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

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY DECEMBER 5, 2018

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

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

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1. DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

(7) a. Regular Council Meeting Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday November 21, 2018, be Approved.

(13) b. Committee of the Whole Meeting Minutes

That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Tuesday November 28, 2018, be Received.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

(15) a. Management Report - December 5, 2018

That the Management Report for December 5, 2018 be received and filed for information.

(17) b. Child Care Planning Committee

That Council of the Town of Comox provide support, in principle, and agree to assist Comox Valley Early Years Collaborative Child Care Planning Committee with their application for funding to the Community Child Care Planning Program for the purpose of developing a child care needs study in Comox.

5. SPECIAL REPORTS: NIL

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6. BYLAWS:

(19) a. Bylaw No. 1904 - Comox Water Rates and Regulations Bylaw Amendment No. 25, 2018

That Bylaw No. 1904 - Comox Water Rates and Regulations Bylaw Amendment No. 25, 2018 be Adopted.

(21) b. Comox Council Remuneration Bylaw No. 1905, 2018

That Comox Council Remuneration Bylaw No. 1905, 2018 be Adopted.

7. NEW BUSINESS:

(23) a. Comox Sewer User Rates for 2019

That the Comox Sewer User Rates Bylaw Amendment No. 12, 2018 be given First, Second and Third Readings.

b. Notice of Motion (Councillor Swift) - Dog Park

That staff be directed to prepare a report outlining possible locations and costs for creating a dog park and/or a leash optional park.

(27) c. Development Variance Permit Application: DVP 18-7 (1999 Robb Avenue)

That Development Variance Permit DVP 18-7 be issued upon resolution of the Outstanding Items and subject to the Development Variance Permit Conditons listed in Schedule 1 to the December 5, 2018 Planning Report on DVP 18-7.

(43) d. Comox Valley Water Committee - Assignment of Weighted Votes

That the distribution of weighted votes for the Town of Comox Directors on the Comox Valley Water Committee for 2018/2019 be as follows: Councillor Ken Grant - 2 votes, and Councillor Maureen Swift - 1 vote.

8. CORRESPONDENCE:

(45) a. Mary Kleim (Ocean Pointe Strata VIS5411) Traffic issues on Balmoral Avenue

(47) b. Peter Brice - Support for DVP 18-7 (1999 Robb Avenue)

(49) c. Trish Fennell - Off leash dog park

(51) d. Rosemary Lyle - Support for an off leash dog park

(53) e. Michael Barner - Off-leash dog park compromise

(55) f. Marlene Zacharias - Off Leash Dog Park

(57) g. Maggie Stephenson - Off Leash Dog Park

(59) h. Cheeying Ho (Centre for Sustainability Whistler): Affordable housing workshop

(61) i. Barbara and Bruce Martin - Pleased with the new Council

(63) j. David Eby and Mike Farnworth (Office of the Attorney General) Non Medical-Cannabis

(69) k. Liz Cookson (Union of BC Municipalities) 2019 Call for Resolutions

(77) l. John Horgan (Office of the Premier): Congratulations

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9. **LATE ITEMS: NIL**

10. **DELEGATIONS: NIL**

11. **REPORTS FROM MEMBERS OF COUNCIL:**

12. **MEDIA QUESTION PERIOD:**

13. **PUBLIC QUESTION PERIOD:**

14. **EXCLUDE THE PUBLIC:**

ADJOURNMENT

Deputy Corporate Administrator

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday November 21, 2018

Present: Mayor R. Arnott

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

Absent: Nil

Call to Order:

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

The Agenda was Adopted as Amended to include recent items of correspondence regarding Mack Laing Park.

There were 22 visitors in attendance.

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1. DELEGATIONS:

a. Charlene Gray (C.V. Early Years Collaborative) & Natalie Robinson (Child Care Planning Committee) Creating a Valley wide child care plan

Valley Wide Child Care

Ms. Gray advised of the current crisis in high quality, affordable and accessible child care. She advised of the Community Child Care Planning Funding, available to municipalities through the Union of BC Municipalities, in order to collect information on child care needs, inventory and targets in communities. Ms. Gray stated she would like to see the Town of Comox take the lead, in a collaborative effort with other local governments, to apply for funding for the Comox Valley area.

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 October 3, 2018, be Approved as amended to change the words "Acting Mayor" to "Mayor" on the first page.

(2018.268) -- CARRIED

b. Special (Inaugural) Council Meeting Minutes

Special Council Meeting Minutes

That the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday November 7, 2018, be Approved.

(2018.269) -- CARRIED

c. Committee of the Whole Meeting Minutes

COW Minutes

That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Tuesday November 13, 2018, be Received.

(2018.270) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - November 21, 2018

Management Report

That the Management Report for November 21, 2018 be received and filed for information.

(2018.271) -- CARRIED

b. Council Remuneration - Loss of Municipal Officers' Expense Allowance

Council Remuneration

1. *That the Comox Council Remuneration and Expense Bylaw, 2006 be updated in order to increase the Mayor's annual remuneration by 14% to $38,384 and each Councillors' annual remuneration by 14% to $20,230.*

(2018.272) -- CARRIED
[Opposed: Councillor PMcKenna]

2. *That Comox Council Remuneration Bylaw No. 1905, 2018 be given First, Second and Third Readings.*

(2018.273) -- CARRIED
[Opposed: Councillor PMcKenna]

c. Modification of Mack Laing Trust

Mack Laing Turst

That any decision regarding the modification of the Mack Laing Trust be deferred until Council's Regular Meeting on February 6, 2019, in order to allow time for all members of Council to fully consider all of the the previous background information related to the application to modify the Mack Laing Trust, as well as the "Realistic Business Plan for Shakesides Nature House".

(2018.274) -- TABLED UNTIL AFTER CONSIDERATION OF CORRESPONDENCE

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, October 2, 2018.
- Comox Valley Regional District (Comox Strathcona Waste Management) Board held on Thursday, October 11, 2018.
- Comox Strathcona Regional Hospital District Board held on Thursday, October 11, 2018.

(2018.275) -- CARRIED

6. BYLAWS: NIL

7. NEW BUSINESS:

a. Development Variance Permit Application: DVP 18-9 (355 Victoria Court) Secondary Suite

355 Victoria Court

That Development Variance Permit DVP 18-9 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the November 21, 2018 Planning Report on DVP 18-9.

(2018.276) -- CARRIED

b. Development Variance Permit Application: DVP 18-11 (1954 Marten Avenue) Secondary Suite

1954 Marten Ave

That Development Variance Permit DVP 18-11 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the November 21, 2018 Planning Report on DVP 18-11.

(2018.277) -- CARRIED

c. Development Variance Permit Application: DVP 18-13 (1824 Robb Avenue) Secondary Suite

1824 Robb Ave

That Development Variance Permit DVP 18-13 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 of the November 21, 2018 Planning Report on DVP 18-13.

(2018.278) -- CARRIED

d. Proposed 2019 Annual Flat Rate for Water Increase

Water Rate Increase 2019

1. *That the annual flat rate for water be increased by $12 to $387 per year ($32.25 per month) for each residential and commercial customer for the 2019 calendar year.*

(2018.279) -- CARRIED

2. *That Bylaw No. 1904, Comox Water Rates and Regulations Bylaw Amendment No. 25, 2018, be given First, Second and Third Readings.*

(2018.280) -- CARRIED

8. CORRESPONDENCE:

a. Mike Corkish (d'Esterre Seniors' Centre Association) Safety concerns around d'Esterre Seniors' Centre, Reduce Speed on Wilcox to 30 Km/h.

d'Esterre Safety Concerns

That the September 17, 2018 letter from Mike Corkish, President of the d'Esterre Seniors' Centre Association, urging the Town to take steps to improve the safety of pedestrians using the approaches to the d'Esterre Centre and Marina Park, be received and referred to staff for followup.

(2018.281) -- CARRIED

b. J-Kris Nielsen (Mack Laing Heritage Society) Tarp roof and create time for negotiations

Shakesides

That the October 28, 2018 letter from J-Kris Nielsen, President of the Mack Laing Heritage Society, asking Council for permission to tarp the roof on the Shakesides home, as well as to allow an opportunity for negotiations between the Town and the Mack Laing Heritage Society regarding the Shakesides home, be received and referred to staff for followup.

(2018.282) -- CARRIED

b.1. Modification of Mack Laing Trust

Mack Laing Trust

1. *That the motion from Item 4c, regarding the modification of the Mack Laing Trust, be removed from the table.*

(2018.283) -- CARRIED

b.1. Modification of Mack Laing Trust

Mack Laing Trust

2. *That any decision regarding the modification of the Mack Laing Trust be deferred until Council's Regular Meeting on February 6, 2019, in order to allow time for all members of Council to fully consider all of the the previous background information related to the application to modify the Mack Laing Trust, as well as the "Realistic Business Plan for Shakesides Nature House".*

(2018.284) -- CARRIED

c. Angela Peterson - Support for DVP 18-11 (1954 Marten Ave)
Brad Mielke & Delphine Guerineau - Support for DVP 18-11 (1954 Marten Avenue)
Christopher & Patti Burton - Support for DVP 18-9 (355 Victoria Court)
Gaetane Palardy - Support for DVP 18-13 (1824

1954 Marten Ave

That the following be received and filed for information:
- November 9, 2018 email from Angela Peterson regarding DVP application 18-11 (1954 Marten Avenue);
- November 9, 2018 email from Brad Mielke and Delphine Guerineau regarding DVP application 18-11 (1954 Marten Avenue);
- November 6, 2018 email from Christopher R. Burton regarding DVP application 18-9 (355 Victoria Court); and
- November 15, 2018 email from Gaetane Palardy regarding DVP application 18-13 (1824 Robb Avenue).

(2018.285) -- CARRIED

g. Susan Toresdahl (Comox Valley Airport Commission): Director Re-Appointment - Martin Crilly

CVAC Director Reappointment

That the November 7, 2018 letter from Susan Toresdahl of the Comox Valley Airport Commission, advising that Director Martin Crilly's term is up for re-appointment on the board, be received and that Council concur with the re-appointment.

(2018.286) -- CARRIED

h. Local Government Leadership Academy - Elected Officials Seminar

LGLA Sessions

That the October 31, 2018 email from the Association of Vancouver Island and Coastal Communities, advising of the Local Government Leadership Academy sessions in Parksville, be received and filed for information.

(2018.287) -- CARRIED

9. LATE ITEMS:

a. Correspondence regarding Mack Laing Park

Mack Laing

That the following be received and filed for information:
- November 19, 2018 email from Andrea W. Rowe, requesting that Council defer its decision on Shakesides;
- November 20 2018 email from Heather Crandall and Gordon White, asking that Council take time before making any decision to change the plan for Mack Laing Park;
- November 21, 2018 email from Cathy Cook, asking that Council find a way to wisely preserve both heritage and nature;
- November 21, 2018 email from Blythe Reimer, asking Council to consider postponing a decision until all sides are considered; and
- November 21, 2018 email from David and Ann Johnston, asking for a reasonable amount of time to review history and feasibility studies related to Mack Laing Park.

(2018.288) -- CARRIED

10. NOTICE OF MOTION:

a. Notice of Motion (Councillor Swift) - Dog Park

Notice of Motion

Councillor Swift provided a Notice of Motion "That staff be directed to prepare a report outlining possible locations and costs for creating a dog park and/or a leash optional park."

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Bissinger

Councillor Bissinger advised that she had nothing to report.

b. Councillor Ken Grant

Councillor Grant advised that he attended the Inaugural Meeting of the Regional District, the two day Council Orientation Session and the Fire Department Christmas banquet. He also advised that he had two discussions with developers.

c. Councillor Minions

Councillor Minions advised that she had nothing to report.

d. Councillor McGowan

Councillor McGowan advised that she attended the Fire Department banquet and the Strategic Planning session.

e. Councillor Swift

Councillor Swift advised that she attended
- the Council Orientation session,
- the sewer open house,
- a Filberg board meeting, and
- the first liquid waste management planning meeting.

She also advised that she met with individuals regarding a dog park, and that she was nominated for the 911 board at the Inaugural regional district meeting.

f. Councillor McKenna

Councillor McKenna advised that he was at a national Habitat for Humanity meeting.

g. Mayor Arnott

Mayor Arnott advised that he:
- met with Premier Horgan,
- attended the sewage open house,
- attended a craft beer and restaurant industry meeting,
- attended the Child Development Association Telethon,
- attended the Fire Department banquet,
- met with the new RCMP Inspector along with the CAO, and
- attended the Remembrance Day ceremony.

12. NEW BUSINESS:

a. Side by Side Secondary Suites and Coach Houses - Streamlined Approach

Side by Side Secondary Suites and Coach Houses

That staff be directed to bring forward a report to address a more streamlined approach for side by side secondary suite and coach house applications.

(2018.289) -- CARRIED

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:37 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Committee of the Whole Meeting,
held in Council Chambers on Wednesday November 28, 2018

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

Call to Order:

The meeting was called to order at 4:00 p.m.

The Agenda was Adopted.

1. Exclude the Public:

a. Exclude the Public

Exclude the Public

That, pursuant to section 127 of the Community Charter, notice is hereby given that the Public be Excluded from the Closed Committee of the Whole Meeting on Wednesday November 28, 2018, pursuant to the following sub-section of the Community Charter:

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED

Adjournment:

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

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

CHAIR

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TOWN OF COMOX – MANAGEMENT REPORT December 5, 2018				
Item	**DATE ADDED**	**SUBJECT**	**COUNCIL DIRECTION**	**STATUS**
1.	**Mar 7, 2007**	Organic Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay	Pilot project extended until the end of 2018 Organics collection for the first half of 2018 continued to climb slightly, by 2.0% compared to the first half of 2017. As per Council's Strategic Plan, staff will be looking at the feasibility of increasing organics collection by reducing the frequency of garbage collection this year.
2.	**Aug 20, 2014**	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Grant-in-aid provided to 19 Wing Comox as an incentive to develop a training facility at CFB Comox.
3.	**Jan 18, 2017**	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Storm Water Management Plan accepted by Council at its October 3 RCM. Staff working on bylaws, to be introduced to Council early in the New Year.
4.	**Jan 18, 2017**	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Mack Laing Heritage Society granted intervener status, rather than standing, and submitted a Business Plan for the new Council's consideration.
5.	**August 2, 2017**	Wayfinding Signage	Implement wayfinding signage standards, prototypes and implement Phase 1 signage	Project eligible for Community Works Funds. Directional fingerboards expected to be up by Christmas followed by primary and interpretive sign placement.

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

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TOWN OF COMOX
Regular Council Meeting

STAFF REPORT
Meeting Date: December 5, 2018

TO:	Mayor & Council	**FILE:**	0360-20
FROM:	Richard Kanigan, Chief Administrative Officer	**DATE:**	Nov. 30, 2018
SUBJECT:	Child Care Planning Committee		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
R. KANIGAN			
Executive Coordinator		*Clive Freundlich, Fin. Director*	*Richard Kanigan, CAO*

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:
That Council of the Town of Comox provide support, in principle, and agree to assist Comox Valley Early Years Collaborative Child Care Planning Committee with their application for funding to the Community Child Care Planning Program for the purpose of developing a child care needs study in Comox.

PURPOSE:
For Council to support allocating staff resources to assist the Comox Valley Early Years Collaborative (CVEYC) Child Care Planning Committee in their funding application to the Community Child Care Planning Program.

BACKGROUND:
At its Regular meeting held November 21, 2018 members of Council received a delegation from Charlene Gray and Natalie Robinson of the CVEYC Child Care Planning Committee at which time they requested that Council collaborate with other Comox Valley municipalities for the purpose of applying for funding from the Ministry of Children and Family Development for the purpose of developing a child care needs study.

In order to better meet the child care needs of families, the BC Ministry of Children and Family Development announced a new funding program earmarking $2.85 for the Community Child Care Planning Program. Administered by the Union of BC Municipalities (UBCM), and through partnerships and engagement, eligible projects can receive up to $25,000. All funded projects will collect information regarding the child care needs of the community including creating an inventory of existing child care spaces, identify space creation targets and actions that can be taken to meet those space creation targets identified in the study.

DISCUSSION:
As a follow up to the delegation to Council, I met with Ms. Gray and Ms. Schroeder to discuss this initiative further. During our meeting I expressed that the Town has very limited capacity to assume the lead role in this application however, we would make ourselves available to assist the CVEYC Planning Committee members.

Upon a review of the application itself, a substantial portion of the application will require the specific knowledge from those involved and knowledgeable from a child care business perspective. That being said, we can and are able to work collectively on preparing the application.

FINANCIAL IMPLICATIONS:
As identified in this report, it is noted that the CVEYC Child Care Planning Committee will be required to provide the majority of information required for the application and therefore, time on the part of municipal staff is minimal.

SUMMARY:
Following a delegation to Council and meeting with the proponents of CVEYC Child Care Planning Committee, it is their desire to work with other municipalities in the valley to access funding from the Ministry of Children and Family Development for the purpose of creating community-specific child care plans. While this report indicates that the Town has limited capacity to assume the lead role in this initiative, Town staff are available to assist. Should Council support the staff recommendation identified in this report it is expected that an application for funding will be prepared and submitted by January 18, 2019 which is the application deadline.

TOWN OF COMOX

BYLAW NO. 1904

A BYLAW TO AMEND THE COMOX WATER RATES AND REGULATIONS BYLAW

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates for the supply and use of water, and to impose connection charges;

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

1. Title

This bylaw may be cited as "Comox Water Rates and Regulations Bylaw Amendment No. 25, 2018"

2. Amendment

Bylaw No. 529 (Comox Water Rates and Regulations Bylaw, 1979) is hereby amended as follows:

(a) By replacing the text "thirty-one dollars and twenty-five cents ($31.25)", in Part II, Section 1(a) of Schedule "A", with the text "thirty-two dollars and twenty-five cents ($32.25)".

(b) By replacing the text "thirty-one dollars and twenty-five cents ($31.25)", in Part II, Section 4 of Schedule "A", with the text "thirty-two dollars and twenty-five cents ($32.25)".

3. Adoption

(1) READ A FIRST, SECOND AND THIRD time this 21st day of November , 2018

(2) ADOPTED this day of , 2018

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MAYOR

_____
CORPORATE OFFICER

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TOWN OF COMOX

BYLAW NO. 1905

A BYLAW TO PROVIDE FOR THE PAYMENT OF REMUNERATION TO COUNCIL MEMBERS

WHEREAS Council wishes to set, by Bylaw, the level of remuneration and expenses available to elected officials;

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

1. Title

This bylaw may be cited for all purposes as the "Comox Council Remuneration Bylaw No. 1905, 2018".

2. Council Remuneration

(1) The Mayor shall be paid remuneration for discharge of the duties of office in the amount of thirty eight thousand three hundred and eighty four dollars ($38,384.00) per year.

(2) Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of twenty thousand two hundred and thirty dollars ($20,230.00) per year.

(3) Remuneration for Mayor and Councillor shall be adjusted on January 1st of each year by a rate equivalent to

(a) 50% of the percentage change in the Consumer Price Index over the immediately preceding year, for Vancouver BC, plus

(b) 50% of the average percentage change in annual remuneration for the offices of Mayor and Councillor at year-end, over the immediately preceding year and for the following municipalities in BC:

(i) The Corporation of the City of Courtenay,

(ii) The Town of Qualicum Beach,

(iii) The City of Parksville, and

(iv) The Town of Sidney.

(4) Council remuneration shall be paid monthly.

(5) In addition, the Town shall insure members of Council against accident while on official business for the Town.

3. Effective Date

The effective date of this Bylaw is January 1, 2019.

4. Repeal

Comox Council Remuneration and Expense Bylaw, 2006 is hereby repealed.

5. Adoption

(1) READ A FIRST, SECOND AND THIRD time this 21st day of November , 2018

(2) ADOPTED this day of , 2018

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: Dec. 5, 2018

TO:	Mayor and Council	**FILE:**	5340-01
FROM:	Shelly Russwurm, Deputy Corporate Administrator	**DATE:**	Nov. 29, 2018
SUBJECT:	Comox Sewer User Rates for 2019		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Shelly Russwurm, DCA		*Clive Freundlich, Fin. Director*	*Richard Kanigan, CAO*

Recommendation from the Chief Administrative Officer:

That Comox Sewer User Rates Bylaw Amendment No. 12, 2018 be given First, Second and Third Readings.

Purpose

To provide background information on recommended changes to the fees charged for sewer use.

Background

The Comox Sewer User Rates Bylaw, 1998 (the Bylaw) authorizes the Town to collect fees from owners and occupiers of improved real property located in the Town, where sewer facilities are available. The fee schedule included with the Bylaw has not been updated since January 1, 2016.

The fees in the Bylaw are structured such that all users will pay the greater of
- a minimum flat-rate fee, as listed in the Bylaw, or
- an amount equal to their water use fee, if they are billed for water based on their metered use. The reasoning behind this is that a greater amount of water use would result in more water going into the sanitary sewer system.

Recommended changes to the fee schedule in the Bylaw (Schedule "A") are minimal, as follows:

1. To remove residential customers from the second part of the fee schedule, so that residential customers would not owe an amount for sewer service equal to their water use fee, if the water use fee exceeds the flat-rate sewer fee. Since residential customers with higher water use would typically be using the water outside the home (i.e., irrigation), higher water use for residential customers would not result in a larger amount going into the sanitary sewer system.

2. To add "brewpubs" (pubs or restaurants selling beer that has been brewed on the premises) to the category of Pubs and Beverage Rooms. Currently, there is not a minimum flat-rate fee for brewpubs, and two new brewpubs are expected to begin operating in 2019.

3. To increase the minimum flat-rate amount for Gas Stations (including convenience stores) from $101 per month to $110 per month. Prior to 2016, Car Washes and Gas Stations had the same user fee. With the increases proposed in 2016, both fees were to increase to $110; however, there was a typo in the bylaw changing the fee for Gas Stations to $101 instead.

TOWN OF COMOX

BYLAW NO. 1906

A BYLAW TO AMEND SEWER RATES WITHIN THE TOWN OF COMOX

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

1. Title

This bylaw may be cited for all purposes as the "Comox Sewer User Rates Bylaw Amendment No. 12, 2018".

2. Amendment

Bylaw No. 1289 (Comox Sewer User Rates Bylaw, 1998) is hereby amended as follows:

(a) Delete Schedule "A" in its entirety, and

(b) Insert Schedule "A" attached to and forming part of this bylaw.

3. Effective Date

This bylaw shall be effective starting January 1, 2019.

4. Adoption

(1) READ A FIRST, SECOND and THIRD time this day of May , 2018

(2) ADOPTED this day of June , 2018

_____
MAYOR

_____
CORPORATE OFFICER

BYLAW NO. 1289

Effective January 1, 2019

SCHEDULE "A"

COMOX SANITARY SEWER RATES

1. All those who are connected to the Town of Comox sanitary sewer service shall pay at least the following flat rates for the service:

Single Family Residences	$30.75 per month
Other self-contained residential household, family or housekeeping units including (for example): halves of residential duplexes, suites within residences, and carriage houses	$30.75 per unit per month
Business and professional offices	$30.75 per month each unit
Licensed residential apartments	$15.25 per month each apartment
Hotels	$15.25 per month each room
Motels and auto courts	$15.25 per month each unit
Hospitals and long-term care facilities	$19.60 per month each washroom
Schools	$18.00 per month each classroom
Comox Valley Harbour Authority	$60.00 per month
Cafes and restaurants	$76.00 per month
Car washes	$110.00 per month each wash bay
Gas stations (including convenience stores)	$110.00 per month
Coin laundries	$161.00 per month
Licensed clubs	$161.00 per month
Seafood processing facilities	$290.00 per month
Pubs, brewpubs and beverage rooms	$260.00 per month
Any other customers, if not included above	$30.75 per month each unit

2. All customers, except residential, who are billed for Town water service on the basis of metered water consumption, and have a return connection to the Town of Comox sanitary sewer system, shall pay an amount equal to their water use fee also for their sanitary sewer service, when this amount exceeds the minimum flat rate fees listed above.

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TOWN OF COMOX
PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 18-7 1999 ROBB AVENUE
DATE:	DECEMBER 5, 2018 - RCM

Submitted by	Concurrence	Approval
ET		

Planner's recommendation:

That Development Variance Permit DVP 18-7 be issued upon resolution of the Outstanding Items and subject to the Development Variance Permit Conditions listed in Schedule 1 to the December 5, 2018 Planning Report on DVP 18-7.

Proposal:

The proposal is to vary Comox Zoning Bylaw 1850 to permit two accessory buildings in the front yard of the subject property and reduce the minimum front setback for the two accessory buildings from 7.5 to 1.2m.

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

Background:

In accordance with standard procedures, notification of Council's intent to consider this Development Variance Permit at the December 5, 2018 Regular Council Meeting was delivered to abutting property owners and tenants.

Correspondence received in advance of the December 5, 2018 RCM will be distributed to Council prior to commencement of the December 5, 2018 RCM meeting.

OCP Implications:

The subject property's OCP designation is Residential: Townhouses and Ground Oriented Infill. This designation is intended to accommodate the following land uses: townhouses, single detached dwellings, secondary suites, coach houses, duplexes, triplexes and patio homes.

The subject property is located within Development Permit Areas #2 Ground Oriented Infill, and #17 Coach Houses. The proposal meets the exemption criteria of DPA #2 (Section 3.2.4(F)) and DPA #17 (Section 3.17.4(B)).

Zoning Implications:

The subject property is zoned R1.1 – Single Family under Comox Zoning Bylaw 1850. The lot is an approximately 684m^2 corner lot with an existing single family dwelling.

For corner lots, Zoning Bylaw 1850 designates the street with the shortest length along the parcel as the front lot line as shown in Figure 1. The street with the longest length is designated as the exterior side lot line. Taking the shortest lot line as the front lot line maximizes the lot's buildable area as the front setback is 7.5m and the exterior side is only 3.5m. In the case of the Subject Property, the front lot line is along Anderton Road and Robb Avenue is the exterior side lot line. Accessory Buildings are not permitted within a front yard under Comox Zoning Bylaw 1850. The minimum front and exterior side setbacks and prohibition of accessory buildings within a front yard encourage pedestrian oriented streetscapes.

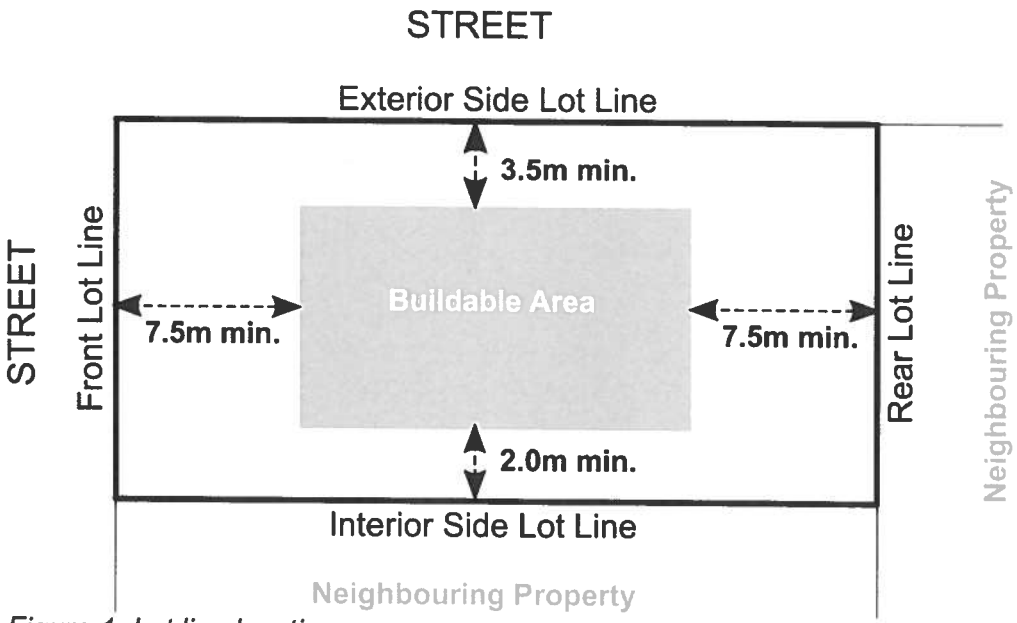


Figure 1: Lot line locations

The development variance permit application is allow two accessory buildings within the front (Anderton) yard and reduce the minimum front setback from 7.5 to 1.2 m as shown in **Attachment 2**. (A third 2.8m^2 accessory building is proposed in the south-east corner of the subject property with minimum 1.2 m setbacks from the abutting rear (east) and interior side (south) lot lines in accordance with existing R1.1 accessory building setback requirements.)

The existing single family dwelling is orientated to the exterior side lot line (Robb Avenue) as opposed to the front lot line (Anderton Road). In addition, the location of the dwelling is largely in compliance with the existing R1.1 setbacks if they are applied on the basis of Robb Avenue being the front lot line and Anderton as the exterior side lot line. The argument can be made that if the site has been developed as if Robb Avenue, not Anderton Road was the front lot line, the variance should be evaluated on that basis. Under this scenario, Anderton Road as an exterior side lot line, would have a minimum 3.5 m setback for accessory buildings. Given an existing flower bed along the west building elevation, a 3.5 m setback would significantly restrict pedestrian access between the accessory buildings and dwelling. A 2.5m setback would allow for the existing flower bed while minimizing the impact of the variance on existing R1.1 zoning regulations which encourage pedestrian orientated streetscapes.

Schedule 1, Development Permit Conditions include the following:

1. a minimum 2.5 m accessory building setback from the Anderton Road lot line; and
2. a minimum 5.5. m setback from the Robb Avenue lot line and the prohibition of accessory buildings in the yard abutting Robb Avenue to reflect the Robb Avenue orientation of the existing dwelling. (The existing dwelling is setback 6.5 m from Robb Avenue. The 5.5 m minimum provides an allowance to accommodate future minor building modifications.)

MK/RB/ET

Attachments:

1. Application Summary
2. Applicant's Submission

cc: Alexandra Bissinger, 1999 Robb Avenue, Comox, BC V9M 2E3

SCHEDULE 1

OUTSTANDING ITEMS

(1) Revised drawings showing a 2.5m front setback for the two accessory buildings.

DEVELOPMENT VARIANCE PERMIT CONDITIONS

(1) Construction of a maximum of two accessory buildings within the front yard in accordance with the revised drawings; and

(2) This Development Variance Permit is to vary Comox Zoning Bylaw 1850:

a. Section 101.9(1) – Front Setback

From:
Front setback shall not be less than 7.5m

To:
Front setback shall not be less than 7.5m for principal buildings.
Front setback shall not be less than 2.5m for a maximum of two accessory buildings.

b. Section 101.9(4) – Exterior Side Setback

From:
Exterior side setback shall not be less than 3.5m

To:
Exterior side setback shall not be less than 5.5m.

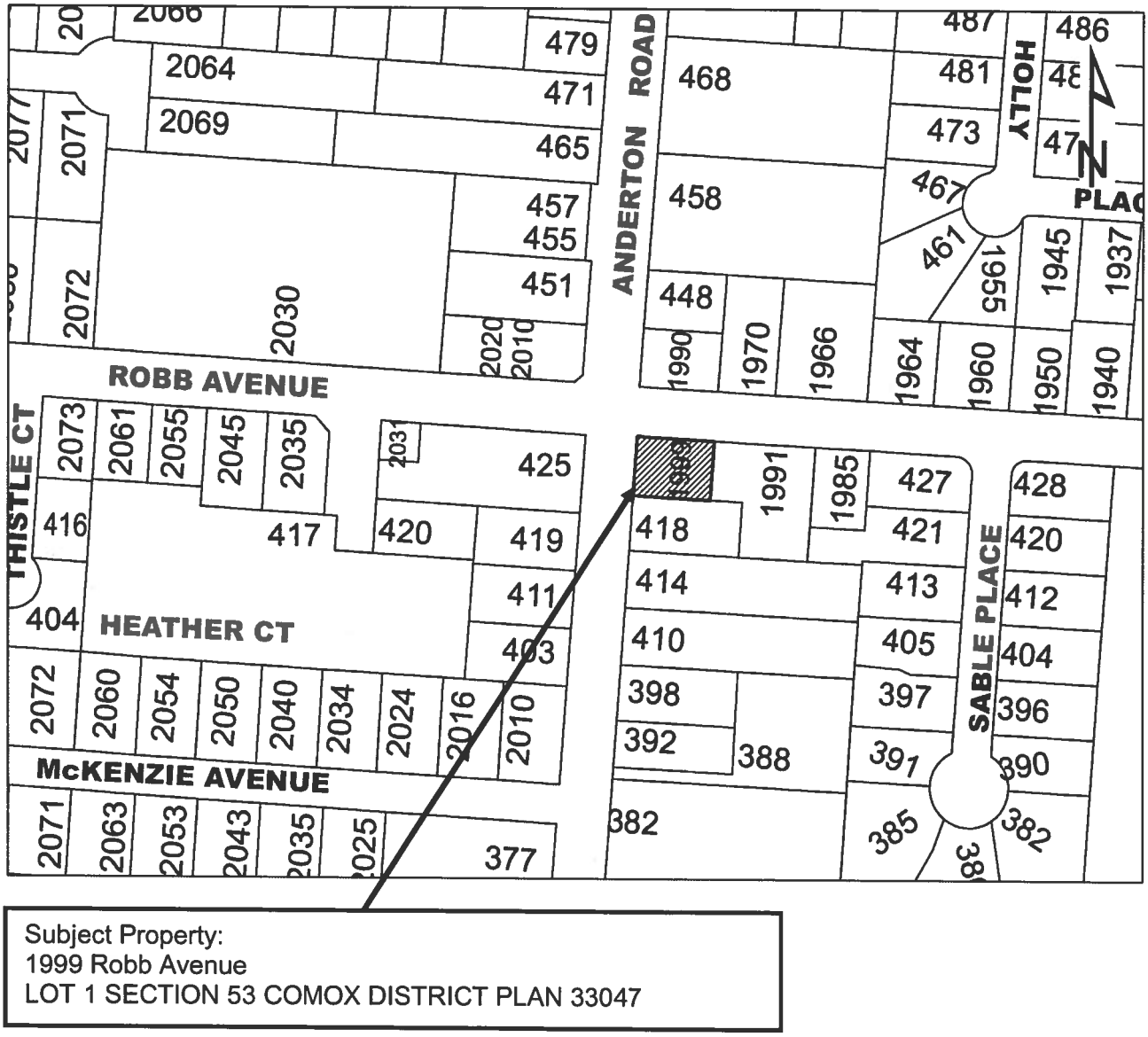
c. Section 101.10(5) Location for accessory buildings

From:
Accessory buildings shall not be located within a front yard.

To:

Accessory buildings shall not be located within an exterior side yard.

ATTACHMENT 1
APPLICATION SUMMARY



Subject Property:
1999 Robb Avenue
LOT 1 SECTION 53 COMOX DISTRICT PLAN 33047

Proposal:	The proposal is to vary Comox Zoning Bylaw 1850 to permit two accessory buildings in the front yard of the subject property and reduce the minimum front setback for the two accessory buildings from 7.5 to 1.2m.	
Owner:	Alexandra Bissinger	
Legal Description:	LOT 1 SECTION 53 COMOX DISTRICT PLAN 33047	
Civic Addresses:	1999 Robb Avenue	
OCP:		
Land Use Designation:	Residential: Townhouses and Ground Oriented Infill	
Development Permit Areas:	DPA #2 Ground Oriented Infill, DPA #17 Coach Houses	
Zoning Bylaw:	R1.1 – Single Family	
Permitted uses include:	Accessory structures and uses, Bed and Breakfast accommodations, Coach houses, Home occupations, Secondary suites, Single-family dwellings.	
	Existing	**Proposed Variance**
Section 101.9(1) – Front Setback (west)	Front setback shall not be less than 7.5m	Front setback shall not be less than 1.2m for a maximum of two accessory buildings. Front setback shall not be less than 7.5m for principal buildings.
Section 101.10(5) - Location for accessory buildings:	Accessory buildings shall not be located within a front yard	Accessory buildings may be located within a front yard.
Accessory building max gross floor area	60m^2	Proposed: 18.6m^2 total for all three accessory buildings.
Surrounding Uses:	The subject property is surrounded by: ▪ Single-family residential development to the north, east, and south. ▪ Anderton Road, Light industrial (Telus utility building) and single-family residential to the west.	

ATTACHMENT 2

APPLICANT'S SUBMISSION

Rationale- Development Variance Request for 1999 Robb Ave

Present and proposed land use

The property is currently used as R1.1 Singe-family residential- no changes to this.
Currently one of the sheds has been built in the Front Yard and construction of the second shed has been put on hold until resolution is achieved. According to Comox Zoning Bylaw 1850 Section 101.10 Accessory Buildings, no accessory buildings shall be located within a Front Yard. Due to zoning, the area that would be traditionally known as my side yard has been designated as my Front Yard, as my property is on a corner (Robb @ Anderton) and the shortest lot line abuts Anderton.

Proposed variance to the bylaw

It is proposed that Comox Zoning Bylaw 1850 Section 101.10 Accessory Buildings be amended for subject property to allow for accessory buildings (2 sheds) to be located within a Front Yard and that the setback be reduced from 7.5 metres to 1.2 metres from Front Lot line.

Figure 1 Subject Property- Red circle indicates area designated as Front Yard (everyone else`s Side Yard, but my Front Yard, as lot is on Corner)

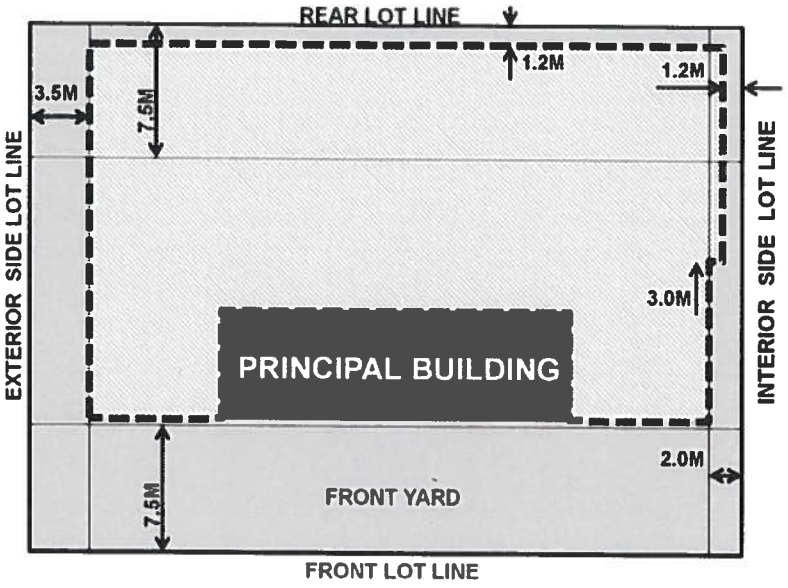


Figure 2 Accessory Buildings buildable area as per Comox Zoning Bylaw 1850 (Figure 101-2)

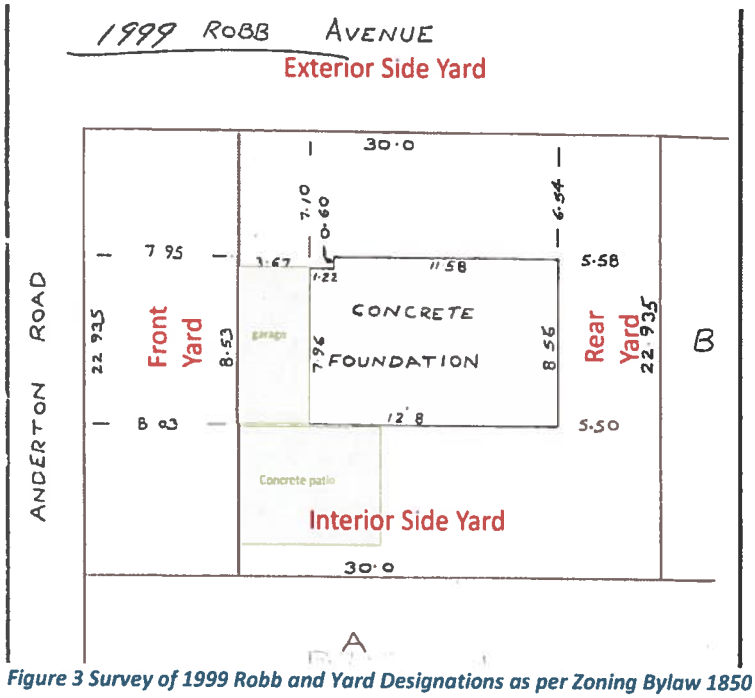


Figure 3 Survey of 1999 Robb and Yard Designations as per Zoning Bylaw 1850

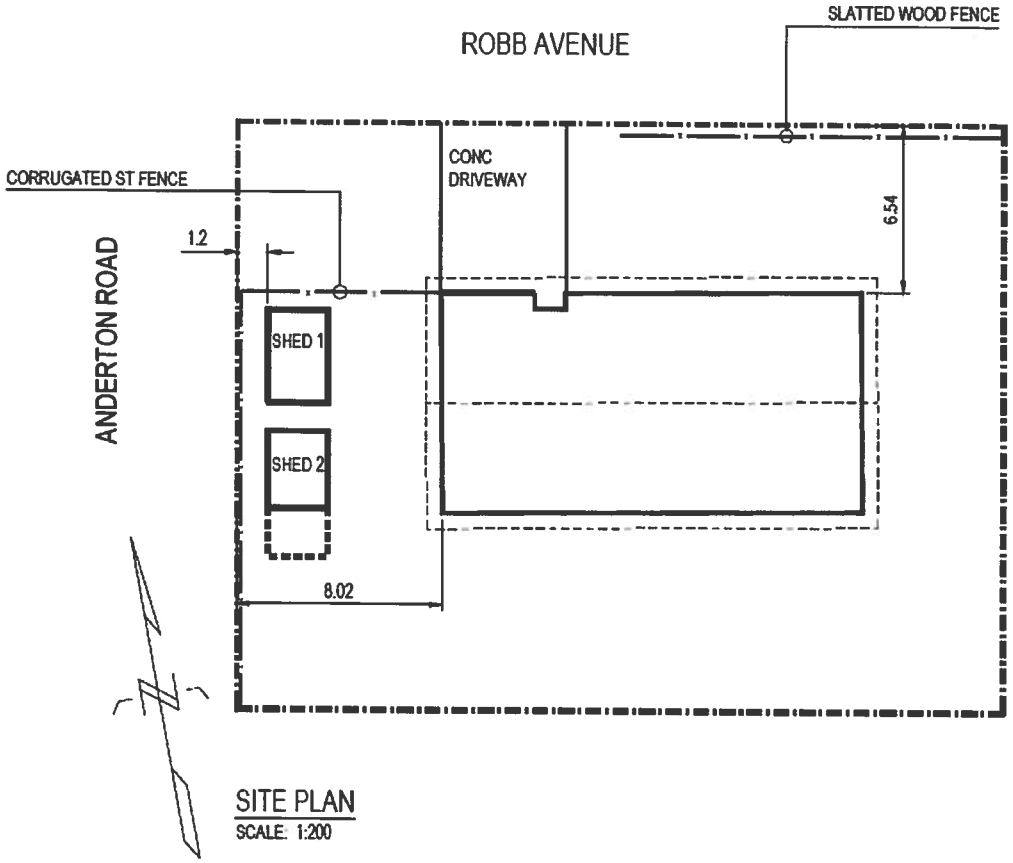


Figure 4 Proposed shed locations within Front Yard

Section number of bylaw

The section of the Comox Zoning Bylaw 1850 that is requested to being is Section 101.10 Accessory Buildings.

It is requested to eliminate points 5) and 6)(b) from Zoning Bylaw 1850 Section 101.10 such that the accessory buildings (two sheds) be located within a front yard; and be located at a setback of 1.2 metres to the front lot line.

101.10 Accessory Buildings

Accessory buildings shall

(1) not exceed 4.5 metres in height;

(2) have a parcel coverage not exceeding 10%;

(3) not occupy more than 2/3 of the width of the rear yard, as measured at its widest point;

(4) ***(Replaced Sept 20, 2017, Bylaw 1861)*** not exceed 60 m^2 in gross floor area. For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area;

(5) not be located within a front yard; and

(6) be excluded from required rear and interior side setbacks provided that

(a) no accessory building is located closer than 1.2 metres to a rear or interior side lot line; and

(b) a 2.0 metre interior side setback is maintained from the front lot line to a point 3.0 metres into the rear yard, as shown in Figure 101-2.

Why the variance is needed

Variance is needed as to allow for construction of two sheds within my Front Yard and with a 1.2metre setback from front lot line. The property's designated Front Yard is the only constructible and feasible site for sheds on the property. The Front Yard is situated on a busy traffic corridor (Anderton Rd), and the construction of two sheds will help with noise attenuation for me as resident of the property, and also benefit adjoining neighbors with such noise pollution from Anderton.

The house is fairly small (1300sqft) and sheds are required for storage of personal belongings such as gardening tools, bicycles, motorcycles, sporting equipment, surf boards, etc. Other siting options have been looked at and there is no other location on the property that allows for construction of sheds. The Interior Side Yard is significantly sloped and with the existing concrete patio, would not allow for a 1.2m setback, and the Rear Yard is also sloped towards the lot line and narrow. Constructing sheds in the Side and Rear yards would require building up the yard (~1m grade height), importing backfill materials, building a retaining wall and pouring concrete piers (not to mention the shed roofline would would then be significantly above the fence line). This would be cost-prohibitive for me.

Adjacent property owners

Two of the three neighboring properties have been consulted about the sheds being constructed and neither of the two have expressed any concerns with the proposal. They even complimented me about the style of the shed and how esthetically pleasing they were with their "west coast" feel. The sheds will not obstruct any views.
Also worth noting, the property directly across from the front yard is zoned industrial- it's a Telus building.

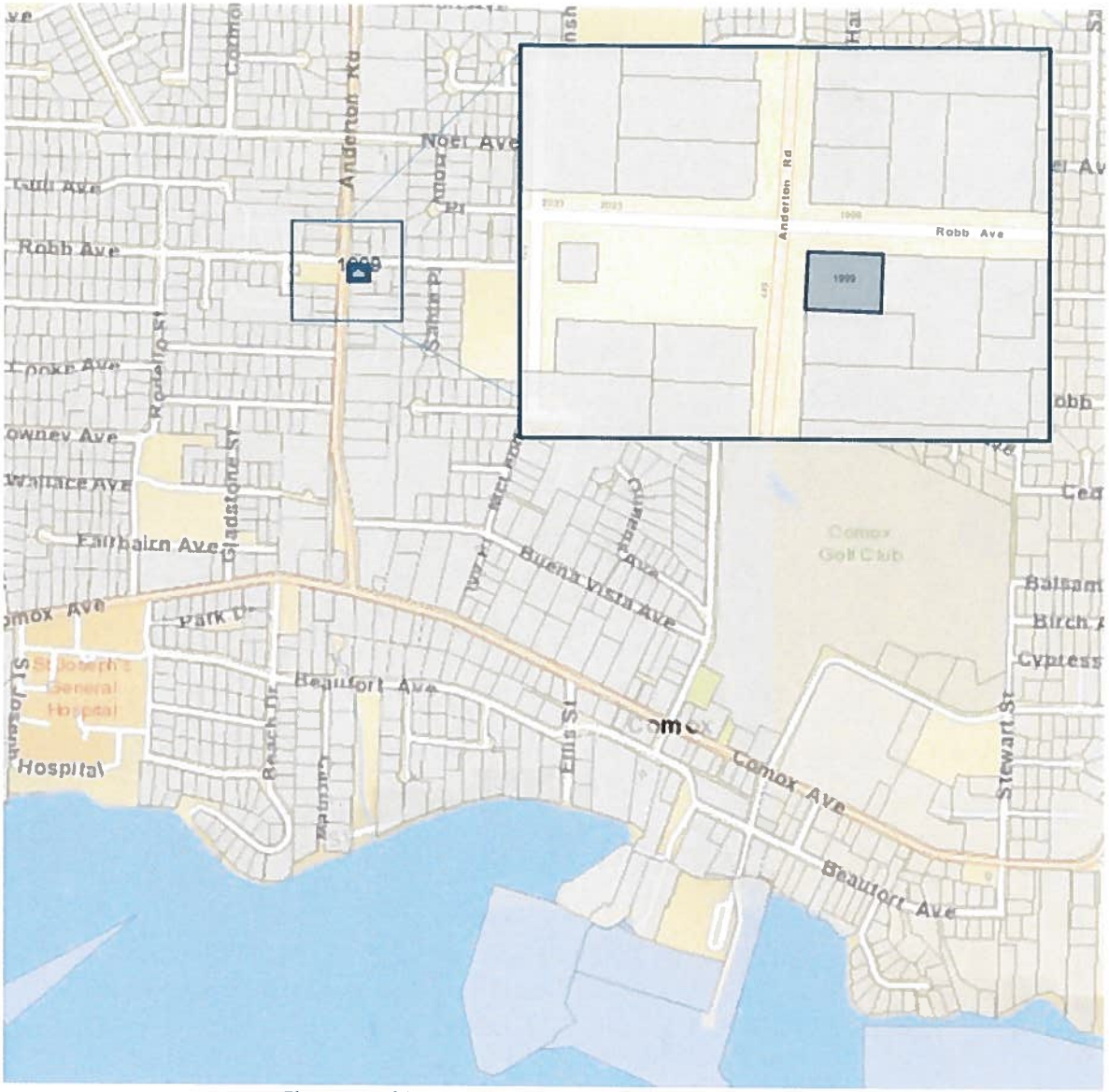


Figure 5 Subject property location within Town of Comox

Benefits to the community

The sheds will be painted and wood trim stained as to match the house and therefore be esthetically pleasing. The sheds will provide sound barrier for me as a resident of the busy intersection. It will also contribute to noise attenuation for my neighbors to the East.

Sustainable development features of the proposal

Gutters will be installed on the sheds, and water will be collected in rain barrels.

Photos

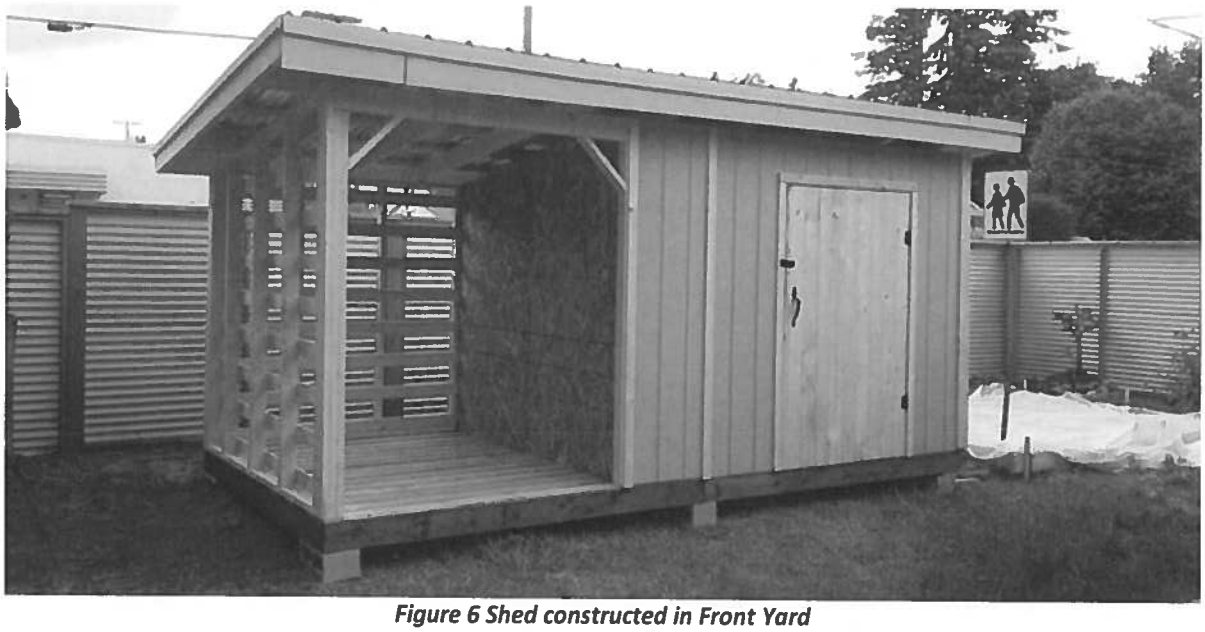


Figure 6 Shed constructed in Front Yard

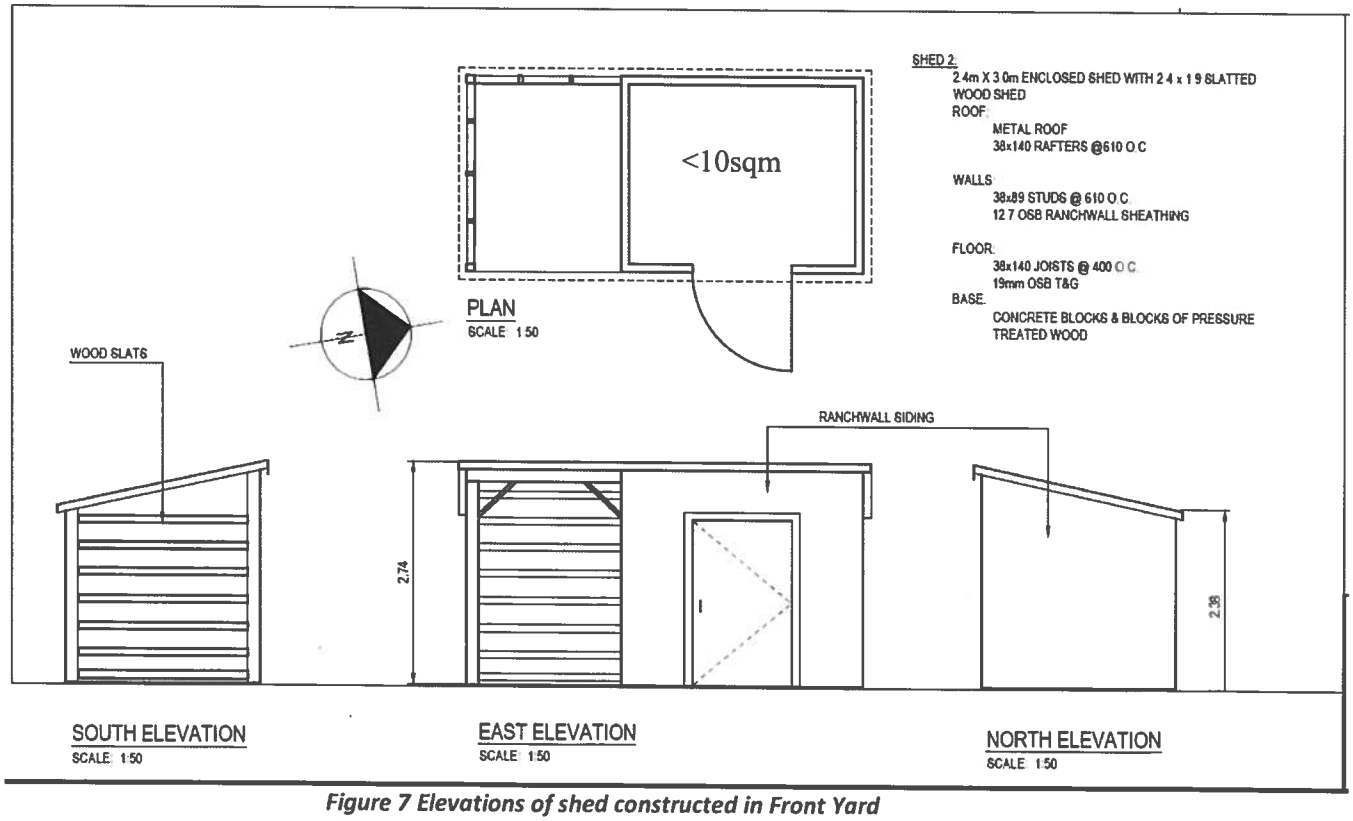


Figure 7 Elevations of shed constructed in Front Yard

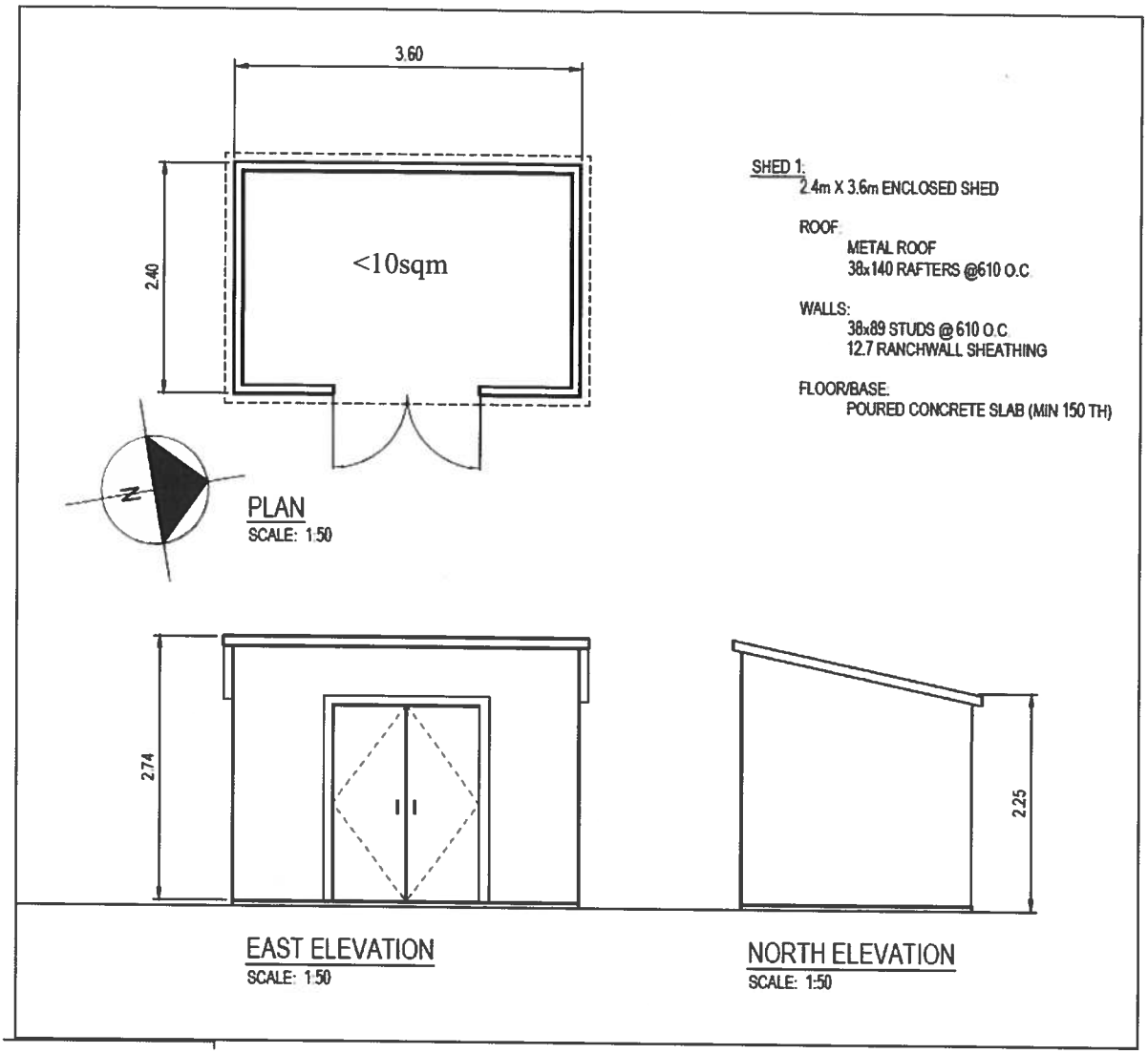
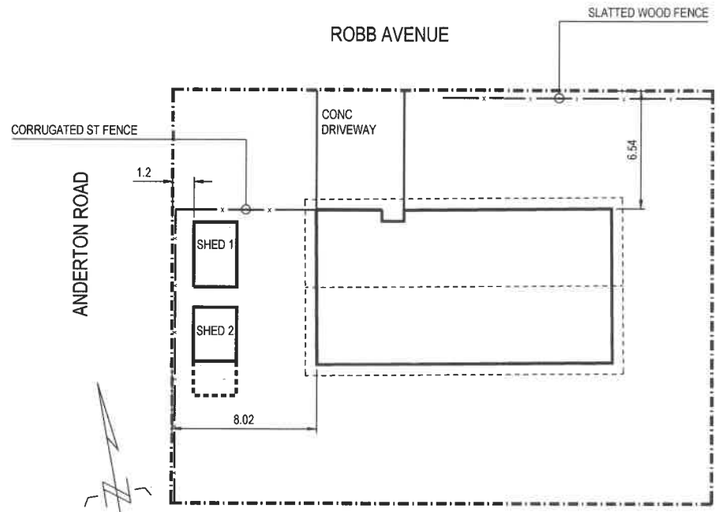


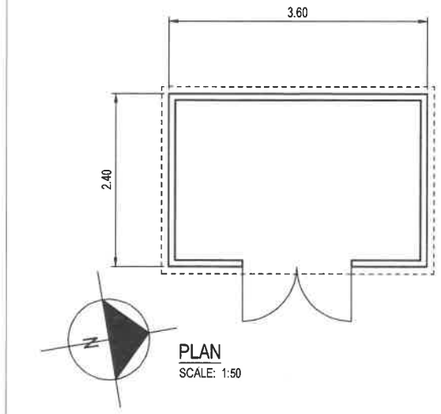
Figure 8 Elevations of second proposed shed to be constructed in Front Yard

A1 A2 A3



SITE PLAN
SCALE: 1:200

1:200 5 0 5 10 m



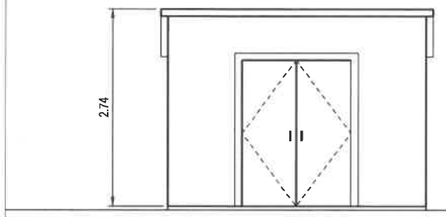
PLAN
SCALE: 1:50

SHED 1:
2.4m X 3.6m ENCLOSED SHED

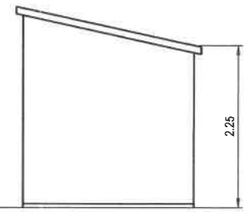
ROOF:
METAL ROOF
38x140 RAFTERS @610 O.C.

WALLS:
38x89 STUDS @ 610 O.C.
12.7 RANCHWALL SHEATHING

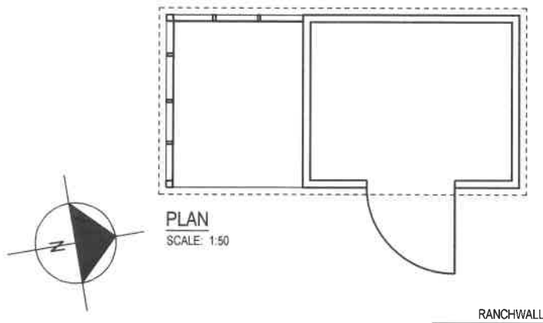
FLOOR/BASE:
POURED CONCRETE SLAB (MIN 150 TH)



EAST ELEVATION
SCALE: 1:50



NORTH ELEVATION
SCALE: 1:50



PLAN
SCALE: 1:50

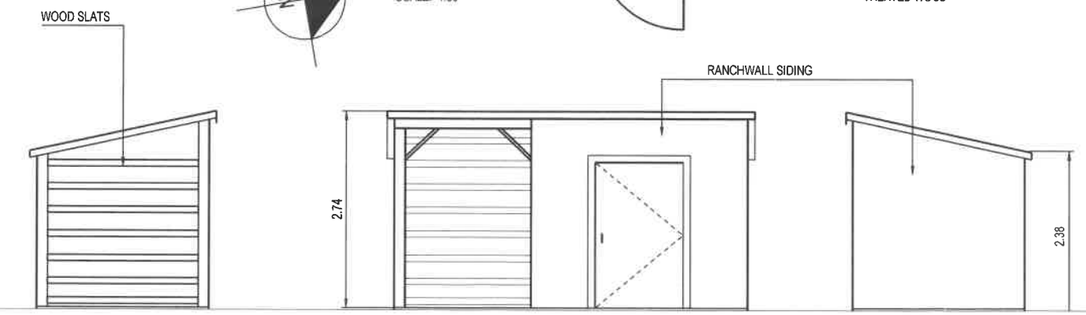
SHED 2:
2.4m X 3.0m ENCLOSED SHED WITH 2.4 x 1.9 SLATTED WOOD SHED

ROOF:
METAL ROOF
38x140 RAFTERS @610 O.C.

WALLS:
38x89 STUDS @ 610 O.C.
12.7 OSB RANCHWALL SHEATHING

FLOOR:
38x140 JOISTS @ 400 O.C.
19mm OSB T&G

BASE:
CONCRETE BLOCKS & BLOCKS OF PRESSURE TREATED WOOD



SOUTH ELEVATION
SCALE: 1:50

EAST ELEVATION
SCALE: 1:50

NORTH ELEVATION
SCALE: 1:50

1:50 500 0 500 1000 1500 2000 2500 3000 3500 mm

PROJECT: REZONE APPLICATION FOR SHEDS
ALEX BISSINGER

SUBJECT: LOT 1, SECTION 53, COMOX DISTRICT PLAN 33047
1999 ROBB AVENUE

DATE: 2018 07 20

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TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: Dec. 5, 2018

TO:	Mayor and Council	**FILE:**	0114-20 / 999
FROM:	Shelly Russwurm, Deputy Corporate Administrator	**DATE:**	Nov. 26, 2018
SUBJECT:	Comox Valley Water Committee - Assignment of Weighted Votes		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Shelly Russwurm, DCA		*Clive Freundlich, Fin. Director*	*Richard Kanigan, CAO*

Recommendation from the Chief Administrative Officer:

That the distribution of weighted votes for the Town of Comox Directors on the Comox Valley Water Committee for 2018/2019 be as follows: Councillor Ken Grant - 2 votes, and Councillor Maureen Swift - 1 vote.

Purpose

To provide background information and a recommendation on the assignment of weighted votes for Town of Comox Directors on the Comox Valley Water Committee (water committee members).

Background

Voting at the Comox Valley Water Committee follows section 14 of the Comox Valley Regional District Bylaw No. 1783 (Water Local Service Establishment Bylaw, 1995), as well as related committee policy statements, which establish weighted votes for participants of the water service based on the relative distribution of water consumption during the previous calendar year. For 2018, the Town of Comox was allocated three voting units, with two votes assigned to Councillor Ken Grant and one vote assigned to Councillor Barbara Price.

With the recent local government elections and subsequent water committee appointments, Councillor Ken Grant and Councillor Maureen Swift were appointed to the Comox Valley Water Committee. Council must re-assign the three voting units to the new water committee members.

In January 2019, the Regional District will re-calculate the weighted votes for all participants of the water service, based on the relative distribution of water consumption in 2018. If the Town of Comox is allocated a number other than three voting units, then Council will need to re-assign the number of votes to each water committee member.

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RECEIVED
NOV 20 2018
TOWN OF COMOX

Ocean Pointe Strata VIS5411
1646 Balmoral Avenue
Comox, BC V9M 2N1

To the new Comox Town Council,

Firstly, let me congratulate all of you on your election/re-election.

I am the recently elected President of the Strata listed above and am including a letter that was sent to M Zbarsky of Transit by the previous president last March regarding traffic issues on Balmoral Avenue which have been exacerbated by the addition of the new bus routes.

I think his suggestions for a solution to the traffic issues are even more valid now that we have lived with the increased traffic since September. At the time, Mr Zbarsky stated he would pass on our concerns to the town council of the day but, seeing as many of you are new to council, the owners in the Strata have asked me to once again bring this to your attention.

I have spoken twice to the transit folks about the buses not adhering to the speed limit with limited success (no pun intended) but it is certainly a problem with all drivers not just the transit drivers. On one occasion, I had a vehicle behind me pull over the centre line to pass me in this speed zone obviously not happy that I was complying with the speed limit. As well, the visibility in the crosswalk is very limited and even more so when a bus is at the stop between the Mall and Stevenson Place.

If you could give this matter your attention it would be greatly appreciated and I hope to hear that you will be instituting some measures to calm traffic in this zone in the near future.

Best regards,

Mary Kleim
everymountain@shaw.ca
250-339-6743

LOG:	REFER:	AGENDA:
18-375		RCM Dec. 5'18
FILE:	ACTION:	
5460-06	MR	

On file
copy: Mayor & Council
RK / SR / SA / agenda
↳ CVRD

Ocean Pointe Strata VIS5411
1646 Balmoral Avenue
Comox BC V9M 2N1

March 21, 2018

Michael Zbarsky
Manager of Transit and Sustainability
Community Services Branch

Mr. Zbarsky:

Thank you for your letter, dated March 6, 2018, informing our strata members of the proposed Comox Valley Regional transit service changes. I hope these changes achieve your intended goals as outlined in your letter.

As Ocean Point Strata is located on the intended route, we are concerned with the pedestrian safety along this main thoroughfare. As you know, with a golf course, tennis courts, children's playground, major mall and multiple condos complexes along this corridor, the vehicle traffic is very heavy. Although it is marked as a playground and signage indicates it as such, the 30 km/h speed limit is rarely adhered to. With the increase in bus traffic, there is now even more concern for pedestrian safety especially for the many seniors and children living and playing in the area. As a result, Ocean Pointe's Corporate Strata is suggesting a number of improvements to help make the road safer for your passengers and all else affected.

Firstly, we propose the installation of a flashing traffic light, similar to the one on Comox Ave. west of Berwick Place, at the crosswalk adjacent to your proposed bus stop on Balmoral Ave. The flashing traffic light would force drivers to slow down and stop for any people crossing the road. Additionally, it would be a safety feature for bus passengers and other pedestrians crossing the road behind the bus who may be hidden from traffic proceeding west bound. Secondly, it is recommended that centre line mounted speed signs be installed just prior to the park in each direction to accentuate the slower speed zone (see attached photo). There are current signs indicating a 30 km zone, but they are being ignored by the majority of vehicles transiting this area. To reinforce the speed limit, it is also recommended to initiate occasional RCMP speed/radar checks along this stretch of Balmoral Ave. This would alert drivers to the possibility of speed checks and thus slow them down. Finally, it is recommended that a permanent electronic speed monitor be installed. Early last year, an electronic monitor was placed at the corner of Stewart and Balmoral and it had a very noticeable effect on speed adherence. Once it was removed, excessive speed quickly became the norm once again along this stretch of road.

Several Ocean Pointe owners have expressed concerns about your new routes and as a Corporate Council we are encouraging that they voice their opinions to you. All of us at Ocean Pointe hope that our comments will be taken under consideration and acted on if considered to be in the best interest of increased safety. Also, we are hopeful that in your position you will be able to forward our suggestions to the other regional authorities who also have the ability to impact safety along this busy and diverse stretch of roadway.

Sincerely,
J. Alsbury
Ocean Point Corporate Strata
President

Twyla Slonski

From: Peter Brice <peterae3@shaw.ca>
Sent: November 28, 2018 10:50 AM
To: council
Subject: Proposed Development Variance DVP 18-7

RECEIVED
November 28, 2018
TOWN OF COMOX

LOG: 18-387	REFER:	AGENDA: RCM - Dec. 5
FILE: DVP 18-7	ACTION: File	

o ~ planning dept
copy ~ Mayor & Council
RK / SR / MK / agenda

To; Mayor and Council,

My name is Peter Brice, I live at 418 Anderton Rd., Comox, BC.

I have no problem with the subject property nor the proposed variance.

P. W. Brice

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Twyla Slonski

From: Town of Comox – Administration
Sent: November 21, 2018 2:13 PM
To: Twyla Slonski
Cc: Shelly Russwurm: Town of Comox
Subject: FW: Mayor and council

RECEIVED
November 21, 2018
TOWN OF COMOX

LOG: 18-372	REFER:	AGENDA: RCM - Dec. 5
FILE: 6130-02	ACTION: MR	

o ~ cfile
copy ~ Mayor & Council
RK / SR / AF / SA / agenda

From: Scoty <scofenn54@yahoo.ca>
Sent: November-21-18 1:12 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Mayor and council

Dear Mayor and Council,

I see on the Town of Comox website that there are no off-leash dog parks in the town of Comox. I feel this is not fair to dog owners who also pay taxes. There are a lot of very angry, mean, people who are now accosting people for having dogs off leash. There are also a lot of people who own dogs. The beaches are awesome but in the winter they are often inaccessible due to the tides and the weather.

Please tell me you have plans for a fenced, large, dog park. I have a dog that needs to run, she is unable to do this on-leash and I am not able to drive to the off-leash areas that are far from town and due to the price of gas it would bankrupt me.

Also, do you answer these letters? I am not being rude but just curious.

Thank you for your time and attention. You are a new Mayor and Council so I am hoping for the best.

Also, please don't allow any more historic homes to be demolished.

Trish Fennell
250 339 6295

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Rosemary Lyle
493 Stewart Street
Comox.V9M 2X5
alyle@shaw.ca

RECEIVED
NOV 28 2018
TOWN OF COMOX

28TH November 2018

LOG: 18-391 | REFER: | AGENDA: RCM
FILE: 6130-02 | ACTION: MR | Dec. 5'18
Orchk
copy ~ Mayor & Council
RK/RF/SA/TH

Lord Mayor and Council
Ross Arnott
Comox

Dear Lord Mayor and Council,

There has been news coverage recently regarding the need for an area to be designated as off leash to accommodate the considerable number of dogs in Comox.

As this council is committed to densifying and increasing employment opportunities in Comox. I would ask that consideration be given to the contribution dogs make to the existing economy.

The cost of Vetinarians, dog groomers, dog kennels, obedience classes, and doggy day care are considerable.

Pet stores for food, dog equipment, from beds , baskets, crates, collars ,leads, shampoos and tooth paste stimulate the revenue flow and provide employment for people who work there.

The contribution a dog makes to the health and well being of the owner is well documented.

A dog off leash, is a dog who is in the control of the owner.

There is a code of conduct among dog owners who protect their valued friend and expensive acquisition.

I therefore propose that Comox designate North East corner of the woods to be a controlled area where dogs and their owners can be off leash.

Sincerely
Rosemary Lyle.

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RECEIVED
NOV 28 2018
TOWN OF COMOX

LOG: 18-390	REFER:	AGENDA:
FILE: 6130-02	ACTION: MR	

on file
copy ~ Mayor & Council
RK/AF/SA/TH

Michael Barner
965 Eastwicke Crescent
Comox, B.C
V9M 1B2
November 26, 2018

Dear Mayor Arnott and Councillors,

In the last few days there has been a lot of conversation about a dog park and dogs on leash in the North Woods. My wife and I feel that to give up the freedom that dogs and their owners now have in the North Woods would be a huge mistake. To ask dog owners to leash their dogs will restrict the dogs ability to freely socialize .Dogs on leash are also more likely to get into conflicts with other dogs when they are restricted.

The answer to this is quite simple, compromise. Set up a time for dogs off leash , for example, in the morning until 10:00 am and in the evening after 6:00. At all other times, dogs would be required to be on leash.

A dog park will cost the city both money and upkeep and will not be welcomed in most neighbourhoods. By implementing this compromise the township will not only save the expense and upkeep of a dog park but will also allow the hundreds of people who walk their dogs off leash to continue to enjoy the freedom they have had for the last twenty plus years. At the same time it will also allow those who wish to walk without interference from dogs off leash to do so.

I realize that this will not satisfy everyone but compromise seldom does that is why it is called compromise. Please take this compromise under consideration.

Thank you for your attention to this matter.

Michael Barner.

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Twyla Slonski

From: Town of Comox – Administration
Sent: November 30, 2018 8:35 AM
To: Twyla Slonski
Cc: Shelly Russwurm: Town of Comox
Subject: FW: North East Woods

RECEIVED
November 30, 2018
TOWN OF COMOX

LOG: 18-394	REFER:	AGENDA: RCM - Dec. 5
FILE: 6130-02	ACTION: MR	

o ~ cfile
copy ~ Mayor & Council
RK / SR / AF / agenda

-----Original Message-----
From: MARLENE ZACHARIAS <zach1@shaw.ca>
Sent: November-29-18 4:50 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: North East Woods

Please direct my email to the appropriate council and staff members.

First of all, I very much appreciate councillor Maureen Swift's initiative for an off leash dog park. I am sure that something positive will happen in this direction.

Beyond that, I want to make some suggestions with respect to the North East Woods and the presence of dogs and their owners in the woods. I have a dog and I walk him in the woods. Every day for the past 11 years. There was a period when I did not have a dog but walked there anyway in memory of my beautiful border collie x whom I had to put down. I walked her off leash because she was so gentle and well behaved. It didn't take long before I got another dog. He, too, gets to walk in the woods but he is on leash. He is a little guy but can be aggressive towards dogs bigger than him.

Almost every one walking in the North East woods have the same story as mine. Most dogs are friendly because they don't want trouble and prefer treat hand outs and owners have friendly conversations. It is a safe social place where dogs and owners get to exercise, socialize and enjoy nature.
So, I am suggesting that the North East Woods be formally recognized as an off leash optional place. There is no need for bear spraying dogs. There are plenty of trails for people who don't like dogs or are afraid of them etc.

I do believe that dog owners could do a much better job of cleaning up after their dogs and more recepticals for dog waste could be put in place. Many of us who are regular dog walkers do clean up after other dogs. This issue needs to be better publicized with more signage etc.

Anyway, please consider my request. The NorthEast Woods is a lovely place. Currently, we are all on the alert for the couple who bear sprayed a puppy and threatened others and that is not a good thing.

I am,
Marlene Zacharias
Comox

Sent from my iPad

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Twyla Slonski

From: Maggie Stephenson <mstephenson100@shaw.ca>
Sent: November 30, 2018 3:43 PM
To: council
Subject: North Woods Recreation Area

RECEIVED
November 30, 2018
TOWN OF COMOX

Dear Sirs/Madams:

I am writing to you today regarding the North Woods area in Comox.

After recent incidents regarding dogs being sprayed with what is suspected of being Bear Spray by a couple (including a young puppy), I am formally requesting that the area be designated as an off-leash area. I have walked my dog in this area for years, and have never heard of such an incident. I am outraged that someone is walking around carrying such a thing, as are all of my friends and acquaintances. This has obviously brought to the fore the fact that there is a desperate need for an off leash area, even though most people frequenting the park already consider it to be off leash at North Woods now. Given that this couple are approaching people and harassing them, the time for action has come.

As stated, I walk my dog there three times daily with no problems until these recent incidents, sharing the park happily with walkers, dog walkers and cyclists.

Please bring this to the table as soon as possible so that this situation does not escalate further, as I know that without this area for dog walkers, many people will be extremely upset.

Yours Sincerely, Maggie Stephenson
1557 Mulberry Lane
Comox, V9M 3S4
(250) 941-0890

Sent from Maggie Stephenson's iPad

LOG: 18-397	REFER:	AGENDA: RCM - Dec. 5
FILE: 6130-02	ACTION: MR	

o ~ cfile
copy ~ Mayor & Council
RK / SR / SA / AF / agenda

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Marvin Kamenz

From: Cheeying Ho <cho@whistlercentre.ca>
Sent: November 25, 2018 1:40 PM
To: Marvin Kamenz
Cc: Andrea Cupelli (comoxvalleyhousing@gmail.com)
Subject: housing workshop?

Follow Up Flag: Follow up
Flag Status: Flagged

RECEIVED
NOV 25 2018
TOWN OF COMOX

Hello Marvin

We may have met last year around this time at the affordable housing workshop we held in Courtenay – were you there? I see that your name was on the registration list!

The reason I'm writing is that we (the Whistler Centre) are just completing further research for BC Housing, building on the work we did last year, exploring specific housing strategies and tools that would work in specific 'archetypes' of smaller communities. We know that not all tools work in all communities (e.g. density bonusing), so we identified three archetypes of communities by the type of growth/development demand, land prices, etc., to more specifically determine the best strategies and tools that would work to create housing most effectively.

We are just finishing the research and are going to build a toolbox/action plan that we would like to workshop in one of each of the three archetype communities. We identified Comox as a potential community, and were hoping that you/the Town would be interested in hosting a workshop – focused on Comox, but open to participants from neighbouring communities. We would do all of the work, but would need the Town to host by providing a venue and food/refreshments, and identifying invitees.

Also, as you probably know, we just finished working with the Comox Valley Coalition to End Homelessness on a public engagement campaign "Affordable Housing Benefits Everyone", so we thought a workshop in your community would be a great follow-up. It sounds like there is lots of interest/momentum, and I know a bunch of your new Council members ran on an affordable housing platform (I know Pat McKenna too). The Coalition is on board to be involved as well.

What do you think? If you think this is a possibility (for January or February), please let me know, and we can schedule a phone call to discuss further.

Looking forward to hearing back from you!

Cheeying

CENTRE for SUSTAINABILITY WHISTLER

Cheeying Ho | Executive Director | Whistler Centre for Sustainability
(604) 388-8421 | cho@whistlercentre.ca | www.whistlercentre.ca
4325 Blackcomb Way, Whistler, BC, V0N 1B4

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Twyla Slonski

From: B Martin <b1mar1tin@gmail.com>
Sent: November 22, 2018 7:58 AM
To: Russ Arnott
Subject: Town Hall

RECEIVED
November 22, 2018
TOWN OF COMOX

Good Morning
We attended the November 21 Town Hall meeting and wanted to express how pleased we were to see the lively exchanges and interactions we witnessed. Thanks to Mayor Arnott for setting a tone of positive regard and encouragement and the new counsellors for their suggestions, questions, opposition and scrutiny. The combination of experienced and new counsellors seems helpful. The presence of Shelly Russwurm, Richard Kanigan and Marvin Kamenz were helpful to understanding the council process.
Openness to the public was welcomed, the televising of the meeting helpful for public transparency.
Thank you for all your efforts on our behalf.
Barbara and Bruce Martin
Comox

Sent from my iPhone

LOG: 18-374	REFER:	AGENDA: RCM - Dec. 5
FILE: 0220-01	ACTION: file	

o ~ cfile
copy ~ Mayor & Council
RK / SR / MK / agenda

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BRITISH COLUMBIA

RECEIVED
NOV 28 2018
TOWN OF COMOX

November 22, 2018

LOG:	REFER:	AGENDA:
18-388		RCM Dec. 5'18
FILE:	ACTION:	
4320-50	file	

on file
copy ~ Mayor & Council
RK/SR/MK/agenda

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

Dear Mayor Arnott and Council:

The Province has started issuing licences for the retail sale of non-medical cannabis, and we are currently in the process of assessing the applications that have been submitted to us.

Our previous consultations with local governments before the recent municipal elections indicated local governments wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It is up to each municipality to determine if and where non-medial cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Ministry of Attorney General
Office of the Attorney General
Mailing Address:
PO Box 9044 Stn Prov Govt
Victoria BC V8W 9E2
email: AG.Minister@gov.bc.ca
website: www.gov.bc.ca/ag
Telephone: 250 387-1866
Facsimile: 250 387-6411

The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please contact Joshua Huska, Licensing Manager, by email at Joshua.Huska@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,

David Eby, QC
Attorney General

Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer

BRITISH COLUMBIA

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

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issue)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
    - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
    - if it makes a recommendation to deny the application then the LCRB may not issue the licence
    - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

Revised September 2018

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

RECEIVED
A1 A2 A3
November 16, 2018
TOWN OF COMOX

Twyla Slonski

From: AVICC <avicc@ubcm.ca>
Sent: November 16, 2018 11:43 AM
To: avicc@ubcm.ca
Subject: AVICC Call for 2019 Resolutions and Nominations for Executive
Attachments: 2019 Call for Resolutions with sample.pdf; 2019 Nominations Package.pdf

Please forward to elected officials, the CAO and Corporate Officer.

Attached is a package outlining the Resolutions Process for the 2019 AVICC Convention to be held in Powell River from April 12-14, 2019.

Also attached are Nomination forms and procedures for the election of the 2019-2020 AVICC Executive Committee.

The deadline for resolutions and nominations is Thursday, February 7, 2019.

Please don't hesitate to get in touch if you have any questions about the process.

Liz Cookson
Secretary-Treasurer, AVICC
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
(250) 356-5122

LOG: 18-363	REFER:	AGENDA: RCM - Dec. 5
FILE: 0390-20	ACTION: ----	

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

2019 AGM & CONVENTION

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy submitted as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
   AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

LATE RESOLUTIONS

a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 10th**.

b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.

c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late Resolutions require a special motion to admit for debate.

d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:
All resolutions contain a preamble and an enactment clause. The preamble describes ***the issue*** *and* the enactment clause outlines ***the action*** *being* requested. A resolution should answer the following three questions:

a) What is the problem?
b) What is causing the problem?
c) What is the best way to solve the problem?

Preamble:
The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:
The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

3. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

4. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following formats:

i Supplementary Memo:
A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:
A report on the subject matter, presented to the council or board along with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

5. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

6. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes "WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes "THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

Your resolution should follow the structure of this sample resolution.

Draft your resolution to be as readable as possible within these guidelines.

2019 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2019 Nominating Committee is Past President Mary Marcotte.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

To be included in the Report on Nominations,
Nominations Must Be Received By FEBRUARY 7, 2019

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Mary Marcotte, Chair, 2019 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate[1] a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution[2]. I also agree to provide the following information to avicc@ubcm.ca by **Thursday**, **February 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

1 Nominations require two elected officials of local governments that are members of the Association.

2 All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

Return To: Past President Mary Marcotte, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca

BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The Executive shall manage or supervise the management of the Society"

See http://avicc.ca/about-the-avicc/constitution-bylaws/ for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

BRITISH COLUMBIA

November 13, 2018

Mayor Arnott and Councillors
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Arnott and Councillors:

I would like to congratulate you all for being elected to serve the Town of Comox.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your community. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the Town of Comox as we strive to make life better for all British Columbians.

Congratulations, once again, and best wishes for your time in public office.

Sincerely,

John J. Horgan

John Horgan
Premier

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TOWN OF COMOX

LOG:	REFER:	AGENDA:
18-364		RCM
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0400-20	file	

on file
copy Mayor + Council
RR/SR/agenda

Office of the Premier
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Location: Parliament Buildings Victoria