit #	Signature of Owner(s)
#24 JOAN MENZEL	24	Joan Menzel
Marilyn Tremblay	26	Marilyn Tremblay
JOHN TREMBLAY	26	[illegible]
JANET ZARUDZKI	27	J Zarudzki
SALLY ANDERSON	31	Sally Anderson
HUGH ANDERSO EDWARD PADDOCK	29	Hugh Anderson [illegible]
Michele St. Denis	28	[illegible]
Ray St. Denis	28.	[illegible]

A1 A2 A3

Name Owner(s)	Unit #	Signature of Owner(s)
RENIE MULOIN.	#19	[illegible]
Gwen Rawlins	# 18	[illegible]
CATHY MᶜARTHUR	# 13	[illegible]
JOHN MᶜARTHUR	# 13	[illegible]
PAT + ERROL JONES	# 12	[illegible]
GEORGE BIGGS	#14	[illegible]
Dorothy Kasprick	# 17	[illegible]
DIANA STEWART	# 9	[illegible]
DON STEWART	# 9	[illegible]
DAVE LAMBKIN	# 2	[illegible]
Cindy Winkle	# 3	[illegible]
Phil Winkle	# 3	[illegible]

Name Owner(s)	Unit #	Signature of Owner(s)
SHELAGH SAPRUNOFF	71	[illegible]
MURRAY LINDMAN	66	Murray Lind
~~Murray~~ Edith Lindman	66	Edith Lindman
RHONDA SHARP	74	[illegible]
ROBERT SHARP	74	RJ Sharp.
WAYNE Rushton	72	W. Rushton

A1 A2 A3

Name Owner(s)	Unit #	Signature of Owner(s)
GORDON MATHESON	70	[illegible]
JOANNE MATHESON	70	J.K. Matheson
JANET ZARUDZKI	27	J Zarudzki
DONNA NORTHRUP	69.	[illegible]
RAY NORTHRUP	69	[illegible]
KARYN RUEL	62	[illegible]
GILLES RUEL	62	Gilles Ruel

A1 A2 A3

RECEIVED
August 29, 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: Scott Butler - President

Organization you are representing: Highstreet Ventures Inc.

Primary purpose of Organization: Real Estate Developer   Number of members: 2

Mailing address: 602-1708 Dolphin Ave

City: Kelowna, BC   Postal Code: V1Y 9S4

Contact name: Christina Wilson   Email: cwilson@highstreetventures.ca

Phone: 778-946-6223   Fax:

Subject matter: Introduction of Highstreet Ventures and the proposed development at 695 Aspen Road. Speak to the public process to date and application status.

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

Requested meeting and date: September 4, 2019

Audio-visual equipment required: none

Date of application: August 29, 2019   Signature of applicant: Chal fulul

or Print Name: Christina Wilson

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: 19-453	REFER:	AGENDA: RCM - Sept. 4
FILE: 0550-20	ACTION: File	

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

A1 A2 A3

Twyla Slonski

From:	Christina Wilson <cwilson@highstreetventures.ca>
Sent:	August 29, 2019 4:16 PM
To:	Russ Arnott; Alex Bissinger; K Grant; Stephanie McGowan; Pat Mckenna; Nicole Minions; m swift
Subject:	695 Aspen Road - Highstreet Meeting Request/Introduction

RECEIVED

August 29, 2019

TOWN OF COMOX

Your Worship and Members of Council,

We are Highstreet Ventures and are the future applicant for the proposed project located at 695 Aspen Road in Comox. We wanted to take a minute and briefly introduce ourselves and where we are at in the current process with the application. We'd also like to discuss the affordable housing and green initiatives for the multifamily rental development and mixed used building we are proposing on the site.

We are available on Wednesday September 4th any time after 10:30am to meet you in person to discuss Highstreet and the future proposal.

As a brief introduction on this project it will be a Built Green Platinum certified project and Step 3, potentially Step 4, for the BC Building Code for multifamily development. The project will host on site amenities for the onsite community members (tenants) such as gym, lounge and community gardens. The buildings on the site will have a highly insulated air tight envelope, triple pane windows and solar panels on the roofs. Electrical vehicle charging stations are standard for us on our projects and will be included on this proposal.

Energy efficiency and building smarter real estate that is environmentally responsible is Highstreet's goal. We want to lead the industry and show other developers its possible so they can build better real estate. We are looking forward to this being the next step for us on our path to Net Zero and excited to bring this kind of development to the great Town of Comox. We hope you check out our website at www.highstreetventures.ca to learn more about us.

Thank you again for your time and we look forward to bringing sustainable rental to the Town of Comox. We hope to have the opportunity to meet with you if there is a time that works for you on Wednesday please let us know and we can schedule.

Thanks,

Christina Wilson
VP DEVELOPMENT & SALES

HIGHSTREET VENTURES INC.
P: 778.946.6223
M: 250.801.0789
A: 602 - 1708 DOLPHIN AVENUE
KELOWNA, BC, V1Y 9S4

W: HIGHSTREETVENTURES.CA

HIGH STREET
RESPONSIBLY DEVELOPING SMARTER REAL ESTATE

LOG:	REFER:	AGENDA:
FILE: Planning	ACTION: MR	RCM - Sept. 4

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

TOWN OF COMOX
Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday August 7, 2019

Present:	Mayor	R. Arnott
	Councillors	A. Bissinger, K. Grant, S. McGowan, P. McKenna, N. Minions, M. Swift
	Staff	R. Kanigan, Chief Administrative Officer T. Slonski, Acting Deputy Corporate Administrator C. Freundlich, Director of Finance M. Kamenz, Municipal Planner
Absent:		Nil

Call to Order:

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

The Agenda was Amended to include two late delegations and Adopted as Amended.

There were 5 visitors in attendance.

---

1. DELEGATIONS:

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

NIC - College Plan

Mr. Bowman provided Council with an overview of North Island College's students, noting that the Comox Valley campus has approximately 4,000 students both in credit and non-credit programs. Mr. Bowman stated that the College's current strategic plan will expire in March 2020 and that the College has begun a process to develop a new plan. His presentation tonight was to inform Council of their planning process, to invite Council to participate and contribute in setting their path for the next five years, and to thank Council for its ongoing support of students, the College and our community.

b. Dianne Hawkins (Comox Valley Chamber) Chamber Centennial

Chamber of Commerce Centennial

Ms. Hawkins advised that 2019 marks the Comox Valley Chamber's 100th year in the Comox Valley. In celebration of this milestone, Ms. Hawkins invited Council to consider recognizing this achievement by providing the Chamber with a proclamation. A celebration will be held on September 28, 2019 at the Native Sons Hall and Ms. Hawkins invitated to Council to attend the event. Ms. Hawkins also informed Council that they have recently produced an updated map of the Comox Valley with monies raised from the sale of the map going towards local ground search and rescue. Maps are available for purchase at a cost of $5.00.

That the Town of Comox provide the Comox Valley Chamber of Commerce with a proclamation in recognition of the Chamber's Centennial Celebration.

(2019.228) -- CARRIED

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

Active Transportation Summit 2019

Ms. Holmes provided an overview of the Active Transportation Summit she attended on June 17 & 18, 2019. Ms. Holmes reiterated a message from the summit, that being to encourage the BC government to invest $1 billion dollars in cycling infrastructure in the next 10 years including upgrading highways and bridges and for communities to build for human beings and all the ways that we move versus building for vehicles.

d. LATE ITEM: Peter Dobbs - Cannabis Applicaton

Cannabis Application

Mr. Dobbs thanked Council for the opportunity to speak on the Cannabis shop proposed for 221C Church Street. Mr. Dobbs expressed concerns about the location of the proposed cannabis shop given the lack of parking in the area.

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

221C Church Street

Ms. Rivers addressed Council noting that she is the owner of the proposed Cannabis shop. As a Comox resident, Ms. Rivers stated that she will focus on customer service/education and will be implementing a no smoking policy. Four parking spaces have been located at the rear of the building that will serve customers of the shop. As a resident of Comox, Ms. Rivers noted that the addition of her shop will not be disruptive, but rather a valuable addition to the commercial core, and advised that she intends to be an active part of the community.

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 July 3, 2019, be Approved.

(2019.229) -- CARRIED

b. Public Hearing Meeting Minutes

Public Hearing Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday July 3, 2019, be Approved.

(2019.230) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - August 7, 2019

Management Report

That the Management Report for August 7, 2019 be received and filed for information.

(2019.231) -- CARRIED

b. 2018 Annual Report

Annual Report

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

(2019.232) -- CARRIED

REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 6:25 P.M. UNTIL AFTER THE PUBLIC HEARING ON RZ 17-11 (1855 NOEL AVENUE) AND RZ 18-3 (2260 ROBB AVENUE).

CARRIED

THE MEETING WAS CALLED BACK TO ORDER AT 6:41 P.M.

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

221C Church Street

That 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) be 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.

That the main motion be amended to add:

"iii) hours of operation from 9:00 am to 9:00 pm Monday to Sunday."

(2019.233) -- CARRIED
[Opposed: Councillors SMcGowan PMcKenna]

Main motion as amended:

That 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) be 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);*

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; and

iii) hours of operation from 9:00 am to 9:00 pm Monday to Sunday.

(2019.234) -- CARRIED
[Opposed: Councillors KGrant NMinions]

5. SPECIAL REPORTS:

a. Comox Valley Regional District Meeting Minutes

CVRD Meeting Minutes

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

(2019.235) -- CARRIED

6. BYLAWS: NIL

7. NEW BUSINESS:

a. Asset Management Planning Program

Asset Management

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.

(2019.236) -- CARRIED

b. Strategic Priorities Update

Strategic Priorities

THAT Council endorse the Strategic Priorities 2019 Chart (Updated July 2019), as amended and included in the August 7, 2019 Regular Council Meeting agenda.

(2019.237) -- CARRIED

c. Comox Valley Lions Club Management Agreement - Renewal

Lions Club 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 Lion's Den located at 1729 Comox Avenue for a five year term ending August 31, 2024.

(2019.238) -- CARRIED

d. Acting Deputy Corporate Administrator Appointment

Acting Deputy Corporate Administrator

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.

(2019.239) -- CARRIED

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

Northgate Christian Education

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.

(2019.240) -- CARRIED

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

DVP Rexall

That Development Variance Permit DVP 19-5 be denied.

(2019.241) -- CARRIED
[Opposed: Councillor NMinions]

8. CORRESPONDENCE:

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

2019 Remembrance Day

That the July 3, 2019 email received from Kent Gulliford, Poppy Co-Chair requesting the Town's approval/support for the annual Remembrance Day Ceremony and associated events be received and that permission be granted to

1.Reserve four parking spaces in front of the Cenotaph on November 10, 2019 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, 2019 between 10:30 and 11:30 a.m.;
3.Place 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.

(2019.242) -- CARRIED

b. Lois Harvey - Requesting Road Closure for Street Party

Wallace Ave Road Closure

That the Road Permit application from Lois Harvey, requesting to close 2150 – 2180 Wallace Avenue for the purpose of holding a street party on Sunday, August 18, 2019 from 4:00 to 8:00 p.m., be received and permission granted.

(2019.243) -- CARRIED

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

Clamshell Plastics

That the July 3, 2019 email from Alena, Quinn and Max Barner, asking Council to consider eliminating single use clamshell plastic, be received and referred to staff for inclusion in the Town of Comox Single Use Plastics Regulation Bylaw.

(2019.244) -- CARRIED

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

Accomplishments over the Years

That the July 8, 2019 letter from the Honourable Selina Robinson, providing a summary of the steps taken to address housing affordability, be received and filed.

(2019.245) -- CARRIED

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

Regional Food Policy Council

That the July 11, 2019 email from Maurita Prato, Executive Director of the LUSH Valley Food Action Society, requesting that a member of Council sit on the new Comox Valley Regional Food Policy Council for a two-year term starting September 2019 be received, and that Councillor Stephanie McGowan be appointed to the Comox Valley Regional Food Policy Council for a two-year term.

(2019.246) -- CARRIED

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

Safety Concerns on Balmoral

That the July 2, 2019 email from Dr. John D. Neilson, expressing safety issues on Balmoral Avenue, be received and referred to staff for follow-up.

(2019.247) -- CARRIED

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

New Spaces Fund

That the July 15, 2019 letter from the Honourable Katrine Conroy, Minister of Children and Family Development and the Honourable Katrina Chen, Minister of State for Child Care regarding steps taken towards universal child care be received and filed.

(2019.248) -- CARRIED

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

274 Butchers Road

That the July 21 letter from Solweig and Harold Williams, requesting a variance for property located at 274 Butchers Road, be received and referred to planning staff.

(2019.249) -- CARRIED

i. Pia Schindler (The Kidney Foundation of Canada, BC & Yukon Branch) Financial burden facing kidney patients

Kidney Patients

That the July 30, 2019 letter from Pia Schindler, Executive Director of the Kidney Foundation of Canada, BC & Yukon Branch, requesting garbage fees to be waived for patients receiving home dialysis treatment, be received and filed.

(2019.250) -- CARRIED

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

UBCM Resolution - Groundwater Extraction

That the July 5, 2019 letter from Roger Chayer, President of the Beaufort Watershed Stewards, asking Council to support a UBCM resolution calling for the halting of Provincial groundwater licences for bottling, commercial sale or bulk export, be received and filed.

(2019.251) -- CARRIED

k. Bruce Gibbons (Merville Water Guardians) Status of request on prohibiting the bottling of groundwater

Bottling of Groundwater

That the July 17, 2019 email from Bruce Gibbons, Merville Water Guardians, inquiring of the status of his request on banning the bottling of groundwater, be received and that staff be directed to prepare a bylaw prohibiting the bottling of water except where the source of the water is the municipal water supply supplied to the property on which the bottling is taking place.

(2019.252) -- CARRIED

l. Correspondence regarding Groundwater Protection

Groundwater Protection Correspondence

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

(2019.253) -- CARRIED

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

Non-Medical Cannabis Licence

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

(2019.254) --

- *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*

(2019.254) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. BUSINESS ARISING FROM PUBLIC HEARING:

PURSUANT TO SECTION 100 OF THE COMMUNITY CHARTER, COUNCILLOR GRANT DECLARED A CONFLICT OF INTEREST WITH THE NEXT ITEM ON THE AGENDA AS IT RELATES TO HIS PROPERTY, AND IMMEDIATELY LEFT THE MEETING AT 7:20 P.M.

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

1855 Noel Avenue

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

(2019.255) -- CARRIED

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

(2019.256) -- CARRIED

COUNCILLOR GRANT RETURNED TO THE MEETING AT 7:21 P.M.

b. 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 Third Reading.*

(2019.257) -- CARRIED

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

(2019.258) -- CARRIED

12. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor McGowan

Councillor McGowan advised that she attended:
- ice cream in the park with MLA Ronna-Rae Leonard,
- the raising of the Pride Flag,
- the Integrated Regional Transportation Select Committee meeting.
- a Child Care Action Plan Committee meeting, and
- a Comox Valley Community Foundation fundraiser.

Councillor McGowan also met with MLA Ronna Rae Leonard regarding education assessments, and attended both the opening of the Church Street Taphouse and the Nautical Days ceremonies and Mayor's luncheon.

b. Councillor Swift

Councillor Swift advised that she attended:
- a Child Care Action Plan Committee meeting,
- a Regional District Board meeting, and
- a Regional District Water Committee meeting.

c. Councillor McKenna

Councillor McKenna advised that he:
- attended the Nautical Days events and fulfilled the role of emcee,
- attended the Filberg Festival,
- attended a Community Justice Centre project approval,
- met with a member of the Mack Laing Heritage Society,
- attended the Mayor's luncheon,
- participated in the Pride Flag raising, and
- had ice cream in the park with MLA Ronna-Rae Leonard.

d. Councillor Bissinger

Councillor Bissinger advised that she:
- attended an event at 19 Wing Comox,
- attended the Comox Valley Community Foundation ticket launch,
- organized a climate debate round with CBC,
- volunteered at Nautical Days,
- attended the Mayor's Luncheon, and
- attended the Filberg Festival.

e. Councillor Grant

Councillor Grant advised that he attended:
- a Regional District Board Meeting,
- the Nautical Days parade, info booth and bullhead derby events, and
- the Mayor's luncheon.

f. Councillor Minions

Councillor Minions advised that she attended:
- a Child Care Action Plan Committee meeting,
- the Pride Flag raising event,
- a CBC rally,
- the Nautical Days info booth, parade and Mayor's luncheon, and
- a meeting with Helen Boyd of Comox Valley Nursing.

g. Mayor Arnott

Mayor Arnott advised that he:
- attended the Change of Command ceremony for the new Wing Commander,
- attended a Regional District Sewerage Committee meeting,
- attended the Pride Flag Raising event,
- met with MLA Jordan Sturdy regarding transportation issues,
- participated in a Comox Valley Community Foundation discussion regarding jump start,
- attended a Mayor's golf tournament planning meeting,
- attended the Nautical Days events, and
- attended the Filberg Festival.

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)(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;

(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.

(2019.259) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:55 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 10:00 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 10:01 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, August 7, 2019

Present:	Mayor	R. Arnott
	Councillors	A. Bissinger; K. Grant; S. McGowan; P. McKenna; N. Minions; M. Swift
Absent:	NIL	

Call to Order:

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

There were approximately 8 members of the public in attendance.

PUBLIC HEARING STATEMENT

Mayor Arnott 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 17-11 (1855 Noel Avenue):

a. Comox Zoning Amendment Bylaw 1925

The proposed bylaw has received first and second readings, but has 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.

Pursuant to Section 100 of the *Community Charter*, Councillor Grant declared a conflict of interest as it relates to his property, and therefore he immediately left the hearing at 6:35 pm.

Application Summary:

a) Comox Zoning Amendment Bylaw 1925

In general terms, the purpose of Comox Zoning Amendment Bylaw 1925 is to amend the PA1.1 Zone to:

- Add processing or packaging of food or beverage products and retail stores to the list of permitted uses in the PA1.1 Zone; and,
- Add a condition of use to limit processing or packaging of food or beverage products and retail stores only to 1855 Noel Avenue.

The Application Summary was received for information.

b) Public Hearing Submissions

<u>Mayor Arnott made the following statement:</u>

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.

<u>There being no speakers on the speaker's list, Mayor Arnott made the following statement:</u>

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

Before closing this Agenda item, 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 Agenda item closed.

Councillor Grant returned to the hearing at 6:38 pm.

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

a. Comox Zoning Amendment Bylaw 1893
b. Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue

Mayor Arnott made the following statement:

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 bylaws, 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.

a. Application Summary:

a) Comox Zoning Amendment Bylaw 1893

In general terms, the purpose of "Comox Zoning Amendment Bylaw 1893" is to rezone 2260 Robb Avenue from R1.1 Single-Family to CD26 Comprehensive Development CD26" Single-Family – 2260 Robb Avenue.

b) Comox Phased Development Agreement Authorization Bylaw 1911

In general terms, the purpose of "Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue" is to establish a Phased Development Agreement between Alison Jane Capell and the Town of Comox, for the provision of amenities. It will limit the Town's ability to change: permitted uses; conditions of use; density; parcel area, frontage, depth and coverage; building height and storeys, required setbacks, accessory buildings, and other requirements for a term of 10 years and may be assigned to another developer, if Town agrees.

The Application Summary was received for information.

b) Public Hearing Submissions

Mayor Arnott 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 bylaws are now open for discussion.

Mr. Hal Martyn – 1080 Arrowsmith Avenue, Courtenay

Mr. Martyn noted that he is the consultant representing the property owner of 2260 Robb Avenue. Mr. Martyn was present at the time that Council proceeded to give the amendment bylaw first and second reading and he is speaking this evening to provide further support to this application. Mr. Martyn continued by noting that this proposal meets the Town's policies to encourage densification of land use/infill within developed residential neighbourhoods. He encouraged Council to support and approve this proposal. He also reviewed written submissions received and noted that a couple appear not to support the amendment, suggesting that the purpose of the rezoning is for something other than what was stated which is a small single storey retirement home. Mr. Martyn assured Council that the sole intent is that this proposal is to be a small single storey home for the applicant's mother although the zoning does allow for partial second storey in this area it's not the intent to build a second storey.

There being no more speakers on the speaker's list, Mayor Arnott 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 bylaws.

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 6:40 p.m.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:40 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

TOWN OF COMOX
Minutes of the Special Council Meeting, held in Council Chambers on Wednesday August 21, 2019

Present:	Mayor	R. Arnott
	Councillors	A. Bissinger, K. Grant, S. McGowan, P. McKenna, N. Minions, M. Swift
	Staff	S. Ashfield, Acting CAO S. Russwurm, Deputy Corporate Administrator
Absent:		Nil

Call to Order:

The meeting was called to order at 5:00 p.m.

The Agenda was Adopted.

There were 0 visitors in attendance.

---

1. IN-CAMERA SESSION:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera Meeting of Council on Wednesday August 21, 2019, pursuant to the following sub-sections of the Community Charter:

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

90(1)(g) litigation or potential litigation affecting the municipality.

(2019.260) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 5:01 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT 5:50 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:50 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT September 4, 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 fell slightly (by 8%) during the first half of 2019, most likely due to the dry weather. 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	Financial consultants are working on different funding scenarios and Engineering consultants are preparing Class D cost estimates for pond construction options. 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

Updated: August 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 June 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 • SHORT TERM RENTAL: Policy Options • SHELF/SHOVEL-READY GRANT PROJECT	***ADVOCACY / PARTNERSHIPS*** • *Regional Organics Facility: Decision (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 – August 2. **NE NDUSTRIAL LAND STRATEGY: TOR** – Sept 3. CLIMATE CHANGE ADAPTATION: Project – July	**PLANNING SERVICES** 1. Subdivision Bylaw: Update - November 2. NE Comox SWMP: Implementation - September 3. Step Code - November 4. Anderton Corridor Land Use: – Preliminary/Density concept Plan to consulting eng. March 2019
FINANCE 1. Office Space: Relocations/renos - July/August 2. **CAPITAL PLAN: Priorities** – Sept-Dec. • 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 • Ellis Street Walkway: Replacement • Greenway Development: Detailed Design	**PUBLIC WORKS & ENGINEERING** 1. Anderton Servicing Plan – 75% complete [water/sanitary and storm]. Construction ready spring 2020 • Foreshore Sanitary Replacement • Transportation Plan: Update
FIRE 1. POC / Volunteer Retention: Review – FT Assistant hired – July 2. Full Time Staff: Review - March 3. Service Level Review – September	**RECREATION** 1. Site Master Plan: 1st draft - June 2. Programmer Hours: Review – add 5 hrs. approved • Fitness Studio: Capital Equipment - ongoing • Regional Recreation Initiative – discussions in progress

Comox Valley REGIONAL DISTRICT

COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, July 30, 2019
Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, July 30, 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:

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
	M. Swift	Town of Comox
	J. Ketler	Village of Cumberland
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	W. Cole-Hamilton	City of Courtenay
	K. Grant	Town of Comox
Alt. Directors:	W. Morin	City of Courtenay
	M. McCollum	City of Courtenay
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

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

IN-CAMERA MEETING:
D. Arbour/J. Ketler: 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 regional district or another position appointed by the regional district;
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)(g) Litigation or potential litigation affecting the regional district;
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;

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 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:
D. Frisch/K. Grant: THAT the following minutes be adopted:

• Comox Valley Regional District Board minutes dated June 25, 2019.

• Comox Valley Regional District Board minutes dated July 16, 2019.
208 Carried

BUSINESS ARISING FROM MINUTES:
COMOX VALLEY WATER TREATMENT PROJECT

The following resolution was passed at the July 16, 2019 board in-camera meeting and was publicly released:

"THAT the total project budget of the Comox Valley Water Treatment Project be increased from $110.6 million to a maximum of $126 million;

AND FURTHER THAT staff be authorized to execute a contract with AECON Water Infrastructure Inc. for the design and construction of the Comox Valley Water Treatment Project up to $111,600,000;

AND FURTHER THAT the 2019 - 2023 financial plan for the Comox Valley Water Supply System Service, function 300, be amended to increase water infrastructure and debt issuance expenditures for the Comox Valley Water Treatment Plant project (#1035), over the five year financial plan, by $12,955,159 ($12,904,753 and $50,406 respectively) to $121,114,151, to be funded as follows and as supported by Appendix C attached to the report:
• Additional senior government grant funding of $1,100,702;
• Further contributions from Capital Works Reserve #838 of $1,947,823;
• Further contributions from Development Cost Charge Reserve #894 of $4,867,967; and
• Remaining available debt proceeds of $5,038,667;

AND FINALLY THAT subject to the execution of a contract with AECON Water Infrastructure Inc. for the design and construction of the Comox Valley Water Treatment Plant, the Board authorizes the release of information concerning this matter from in-camera."

REPORTS:
BOARD OF VARIANCE - JUNE 26, 2019

E. Grieve/K. Grant: THAT the Board of Variance minutes dated June 26, 2019 be received.
208 Carried

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - JULY 15, 2019

B. Leigh/D. Arbour: THAT the Black Creek - Oyster Bay Services Committee minutes dated July 15, 2019 be received.
208 Carried

B. Leigh/E. Grieve: THAT staff be directed to request a meeting with the Minister of Municipal Affairs and Housing at the Union of British Columbia Municipalities conference in September in conjunction with the request for a formal meeting in Victoria at a later date to seek clarification on the letters patent regarding the Black Creek - Oyster Bay Services and the new production well initiative.
209 Carried

E. Grieve/B. Leigh: THAT the Black Creek - Oyster Bay Services Committee advise the Comox Valley Regional District Board of the following:

1) The committee is in favour of proceeding as soon as possible with the third well project on the aquifer north of the Oyster River;

2) with regard to distribution of the third well water, the CVRD Board is advised to await the completion of the third well to prove the availability of water and the environmental effect on the Oyster River; and

3) any water allocation from this well be decided by the service area once the well is in production.
209 Carried

E. Grieve/D. Frisch: THAT a meeting with the Minister of Municipal Affairs and Housing be requested to discuss the third well project on the aquifer north of the Oyster River.
209 Carried

E. Grieve/D. Frisch: THAT a request to appear as a delegation be submitted to the Strathcona Regional District to seek their reconsideration of their position regarding CVRD access to the Oyster River Nature Park for the installation of the third well project.
209 Carried

ELECTORAL AREAS SERVICES COMMITTEE - JULY 15, 2019

K. Grant/J. Ketler: THAT the Electoral Areas Services Committee minutes dated July 15, 2019 be received.
208 Carried

E. Grieve/K. Grant: THAT the board approve Development Variance Permit DV 4C 19 (DKMM Holdings Ltd.) on the property described as Lot D, Block 29, Comox District, Plan EPP81926, PID 030- 440-793 (2330 Macaulay Road) to allow for retaining walls up to 4.5 metres in height within the required side and rear yard setback areas, a 1.8 metre tall chain link fence on top of the retaining walls, and an increase of the maximum number of fascia signs on one building from 1 to 2 and the total area of fascia signage from 6 to 7.2 square metres on that building;

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

D. Arbour/D. Frisch: THAT the board approve the Development Permit DP 7C 19 (DKMM Holdings Ltd.) on the property described as Lot D, Block 29, Comox District, Plan EPP81926, PID 030-440- 793 (2330 Macaulay

Road) for the development of three new light industrial/commercial buildings with a work/storage yard;

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

D. Arbour/W. Morin: THAT the board approve the Development Permit DP 5A 19 (34083 Yukon Inc) on the property described as Lot 3, District Lot 154, Nanaimo District, Section 32, Township 1 and District Lot 28, Nelson District Plan EPP15507, PID 028-731-531 (Lot 3, Plan EPP15507, Island Highway) for the construction of two buildings connected by a trellised walkway, parking area, drainage infrastructure, landscaping and related site works;

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

E. Grieve/D. Arbour: THAT the board give first and second reading of Bylaw No. 520, 2019 being the "Rural Comox Valley Zoning Bylaw No. 520, 2019;

AND FINALLY THAT pursuant to Section 464(1) of the Local Government Act (RSBC, 2015, c. 1), the board schedule a public hearing for Bylaw No. 520, being the "Rural Comox Valley Zoning Bylaw No. 520, 2019.
208 and 213 Carried

E. Grieve/D. Arbour: THAT the draft Memorandum of Understanding attached to the staff report dated July 5, 2019 between the Ministry of Transportation and the Comox Valley Regional District in regards to the general processes for planning and implementing active transportation infrastructure within provincial road dedication in unincorporated areas be approved;

AND FURTHER THAT this Memorandum of Understanding be sent to the local municipalities and the Integrated Regional Transportation Select Committee be received;

AND FURTHER THAT the final Memorandum of Understanding be signed by staff;

AND FINALLY THAT staff be directed to explore regional greenway planning in support of this Memorandum of Understanding.
210 Carried

E. Grieve/K. Grant: THAT the correspondence from Director Grieve dated July 22, 2019 regarding recycling and garbage roadside pickup in the rural areas be received.
208 Carried

D. Arbour/E. Grieve: THAT staff bring forward additional information on the proposed roadside waste collection service within the Comox Valley Regional District electoral areas, including service boundaries, contract approach, operating requirements, costs for service delivery and public assent process;

AND FURTHER THAT staff identify the specific funding requirements to be allocated in the 2020 Financial Plan from each of the feasibility services for Baynes Sound – Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B) and Puntledge-Black Creek (Electoral Area C) to support the necessary public assent process and communication efforts.
208 Carried

SEWAGE COMMISSION - JULY 16, 2019

K. Grant/D. Arbour: THAT the Sewage Commission minutes dated July 16, 2019 be received.
208 Carried

COMOX VALLEY WATER COMMITTEE - JULY 16, 2019

K. Grant/D. Arbour: THAT the Comox Valley Water Committee minutes dated July 16, 2019 be received.
208 Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - JULY 16, 2019

J. Ketler/K. Grant: THAT the Comox Valley Sports Centre Commission minutes dated July 16, 2019 be received.
208 Carried

COMMITTEE OF THE WHOLE - JUNE 27, 2019

D. Frisch/D. Arbour: THAT the Committee of the Whole minutes dated June 27, 2019 be received.
208 Carried

COMMITTEE OF THE WHOLE - JULY 16, 2019

K. Grant/D. Arbour: THAT the Committee of the Whole minutes dated July 16, 2019 be received.
208 Carried

D. Arbour/K. Grant: THAT the presentation from Carl Butterworth, Vancouver Island University (VIU) provided at the July 16, 2019 Committee of the Whole meeting, be received and that the board provide a letter of support for the proposed Seafood Innovation Centre at the Deep Bay Marine Field Station as requested.
208 Carried

D. Frisch/K. Grant: THAT the presentation from Dianne Hawkins, Comox Valley Chamber of Commerce, provided at the July 16, 2019 Committee of the Whole meeting, be received and that a letter of support or proclamation be provided to acknowledge the work of the Comox Valley Chamber of Commerce over the last 100 years in support of the Chamber's Centennial Year, as requested.
208 Carried

E. Grieve/W. Morin: THAT the matter of Electoral Area B participation on the Sewage Commission be referred to the Sewage Commission for further consideration of appointing the Area B director as a non-voting member for a temporary period of time, to be determined by the Sewage Commission.
209 Carried

D. Frisch/W. Morin: THAT the Comox Valley Regional District (CVRD) endorse the formation of the Comox Valley Food Policy Council (CVFPC) and direct staff to identify opportunities for collaboration with the CVFPC, once established, in support of CVRD services and strategic priorities and provide in-kind assistance as requested by the CVFPC (i.e. provision of meeting space).
208 Carried

W. Morin/E. Grieve: THAT Electoral Area Director Hamir (appointee) and Electoral Area Director Grieve (alternate) representing the Comox Valley Regional District be appointed to the Comox Valley Food Policy Council for the remainder of the 2018 - 2022 term of office;

AND FURTHER THAT remuneration and expenses be paid provided remuneration and/or expenses are not paid directly by the external organization.
208 Carried

D. Frisch/K. Grant: THAT the framework presented in this staff report, dated July 9, 2019, to guide the Comox Valley Regional District strategic planning session for fall 2019 be approved.
208 Carried

INTEGRATED REGIONAL TRANSPORTATION SELECT COMMITTEE - JULY 23, 2019

E. Grieve/K. Grant: THAT the Integrated Regional Transportation Select Committee minutes dated July 23, 2019 be received.
208 Carried

D. Frisch/W. Morin: WHEREAS transportation is a growing issue within the Comox Valley;

AND WHEREAS the establishment of unified regional policies and strategic transportation plans which incorporate all modes of transportation is aligned with the goals and objectives of the Comox Valley Regional Growth Strategy;

THEREFORE BE IT RESOLVED THAT the Board direct staff to engage the Ministry of Transportation and Infrastructure (MoTI), School District No. 71 and member municipalities regarding the development of a Regional Transportation Implementation Agreement and provide a summary report of the feedback and other considerations respecting this proposed initiative, with a focus on the multi-modal transportation, planning and advocacy tasks described in appendix B of the staff report dated July 10, 2019 (service activities option #2) with a specific focus on:

- Greenhouse gas emissions reduction
- Public education
- Links between communities and destinations
- Active and healthy communities

208 Carried

Director Leigh left the meeting at 4:57 pm.

BYLAWS AND RESOLUTIONS:

D. Frisch/E. Grieve: THAT Bylaw No. 520 being "Rural Comox Valley Zoning Bylaw No. 520, 2019" (CVRD) be given first and second readings concurrently.
208 and 213 Carried

D. Arbour/K. Grant: THAT Bylaw No. 583 being "Comox Valley Water Conservation Bylaw 2010, Amendment No. 6" be given first and second readings concurrently.
Bylaw 1783 Carried

D. Arbour/K. Grant: THAT Bylaw No. 583 being "Comox Valley Water Conservation Bylaw 2010, Amendment No. 6" be given third reading.
Bylaw 1783 Carried

D. Arbour/K. Grant: THAT Bylaw No. 582 being "Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 8" be adopted.
209 Carried

NEW BUSINESS:

NEW BUSINESS NOTICE - BYLAW NO. 520 (CVRD - Zoning Bylaw)

E. Grieve/K. Grant: THAT the correspondence dated July 16, 2019 regarding a public hearing to be set for Bylaw No. 520 being "Rural Comox Valley Zoning Bylaw No. 520, 2019" (CVRD - Zoning Bylaw) be received.
208 Carried

D. Arbour/K. Grant: WHEREAS the following bylaw has received first and second readings by the regional district board: Bylaw No. 520 being "Rural Comox Valley Zoning Bylaw No. 520, 2019" (Comox Valley Regional District);

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

THEREFORE BE IT RESOLVED THAT:
1. A public hearing will be held on August 28, 2019 at 7:00 pm;
2. The location of the public hearing will be at the Comox Valley Regional District boardroom located at 550b Comox Road, Courtenay, BC;
3. The holding of the public hearing be delegated to the Directors from Electoral Areas A, B and C with Director Grieve designated as the Chair and Directors Hamir and Arbour designated as First Vice-Chair and Second Vice-Chair respectively for the public hearing; and
4. At least one (1) of the above-named delegates must be in attendance at the public hearing.
208 Carried

ADDENDUM - UPON APPROVAL OF THE BOARD:

E. Grieve/D. Arbour: THAT the addendum be considered.
208 Carried

GRANT-IN-AID - ELECTORAL AREA C

D. Arbour/W. Morin: THAT the correspondence from Director Grieve dated July 29, 2019 regarding a grant-in-aid request from the Saratoga and Miracle Beach Residents Association be received.
208 Carried

E. Grieve/D. Arbour: THAT the following grant-in-aid, payable from Puntledge – Black Creek (Electoral Area C), be approved:
- $4,000.00 for the Saratoga and Miracle Beach Residents Association to assist with a community bat box building to reduce mosquitoes within the Saratoga Beach Area as well as supporting operational expenses relating to their mandate as a community society.
208 Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:17 pm.

RISE AND REPORT:

The board rose from its restricted in-camera session at 6:31 pm.

TERMINATION:

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

208 Carried

Time: 6:31 pm.

Confirmed this _______ day of ______ 20___:

____

Arzeena Hamir
Vice-Chair

Certified Correct and Recorded By:

____

Jake Martens
Manager of Legislative Services

Comox Valley REGIONAL DISTRICT

COMOX VALLEY REGIONAL DISTRICT BOARD

Tuesday, August 27, 2019
Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, August 27, 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. Hillian	City of Courtenay
	M. Swift	Town of Comox
	J. Ketler	Village of Cumberland
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	K. Grant	Town of Comox
	W. Cole-Hamilton	City of Courtenay
Alt. Director:	W. Morin	City of Courtenay
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

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:
A. Hamir/J. Ketler: 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)(c) labour relations or other employee relations;
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; 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 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

VARY THE AGENDA

D. Hillian/E. Grieve: THAT the agenda be varied to consider agenda item F.6 Black Creek - Oyster Bay Service Committee minutes of August 19, next on the agenda.
208 Carried

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - AUGUST 19, 2019

B. Leigh/D. Arbour: THAT the Black Creek - Oyster Bay Services Committee minutes dated August 19, 2019 be received.
208 Carried

Director Leigh left the meeting at 4:10 pm.

ADOPTION OF MINUTES:
W. Cole-Hamilton/A. Hamir: THAT the Comox Valley Regional District Board minutes dated July 30, 2019 be adopted.
208 Carried

PETITIONS AND DELEGATIONS:
NORTH ISLAND COLLEGE

John Bowman, President, presented North Island College's planning priorities and opportunities for community input.

E. Grieve/W. Morin: THAT the presentation from John Bowman, President, North Island College, be received.
208 Carried

COMOX VALLEY ECONOMIC DEVELOPMENT SOCIETY (CVEDS)

Deana Simkin, President, and Dr. Spencer Serin, Comox Valley Economic Development Society (CVEDS), presented information concerning their efforts to establish a food innovation hub within the Comox Valley and requested a letter of support for this initiative.

E. Grieve/K. Grant: THAT the Comox Valley Regional District provide a letter of support for the Comox Valley Economic Development Society's (CVEDS) Food Innovation and Processing Hub request for qualifications application.
208 Carried

REPORTS:
ELECTORAL AREAS SERVICES COMMITTEE - AUGUST 12, 2019

E. Grieve/K. Grant: THAT the Electoral Areas Services Committee minutes dated August 12, 2019 be received.
208 Carried

D. Arbour/E. Grieve: THAT the board approve the Development Variance Permit DV 5A 19 (Staples) to increase the maximum permitted height of the principal building from 10.0 metres to 10.45 metres on the property described as Lot B, Section 28, Township 11, Nelson District, Plan VIP77130, PID 025- 965-506 (3719 Cameron 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 9B 19 (Barnsley) to:

1. Reduce the minimum rear yard setback for the proposed secondary dwelling from 7.5 metres to 5.0 metres; and

2. Reduce the minimum rear yard setback for the eaves of the proposed secondary dwelling from 5.5 metres to 4.5 metres;

for the property described as Lot 7, District Lot 91, Comox District, Plan 31278, PID 001-163-248 (1919 Thurber Road);

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

E. Grieve/K. Grant: THAT the Comox Valley Regional District Board approve the Development Variance Permit DV 7B 19 (Clarke) to:

1. Reduce the minimum side yard road setback from 4.5 metres to 2.75 metres for the dwelling (2.5 metres to 2.15 metres for the eaves);

2. Reduce the minimum front yard setback from 7.5 metres to 6.0 metres for the accessory building (5.5 metres to 5.37 metres for the eaves); and

3. Reduce the minimum side yard setback from 1.75 metres to 1.3 metres for the accessory building (0.88 metres to 0.63 metres for the eaves).

For the property described as Lot 20, Block 29, Comox District, Plan 11986, PID 001-293-052 (5956 Aldergrove Drive);

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permit upon receipt of a setback permit from the Ministry of Transportation and Infrastructure.
208 and 213 Carried

A. Hamir/E. Grieve: THAT the board approve the Development Variance Permit DV 5C 19 (Lockett and Holehouse) to increase the maximum building height from 6.0 metres to 6.91 metres for an accessory building at property described as Lot 7, Block 29, Comox District, Plan 28903, PID 001-453-793 (8575 Lory Road);

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

208 and 213 Carried

E. Grieve/D. Arbour: THAT the 2019 – 2023 financial plan and capital expenditure program for the Denman Island Economic Development service, function 555, be amended by increasing operational grant expenditures by $27,000 in 2019 to be funded by way of a contribution from future expenditure reserve from reserves function #555.

207 Carried

J. Ketler/W. Morin: THAT the Comox Valley Regional District authorize the implementation of a formalized process as outlined in the August 6, 2019 staff report for the consideration of future requests from external non-profit organizations within the Comox Valley for financial support utilizing Community Works Funds

208 Carried

W. Morin/E. Grieve: THAT the request from the Hornby Island Arts Council (HIAC) for $175,000 in Community Works Funds (CWF) to support the construction of a new Arts Centre on Hornby Island be approved subject to:

a. staff confirming all requirements of the CWF agreement between the CVRD and UBCM being met;
b. the CVRD indicating support for the project through a formal Board resolution;
c. staff being directed to prepare a contribution agreement between the CVRD and the HIAC that sets out all pertinent commitments of both parties, including but not limited to those outlined in the August 6, 2019 staff report; and
d. the CVRD supports by way of a formal board resolution the transfer of funds to the HIAC to support the project and its eligible costs as outlined in Schedule C of the CWF agreement.

208 Carried

D. Arbour/A. Hamir: THAT staff review the Electoral Areas Arts and Culture Grant service (function 615); Grant-In-Aid services (function 120-124); Denman and Hornby Recreation Grant Services (functions 605 and 606) and Heritage Conservation Service (functions 691 – 695), for the purpose of:

a. developing guidelines for applicants;
b. ensuring a transparent process and equal opportunity to funding;
c. determining if some initiatives should be funded by contract rather than relying on grant processes;
d. determining whether new community hall services are warranted; and
e. evaluating the possibility of consolidation of services or grant programs.

AND THAT staff bring back a report reviewing the above and providing recommendations.

209 Carried

HORNBY ISLAND ARTS CENTRE

D. Arbour/A. Hamir: THAT the report dated August 21, 2019 providing recommendations to the Comox Valley Regional District (CVRD) Board of Directors pertaining to a request by the Hornby Island Arts Council (HIAC) for $175,000 in Community Works Funds (CWF), to support the construction of a new Arts Centre on Hornby Island, as presented to the Electoral Areas Services Committee (EASC) on June 10 and August 12, 2019, be received.

208 Carried

D. Hillian/K. Grant: THAT the Comox Valley Regional District formally indicate its support for the construction of a new Arts Centre on Hornby Island by the Hornby Island Arts Council.

208 Carried

A. Hamir/D. Hillian: THAT the Comox Valley Regional District (CVRD) authorize the transfer of $175,000 in

Community Works Funds (CWF), from the allocation for Denman / Hornby Islands, to the Hornby Island Arts Council towards the eligible construction costs of a new Arts Centre on Hornby Island, subject to:

a) Confirmation that all requirements of the CWF agreement between the CVRD and Union of British Columbia Municipalities can continue to be met; and
b) A contribution agreement being duly executed between the CVRD and the Hornby Island Arts Council that sets out all pertinent commitments of both parties, including but not limited to those outlined in the August 7, 2019 staff report (Appendix A, pages 3 and 4).

AND FURTHER THAT the Corporate Financial Officer be authorized to execute the final contribution agreement.
208 Carried

W. Cole-Hamilton/D. Hillian: THAT the 2019 – 2023 Financial Plan for the Administration and General Government service, functions 110 and 111, be amended to increase the 2019 expense for conditional grants to local agencies by $175,000, as a contribution to the Hornby Island Arts Council towards the construction of a new Arts Centre on Hornby Island to be funded by the Denman / Hornby Islands' allocation of the Comox Valley Regional District's federal gas tax funding (Community Works Fund).
208 Carried

SEWAGE COMMISSION - AUGUST 13, 2019

K. Grant/D. Arbour: THAT the Sewage Commission minutes dated August 13, 2019 be received.
208 Carried

COMOX VALLEY WATER COMMITTEE - AUGUST 13, 2019

W. Cole-Hamilton/D. Arbour: THAT the Comox Valley Water Committee minutes dated August 13, 2019 be received.
208 Carried

COMMITTEE OF THE WHOLE - AUGUST 13, 2019

K. Grant/A. Hamir: THAT the Committee of the Whole minutes dated August 13, 2019 be received.
208 Carried

D. Arbour/K. Grant: THAT pursuant to section 391(4)(a) of the Local Government Act, a bylaw be forwarded to the board to be adopted by October 31, 2019, allowing for a permissive tax exemption for 100 per cent of the taxable land and improvements for the year 2020 for the property known as Parcel A, Plan VIP64403, Land District 15, Folio # 771-000500.000 (Sunnydale Golf Society) with the exception of the portion of Class 06-Business/Other relating to the pro shop operations.
208 Carried

E. Grieve/K. Grant: THAT pursuant to section 392(1)(c) of the Local Government Act, a bylaw be prepared providing for a permissive tax exemption for the taxation year 2020 for an amount equal to 100 per cent of the net taxable land and improvements for Section 32, Land District 34, Township 1, Folio #771 010800.000 (Union Bay Historical Society).
208 Carried

W. Cole-Hamilton/K. Grant: THAT staff review the Recreation Grant Service (function 600) for the purpose of
a. developing guidelines for applicants;
b. ensuring a transparent process and equal opportunity to funding;
c. determining if some initiatives should be funded by contract rather than relying on grant processes;
d. evaluating the possibility of consolidation of services or grant programs;

AND THAT staff bring back a report reviewing the above and providing recommendations.
209 Carried

A. Hamir/D. Arbour: WHEREAS the Comox Valley Regional District passed a cosmetic pesticide use policy in 2002;

AND WHEREAS there is concern about the effects of herbicides on the health of our forest ecosystems and wildlife;

AND WHEREAS a number of non-chemical controls for invasive weeds exist, including but not limited to manual removal; use of biological predators; domesticated animals such as goats; and steam sterilization;

AND WHEREAS the use of chemical controls is still permitted for the control of noxious weeds defined in schedule A of the provincial weed control regulation including giant hogweed and Japanese knotweed;

THEREFORE BE IT RESOLVED that the CVRD Board direct staff to prepare an amended Pesticide Use on Regional District Property policy prohibiting the use of synthetic herbicides for the control of invasive weeds on CVRD property;

AND FURTHER THAT this resolution and the draft policy be referred to the Comox Strathcona Waste Management Board for feedback, prior to consideration of adoption by the CVRD Board.
208 Carried

BYLAWS AND RESOLUTIONS:

E. Grieve/K. Grant: THAT Bylaw No. 587 being "Comox Valley Regional District Property Tax Exemption Bylaw No. 587, 2019" be given first and second readings concurrently.
208 Carried

K. Grant/E. Grieve: THAT Bylaw No. 587 being "Comox Valley Regional District Property Tax Exemption Bylaw No. 587, 2019" be read a third time.
208 Carried

K. Grant/A. Hamir: THAT Bylaw No. 588 being "Comox Valley Regional District Property Tax Exemption Bylaw No. 588, 2019" be given first and second readings concurrently.
208 Carried

K. Grant/E. Grieve: THAT Bylaw No. 588 being "Comox Valley Regional District Property Tax Exemption Bylaw No. 588, 2019" be read a third time.
208 Carried

K. Grant/D. Arbour: THAT Bylaw No. 590 being "Comox Valley Water Supply System Bulk Water Rates Bylaw No. 190, 2011, Amendment No. 4" be given first and second readings concurrently.
Bylaw 1783 Carried

E. Grieve/K. Grant: THAT Bylaw No. 590 being "Comox Valley Water Supply System Bulk Water Rates Bylaw No. 190, 2011, Amendment No. 4" be read a third time.

Bylaw 1783 Carried

K. Grant/W. Morin: THAT Bylaw No. 583 being "Comox Valley Water Conservation Bylaw 2010, Amendment No. 6" be finally adopted.
Bylaw 1783 Carried

NEW BUSINESS:

PROCLAMATION - FANNY BAY CHALLENGE

Chair Wells read the proclamation dated August 20, 2019 declaring September 2019 as Fanny Bay Challenge month within the Comox Valley Regional District.

PROCLAMATION - KIDS SPORT BC

Chair Wells read the proclamation dated August 20, 2019 declaring September 7 to 13, 2019 as KidSport BC Week within the Comox Valley Regional District.

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:23 pm.

RISE AND REPORT:

The board rose from its restricted in-camera session at 6:10 pm.

TERMINATION:

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

Time: 6:11 pm.

Confirmed this _______ day of ______ 20___:

____
Bob Wells
Chair

Certified Correct and Recorded By:

____
Jake Martens
Manager of Legislative Services

TOWN OF COMOX

Regular Meeting of Council

STAFF REPORT

Meeting Date: September 4, 2019

TO:	Mayor & Council	**FILE:**	5500-03
FROM:	Shelley Ashfield, Acting CAO/Municipal Engineer	**DATE:**	August 28, 2019
SUBJECT:	Letter to Support Funding Extension - FortisBC		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
T. SLONSKI		Clive Freundlich, Director of Finance	S. Ashfield, A/CAO

Recommendation(s) from the A/Chief Administrative Officer:
Direction requested

Background
At Council's Regular Meeting held July 3, 2019, Council heard a presentation by Carmen Driechel, Community & Indigenous Relations Manger with FortisBC regarding the opportunity to construct a multi-fueling station in the Comox Valley and support the transition of waste haulers currently serving CVRD to CNG, transitioning away from high carbon fuel.

Ms. Driechel specifically requested support from Council to work with FortisBC and other local governments in the region to secure a location for a station and include CNG or R-CNG in RFP's for waste hauling.

Since Ms. Driechel's presentation to Council, she has written further to the Town requesting a letter in support of their request to NRCan for a funding extension for the CNG Fuelling station [attached for your reference/review]

As this letter would speak to the Town's intention to require waste haulers serving our community to transition to CNG fuelled vehicles and a timeline as to when we would envision this transition, staff are looking for direction from Council prior to providing the requested letter.

Twyla Slonski

From: Twyla Slonski
Sent: August 27, 2019 12:07 PM
To: Twyla Slonski
Subject: FW: FW: FortisBC requesting NRCan funding extension for CNG fuelling station

-----Original Message-----
From: Driechel, Carmen <Carmen.Driechel@fortisbc.com>
Sent: Thursday, August 22, 2019 5:06 PM
To: Shelley Ashfield <ashfield@comox.ca>
Subject: FortisBC requesting NRCan funding extension for CNG fuelling station

Thank you for your engagement in conversations to date in consideration of the opportunity for FortisBC to support the transition of waste haulers currently serving CVRD communities to CNG, and the significant climate action gains this transition would bring to the region.

As the NRCan funding has timelines attached, we have reached out to NRCan with the update that each local government within the CVRD has responded with a favourable and collective intention to require the transition to CNG fuelling. The Village of Cumberland has come forward with a potential site for a station. The land on Union Road is easily accessible to any waste hauling fleet serving a CVRD community, and to truck traffic utilizing the inland island highway corridor. We will work with the Village to explore the feasibility of this option.

The initial NRCan funding targeted a construction timeline that would see a station in operation by 2020. As such, we are seeking an extension to this timeline and in conversation with NRCan this week, it looks like it may be possible.

FortisBC is committed to doing what we can to bring an sustainable CNG fuelling station to serve the CVRD. Our request for an NRCan funding extension could be supported with a letter from you. This letter would outline your local government's intention to require waste haulers serving your community to transition to CNG fuelled vehicles and a timeline as to when you envision those vehicles to be in place. Your letter could also include the requirement that these vehicle be fuelled at the station constructed by FortisBC. If each community within the CVRD was to add this specific requirement, we could be in a position to negotiate a more favourable common rate for each community's individual contracts based on the cumulative, larger fuel volume.

NRCan is waiting for a follow-up from us. Are you able to support our request for a funding extension with a letter in early September?

We look forward to continued partnership and collaboration with you. FortisBC is committed to the safe and reliable delivery of energy – and to providing innovative energy solutions that support significant and positive climate action. Please do not hesitate to contact us with any questions.

Carmen Driechel
Community & Indigenous Relations Manager | FortisBC
T: 250.380.5738   C: 250.883.5044

TOWN OF COMOX
PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	PR 19-12 274 BUTCHERS RD
DATE:	SEPTEMBER 4, 2019 RCM

Submitted by	Concurrence	Approval

Planner's Recommendation:

That Council receive the PR 19-12 September 4, 2019 Planning Report for information.

Purpose:

At the August 7, 2019 RCM, Council received a letter from the owners of 274 Butchers Road requesting a variance to convert a single family dwelling, accessory building into a coach house. The correspondence is contained in **Attachment 1**. This report is intended to provide background on the applications to permit the proposed conversion and actions taken to date in response to the correspondence.

Background:

The owners of the subject property wish to convert an existing accessory building into a coach house. The accessory building is an old single-family dwelling which was converted into an accessory building (by removing the appliances, toilet, and shower) to permit the construction of a new single family dwelling on the subject property in 2016. Development Variance Permit DVP 16-6 was issued by Council on June 1st, 2016 to increase the allowable accessory building size from $60m^2$ to $120m^2$ to permit this conversion.

There are three potential applications that may be required to permit the desired development:

1. Official Community Plan Bylaw Amendment;
2. Development Permit; and
3. Development Variance Permit for
    a. Comox Zoning Bylaw 1850; and,
    b. Town of Comox Subdivision and Development Servicing Bylaw 1261.

Official Community Plan Bylaw

OCP Section 2.1.1.4(b) Residential: Detached Policies states that coach houses may be considered subject to the following:

i. Owner occupation of either the principal dwelling or coach house;
ii. Minimum site area of 500 square metres;
iii. Maximum building area of 70 square metres, for larger parcels (over 1,000 square metres) an increase to 90 square metres may be considered, where appropriate;
iv. No increase in the maximum allowable parcel coverage; and
v. Siting of coach house in the rear yard or visually screened from the front yard.

The existing accessory building is greater than 90 square metres. Consequently, the property owners can either reduced the size of the building or apply for an OCP amendment to increase the maximum coach house building area.

The subject property is within Development Permit Area #17 Coach Houses. The existing accessory building does not meet DPA #17 standard exemption criteria (Section 3.17.4(D)). The property owners can either modify the accessory building to meet the exemption criteria or apply for a Development Permit application.

The subject property is also within and exempt from DPAs #2 Ground Orientated Infill, #11 Wildlife Corridor, #16 Energy and Water Conservation and Reduction of Greenhouse Gas Emissions, and #18 Secondary Suites.

Zoning Bylaw Implications

The subject property is zoned R3.3 Single-Family – Large Lot. This zone permits coach houses with a number of conditions intended to ensure that coach houses are secondary to the main dwelling and address community concerns regarding the impact of infill development on existing neighbourhood character.

The property owners can either modify the accessory building in conformance with the following four R3.3 coach house zoning regulations, apply for a development variance permit, or a combination thereof:

1. in combination with the gross floor area of accessory buildings, coach house gross floor area shall not exceed $70m^2$ (existing accessory building was constructed as a single family home and is approximately $113m^2$);
2. coach houses shall be located only in a rear yard (existing accessory building is located in the side yard);
3. coach houses shall not exceed 5.5m in height (existing accessory building height is unknown); and,
4. coach houses shall conform to Special Needs Housing Standards (existing accessory building is an older single-family dwelling and may not be able to accommodate all required adaptable housing standards).

Subdivision and Development Servicing Bylaw Implications

Town of Comox Subdivision and Development Servicing Bylaw 1261 allows on-site sewage disposal and on-site water supply on the subject property for one single-family dwelling. Secondary suites and coach houses are permitted with connection to the municipal water and sewer systems.

The property owners can either extend the municipal services at their cost, or apply for a Development Variance Permit.

Current Status

On July 29, 2019 staff met with the property owners to review the application options available to them. The property owners have been provided with OCP Amendment, Development Permit, and Development Variance Permit applications and checklists. As of August 27, 2019 no application has been received. Upon receipt of complete applications, a Planning Report to Council will be prepared. The Planning Report will provide a bylaw/policy analysis of the proposed development.

MK/ET

Attachments:
1. Correspondence received

ATTACHMENT 1

CORRESPONDANCE RECEIVED

274 Butchers Road, Comox, V9M 3W6

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. Williams

Solweig and Harold Williams

LOG:	REFER:	AGENDA:
19-366		RCM - Sept. 4
FILE: Planning	ACTION: NR	

A1 A2 A3

TOWN OF COMOX
PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I
SUBJECT:	PLANNING REPORT ON REA 19-1 KOMOX GRIND PARKLET AGREEMENT RENEWAL FOR 2019
DATE:	RCM SEPTEMBER 4, 2019

Submitted by	Concurrence	Approval

Recommendation:

That the Road Encroachment Agreement for the existing parklet at Komox Grind be renewed for year 2020, subject to the conditions contained in Schedule 1 of the September 4, 2019 Planning Report on REA 19-1.

Background:

The Komox Grind parklet opened in May, 2015 as a pilot project. The pilot project was well received by the public and achieved its intended goals. It became a year-round permanent program in 2016.

The Komox Grind road encroachment agreement was renewed for each subsequent year. Staff are not aware of any concerns over the operation of the parklet and the owners have expressed their interest to continue with the parklet program.

MK/RB

Schedule 1: Parklet conditions of use

cc. Tanya Archambault, Todd Hedquist
3397 Lake Trial Road, Courtenay, B.C. V9M 9M2

U:\Dev App\2019\REA\REA 19-1 Komox Grind Parklet\Report\REA 19-1_Komox Grind_RCM_September 4 2019.docx

SCHEDULE 1

KOMOX GRIND PARKLET CONDITIONS OF USE

1. The applicant shall obtain and keep in force comprehensive general liability insurance in the amount of no less than $2,000,000, naming the Town as an additional insured;

2. Parklet's approximate width perpendicular to the road is 2.25 metres, and length parallel to the sidewalk is approximately 9.0 metres (deck and bicycle rack);

3. The applicant shall provide a minimum of two bike parking stalls within the parklet area;

4. The applicant shall construct and maintain the parklet in accordance with either of the following two options:
   (i) Option A: use of large planters to delineate the boundaries of the parklet;
   (ii) Option B: construction of a wooden deck at grade with the existing sidewalk, with perimeter railing/landscaping;

5. No obstruction of the sidewalk next to a parklet;

6. Provisions for owner maintenance of the parklet including snow and leaf removal;

7. Provisions for routine and emergency Town infrastructure maintenance; and

8. If the Licencee is not in default under this Agreement at the time of the end of the Term, then this Licence may be renewed by the Town on an annual application by the Licencee for a subsequent year.

A1 A2 A3

TOWN OF COMOX
Regular Council Meeting

FROM:	Clive Freundlich, Director of Finance
SUBJECT:	Fibre Optics RFQ Award
MEETING DATE:	September 4, 2019
DATE:	August 30, 2019

Clive Freundlich		
Submitted by	*Concurrence*	*Approval*

RECOMMENDATION:
For information only.

The Town has awarded the installation of the fibre optics installation to Teraspan Networks. All bid submissions were analyzed independently by GCS Tech (Campbell River) and Stealth IT (Fort St. John). Both GCS Tech and Stealth IT recommended that Teraspan Networks be awarded the contract. Teraspan Netowrk's bid price was within the Town's budget of $350,000.

BACKGROUND:
The installation of a fiber optic network to connect the four Town of Comox sites (Town Hall, Public Works, Fire hall and Community Center) would create one combined network, and allow for the centralization of data storage and data backup.

The Fiber Optic backbone offers the necessary speeds (1000 mbps) to eliminate the need for duplicate servers and the associated maintenance, backup solutions, firewalls, redundant hardware, and internet connections.

Twyla Slonski

From:	Stewart, Richard <RStewart@coquitlam.ca>
Sent:	August 9, 2019 2:28 PM
To:	Stewart, Richard
Subject:	Request for signatures on Joint Mayors' Letter in support of ride-sharing
Attachments:	Letter of Support .pdf; Joint BC Mayors' Letter to Minister Trevena.docx

RECEIVED
August 9, 2019
TOWN OF COMOX

Dear Mayor,

My name is Richard Stewart, Mayor of Coquitlam. As a suburb of Vancouver, we in Coquitlam face many of the issues that communities across the province face related to the taxi monopoly and the Province's rejection of ride-hailing as a modern solution to those challenges.

As you know, after promising during the 2017 provincial election to have ride-hailing in place by the end of that year, the Province won't have its version of ride-hailing/ride-sharing in place before the end of 2019. Many communities have been waiting years for an alternative form of passenger transportation, one that has been proven effective and efficient around the world. It now appears that the Province is rejecting the recommendations of the All-Party committee on a key point, and will instead be requiring a Class 4 Driver's License (similar to a taxi) for drivers under a ride-hailing system. The all-party committee felt that Class 4 was inappropriate and would unduly restrict supply, and that safeguards could be put in place to ensure a level of passenger safety that was at least as strong as in the taxi industry, without limiting the supply of drivers.

The Province also appears to be contemplating other methods to manage/limit the supply of ride-hailing, which will have the result of supporting the existing taxi monopoly, and which will restrict the availability of rides across the province, potentially putting our residents at risk because of an inability to secure a safe ride home. These risks -- including physical assault, sexual assault, robbery/theft, wildlife conflict, severe weather, and injury – can be mitigated by allowing an adequate and scalable supply of safe rides home, a supply that isn't artificially or arbitrarily limited to protect a monopoly.

Attached is a letter I've written to Transportation Minister Claire Trevena, which I had intended to send myself. However, colleagues from other jurisdictions have suggested that they would like to sign on to a joint letter, so I have made the appropriate adjustments to what is now a Joint Letter to Transportation Minister Claire Trevena.

If you agree and would like to express support for ride-hailing, which has proven popular in jurisdictions across North America and throughout the world, please respond with a "Count me in!" (or just a "Yes") and I'll add your name to the letter. And if any of your elected colleagues (Councillors, RD members, School Board Trustees, etc.) might also be supportive, please forward this for their consideration as well.

Wishing you and yours a wonderful summer.

Richard

____

Richard Stewart, Mayor
City of Coquitlam

LOG:	REFER:	AGENDA:
19-435		RCM - Sept. 4
FILE: 0400-20	ACTION: MR	

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

August 6, 2019

Joint Mayors' Letter to BC Transportation Minister Claire Trevena on Ridehailing

Signed by Mayors and Councillors from across BC

Dear Minister Trevena,

We write to you with strong concern over the Province of BC's intent related to ridehailing.

The current taxi system in BC does not serve our communities and residents properly. The challenges with the supply-managed taxi monopoly are well-documented, and we hear regularly from residents in our communities of the failures of this outdated transportation system, such as the inability of residents to get a taxi, trip refusal (particularly back to the suburbs), prebooked taxis not arriving, language barriers, routing issues, etc. Some of these failures can create unreasonable risks to our residents, including:

- Motorists who are impaired and who, unable to get a taxi, make a poor choice to drive,
- Persons who are unable to get a ride, and who are forced to take risks (accepting a ride from a stranger, walking alone, etc.)
- Persons with ambulant disabilities, who may have fewer options when the supply of passenger transportation is restricted.

Particularly in the suburbs, we elected officials have heard horrible resident experiences resulting from the inability to secure a taxi – particularly late-at-night – including hate crimes (racial, LGBTQ, etc.), physical assault, sexual assault, robbery/theft, and injury. In BC we have a supply-managed taxi system that very regularly fails to provide adequate service for some of their customers – our residents – putting them at risk.

Many have urged successive Provincial governments to embrace ride-hailing programs to fill the gaps in the taxi monopoly, gaps that disproportionately affect residents of the suburbs, and which particularly create unreasonable risks for women, ambulant disabled, tourists/visitors, persons with language barriers, and other vulnerable populations. You and your government have committed to bring in ridehailing for British Columbia; however, based on discussions we've had with you, and based on the initial details of the proposed program here in BC, we have serious concerns that the main gaps and resultant risks will not be addressed appropriately by the proposals currently being pursued, especially the unnecessary imposition of Class 4 licences on ridehail drivers and suggestions around supply-management.

We urge the Ministry to instead adopt the regulations put forward by the all-party committee, after several consultations, back in March. We strongly believe these recommendations would enable ridehailing to meet the needs of our constituents.

Supply Management

At present, it is often very difficult for our residents visiting urban centres and other locations to get a ride back to their communities, particularly late at night, a situation that is predictable when inadequate rides are available. As well, as a society, we urge citizens who may be impaired by drugs or alcohol to "take a cab", yet we ration the availability of cabs, and restrict the availability of alternative forms of "safe ride home".

We believe there is no valid public policy reason to limit the supply of rides or to impose Class 4 licence requirements on ridehail drivers, and that the supply-management of safe rides home is counter to what should be the number one priority of the Ministry of Transportation and Infrastructure. We also believe that the recommendations of the Mayors' Council on Regional Transportation at TransLink related to pricing and supply would serve well toward improving access to ride-hailing service during periods when greater supply is needed.

Excessive Licensing Requirements

Minister, we understand that you have taken the position that, unlike most other jurisdictions in North America, BC will restrict the provision of ridehailing service to drivers with a commercial Class 4 driver's license. We believe this one requirement will significantly encumber or impede ridehailing, and ultimately leave it unable to fill the gaps listed above, while providing no benefit. We believe that this requirement will leave many with the impression that government is feigning support for ridehailing publicly while putting in place regulations to protect the taxi industry, regulations that significantly shackle the ridehailing technology that has been demonstrated to be effective, efficient and safe. We urge government to do as other jurisdictions around the world and allow Class 5 licensing, along with annual or continual monitoring of driver abstracts and annual criminal record checks (more stringent than for taxi drivers).

Three Commitments

Minister, your Mandate Letter mentions your government's "three key commitments to British Columbians":

… to make life more **affordable** …. make lives easier.
… to deliver the services that people count on … [so that] services are **available** and **effective**.
… to build a strong, sustainable, **innovative** economy that works for everyone, not just the wealthy and well-connected….

Minister, we urge you to not put in place barriers that restrict the **affordability**, **availability**, **effectiveness** and **innovation** offered by ridehailing technology. We urge you to reject supply-management, price controls, and excessive regulation, and to fully embrace ridehailing and the public safety, affordability, and equity that ridehailing offers to British Columbians.

Thank you,

Yours truly,

Richard Stewart

Richard Stewart, Mayor
City of Coquitlam

And these other Local Government elected officials

A1 A2 A3

GREEN COMMUNITIES
COMMITTEE

RECEIVED
AUG 20 2019
TOWN OF COMOX

Ref: 247228

LOG: 19-432	REFER:	AGENDA: RCM Sept. 4'19
FILE: 5280-01	ACTION: File	

ov c file
copy ~ Mayor + Council
RK / Senior Mgmt /agenda

August 15, 2019

His Worship Mayor Russ Arnott and Councillors
Town of Comox
1809 Beaufort Avenue
Comox BC V9M 1R9

Dear Mayor Arnott and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2018 reporting year, you have been awarded Level 4 recognition – 'Achievement of Carbon Neutrality'.

In recognition of your significant achievements, the GCC is pleased to provide you with carbon neutral branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader - Carbon Neutral* window decal, for use on public buildings.

.../2

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,

T Faganello

Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing

Gary McIsaac

Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures

GREEN COMMUNITIES COMMITTEE

GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

Level 1: Demonstrating Progress on Charter Commitments
Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions
Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their community's community energy and emissions inventory receive a letter from the GCC and a '*BC Climate Action Community 2018*' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments
Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a '*BC Climate Action Community 2018 – Climate Leader*' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality
Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a '*BC Climate Action Community 2018 – Climate Leader - Carbon Neutral*' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program,* local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to: https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip

British Home Children
Advocacy & Research Association

CEO Ms. Lori Oschefski
59 Blair Crescent : Barrie, Ontario : L4M 5Y4
info@britishhomechildren.com

From 1869 right up to 1948, over 100,000 children of all ages were emigrated right across Canada, from the United Kingdom, to be used as indentured farm workers and domestics. Believed by Canadians to be orphans, only two percent truly were. These children, known as the British Home Children ("BHC") and Child Migrants, were sent to Canada by over 50 organizations including the well-known and still working charities: Barnardo's, The Salvation Army, Quarrier's and Fairbridge, to name a few. BHC are an integral part of the fabric of our nation - often, rightfully, called Canada's Nation Builders. Their vast contributions to our country should never be forgotten. Descendants of BHC, number in the millions in Canada alone!

The British Home Children Advocacy and Research Association ("BHCARA") is a Canadian based not for profit organization dedicated to the BHC. The BHCARA reaches thousands of people through their Facebook group of over 6,700 members and their mailing list of over 4,000 subscribers. Their website now has over 1 million hits and they have a high media presence. The mandate of the organization is to promote the story of the British Home Children, to advocate for those who no longer have a voice and to provide free research help to those seeking their family histories; often providing closure from painful pasts.

Web sites: www.britishhomechildren.com & www.canadianbritishhomechildren.weebly.com
Facebook Group: www.facebook.com/groups/Britishhomechildren/

This year the BHCARA is asking communities to participate in the "Beacons of Light for British Home Children Tribute" and illuminate memorials, monuments, buildings or other areas with the colours of the BHCARA; red, white and blue. 2019 marks the 150th year since the first BHC arrived in Canada. The tribute is a symbolic gesture showing these children, in their sesquicentennial year, are not forgotten. Many Canadian cities have agreed to participate with over fifty-five supporters to date, including the iconic Niagara Falls, Toronto's CN Tower, The Northern Lights Display in Vancouver and St. Andrews House - Head Quarters of the Scottish Government in Edinburgh, Scotland. The Town of Midland and Orillia are participating by proclaiming September 28th as BHC Day in their cities.

We have received a special letter of support from Her Majesty the Queen, dated August 21, 2019. A copy is available upon request.

September 28th is commemorated nationally as British Home Child Day in Canada, a unanimous passage of MP Guy Lauzon's private member's motion M-133 in the House of Commons, Feb. 7, 2018. Please consider participating in the Beacons of Light tribute, it would mean a lot to the living descendants. It is our request that tributes be held on September 28th this year, however we realize that it is not possible for some venues; we would be grateful for alternate dates.

A full listing of the supporters can be found at www.britishhomechildren.com.

Yours Truly.

Lori Oschefski, CEO, BHCARA; info@BritishHomeChildren.com

LOG: 19-454	REFER:	AGENDA: RCM Sept. 4 '19
FILE: 0400-03	ACTION: MR	

On file
copy ~ Mayor & Council
RKY/SA/AF/

A1 A2 A3

Twyla Slonski

From: Lynda Mazerolle <lrmazerolle@shaw.ca>
Sent: August 29, 2019 2:59 PM
To: Twyla Slonski
Subject: Beacons of Light for the British Home Children
Attachments: image1.jpeg; ATT00001.txt; image1.jpeg; ATT00002.txt

Thank you very much for your consideration of participating in the very special celebration of these wonderful children. I am the proud descendant of a British Home Child, my dear Grandma was sent at age 10 along with her brother age 12 and sister age 14. Here is a photograph of their group arriving in Canada in 1920.