



TOWN OF COMOX

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

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY AUGUST 10, 2022

The Town of Comox respectfully acknowledges that we are standing on the Unceded traditional territory of the K'òmoks First Nation.

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

Call to Order: 5:00 p.m.

**NOTICE is hereby given that a Public Hearing has been scheduled for
06:00 PM at d'Esterre Seniors Centre, 1801 Beaufort Avenue, in order to consider the following:
Comox Official Community Plan Amendment OCP 22-1
(Tree Pruning/Cutting in Hazardous Areas)**

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

- a. [Adoption of the Agenda](#)

That the August 10, 2022 Regular Council Meeting Agenda be Adopted.

3. DELEGATIONS:

- (9) a. [Greg Merchant and Pete Davidson: Development Permit Application DVP 21-4 \(1048 Lazo Road\)](#)
- b. [Maria Hodgson, Richard Varela and Hal Martyn: Rezoning Application RZ 18-7 / Development Variance Permit Application DVP 18-6 \(1609 & 1617 Birch Avenue\)](#)

4. ADOPTION OF MINUTES:

- (10) a. [Regular Council Meeting Minutes](#)
- That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday July 6, 2022, be Approved.*
- (15) b. [Special Council Meeting Minutes](#)
- That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday July 20, 2022, be Adopted.*

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

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6. CONSENT AGENDA:

(16)

a. [Consent Agenda](#)

That the Consent Agenda items as follows be received for discussion:

- 1. June 28, 2022 letter from Miriam Myers of the Comox Valley Airport Commission, advising of an upcoming recruitment campaign.*
- 2. July 4, 2022 email from Sylvana Federico regarding missed recycling and yard waste collection.*
- 3. July 6, 2022 letter from Comox Valley Regional District board chair Jesse Ketler, requesting the support of municipal staff in coordinating with CVRD staff on regional climate action initiatives.*
- 4. July 6, 2022 letter from Comox Valley Regional District board chair Jesse Ketler, inviting Council to utilize the Comox Valley Mobility Primer to facilitate a shift towards sustainable transportation modes.*
- 5. July 5, 2022 letter from Dawn Strandberg, requesting that the tax payment penalty be waived on her daughter's home.*
- 6. July 12, 2022 email from Peter Davidson and Kevin Raffler regarding developer completion requirements for Weaver Place.*
- 7. July 12, 2022 letter from Sarah Weber of the C3 Alliance Corp., inviting Council to attend the 9th annual Resource Breakfast Series.*
- 8. July 15, 2022 email from Bruce Martin regarding green space planning and asphalt removal.*
- 9. July 25, 2022 email from Nooshin Shirmohammadi requesting that Council consider eliminating the tax penalty.*
- 10. July 26, 2022 email from Daniel Baboolal requesting that the property tax late fee be reconsidered.*
- 11. July 26, 2022 email from Carol McCallum, Comox Valley Ukrainian Cultural Society, requesting the use of the Marina Sail Buildings to offer conversational English lessons.*
- 12. July 25, 2022 letter from Councillor Laurey-Anne Roodenburg, advising of the first UBCM Community Works Fund payment for 2022/2023.*
- 13. July 29, 2022 letter from the Comox Valley Community Action Team (CAT), requesting purple lighting and a proclamation of the Day of Awareness in the Town of Comox, August 31st.*
- 14. July 31, 2022 email from Karin Kratz, requesting that transit Bus Route #3 be restored for the majority of people living in Comox.*

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7. UNFINISHED BUSINESS:

- (114) a. [Strategic Planning and Action Items Report - August 10, 2022](#)

That the Strategic Planning and Action Items Report for August 10, 2022 be received and filed for information.

8. SPECIAL REPORTS: NIL**9. BYLAW ADOPTIONS: NIL****10. NEW BUSINESS:**

- (138) a. [Development Variance Permit Application DVP 22-3: 1890 Buena Vista](#)

That Development Variance Permit DVP 22-3 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the August 10th, 2022 Planning Report on DVP 22-3.

- (153) b. [Development Variance Permit Application DVP 21-4: 1048 Lazo Road](#)

That Development Variance Permit DVP 21-4 be issued upon resolution of the Outstanding Items and subject to the Development Variance Permit Conditions listed in Schedule 1 to the August 10, 2022 Planning Report on DVP 21-4.

- (177) c. [Rezoning Application RZ 18-7 / Development Variance Permit Application DVP 18-6 \(1609 & 1617 Birch Avenue\)](#)

1. *That Comox Zoning Amendment Bylaw 1899 be given First and Second Readings.*
2. *That Comox Phased Development Agreement Authorization Bylaw No. 2008, 2022: 1609 & 1617 Birch Avenue be given First and Second Readings.*
3. *That a Public Hearing in respect of Comox Zoning Amendment Bylaw No. 1899 and Comox Phased Development Agreement Authorization Bylaw 2008, 2022: 1609 & 1617 Birch Avenue be scheduled for September 7, 2022, 6:00 pm at d'Esterre House 1801 Beaufort Avenue and the Town publish the requisite notices as required by the Local Government Act.*

- (224) d. [Garbage, Recycling, and Organics Pick up RFP](#)

THAT based on the results of the March 9th publicly released request for proposal process jointly launched between the Town of Comox and the City of Courtenay, Council directs staff to award Halton Recycling Ltd. a ten year contract with the provision for a five year extension of service beginning on January 1st 2024 for a three stream automated collection service.

- (226) e. [2021 Annual Report](#)

That the 2021 Annual Report, as contained in the August 10, 2022 Regular Council Meeting agenda, be received; and further,

That the 2021 Annual Report be available for public inspection as per section 98(1)(b) of the Community Charter.

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- 11. NOTICES OF MOTION: NIL
- 12. CORRESPONDENCE: NIL
- 13. LATE ITEMS:
- 14. REPORTS FROM MEMBERS OF COUNCIL:
- 15. MEDIA QUESTION PERIOD:
- 16. PUBLIC QUESTION PERIOD:
- 17. RESOLUTION TO GO IN-CAMERA:
- 18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER

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LOG: 22-230	REFER:	AGENDA: RCM 10Aug22
FILE: 0400-03	ACTION: file	

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**REQUEST TO APPEAR AS A DELEGATION****TOWN OF COMOX**

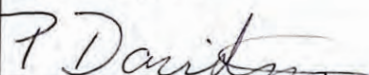
1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca

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

July 18, 2022

TOWN OF COMOX

REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking: Greg Merchant with Wedler Engineering Pete Davidson homeowner 1048 Lazo Rd		
Organization you are representing: Homeowner 1048 Lazo Rd		
Primary purpose of Organization: Speak to council prior to them voting on variance for stormwater management		Number of members: 2
Mailing address of Organization: 1048 Lazo Rd Comox, BC		Contact Name: Pete Davidson
		Phone: 604 935 8603
City: Comox	Postal Code: V9M 3W9	Email: petedavidsoninwhistler@gmail.com
Subject matter: Variance approval for 1048 Lazo Rd		
Specific request of Council, if any (i.e., letter of support, funding):		
Requested meeting and date: Aug 10th /2022		AV equipment required:
Date of application: July18th/2022	Signature of applicant: 	Print name: Pete Davidson

Please Note:

1. Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday July 6, 2022

Present: Mayor R. Arnott
 Councillors A. Bissinger, K. Grant, J. Kerr,
 S. McGowan, N. Minions, M. Swift

Absent: Nil

Staff Present: S. Russwurm, Corporate Officer
 C. Freundlich, Director of Finance
 G. Schreiner, Fire Chief
 T. Hagmeier, Recreation Director
 S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:00 p.m. with 0 members of the public in attendance.

Mayor Arnott acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of Agenda

That the July 6, 2022 Regular Council Meeting agenda be adopted.

(2022.224) -- CARRIED

3. DELEGATIONS:

a. Scott Lewis, Agent: Development Variance Permit Application DVP 21-7 (1200 Military Row) NOT CONFIRMED BUT MAY ATTEND

1200 Military Row

Mr. Lewis advised that he was available to answer any questions of Council.

b. Cory Vanderhorst (MNP Assurance Services) - 2021 Financial Statements

Audited 2021 Financial Statements

Cory Vanderhorst summarized the 2021 audit findings for the Town of Comox, including financial statement highlights, the draft audit report and audit findings report. He advised that the audit went well and thanked staff and Council for their assistance. He identified that it was a clean audit, with no irregularities and no conflicts of interest. Mr. Vanderhorst stated that financial sustainability is healthy and has continued to trend in a positive direction. He stated that flexibility is also strong and continues to trend down as assets age.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday June 1, 2022, be Adopted.

(2022.225) -- CARRIED

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES**b. Special Council Meeting Minutes****Special Council Meeting Minutes**

That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday June 8, 2022, be Adopted.

(2022.226) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:**a. Strategic Planning Committee Meeting Minutes****Strategic Planning Committee Minutes**

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday June 8, 2022, be Received.

(2022.227) -- CARRIED

6. CONSENT AGENDA:**a. Consent Agenda****Consent Agenda**

That the Consent Agenda items as follows be received for discussion:

1. 27-May-2022 email from Mel Mclachlan regarding Oak Bay's phase out of gas-powered gardening tools.
2. 30-May-2022 email from Nancy Morton requesting a 30 km/h speed limit on Cortez Crescent.
3. 31-May-2022 email from Will Marsh regarding the Lazo Road Upgrade Project.
4. 31-May-2022 email from Evan Pearson regarding the Lazo Road Upgrade Project.
5. 02-Jun-2022 letter from L.Huibers regarding the Rodello/Comox roundabout.
6. 07-Jun-2022 email from Kye Bay Rd residents regarding concern with the possible compromised integrity of a part of the sewer line along Kye Bay Road.
7. 07-Jun-2022 letter from CVRD Chair Ketler regarding new policy and bylaw changes with respect to cellular tower applications.
8. 07-Jun-2022 email from Kathleen Bell requesting no parking and a crosswalk on Aspen Road.
9. 07-Jun-2022 email from CVRD Chair Ketler regarding a regional approach to regulate automotive service stations in the electoral areas.
10. 07-Jun-2022 Email from Tanya Price requesting an extension of the sidewalk along Lerwick Road to improve safety.
11. 09-Jun-2022 letter from Richard Clarke expressing appreciation for traffic safety measures in downtown Comox.

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES**a. Consent Agenda****Consent Agenda**

12. 20-Jun-2022 Email from Brenda Hooker of the School District regarding the possible implementation of School Site Acquisition Charges in the Comox Valley.
13. 21-Jun-2022 email from John Scott regarding Crosswalk at 1700 Balmoral
14. 22-Jun-2022 email from Mia Mackenzie requesting a proclamation and Town Hall light-up for Special Olympics Global Week of Inclusion 2022.
15. 24-Jun-2022 letter from Ashutosh Singh Shekhawat of the Comox Valley Cricket Club requesting support for the development of a cricket facility.
16. 27-Jun-2022 letter from the Beaufort Family Health Society regarding the formation of the Beaufort Family Health Society.
17. 30-Jun-2022 email from Heather Rankin pleading for Council to leave the forest next to the Northeast Woods intact.
18. 14-June-2022 Comox Valley Regional District board meeting minutes.

(2022.228) -- CARRIED

7. UNFINISHED BUSINESS:**a. Strategic Priorities and Action Items Report - July 6, 2022****Strategic Priorities and Action Items**

That the strategic priorities and Action Items Report for July 6, 2022 be received and filed for information.

(2022.229) -- CARRIED

8. SPECIAL REPORTS: NIL**9. BYLAW ADOPTIONS: NIL****10. NEW BUSINESS:****a. Development Variance Permit Application: DVP 21-7 (1200 Military Row)****1200 Military Row**

That Development Variance Permit DVP 21-7 be issued upon resolution of the Outstanding Items and subject to the Development Variance Permit Conditions listed in Schedule 1 to the July 6, 2022 Planning Report on DVP 21-7.

(2022.230) -- CARRIED

b. Leisure for Everyone Accessibility Program Adults**LEAP Program - Adults**

THAT Council participate in a one year, trial, regional low-income recreation assistance program LEAP (Leisure for Everyone Accessibility Program) for adults starting January 1, 2023.

(2022.231) -- CARRIED

c. 2021 Financial Statements, Presented by MNP, Auditors**2021 Audited Financial Statements**

That Council receives and approves the 2021 Audited Financial Statements.

(2022.232) -- CARRIED

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. **Chair Ketler (CVRD): Town consent for CVRD Bylaw Regional Parks and Trails Service Establishment Bylaw**

Regional Parks and Trails Service

THAT the Town of Comox consent to the adoption of the Comox Valley Regional District Bylaw No. 719 being "Regional Parks and Trails Service Establishment Bylaw No. 719, 2022" under section 346 of the Local Government Act.

(2022.233) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Kerr

Councillor Kerr advised that he:

- met with the Ministry of Health regarding recruitment incentives being introduced across BC,
- attended the Federation of Canadian Municipalities conference virtually,
- attended the Dragonboat festival,
- participated in the Brooklyn Creek fish counting,
- participated in a research project looking at protecting and honouring archeological heritage in the Salish Sea,
- attended a Comox airport commission meeting with Mayor Arnott,
- attended the summer fest in Comox,
- participated in the Pride March along downtown in Courtenay and then the Pride flag raising at Town Hall,
- participated in a crosswalk tour with a local resident to look at pedestrian safety,
- attended the Town Climate Action Open House,
- attended the Town Staff barbeque, and
- met with the Nautical Days Committee to assist with planning for the upcoming Nautical Days Festival.

b. Councillor Swift

Councillor Swift advised that she attended:

- the Immigration Welcome Centre's 30th anniversary,
- a North Island 911 Corporation meeting,
- a Filberg Heritage Lodge and Park Association meeting,
- a special CVRD committee of the whole meeting,
- the CVRD board meeting,
- the Climate Action Open House,
- the Pride Flag raising,
- the Town staff barbeque, and
- the Filberg volunteer coffee.

c. Councillor McGowan

Councillor McGowan advised that she attended:

- a Comox Archives and Museum Society meeting,
- a coffee with someone who was interested in support multifairth volunteering,
- the food policy council and municipal subcommittee meetings,
- a Climate Leadership Institute meet,
- the sewage commission meeting,
- the Pride flag raising,
- the Climate Action Open House,

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES**d. Councillor Grant**

Councillor Grant advised that he attended:

- a special CVRD committee of the whole meeting,
- the CVRD board meeting,
- the Climate Action Open House,
- played in the Hospital Foundation Golf Tournament, and
- volunteered as a bartender at Seafood Fest.

e. Councillor Bissinger

Councillor Bissinger advised that she attended:

- the Comox BIA mixer and strategic planning meeting,
- the Isfeld Secondary graduation,
- a retirement party at 19 Wing,
- the 19 Wing change of command,
- the regional solid waste management board meeting,

f. Councillor Minions

Councillor Minions advised that she attended:

- the Pride flag raising at Town Hall,
- the regional solid waste management board meeting,
- the Climate Adaptation Open House,
- the opening of Providence Dementia Village,
- a couple of conversations regarding a parks service, and
- the Shellfish Festival.

g. Mayor Arnott

Mayor Arnott advised that he:

- handed out the Mack Laing bursary,
- attended an Island Community Economic Trust meeting,
- attended a Comox BIA meeting,
- attended a d'Esterre Seniors Centre meeting,
- attended KFN's Aboriginal Day,
- greeted a 102 year old World War 2 vet,
- attended the Pride flag raising at Town Hall, and
- attended an RCMP funding presentation via Zoom.

17. RESOLUTION TO GO IN-CAMERA: NIL**18. RISE AND REPORT FROM IN-CAMERA: NIL****Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:48 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday July 20, 2022

Present: Mayor R. Arnott
 Councillors A. Bissinger, K. Grant, J. Kerr,
 S. McGowan, N. Minions, M. Swift

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer

Call to Order:

The meeting was called to order at 6:00 p.m. with 0 members of the public in attendance.

Mayor Arnott acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. AGENDA ITEM:

a. Lazo Road Upgrade Project

Lazo Road Upgrades

THAT the Town of Comox postpone the 2022 construction of the Lazo Road Upgrade Project and apply for BC Active Transportation Infrastructure Program intake that is currently open; AND,

THAT Council formally authorizes Staff to submit an application to the Provincial BC Active Transportation Infrastructure Program for the Lazo Road Upgrade project.

(2022.233) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:07 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

RECEIVED

July 4, 2022

TOWN OF COMOX



Where journeys begin.

LOG: 22-210	REFER: A1	NE A2
FILE: 0360-20/C\	ACTION: MR	RCM 10Aug22

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O - cfile 0360-20/CVAC
Copies - Council
-JW/LP

28 June, 2022

See Distribution List

Reference: CVAC By-Laws (available @ www.comoxairport.com under Publications)

Dear Mayors, Chair, Councils and Board

Re: Local Government Nominations to Airport Board (CVAC)

In accordance with the Comox Valley Airport Commission's (CVAC) By-law 3.3, the Board Secretary is to notify you at least three months prior to the date of an expected vacancy within the membership. As was advised in a letter dated September 10, 2021, three Directors who were nominated by Local Governments will have their terms expire over the next few months.

Director Joe Schommer, whose term was to expire January 15, 2023, has issued a letter of resignation, effective June 30, 2022. Director Richard Clarke's term expires on September 19, 2022. Director Andy Frost's term expires on January 15, 2023. To be efficient, these three positions will be recruited simultaneously, creating a temporary vacancy of two Director positions on the CVAC Board.

Directors Frost and Clarke will have both reached the maximum term of nine years. Director Schommer is leaving only six months prior to his maximum term. CVAC has benefited greatly by the exceptional leadership, longevity of service, and knowledge and expertise each one of these individuals has brought to the Board.

Section 2.1 of the CVAC By-laws outlines specific parameters for membership eligibility. In addition, the Board has identified specific needs in the areas of aviation/airline industry; design, construction, development; legal; technology; and transportation. Nominees not meeting these criteria will be considered based on their demonstrated interest.

Notice of the upcoming recruitment campaign will be coming out shortly. The recruitment campaign will officially commence mid-August and nominations will open at that time. Your CAO's have been provided additional details on the mechanics of the process.

If you have any questions, please contact me at miriammyers306@gmail.com.

Yours truly,

Miriam Myers
CVAC Secretary

Distribution List:

Mayor Leslie Baird and Councilors, Village of Cumberland
Mayor Russ Arnott and Councilors, Town of Comox
Mayor Bob Wells and Councilors, City of Courtenay
Chair Jesse Ketler and Board Members, Comox Valley Regional District

CC:

Michelle Mason, Interim CAO, Village of Cumberland
Jordan Wall, CAO, Town of Comox
Geoff Garbutt, CAO, City of Courtenay
Russell Dyson, CAO, Comox Valley Regional District
CVAC Chair Martin Crilly
CVAC CEO Mike Atkins

RECEIVED

July 5, 2022

TOWN OF COMOX

LOG: 22-211	REFER:	AGENDA: RCM 10Aug22
FILE: 5350-03	ACTION: MR	

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O - cfile 5350-03
Copies - Council
- JW/SA/LP

From: Silvana Federico [REDACTED]
Sent: July 4, 2022 11:55 PM
To: Russ Arnott <Rarnott@comox.ca>; council <council@comox.ca>; Town of Comox – Administration <town@comox.ca>; recycle <recycle@comox.ca>
Cc: Ian [REDACTED]
Subject: Missed Blue Box service - July 4, 2022
Importance: High

Hello. Our blue box recycling at [REDACTED] BOLT AVE was not picked up today JULY 4, 2022 as was scheduled. Once again no notice about missed service for our area appears on the Town of Comox website.

When will this recycling material be picked up? Why were we not notified that it would not be picked up today, and, why were we not given an alternate date? Why is there no notification on the Town of Comox website?

As you are aware last week our yard waste was not picked ups, and we had to make several calls/emails to the Town of Comox and Emterra before it was finally picked up I believe on Tuesday or Wednesday. Again, no notice was posted on the Town of Comox website, although I see now that there is a notice purportedly dated July 27, however it was not there when I called on that date about the missed yard waste service, and, no pick up occurred on July 27.

Although I am grateful that our yard waste was finally picked up, albeit several days late, it is unacceptable that it took so many calls in order for the job to be done. I am not willing to go through this again.

Kindly make arrangements to have our recycling picked up ASAP, and, call us beforehand to let us know when this will be done, so that we can put our boxes back at the curb.

Thank-you.

Silvana Federico
Ian MacDonald
[REDACTED]

Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



RECEIVED

July 6, 2022

File: 8330-01

July 6, 2022

TOWN OF COMOX

Sent via email only: russworm@comox.ca

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

LOG: 22-212	REFER:	AGENDA: RCM 10Aug22
FILE: 5280-14	ACTION: MR	

O - cfile 5280-14
Copies - Council
-SR Staff/LP

Dear Mayor and Council:

Re: Regional Climate Action Initiatives

The Comox Valley Regional District (CVRD) Board considered items related to climate change at a special meeting of the Board on May 31, 2022.

During the meeting the CVRD Board identified regional climate action initiatives that would require the cooperation, support and resources of its member municipalities. Collaboration and working in partnerships are crucial in the fight against climate change and we, therefore, respectfully request the support of municipal staff to coordinate with CVRD staff on the following regional climate action initiatives:

- Development of a Regional Community GHG emissions inventory including access to municipal data;
- Advancing more aggressive home retrofits through an update to the Residential Retrofit Market Acceleration Strategy, and related communication efforts;
- Implementation of recommended actions from the Comox Valley Mobility Primer including advancing the regional Active Transportation Network Plan, supporting public transit improvements and exploring emerging mobility opportunities.

The climate crisis is a serious issue but one that can be addressed by working together to understand our GHG emissions sources and pursuing initiatives that reduce them. Thank you for your consideration of this important matter.

Sincerely,

J. Ketler

Jesse Ketler
Chair

cc: Jordan Wall, Chief Administrative Officer

Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



RECEIVED

July 7, 2022

File: 8330-01

July 6, 2022

TOWN OF COMOX

Sent via email only: russwurm@comox.ca

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

LOG: 22-213	REFER:	AGENDA: RCM 10Aug22
FILE: 8310-01	ACTION: MR	

O - cfile 8310-01
Copies - Council
-JW/SA/MK/LP

Dear Mayor and Council:

Re: Regional Transportation Mobility:

I am writing on behalf of the Comox Valley Regional District (CVRD) Board to invite you to utilize the Comox Valley Mobility Primer (primer) to facilitate a shift towards sustainable transportation modes. The primer can be used as a reference guide about transportation modes, local travel patterns and actions that could be taken to facilitate more sustainable mode shares.

Regional priorities such as climate action, equity, health and affordability, all require a shift in our transportation focus, away from the private automobile, and the responsibility for this lies with all regional partners.

In order to facilitate this regional collaboration, the existing Regional Growth Strategy Technical Advisory Committee will be utilized to coordinate and pursue regional sustainable transportation initiatives. This would involve advancing the Active Transportation Network Plan, supporting the regional transit system and investigating ways to accelerate emerging mobility options. The support and participation of staff from your organization is critical to these efforts.

Please see [staff report](#), including the primer, which was considered at a special CVRD Board meeting on May 31, 2022.

Thank you for taking the time to consider this important matter.

Sincerely,

J. Ketler

Jesse Ketler
Chair

DATE: May 27, 2022**FILE:** 8330-01**TO:** Chair and Directors
Regional District Board**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer***R. Dyson*****RE: Regional Transportation Mobility****Purpose**

This report seeks Board direction on a broadened Comox Valley Regional District (CVRD) focus for regional transportation.

Recommendation from the Chief Administrative Officer:

THAT the Comox Valley Regional District Board send letters to member municipalities and the Ministry of Transportation and Infrastructure inviting them to utilize the Comox Valley Mobility Primer as a guide to facilitate a shift towards sustainable transportation modes;

AND FURTHER THAT the Comox Valley Regional Growth Strategy Technical Advisory Committee be utilized to coordinate and pursue regional sustainable transportation initiatives;

AND FINALLY THAT a micro mobility pilot program involving shared electric bikes be developed for implementation in 2023.

Executive Summary

The CVRD Board identified transportation as one of its strategic priorities including consideration of broadening the CVRD's transportation service focus. In order to support this, the Comox Valley Mobility Primer (the primer, Appendix A) was created and presented at an elected officials' forum on November 30, 2021.

- The primer can be used as a reference guide about transportation modes, local travel patterns and actions that could be taken to facilitate more sustainable mode shares.
- Regional priorities such as reduced Greenhouse Gas (GHG) emissions, improved equity/inclusion, health and well-being as well as fiscal responsibility all require a change in how we focus on transportation.
- The status quo approach has resulted in almost no change in how people travel within the Comox Valley with the private automobile mode share continuing to dominate.
- A shift in our transportation focus is required if change towards sustainable modes is desired and the responsibility for this lies with all regional partners.

The primer identifies many excellent options for the Board's consideration but all of them rely on regional collaboration. In order to facilitate regional collaboration, the existing Regional Growth Strategy (RGS) Technical Advisory Committee (TAC) should be utilized to coordinate and pursue regional sustainable transportation initiatives. This would involve advancing the Active Transportation Network Plan, supporting the regional transit system and investigating ways to accelerate emerging mobility options. The latter could include an electric bike share pilot program, which CVRD would facilitate, in partnership with member municipalities in 2023. It is expected that staff as part of the TAC would meet up to 4 times per year to collaborate on sustainable transportation initiatives.

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Town of Comox	✓
Village of Cumberland	✓
K'ómoks First Nation	✓
Ministry of Transportation and Infrastructure	✓
BC Transit	✓

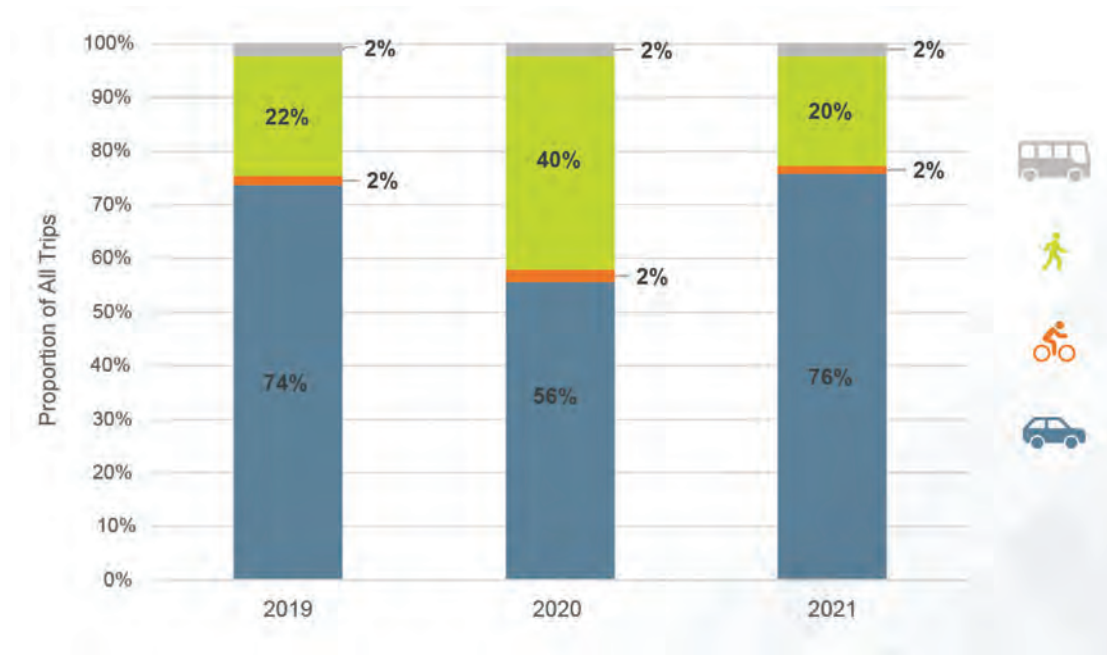
Background/Current Situation

Transportation is the province's second largest source of GHG emissions and the second highest annual household expense. The recent community GHG inventory for the electoral areas also identified passenger and commercial vehicles as the second largest source of emissions. The climate crisis and affordability are important areas of focus for the CVRD and the Board identified transportation as one of its strategic priorities including consideration of broadening the CVRD's service focus from public transit to possibly include other aspects of transportation, or "mobility". Consulting firm, Urban Systems, was retained to prepare a mobility assessment report, and to facilitate an Elected Officials' Forum. The purpose of the assessment and forum was to assist in educating staff and elected officials on various transportation modes and trends, existing and emerging, and their applicability in the Comox Valley. This work was undertaken in 2021 and the resulting Comox Valley Mobility Primer is attached as Appendix A. The primer can be used as a reference guide and provides analysis and information about transportation modes and local travel patterns as well as actions that could be taken to facilitate sustainable transportation in the Comox Valley.

Through the mobility primer research, it is clear that a shift in focus is required if significant change in mode share, towards sustainable modes, is desired. Currently our community is designed and built around the private automobile making this mode convenient and easy with vast road networks and free parking. According to census data, the proportion of trips to work by private automobile in the Comox Valley has gone essentially unchanged between 1996 and 2016, dominating the mode share at 85 per cent (additional 2021 census data on transportation available November 2022). Urban Systems also reviewed more recent regional transportation data (Figure 1) and found that the private automobile also dominates at approximately 75 per cent of all trips (not just to work as reported in Census). A 20 per cent drop in automobile use and corresponding increase in pedestrian trips did occur in 2020 as people stayed home and utilized virtual environments as part of the COVID-19 pandemic response. The 2021 return to pre-pandemic mode share highlights that significant efforts are needed to sustain a shift away from the private automobile. Examples include:

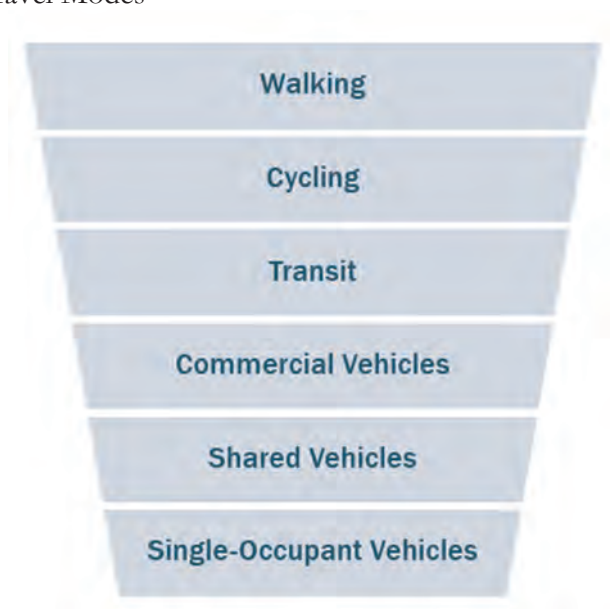
- Increased investment in public transit and reduced investment in automobile infrastructure
- Construction of higher quality active transportation infrastructure (e.g. bike lanes with physical barriers and separation versus painted buffers)
- Removal of incentives to automobile use (e.g. reduce parking availability and implement parking fees).
- Repurpose road space for walking, wheeling, cycling and emerging mobility.

Figure 1: Travel Mode Share (March 2019 - 2021)



Achieving regional priorities such as reduced GHG emissions, improved equity/ inclusion, health and well-being, as well as transportation targets from the RGS, all require a change in how we focus on transportation. In order to provide residents with effective options as part of a multi-modal transportation system, the hierarchy of travel modes shown below (Figure2) can be used as a way to re-prioritize our focus. Adhering to this hierarchy would shift our resources, including staff time and financial, towards implementing active transportation and transit projects, and away from those that benefit the private automobile.

Figure 2: Hierarchy of Travel Modes



Regional Collaboration

Recognizing the cross jurisdictional nature of travel throughout the community, the responsibility for a shift in transportation focus lies with all regional partners. A regional approach will help ensure that projects are coordinated and that sustainable transportation options can be tailored to the variety of areas within the region, such as urban, rural and on the islands.

To foster the regional approach the Comox Valley RGS TAC could be used to collaborate on regional sustainable transportation initiatives. The TAC could utilize a multi-disciplinary approach (e.g. planning, engineering, finance) and invite participation from other jurisdictions as appropriate (e.g. K'ómoks First Nation, the Ministry of Transportation and Infrastructure, BC Transit). It is expected that the TAC could meet up to 4 times per year and would have an initial focus as follows:

- Implementation of the Active Transportation Network Plan, through development of conceptual designs (some funding approved in the 2022 RGS service financial plan) such that the projects are eligible for grant funding programs. These projects can also be designed to accommodate emerging mobility options.
- Support the Transit Future Action Plan, future transit service improvements and advancement of regional transit infrastructure in an effort to attract new transit riders.
- Investigate emerging mobility policies and actions identified in the primer that could be implemented locally to accelerate these modes (including Zero Emission Vehicles, micro-mobility, and bike/car share) and coordinate a regional micro-mobility pilot.
- Identify priority mobility actions and locations to leverage funding and project delivery opportunities.
- Develop a regional evaluation framework to assess multi-modal mobility opportunities
- Assess how land use policies, regional context statements and development approvals align with multi-modal supportive land use planning policy of the RGS.

Emerging Mobility

With respect to the CVRD's role in achieving desired mode shifts, in addition to continuing the existing focus on public transit, a number of new actions could be taken to facilitate a more effective transition to sustainable transportation and emerging mobility options. An initial focus could include shared micro-mobility.

An electric bike (and possibly scooter) shared micro-mobility pilot program is suggested in order to understand the level of demand and utilization, as well as the service delivery opportunities and challenges. This could begin with a procurement process to solicit proposals from private micro-mobility companies who would work with CVRD and member municipalities to develop and deliver a pilot program. CVRD could facilitate and coordinate the program with procurement in 2022 and program delivery in 2023. As the pilot would primarily operate within urban areas close collaboration with member municipalities is critical and would involve development of program requirements, review and possible amendments of municipal policies and bylaws as well as assistance with promotion (e.g. link to the CVRD's webpage). Micro-mobility devices are growing in popularity given their ease of use, affordability, first-mile last-mile solution and general sense of excitement to use. CVRD and municipal costs are expected to be minimal and are included in the 2022 RGS budget. Modest support from municipal staff is required.

There is also Board interest in digital on-demand (DoD) transit, similar to the Zunga Bus pilot project operated by the City of Powell River since February 2021. Highlights of a recent assessment of the Zunga pilot include:

- Operating costs of approximately \$65 per hour compared to conventional transit at \$110 per hour.
- Ridership in the three to six passengers per hour range was experienced and after eight to 10 passengers per hour, a conventional fixed route transit service is preferable.
- Benefits to the riders include reduced wait times and more direct routing.
- DoD service:
 - suitable to provide coverage in low density/continuously developed areas of the community
 - more easily scalable/flexible
 - worth considering to replace under-performing transit routes, supplementing routes during low demand times and for handyDART
 - requires cellular connectivity and may not be accessible to those without smart phones

BC Transit are reviewing DoD and looking to undertake a pilot in one to two communities before considering this transit service option throughout the province. Staff have requested that CVRD be considered as a pilot community as there are existing traditional on-demand services and possibly some conventional routes that could be replaced by DoD. It should be noted that all existing routes in the Comox Valley are at or above the eight to 10 rides per hour threshold identified in Zunga bus assessment. The Comox Valley Transit Future Action Plan will also be used by BC Transit to assist in identifying future DoD opportunities.

Options

The Board has the following options:

1. Proceed with the regional approach and micro-mobility pilot program identified in this staff report.
2. Identify other mobility actions for implementation.
3. Do not proceed with any action at this time.

A shift in focus is required to achieve increased sustainable mode shares. Given the nature of travel within the Comox Valley, a regional, systems based, approach is required. A regional micro-mobility pilot would be an effective way of collaborating and evaluating emerging mobility opportunities and challenges. As such option 1 is recommended.

Financial Factors

Work in 2022 is not expected to require significant funding and the 2022 RGS service financial plan has sufficient funding in place to assist with development of the micro-mobility pilot program.

Much of the current transportation funding model is directed at public roadways which are being managed primarily for the benefit of the private automobile, further reinforcing and supporting a mode of transportation that represents the second largest expense annually for a household. As such, efforts could be made to shift how we manage roads for other more affordable transportation modes, including a shift in how we invest in transportation. For example, directing funds towards active transportation infrastructure instead of private automobile infrastructure. This is part of the paradigm shift and in line with a systems approach to mobility, whereby we plan and construct transportation infrastructure to move residents throughout the community in the most efficient (e.g. cost, space, staff resources) and beneficial (e.g. environmental/health/social/financial) manner.

Strategic Considerations: Strategic Drivers and Regional Growth Strategy

CVRD Board Strategic Drivers:							
Fiscal Responsibility	✓	Climate Crisis and Environmental Stewardship and Protection	✓	Community Partnerships	✓	Indigenous Relations	✓

A regional focus on transportation helps achieve all of the Board's strategic drivers. As transportation is the second largest annual household expense, any effort to provide more affordable options is consistent with the fiscal responsibility driver. And as transportation is the largest source of community GHG emissions, shifting people to more sustainable modes will be key to mitigating the impact of climate change. Working together with all municipal, provincial and Indigenous partners is critical to this regional approach.

CVRD Regional Growth Strategy Goals:							
Housing	✓	Ecosystems, Natural Areas and Parks	✓	Local economic development	✓	Transportation	✓
Infrastructure	✓	Food Systems	✓	Public Health & Safety	✓	Climate Change	✓

The work detailed above achieves all of the RGS goals as follows:

- Housing affordability is top of mind for many residents and efforts to reduce household transportation costs will help with this issue. Further, as seen in the primer, there is a strong linkage between land use and transportation and efforts should be made to provide housing in close proximity to effective transportation options (e.g. prioritizing compact development within the core settlement areas).
- Transportation is the largest source of GHG emissions and the resulting changing climate has many ecosystem and food system impacts. Providing land for road expansion to accommodate more single occupant vehicles also puts additional pressures on ecosystems. Shifting to sustainable transportation modes is key to reducing these impacts.
- Many aspects of local economic development are reliant on a healthy transportation system, both within the community and to other areas of the island, province and further afield. In addition, as seen in the primer, private industry plays an important role in many of the existing and emerging transportation modes.
- There is a significant amount of public infrastructure dedicated to transportation in the Comox Valley. Roadways are currently being used primarily to benefit the private automobile and work is needed to shift this focus to more sustainable modes.
- Traffic accidents are a significant source of injury and fatalities in BC with 87,000 injuries and 279 deaths per year (five year average report by ICBC). ICBC stats show an average of approximately 3,200 vehicle collisions per year in the Comox Valley. Sustainable modes of transportation can provide a much safer form of travel, especially with effective infrastructure, and active modes provide regular fitness opportunities.

Intergovernmental Factors

The primer highlights that close collaboration with other levels of government, including municipalities, K'ómoks First Nation and the province, is critical to successfully addressing regional transportation. The RGS TAC will be utilized to foster regional collaboration, as well as promote interdepartmental collaboration within each local government, and it is imperative that each jurisdiction participate with appropriate staff representation.

Citizen/Public Relations

Delivery of a regional micro-mobility program will require engagement with the public and communications plans and tactics will need to be carefully developed in order to effectively address the current culture surrounding the private automobile. Engagement that has occurred in the recent past has clearly shown an interest from the public in working toward an effective multi-modal transportation system. Public feedback received as part of the Regional Active Transportation Network Plan showed that there was a strong interest in electric bikes but that there were barriers to their use, such as costs of the bike, and safety of the infrastructure.

Attachments: Appendix A - Comox Valley Mobility Primer



COMOX VALLEY MOBILITY PRIMER

December 2021



**A guide for the
Comox Valley
to move...**

...cleaner

...healthier

...**better.**

**The Comox Valley Regional District
respectfully acknowledges the land on
which it operates is on the unceded
traditional territory of the K'ómoks First
Nation, the traditional keepers of this land.**

What is “Mobility”?

Mobility considers not only how we travel, but why we travel, who is travelling, the travel options available to us, and the factors that lead to our travel choices.

What is the Mobility Primer?

The Comox Valley Mobility Primer was created to inform planning and decision making around regional transportation.

It is a reference document that provides background on how Comox Valley residents travel, key shaping mobility influences, and opportunities to explore new, more effective ways to meet day-to-day transportation needs.



Introduction:

Leading the Comox Valley into the Future

The way people get around is changing. Like many other regions with a vast geographic area and a mix of urban and rural land uses, Comox Valley residents are largely dependent on private motor vehicles to fulfill their daily travel needs. Other transportation modes – including walking, cycling, and transit – also play an important role in the transportation system; however, these modes are not regularly used by many residents. Outside of traditional transportation, a series of new mobility options are emerging in response to technological advancements, changing user preferences, and shaping influences such as urban intensification and the climate crisis. These emerging mobility options include shared mobility services (ride-hailing, car sharing, and bike share), electric transportation (including cars, bicycles, and scooters), and an emphasis on connected and on-demand transportation options (planning and booking trips via mobile devices).

As a result, the regional transportation system has the potential to adapt to new and innovative technologies, from vehicle and street design to a shift in the way people plan, book, and pay for trips. Some emerging modes are already operating in jurisdictions across British Columbia, providing insights to our communities on the challenges and opportunities of new mobility. With continued technological advances on the horizon, innovative policies and infrastructure, improvements are needed to accommodate these emerging transportation choices.

The Comox Valley Regional District and its partners have an important role to play in enabling people to travel within and beyond the Comox Valley in a safe, affordable, and sustainable way. This Mobility Primer is intended to help our communities assess opportunities to support change in regional mobility while ensuring that no person or community is left behind, recognizing that a significant paradigm shift is required if our shared regional objectives are to be achieved.

Our Community

The Comox Valley covers a large geographic area and comprises diverse communities and populations. Each area has unique transportation needs, challenges, and opportunities that must be addressed as the region grows and new mobility options emerge.

1,700 km²

land area

66%

live in Comox, Courtenay or Cumberland

74,000

people

28%

regional population growth (2001-2020)

– Equity + Inclusion

25.6%

people over the age of 65

7.8%

unemployment rate in 2015

6.0%

identify as Indigenous

24%

of households are renters

4.0%

identify as a visible minority

2,815

households are in core housing need (2020)

13,380

people live with a disability

132

people experience homelessness (2020)

9,885

low-income individuals based on the low-income measure, after tax (2016)



Regional Priorities

Regional mobility priorities are identified based on key strategic documents, such as the Regional Growth Strategy (RGS). The following four key priorities underpin and inform the mobility options presented throughout this document.

Reduce GHG Emissions



Reduce transportation-related greenhouse gas (GHG) emissions in the Comox Valley, increase sustainable mode share by making walking, cycling, and transit more attractive for all trips and supporting multi-modal integration, recognizing that on-road transportation is the largest source of greenhouse gas emissions.

Equity + Inclusion



As the second largest household expense in the Comox Valley, promote an equitable transportation system that all community members benefit from. This includes prioritizing equity priority groups and providing affordable mobility options.

Health + Well-Being



Support healthy and active lifestyles by providing and promoting opportunities for human-powered modes and recreation in the transportation system and ensuring that transportation options in the Comox Valley are safe for all users.

Fiscal Responsibility



Recognizing the significant cost associated with vehicle infrastructure (roads, parking facilities), support mobility through targeted investment in services and infrastructure that use public funds and road assets more effectively and encourage uptake of sustainable travel options that represent a more cost-effective outlay of public monies and enable more affordable travel options.

Regional Priorities, cont

Our shared regional priorities around reducing GHG emission, improving health & well-being, increased equity & inclusion and affordability all highlight the need to encourage sustainable transportation in place of private automobiles. The Regional Growth Strategy (RGS) clarifies the over-arching transportation goal is as follows:

Develop an accessible, efficient and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres, and links the Comox Valley to neighbouring communities and regions.

Transportation Targets

The Regional Growth Strategy (RGS) contains specific targets relating to increasing sustainable transportation mode share and reductions in on-road transportation GHG emissions.

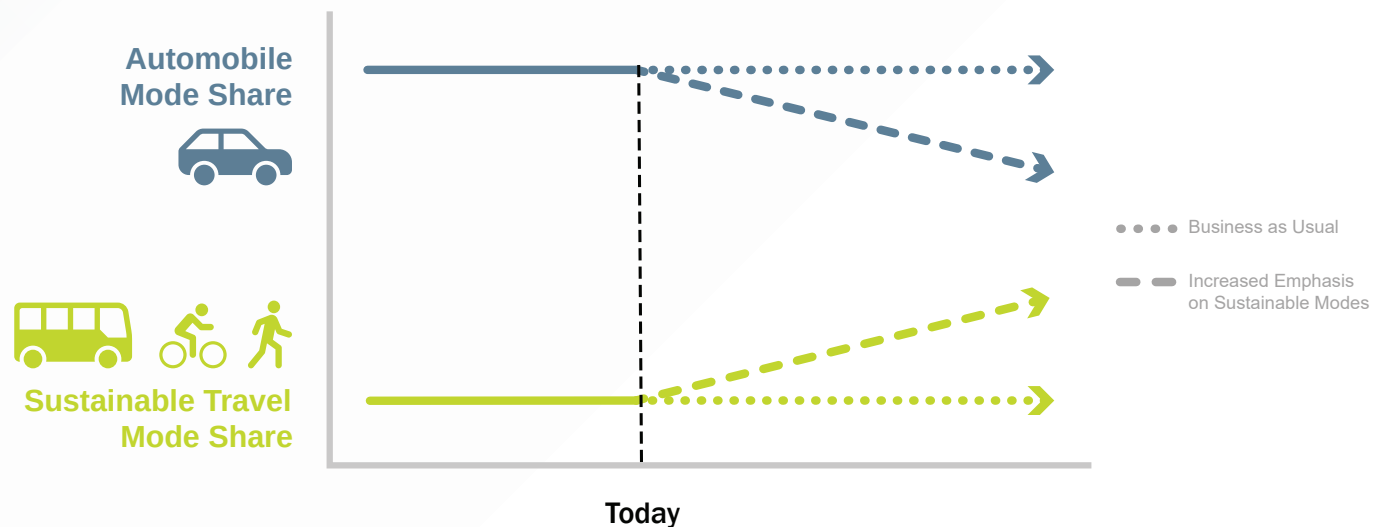
Transportation Targets, Comox Valley Regional Growth Strategy

	Baseline 2006 / 2007	Target 2030	Source
Transit mode share	1%	2.5%	BC Transit
% bicycle & pedestrian commuters	9%	20%	Census Canada
On-road transportation GHG emissions	199,311 CO ₂ e(t)	50% reduction	CEEI

Regional Priorities, cont

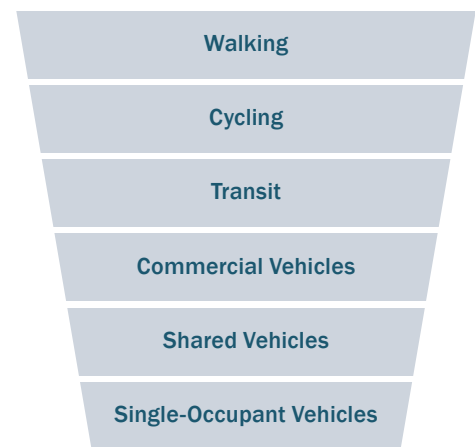
Change in Mode Share

Travel mode choices have changed very little over time, as highlighted later in this document. Progress toward our regional priorities and achieving RGS targets will not be realized using a status quo approach to regional transportation. A paradigm shift is necessary to realize our goals. This includes decision-making that supports sustainable travel options, increased funding for active transportation and public transit (including the new Active Transportation Network Plan), and supportive land use and development. A renewed commitment to carrying out established regional and local policies is necessary, and coordinated implementation across regional partner agencies.



Modal Priority

The hierarchy of travel mode priority directs decisions and trade-offs related to transportation planning, design and investment to prioritize travel modes in descending order of priority – walking, cycling, transit, commercial vehicles, shared vehicles, single-occupant vehicles. The hierarchy of modal priority is a policy adopted in many communities to help guide planning and decision making on transportation matters.



Regional Partners

Mobility services, infrastructure, and policy can be provided by any level of government as well as private companies, depending on the transportation mode and context.

Regional Government

Comox Valley Regional District

Responsible for the maintenance and operations of community parks and trails in electoral areas, and undertakes a planning role for regional active transportation initiatives. The CVRD Board makes decisions on public transit routes, service levels, fares, and local taxation.

Local Government

Municipalities

The City of Courtenay, Town of Comox, and Village of Cumberland are responsible for the planning, design, and maintenance of rights-of-way within municipalities, including roads, sidewalks, public parking, local trails, and other transportation facilities.

Indigenous Nations

K'ómoks First Nation

The CVRD is located on the unceded traditional territory of the K'ómoks First Nation (KFN). KFN is a separate and distinct Nation that governs the lands and resources on KFN Reserve lands, including community planning, development, and multi-modal transportation.

Provincial Agencies

BC Ministry of Transportation &

Infrastructure (MOTI) regulates all modes of transportation and is responsible for all road rights-of-way outside of the municipal boundaries and all provincial highways within and between municipalities, including Highway 19, 19A, Cliffe Avenue, and Ryan Road. The Province also provides guidance on the planning of active transportation facilities.

BC Transit service is provided as part of the Comox Valley Regional Transit System. BC Transit and the CVRD coordinate local governments and community members to engage in long-range and service planning initiatives.

BC Ferries operates three ferry services that connect the Comox Valley and provide access to the Sunshine Coast. From Comox, daily ferry service connects Vancouver Island to Powell River on the Sunshine Coast. Regular service to Denman and Hornby Islands is provided from Buckley Bay.

BC Hydro builds and operates a network of public electric vehicle charging stations throughout the province, including fast-charging infrastructure in the Comox Valley, and support private charging infrastructure through rebate programs.

Roles + Responsibilities

The provision of transportation infrastructure, services and programs in the Comox Valley is the result of collaboration and shared responsibility between a range of agencies and interests.

The table below highlights the role that various agencies play in the transportation system. This is used to demonstrate the importance of regional transportation planning and cross-jurisdictional cooperation and is not an exhaustive list of partners or responsibilities.

	CVRD	Municipality	KFN	MOTI	BC Transit	BC Ferries	BC Hydro	YQQ	Private Industries
Street Network	*	P		P					
Pedestrian Network	*	P		*					
Cycling Network	*	P		*					
Multi-Use Pathways + Trails	P	P							
Transit Service	*	*		*	P				*
Goods and Services Movement		P		P					*
Harbour Facilities		*		P		P			
Airport								P	*
Parking and Curb Management		P		P	*				*
Ride Hailing and Carshare	*	P		P					P
Electric Vehicle Charging	*	P		*			P		P
Shared Micromobility	*	P		*					P
Land Use	P	P	P	*					

P Primary Role

***** Supporting Role

Role of Private Industry in Regional Transportation

The Comox Valley has several existing private transportation options, including air, bus shuttles, and taxi/ride-hailing providers that provide choice and key connections across the region and inter-regionally. Many emerging mobility options such as ride-hailing, carshare, and bike share are also operated by private companies, which can reduce the costs to government agencies but are also subject to market fluctuations and private business decisions. Local governments must partner carefully with private industry to help realize the mobility benefits these services provide, while also not been seen to unfairly support private industry.

How We Move

Travel Choice

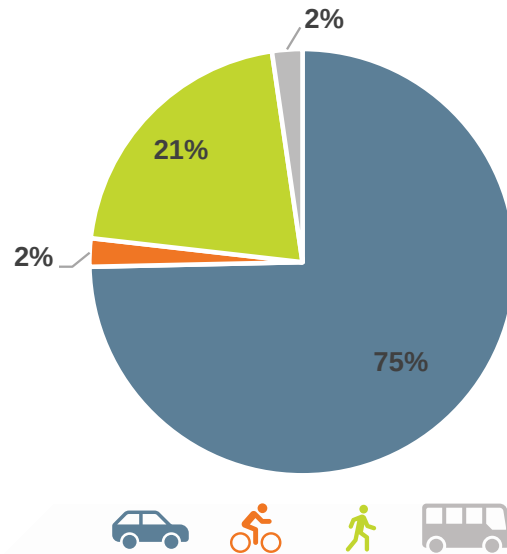
The Comox Valley is a large geographic area with residents making trips of varying lengths occurring on a daily basis. Not surprisingly, driving is the primary transportation option among Comox Valley residents with an estimated 75% of all trips completed by automobile.

The remaining 25% of trips are made by sustainable travel modes, including walking, cycling and public transit.

Walking trips account for approximately 21% of all trips, which is significantly higher than the portion of trips to work by walking found through recent Censuses. This suggests non-commute trips such as recreation, shopping and school trips experience a greater rate of walking, while trips to work for most may exceed comfortable walking distance, suggesting cycling and public transit should be targeted as the key alternatives to vehicles for commute trips.

Cycling and transit make up only a small proportion of all trips (2% each). This suggests that the current infrastructure and services supporting people cycling and using transit is not resulting in desirable options, and that these may be key areas of focus in the region in future.

Travel Mode Share (2019)



Mobility Data

Regional mobility patterns and mode share information is established using “big data” sources, relying on anonymous cellphone data to locate trip origins and destinations and estimate travel mode based on trip and travel characteristics. This information accounts for all trips (rather than only trips to work as captured by the Census).

Census Data

Journey to work information available through the Census is used to understand travel characteristics. Census data is made available every five years, providing opportunity to track change over time.

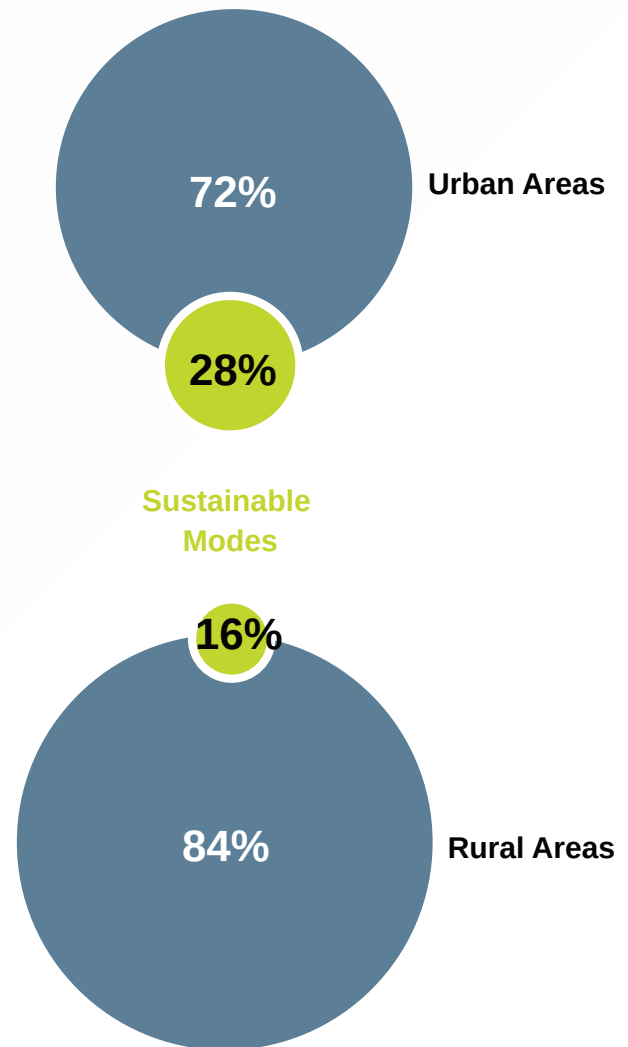
Note: Transit mode share information is estimated based on Census mode share data (not provided through big data source)

Travel Choice, Urban vs. Rural Areas

Comox Valley's rural areas are lower density and more dispersed as compared to urban areas, resulting in longer trip distances and greater reliance on vehicle travel. Approximately 17 of every 20 trips in rural areas are made by vehicle, a greater proportion of vehicle trips as compared to the Comox Valley's urban areas where walking trips in particular represent a significantly greater proportion of trips.

While automobile use is prevalent in all areas of the Comox Valley, solutions to achieving a shift toward sustainable travel options must differ in urban and rural areas. Where greater active transportation infrastructure and transit service is generally found in urban areas, rural areas often lack basic facilities and experience travel distances beyond comfortable walking and cycling distance for most.

Mode Share, Urban vs. Rural Areas

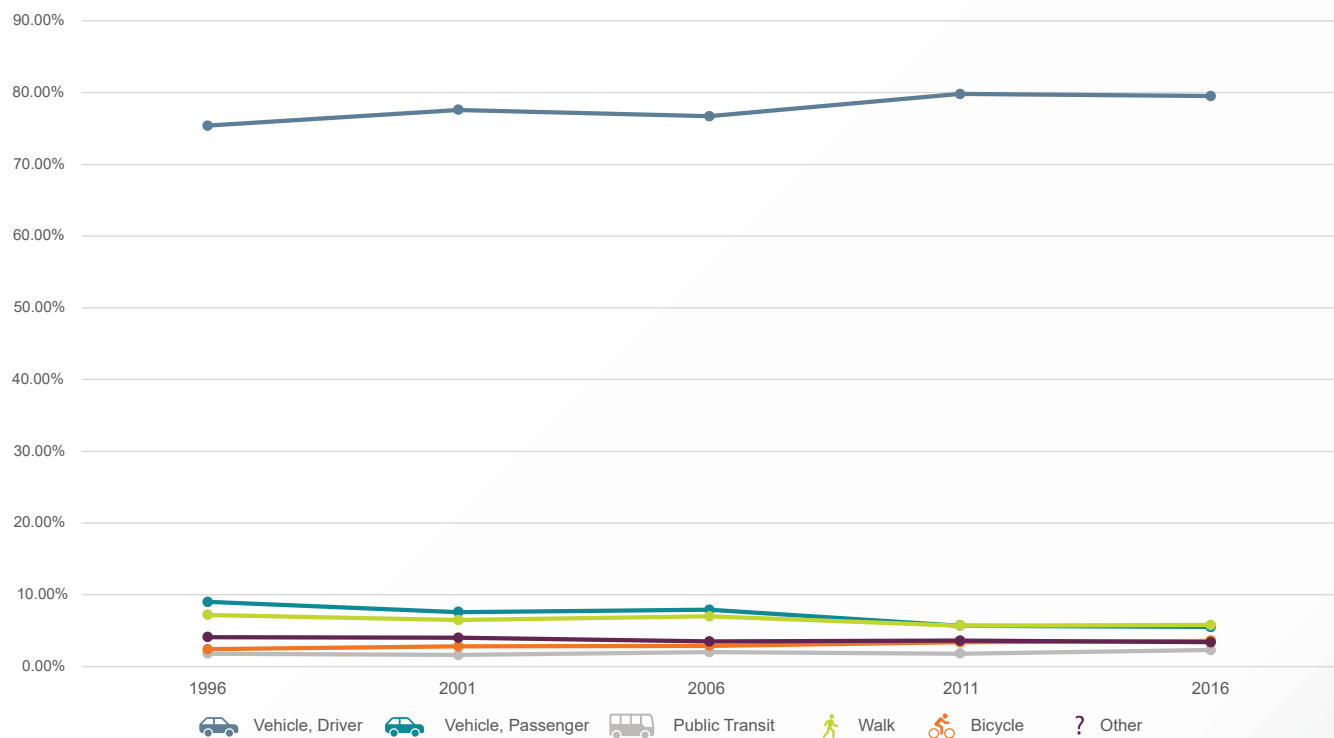


Historic Travel Choice

Our region has experienced only modest change in travel mode share over the past 20 years. The proportion of all trips to work made by vehicle (driver or passenger) has increased by 0.6% over a 20-year period (1996 to 2016).

The proportion of trips to work by sustainable travel options have also remained constant. Modest increases in public transit and cycling have been met with a reduction in walking trips. This suggests that despite efforts to facilitate travel by sustainable modes, change has been limited, suggesting the need to move away from a business-as-usual approach if change is to be realized.

Mode Share for Trips to Work 1996 - 2016



Note: Census information from 1996 – 2006 is collected from the Comox-Strathcona Regional District subdivision and therefore does not precisely reflect the current boundaries of Comox Valley Regional District nor the Regional District's population during those years.

Trip Distance

Trips can vary widely in duration and distance, owing to the Comox Valley's vast area and differences in land use in urban and rural areas. The average trip distance for all trips in the Comox Valley is 6.9km. For comparison, this is the approximate distance between Royston and downtown Courtenay.

Despite long average trip lengths, a significant proportion of trips are made over short distances. Approximately one-third of all trips are 2km or less, representing opportunities to facilitate walking. 82% of all trips are 10km or less, again representing a large proportion of trips that may be made by bicycle or public transit.

The average trip length in urban areas is 5.7km, which is roughly half the average trip distance in rural areas. The greater trip distance experience in rural areas is a direct result of low-density land use patterns.

Nearly 90% of urban trips are less than 10km and approximately two-thirds are less than 5km, where 34% of rural trips are 10km or longer. These figures highlight the significant opportunity to encourage sustainable transportation trip making in urban areas, particularly as future regional growth is focused in these location.

6.9 km

avg. trip distance

82%

of trips are
less than 10km

34%

of trips in rural areas
are greater than 10km

Trip Distance, All Modes (2019)

	% of Total Trips		
	All Trips	Urban Areas	Rural Areas
0-2 km	33%	36%	24%
2-5 km	27%	29%	20%
5-10 km	22%	22%	22%
10-15 km	8%	7%	13%
15-20 km	3%	2%	7%
20-25 km	2%	1%	4%
25-30 km	1%	1%	3%
30+ km	3%	2%	7%

Trip Distance, by Travel Mode

Automobiles

While automobiles facilitate travel over longer distances, the average automobile trip length in the Comox Valley is 8.7 km, and nearly half of all trips by vehicle are 5 km or less. Average automobile trip distance is significantly shorter in urban areas (7.5 km) compared to rural areas (12.6 km). Trips of 10-20 km represent only 12% of automobile trips in urban areas, as compared to 23% in rural areas.

The relatively short trip distances in urban areas provides the opportunity to encourage a shift to sustainable travel modes, where many trips are well within comfortable cycling distance for most. In rural areas, longer trip distances suggest that a greater number of trips will continue to be made by automobile, with public transit and shared rides as choice alternatives to driving.

Cycling

Trips by bicycle are typically shorter than those in automobiles. However, trip distance data suggests that 57% of bicycle trips are less than 5 km and 84% are less than 10 km. Longer distance travel is relatively rare, with only 5% of trips extending beyond 15 km.

Trips originating in rural areas are more likely to be longer than those in urban areas, with 56% of trips in rural areas over 5 km compared to 39% in urban areas. Across the Comox Valley, the average bicycle trip length is 5.8 km - in urban areas it is 5.6 km compared to 7 km in rural areas. This speaks both to the willingness of cyclists in rural areas to cycle long distances and the relative convenience of daily trips in urban areas. The similarity between trip distances for automobiles and bicycles suggests an opportunity to replace automobile trips should conditions make cycling safer and more convenient to a greater proportion of the community, with infrastructure improvements best targeted within 10-15 km of urban and rural centres.

Walking

With 61% of walking trips less than 1 km and 87% less than 2 km, opportunities to encourage more walking trips are to be focused nearby key destinations – schools, parks, employment and commercial areas.

Interestingly, the average walking trip length is less in rural areas than in urban areas, suggesting perhaps that rural residents are making only the most fundamental walking trips (i.e., recreation, school), while urban walking trips are made to a broader range of destinations.

Average Trip Length by Mode

1.1 km

Walking

5.8 km

Bicycles

8.7 km

Automobile

Travel Origin Destination

Understanding where trips begin and end is important to developing mobility policy, infrastructure, and programs that best meet travel needs in the region. Mobility data suggests – as expected – that most trips start or end in urban areas, where a large number of Comox Valley residents live and/or travel to access employment, schools, shopping and services.

Over half of all trips are within or between Comox, Courtenay and Cumberland, the region's population and employment centres.

Trips associated with rural areas make a higher proportion of trips to/from outside of their zone towards the urban areas where workplaces and the most convenient shops and services are most likely to be located. An exception to this pattern are Denman and Hornby Islands, where trips are largely within the island communities.

Urban areas are a key destination for regional trip making, with nearly 85% of regional trips beginning or ending in urban areas (compared to approximately 66% of residents residing in municipalities). The areas experiencing the greatest number of trip origins and destinations include:

- Courtenay West (40%);
- Courtenay East (34%); and
- Comox (28%).

The most common trips made include the following trip origin-destination:

- Courtenay West - Courtenay West (15%)
- Courtenay West - Courtenay East (9%)
- Comox - Comox (12%)
- Courtenay East - Comox (7%)
- Courtenay East - Courtenay East (11%)
- Comox Valley North - Comox Valley North (6%)
- Courtenay West - Comox (5%)

These movement patterns help us to understand where travel demand is highest and where possible improvements should be focused to benefit the greatest number of trips.

Trips to/from Comox Valley North (18%) represent over twice the number of trips to/from Comox Valley South (8%). Approximately 8% of all trips begin or end outside of the Comox Valley, demonstrating the magnitude of inter-regional trip making to the Nanaimo Region and Campbell River / Strathcona Region.

55%

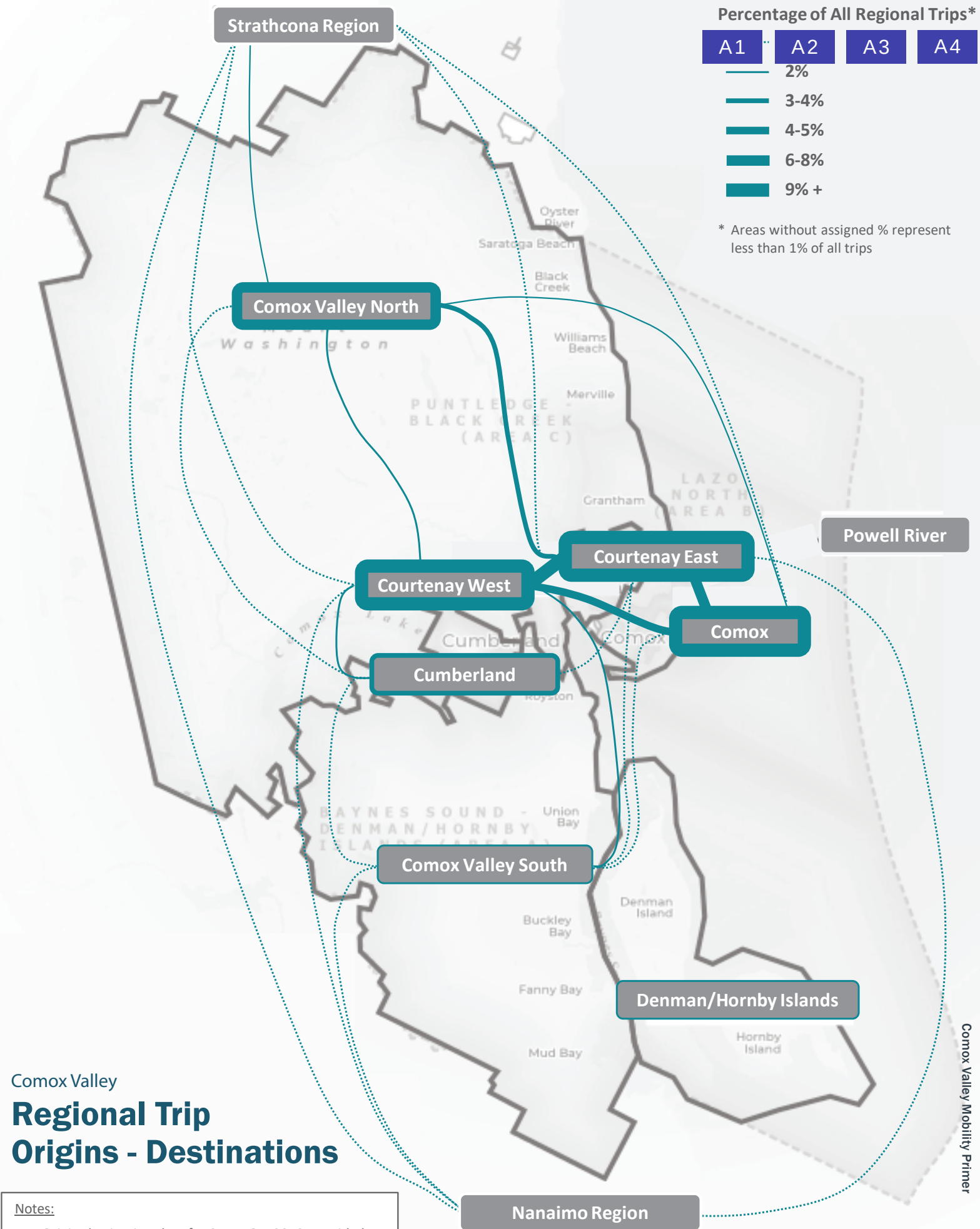
of trips are entirely within urban areas

8%

of trips begin or end outside of the Comox Valley

Two-thirds

of rural trips are to/from urban areas



Comox Valley Regional Trip Origins - Destinations

Notes:

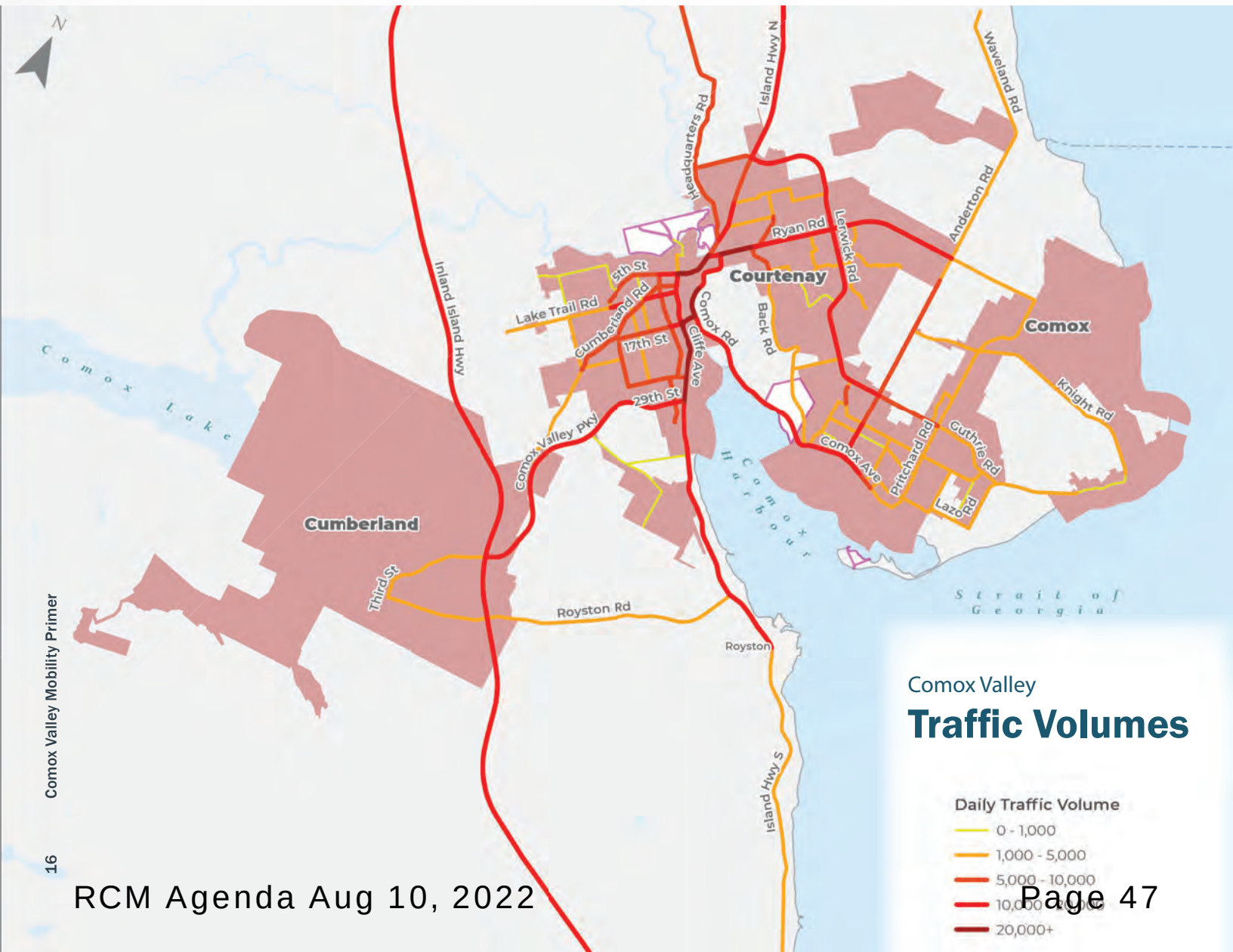
- Origin-destination data for Sept - Oct 2019, provided by StreetLight data service
- Percentages represent the destination of all trips generated in the region for all types, days and times

Nanaimo Region

Traffic Volumes on Key Corridors

The major road network handles the bulk of the daily vehicle trips in the Comox Valley. These include trips that are both local and regional in nature, as well as trips made for a wide variety of purposes - commute, school, recreation and otherwise.

The visual below highlights approximate daily traffic volumes along key corridors. Some of the region’s busiest corridors – Ryan Road, Cliffe Avenue - accommodate in excess of 20,000 vehicles per day. This information helps highlight where corridors with high traffic volumes might necessitate safe, separated active transportation facilities and/or where alternate corridors with lower traffic volumes may be considered.



Comox Valley
Traffic Volumes

- Daily Traffic Volume
- 0 - 1,000
 - 1,000 - 5,000
 - 5,000 - 10,000
 - 10,000 - 20,000
 - 20,000+

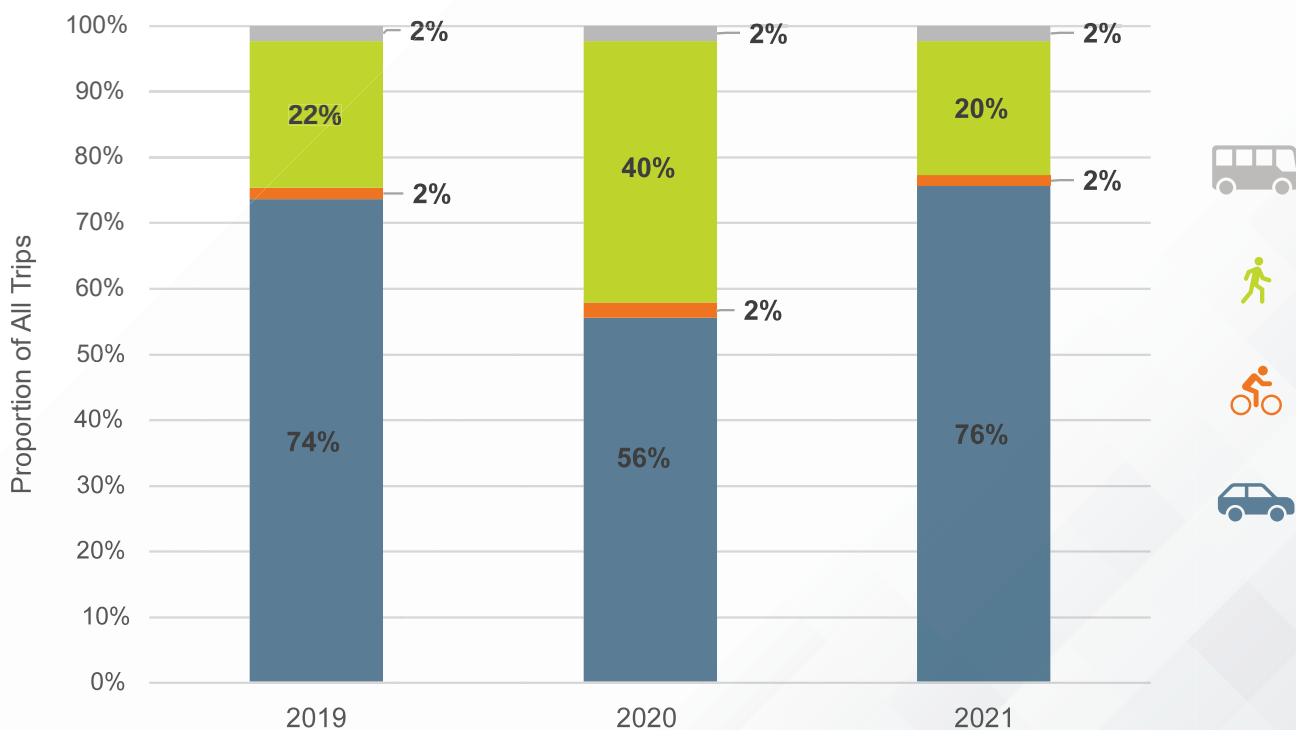
COVID-19 Impact on Transportation

The on-going COVID-19 pandemic presented a unique moment for transportation in the Comox Valley. As schools and workplaces moved to virtual spaces and trips outside of communities were discouraged, mobility patterns changed.

Regional mobility data collected March of 2019, 2020, and 2021 was used to compare mode share before and during the pandemic. The diagram below shows a dramatic increase in pedestrian trips from 22% (2019) to 40% (2020), which reduced again in 2021 with re-opening measures to 20%. An inverse trend was observed for automobile trips with an 18% decrease between 2019 and 2020, before returning above pre-pandemic levels in 2021.

These large changes in travel pattern show the extent to which the pandemic had influenced travel in the Comox Valley. The large fluctuation in automobile mode share highlights the extent to which trip making may be replaced by tele-commuting or other alternatives, along with changing habits in other daily routines, such as less frequent shopping trips. Such shifts suggest that Comox Valley residents may be challenged to reach their workplace without an automobile or are dependent on their vehicle to shop, travel to school, or recreate in the community. The corresponding increase in pedestrian trips suggests that residents either replaced previously automobile dependent trips with walking or pandemic-related lifestyle changes resulted in a greater desire to walk for health, recreation, or social activities.

Travel Mode Share, March 2019, 2020 & 2021



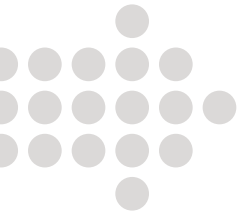
Shaping Influences

How important is mobility in creating an equitable community?

Equity means striving for a just and fair society where all people can participate and reach their full potential. Many factors influence people's health, well-being, and access to resources, opportunities, and services – including transportation. These factors can include race, gender, sexual orientation, income, age, ability, and religion. Individuals can belong to many different groups at once, and the intersection of these identity characteristics creates unique experiences of discrimination and privilege. It is the responsibility of governments to address structural inequities and ensure communities are healthy, vibrant, diverse, and inclusive for all, with a focus on equity priority groups. This means prioritizing people and populations who are being underserved, mis-served, or disadvantaged by policies, procedures, and programs and have historically faced barriers that impact their ability to participate equally in society, including accessing transportation.

The CVRD's Poverty Reduction Assessment & Strategy outlines various “game changer” strategies that positively impact the lives of those people living in the Comox Valley who may be experiencing poverty, including access to safe, affordable transportation. Of importance, the Strategy identifies an equity lens is to be applied in all regional and local government programs and services (Game Changer 3), as well as a need to align transportation network planning with an equity framework (Game Changer 13). The community has identified access to transportation as a barrier to meeting their basic needs and an area where they currently have negative experiences. People are having to make transportation choices that make them feel unsafe in order to use public transportation systems or facilities, or spend a large portion of their income on transportation such as owning and maintaining a vehicle in order to access employment, education, and social supports. The Strategy shows that transportation is a major area of concern in the community, and action in this area can significantly address poverty reduction in the Comox Valley.

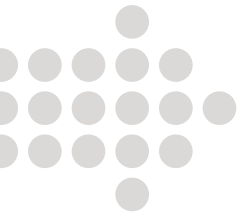
To improve equity in transportation, equity priority groups need better access to safe, affordable, and reliable transportation options such as public transit and active transportation. Often that means focusing investments into neighborhoods and communities that historically have been underserved when it comes to transportation funding. New mobility technologies have the potential to contribute to transportation equity, but without proper planning and regulation, they could further contribute to existing inequities. New mobility options often rely on access to technology, so it is important to consider people without access to smart phones, mobile data, credit cards/mobile payment, and even driver's licenses.



How is climate change mitigation achieved through mobility?

The transportation sector is the largest emitter of greenhouse gas (GHG) emissions in the Comox Valley and represents a key area for climate action. In the face of the climate crisis, the Region must adapt to become more resilient. Sustainable transportation systems produce fewer GHG emissions and are resilient to climate impacts, providing alternative options when one mode is disrupted by a climate disaster that degrades or damages infrastructure.

Reducing transportation related GHGs requires supporting the shift to zero-emission vehicles (ZEV) and reducing total vehicle kilometres driven by encouraging sustainable and active modes, such as transit, walking, and cycling. Active transportation commuters have about one-tenth the ecological footprint of a person who commutes by motor vehicle. Further, creating walkable neighbourhoods has several environment co-benefits. For example, features such as street trees, rain gardens, and greenways mitigate urban heat islands, provide natural habitats, and manage stormwater, all helping with climate change mitigation and adaption. A coordinated shift toward uptake ZEVs and a reduction in vehicle kilometres travelled (VKT) is needed to address the GHG emissions challenges associated with on-road transportation.



How are mobility trends changing through generations?

Long-range planning needs to consider future populations, and there is a generational shift occurring regarding transportation trends and expectations – “car culture” is losing its allure for many. According to ICBC data, the demand for driver’s licenses among youth in British Columbia has been decreasing, even outside of transit friendly communities. Younger generations are demanding increased government action on climate change and social equity issues, increased affordability, and more convenient, multi-modal, and on-demand transportation options.

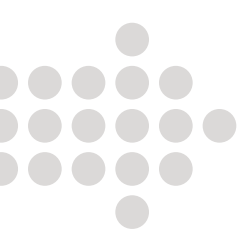
Further, the Comox Valley has a higher population of seniors than that of other communities and it is expected to grow. With a large portion of its population choosing not to drive or looking for accessible alternatives, the Comox Valley’s transportation system needs to adapt to these changing preferences to ensure that both current and future residents can meet their transportation needs.

How do land use and transportation planning support one another?

Integrating land use planning and transportation can ensure connected, sustainable, and complete communities. Single family and urban sprawl neighbourhoods create longer travel distances and reduce the available travel options, resulting in car dependency. Conversely, where communities invest in vibrant and attractive neighbourhoods with a range of pedestrian-scale amenities, people are encouraged to experience the street by foot or bicycle. A growing planning concept is the “15-minute neighbourhood,” where people can meet most of their daily needs – including working, recreating, learning, and shopping – within a 15-minute walk of their home. “If you build it, they will come” stands true for transportation infrastructure – providing safe, connected, and reliable transportation options can change people’s travel behaviour and habits. This is commonly referred to as transportation demand management or “TDM”.

In the region, residents have typically moved into suburban developments to be able to afford a home. Strategies outlined in the Regional Growth Strategy recognize this trend and have set Growth Management Principles to encourage efficient use of land, smart growth and providing greater transportation choices.

It is not on the municipality or region to build or program these investments alone – private developments are increasingly shaping our built environment and mobility options. Working with developers, municipal and regional governments can influence key land use and mobility improvements, including updating parking policies, installing secure bicycle parking, providing streetscape and building frontage improvements that improve walkability, and providing electric vehicle charging infrastructure.



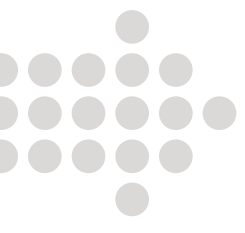
How can policy interventions create behaviour change in transportation?

Most people choose to use a private automobile due to the inherent convenience and lack of viable alternatives. However, through targeted interventions and demand management, there are opportunities to decrease convenience and increase costs of automobile use relative to alternatives such as cycling and transit.

Mobility management refers to interventions in the transportation system that aim to change user behaviours, often involving pricing, restrictions, and adjusting supply, with the goal of creating a more efficient system by reducing the need for new, costly automobile infrastructure and encouraging transit and active transportation.

Managing the supply and cost of parking is the most common example. Parking provided on-street and in public lots is public space, which local communities have direct influence over how it is used. This includes considering how it might best be managed as parking and/or identifying opportunities to repurpose parking to support other community activities.

Parking pricing in the Comox Valley is limited only to a few select locations. Not only does this result in limited revenue generation to offset the costs of building and maintaining parking facilities, it fails to recognize the value of public space dedicated to parking and the lost opportunity to accommodate other public activities. Other communities have pursued more sophisticated parking strategies that include time-limited parking to encourage turnover and introducing metered parking zones in high demand areas, both in an effort to make best use of available parking resources and generate revenue to fund sustainable transportation service and infrastructure improvements to help support a shift toward sustainable travel modes.



What is the value of the curbside?

The curb is not simply the concrete separating the sidewalk and the street, rather it is the interface between mobility and access - between going somewhere and being somewhere. Where traditionally the curbside has been used to accommodate on-street parking, it is increasingly considered to be a more flexible space that can accommodate a range of activities such as loading, bus stops, bicycle facilities, and public realm improvements (e.g., wider sidewalks, curb extensions, parklets, and patios).

The curbside is a valuable public asset due to growing competition for space. This competition for curb space is continually increasing as emerging mobility options such as ride-hailing, bike share, and growth in e-commerce resulting in increased deliveries continue to become more prevalent. Increasingly, communities are treating the curb as a transportation amenity and developing strategies to prioritize different uses.

How is community access improved through transportation?

Accessibility refers to the degree of ease that something (e.g., program, service, place) can be used and enjoyed by all people, including those with disabilities. Our transportation system must respond to transportation needs that vary from individual to individual. An estimated 13,680 residents in the Comox Valley are living with at least one disability. As the population ages, this number is predicted to rise, with 58.2% growth rate in the senior population between 2006 and 2016. A senior might rely on transit because they no longer feel comfortable driving, and someone in a wheelchair might rely on a complete and accessible sidewalk network. Providing accessible transportation options can help seniors age in place while also supporting all others with disabilities.

Accessibility requires deliberate planning, design, and effort and should be incorporated into all programs, services, policies, and infrastructure design. Universal design ensures that the built environment is accessible to people of all ages and abilities, regardless of any type of physical or cognitive impairment. New mobility options must be assessed with a universal design lens to ensure they enhance mobility for all. For example, ride-hailing and micromobility technology is currently limited in its delivery to provide services to people with disabilities. Ensuring ride hailing vehicles are accessible, incorporating EV charging technology in accessible parking stalls, and providing e-bike rebates for seniors are all examples of making new mobility more accessible.

How has COVID-19 reshaped how we travel?

The COVID-19 pandemic has impacted mobility patterns and reshaped the way people use and travel through public spaces. Many cities reallocated road space by removing parking or travel lanes to provide room for physical distancing, including temporary walking and cycling facilities as well as outdoor patios and parklets. COVID-19 also forced many to work from home. It is expected that many jobs will keep hybrid work arrangements post-pandemic, which could mean long-term changes to typical commute patterns and traffic volumes.

The pandemic has also exacerbated existing inequalities in the transportation system – working from home percentages differ greatly based on education, income, and other demographics, with the opportunity to work from home not equally available to all residents. System-wide multi-modal transportation improvements remain important to support residents and businesses that continue to rely on the transportation network. Road space reallocation efforts have also underscored the reality that relatively little space is allotted to walking, cycling, and the activation of the public realm, with most of the public right-of-way dedicated to the operation and storage of private passenger vehicles. Coming out of COVID, there is positive momentum towards 'building back better' and making major shifts in the way people and goods travel as well as the way transportation infrastructure and services are provided.

How do online transportation services enhance mobility?

More and more, transportation is becoming a service that can be accessed and purchased online. Mobility-as-a-service (MaaS) refers to the technological shift towards shared, integrated transportation systems, including carshare, ride hailing, and micromobility. Smart phone technology and mobility apps can be used to book and pay for trips on a variety of modes, with seamless multi-modal integration – i.e., a single mobile app can show a user route options and prices for transit, bike share, ride hailing, car sharing, and other modes.

By making shared, multi-modal transportation easier, this can reduce the need for car ownership. However, while MaaS can serve and improve transportation access for many, it also leads to larger barriers in equity for people without access to a smartphone and/or living in areas without reliable internet services.

Many emerging transportation options utilize huge amounts of data from a wide range of sources, both government-provided and user provided. This includes GPS-based applications, mobile phone positioning, satellite imagery, and others. This data can enable a better understanding of travel patterns and the ability to actively manage transportation infrastructure, including parking and mobility pricing. It is important to ensure the safety and anonymity of private user data by implanting policies and entering into data sharing agreements with private operators to gain access to this valuable and sensitive data. Additionally, having local, up to date transportation data is crucial for the success of these digital services.



Mobility Options

The mobility options available to Comox Valley residents and visitors directly influence how we travel. While there are whole host of existing travel options that influence how we travel today – driving, walking, cycling, public transit, to name a few – a series of emerging mobility options will help define how we travel in future.

The following section describes the full suite of mobility options available in the Comox Valley – both **existing** and **emerging**. It is imperative that all mobility options are understood for the role they play in fulfilling daily travel needs, as well the potential – particularly among emerging options – to be supported and encouraged to help achieve broad regional objectives.

→ Existing Options

Mobility options historically and currently available in the Comox Valley that residents and visitors are all generally familiar with.

→ Emerging Options

Mobility options that have only recently become available or are not yet available in the Comox Valley. These options require a greater level of understanding and comfort among residents and visitors, as well as new approaches and added emphasis from local jurisdictions if they are to be successfully implemented.



→ Existing Options



Driving:

The existing transportation system is built around the automobile, with an average of 1.1 personal vehicles per household (2016) and around 36,500 registered vehicles in the region. This leads to the need for excess road building, maintenance, congestion, and GHG emissions. As of 2020, 387 electric vehicles were registered in the Comox Valley (approximately 1.2% of the 32,600 total vehicles registered).



Public Transit:

Transit is well-established in the region and includes conventional transit and handyDART services. Transit service in the Comox Valley currently includes fifteen routes largely focused in Courtenay, Comox, and Cumberland. Recent route re-structuring resulted in the No.1 route - a frequent corridor providing connection between Courtenay, North Island College and Comox.



Active Transportation:

The proportion of trips made by public transit, cycling and walking make up 28% of trips in urban areas. Facilities supporting walking and cycling include sidewalks and on-road cycling facilities in urban communities, as well as trails and roadside facilities in rural areas.



Ferries:

There are two ferry services in the Comox Valley. Service to Powell River is supported through the Little River terminal, while service to Denman and Hornby Island is through the Buckley Bay terminal (and via the Denman West, Gravelly Bay and Shingle Spit terminals).



Air Travel:

Passenger and freight air travel is through the Comox Airport providing travel to destinations on Vancouver Island, the Lower Mainland and elsewhere in Western Canada. Float plane service is also available at the Comox Valley Marina.



Private Transportation:

A range of private operators help support regional mobility, including taxi services, shuttles (i.e., airport, hotels), school bussing, and inter-regional bus service to destinations such as Mount Washington.

Regional Priorities





Emerging Options

Mobility existing mobility options will remain foundational modes of transportation, new technologies and service innovations will give us all additional options to meet mobility needs with the potential to be more sustainable, affordable, and convenient. A series of emerging mobility options are explored on the following pages. For each, a description is provided of the mode or service, areas (or context) where they are appropriate and specific actions for regional partners.

The following emerging mobility options are considered on the following pages:

Zero Emission Vehicles (ZEVs)

Electric Bicycles

Micromobility

Shared Micromobility

Carshare

Ride-Hailing

On-Demand Transit

What is New Mobility?

New Mobility refers to our suite of existing and future technology-enabled, integrated and (nearly) door-to-door mobility options. Where conventional transportation options largely rely on infrastructure and service provision, our community aspires to embrace this new approach to meeting travel demand using customizable, coordinated and on-demand opportunities.

Autonomous Vehicles

Partially automated vehicles are already assisting drivers in the form of cruise control, automated braking, and other safety features. Highly automated vehicles - often referred to as “driverless or autonomous cars” – are still being tested and are not expected on public roads in the near-term. These more advanced vehicles have the potential to reshape our long-term future transportation system, impacting road safety, traffic congestion, mobility equity, and environmental health.

Priorities

Established regional priorities that are addressed with each strategy



Reduce GHG Emissions



Equity + Inclusion



Health + Well-Being



Fiscal Responsibility

Context Areas

Areas of the Comox Valley where strategies are appropriate



Town Centre



Rural Centre



Neighbourhood



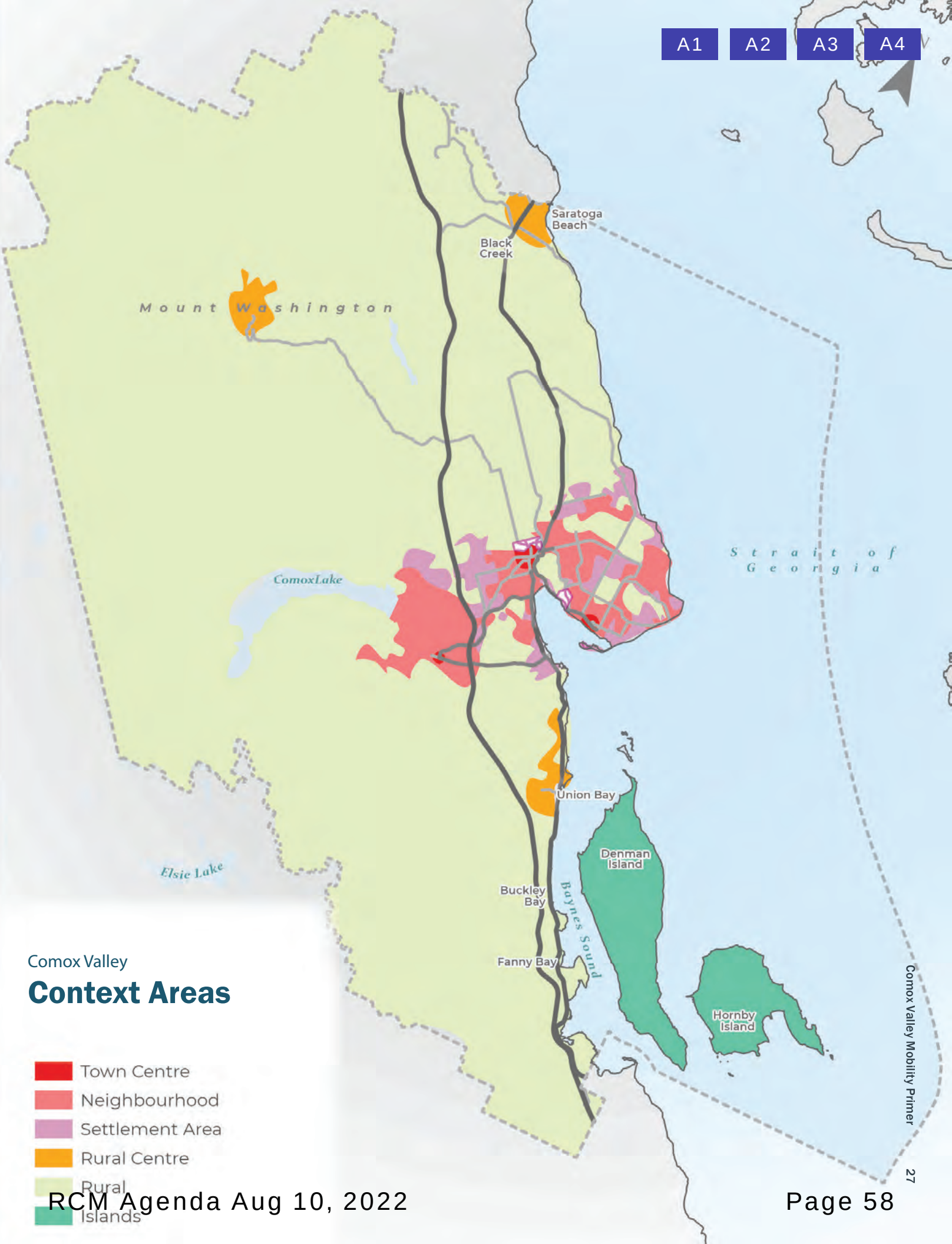
Rural



Settlement Area



Island



Comox Valley
Context Areas

- Town Centre
- Neighbourhood
- Settlement Area
- Rural Centre
- Rural
- Islands



Zero Emission Vehicles

What is it?

Zero Emission Vehicles (ZEVs) include any motor vehicle that does not emit GHG emissions, including electric vehicles (EVs). Plug-in hybrid vehicles use a mixture of petroleum and battery power, resulting in reduced emissions when using battery power. While the overall number of EVs remains relatively low, uptake has increased significantly. This trend is highly likely to continue, with the costs of batteries declining, charging stations becoming more prevalent, government subsidies, and the federal and provincial governments each banning the sale of new gas-powered vehicles.

Types of ZEV	Power Source	Cost	Range	Infrastructure
Plug-In Hybrid Vehicles (PHEVs)	Combines a fuel-based engine with an electric motor to power the vehicle	\$\$	50-100 km (battery)	Charging stations (see table below)
Electric Vehicles (EVs)	Powered by batteries which store charge	\$\$\$	160-500km	

As advances in battery technology make it more affordable for larger, heavier vehicles like SUVs and trucks to become electric, uptake is expected to increase in the next 5-10 years.

The availability of EV charging is a factor in facilitating adoption of EVs. Charging stations may be installed by the municipalities, the CVRD, or other public agency, or provided on private property including existing gas stations. Development regulations present an opportunity to ensure appropriate EV charging considerations are included in new development, either by requiring that a development is “EV ready” (i.e., future-proofing) or by requiring the infrastructure when built.

EV Charging

There are three levels of EV chargers, as outlined to the right:

	Charging Time	Other Components
Level 1	8 to 12 hours to fully charge	Common household outlets
Level 2	4-6 hours to fully charge	Compatible with all electric vehicles and plug-in electric hybrid vehicles
Level 3	80% charge in 30 minutes	Not compatible with all vehicles



Zero Emission Vehicles (cont.)

What can be done?

ZEV.1 Create an EV Subsidy Program

To reduce the cost of an EV and facilitate more wide-spread ownership, the CVRD and local jurisdictions may consider a subsidy program to help offset costs. The program could be limited initially to focus on low-income residents or others experiencing barriers to EV ownership.

ZEV.2 Include EV Charging Requirements in Development Regulations

Update local and regional development regulations to include appropriate requirements for EV charging. Consideration is to be given to whether new buildings should be EV-ready and/or include charging stations, understanding the financial impact and housing affordability impacts of added regulation.

ZEV.3 Pursue Grants to Support EV Charging

Creating a network of EV charging opportunities is key to alleviating “range anxiety” and encouraging EV uptake. Partnerships with agencies like BC Hydro or Fortis BC will help facilitate increased charging opportunities in public spaces.

ZEV.4 Convert Corporate Fleets to Fully Electric

Develop a plan and procurement strategy to transition corporate fleets to be fully electric and replace vehicles with e-bikes where possible.

ZEV.5 Support Adoption of Zero-Emission Buses

Work with BC Transit, School District 71 and private shuttle operators to encourage the adoption of electric buses as part of their fleets.



Electric Bicycles

What is it?

Electric bikes (e-bikes) are bicycles that provide electric assist to the user, either by pedalling to activate an electric motor or through a throttle. In BC, e-bikes are regulated at the provincial level through the Motor Vehicle Act (MVA). The regulation sets standards for maximum speeds, age limit, and other requirements.

E-bikes can be used by anyone over the age of 16 and help to attract and retain a diverse population of cyclists, significantly appealing to people who are typically unwilling or unable to cycle over long distances and/or steep topography. E-bikes have significant potential to replace motor vehicle trips, this has been found in research especially for commuting-based trips. E-bikes sales in BC went up 85% in 2019. This aligns with global trends which have seen a large spike in e-bike purchases and usage.

What can be done?

EB.1 Partner to Implement the Active Transportation Network Plan

If viewed as a car replacement, e-bikes are in fact very affordable. However, to encourage people to use e-bikes as a daily means of transport, they need safe and comfortable facilities in which to ride, park, and charge them. As such, the growth in e-bike usage has implications for the design of active transportation infrastructure. Protected, All-Ages and Abilities (AAA) cycling infrastructure is key to encouraging all forms of cycling, including e-bikes.

EB.2 Include E-Bike Charging Requirements in Development Regulations

Update local and regional development regulations to include appropriate provision of e-bike charging facilities, with consideration of larger bicycle parking spaces to accommodate increasingly larger cargo-style e-bikes.

EB.3 Create E-Bike Subsidy Program

While e-bike prices continue to decrease as technology improves, e-bikes are much more expensive than most standard bicycles. Incentives from the Provincial government have helped address this affordability gap, but further support could be provided with the Comox Valley. The program could be limited initially to focus on low income residents or others experiencing barriers to e-bike ownership.



Micromobility

What is it?

Micromobility refers to small human and/or electric-powered transportation modes, including e-bikes, electric kick scooters (e-scooters), and other small, one-person electric vehicles such as electric skateboards, skates, and self-balancing boards/unicycles.

E-scooters and other forms of small, one-person electric vehicles (with the exception of e-bikes) are not currently permitted on public roadways or sidewalks in BC, as directed by the Motor Vehicle Act (MVA). However, the Province recently launched an e-scooter pilot project to allow municipalities to enact bylaws allowing the operation of e-scooters in five participating communities (Vancouver, the City and District of North Vancouver, West Vancouver, Kelowna, and Vernon). The pilot project will occur for 3 years and will help inform potentially permanent changes to the MVA to allow e-scooters across the province. Although not legally allowed unless through the Provincial pilot, individuals can still purchase private micromobility devices from retailers online, which is why communities are beginning to see the illegal use of these devices on their roadways and bike lanes. Private micromobility devices are growing in popularity given their ease of use and parking, affordability (compared to a vehicle), a first-mile last-mile solution and general sense of excitement to use.

Power scooters, typically used as a mobility aid, are not considered a micromobility device, although currently have similar capabilities and restrictions established at the Provincial level. Policy developed for the use of micromobility devices have the potential to also provide regulation and educational and enforcement direction for the use of power scooters in the right-of-way.

What can be done?

MM.1 Develop Education & Enforcement Approach for New Mobility Options

Providing education surrounding proper usage and the rules of the road is important for all levels of government, as well as agencies such as ICBC. As new mobility technology is introduced, the region can assist in ensuring coordinated regulations across the Comox Valley to ensure end users can use devices seamlessly across community boundaries. The Region should coordinate with local police and bylaw departments to discuss the safety concerns of these emerging transportation technologies to develop appropriate solutions to managing their use and interactions with other transportation modes.

MM.2 Ensure Consistent Design of Active Transportation Facilities

All upgraded or new infrastructure design should also consider micromobility devices, which have unique design characteristics. This can be coordinated regionally to ensure a consistent experience for all end users. Design considerations include intersection design, turning radius, speed restrictions, pavement markings, signage and parking.



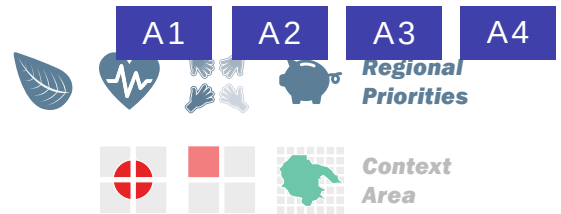
Micromobility (both above, Victoria)



Shared Micromobility, Station-based (above, Portland)



Shared Micromobility, Dockless (above, UBC) Bike Share



Shared Micromobility

What is it?

Shared micromobility allows for the short-term use of bikes, e-bikes, and e-scooters, where users sign up and typically pay by the minute. These systems are often managed by private operators and are regulated and supported by municipalities. Shared micromobility can be station-based (requiring that the device is picked up and returned to a station or dock) or dockless. Dockless systems allow the user to pick up and return the device in any location within a set geographic area.

In a dockless scenario, it is important for the jurisdiction to clearly set out parking requirements that will keep the right-of-way clear of devices. Operators can push users to park properly through financial incentives. They can also use “geo-fencing” technology to restrict where a trip may end based on the precise location of the device. Geo-fencing technology is communicated via the operator’s mobile app. If a user attempts to park or ride the device in a geo-fenced area, the operator can continue to charge the user and/or send push notifications to the user to communicate the infraction. Jurisdictions can also work with the operators to designate parking areas for drop off, typically designating a parking space and incorporating bike racks and educational signage.

Shared micromobility has various service models to meet the diverse needs of travelers and communities. Bike and e-scooter share can make multi-modal transportation more convenient by allowing one-way trips that facilitate ‘last mile’ connections to transit. These systems are best suited in urban areas, however many communities have set regulation requiring the disbursement of devices in all neighbourhoods to ensure equitable access for all.

What can be done?

SB.1 Create a Regional Micromobility Guideline

To assist local governments in considering the regulatory needs of a private-provided micromobility business model, the region can provide support by guiding through specific actions to be administered and/or coordinated at the local and regional level to ensure the program is effectively considered and implemented.

SB.2 Pursue a Pilot Program to Trial Shared Micromobility

Shared micromobility options can be pursued on a pilot / trial basis within town centre areas to understand the level of demand and utilization, as well as the local authorities ability to administer the service. This may include pro-active collaboration with private operators where appropriate, as well as regional support on project initiation, coordination between local jurisdictions and educational and promotional materials.



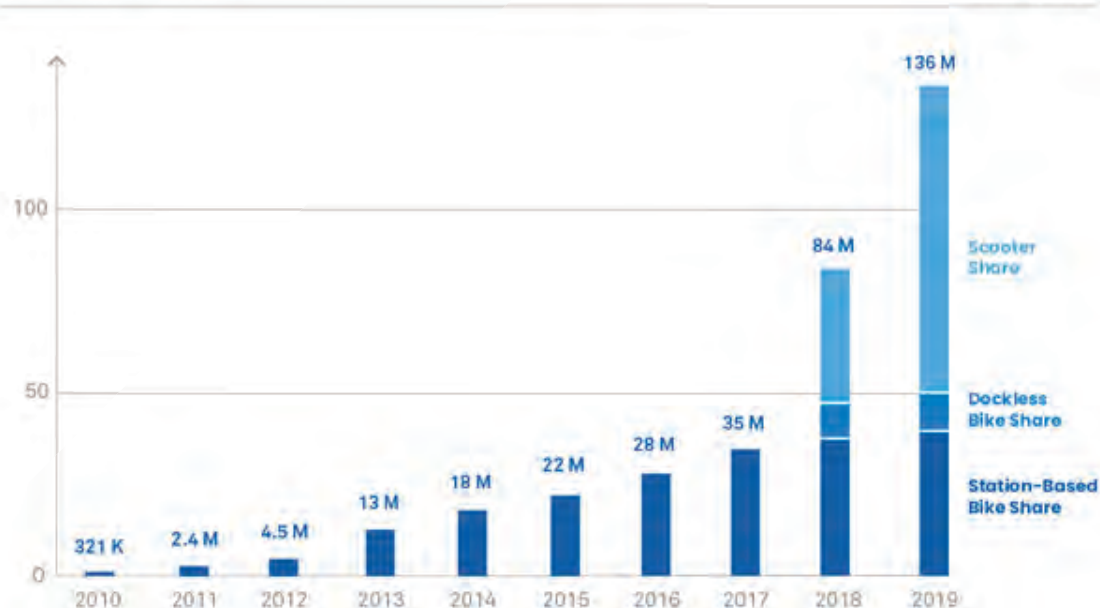
Shared Micromobility Growth

Shared micromobility is rapidly growing in popularity. Communities that have been operating shared micromobility have seen consistent growth in ridership over the past decade followed by a huge spike 2018 with the addition of dock-less bike and e-scooter share systems. There are several Canadian communities that have launched shared micromobility. In June 2020, Calgary became the first Canadian city to hit 1-million total shared micromobility trips. Red Deer, Kelowna, Windsor, and Ottawa are some of the Canadian cities currently piloting scooter share systems, while bikeshare systems exist in several other communities, including an e-bike share pilot recently launched by the District of North Vancouver. Shared micromobility also functions in smaller contained areas such as university campuses (e.g. University of British Columbia).

While not present in the Comox Valley, there is potential that shared micromobility services will be feasible in future and help broaden the range of travel options available to residents, particularly in complimenting more traditional travel modes and providing “last mile” solutions.

SHARED MICROMOBILITY RIDERSHIP GROWTH FROM 2010-2019,
IN MILLIONS OF TRIPS

Source: NACTO



Sources: NACTO (2019) <https://nacto.org/shared-micromobility-2019/>;
Daily Hive (2020) <https://dailyhive.com/calgary/calgary-one-million-shared-transportation-trips>



Carshare

What is it?

Carsharing is a growing private business model that allows users to access a car for short periods of time by booking a trip online or through a mobile app. Carshare services may be round-trip, one-way, or free-floating. They are typically operated by private companies or coops, with monthly fees and/or hourly rates that cover the cost of gas, insurance, and mileage. The carsharing business model is suitable for those who live a 'car lite' lifestyle – they do not need a car every day and have access to other methods of transportation. Carsharing is often successful in urban areas where people have a suite of convenient mobility options, such as frequent transit and connected active transportation networks. Carshare has become an economical and eco-friendly option; studies show that carshare users reduce their driving, some forego the purchase of a new car, and others forgo car ownership altogether.



Round-trip

The trip must end in the same place it started.



One-way

The vehicle can be picked up at one station and returned to another.



Free-floating

Pick up a vehicle and end the trip anywhere in the operator's area.

Carsharing businesses often start out as grassroots, community-led initiatives. For large car share operators to invest in a new jurisdiction, they need to know there is a strong community demand and an opportunity for success. There are numerous examples of carshare operators in smaller communities that have been formed through community-led initiatives, including Kelowna, the Kootenays and Winnipeg. Car share and local jurisdictions can work together to help provide grants for getting started, supplying dedicated parking stalls, and can be used as an alternative for their corporate fleet.

Once established, carshare stalls can also be provided in private developments in lieu of required off-street parking in new developments, offering carshare memberships and vehicles in place of private parking.

What can be done?

CS.1 Complete Carshare Feasibility Study

For carshare to be successful, there needs to be an identified demand from the community to ensure its success. A feasibility study will help to understand the demand for the service, interest from third-party operators, opportunities for local government support of the service, and likelihood of success.

CS.2 Pro-Actively Communicate with Carshare Operators

The CVRD and local partners may consider outreach to private carshare operators to gauge interest in such a service in the Comox Valley and to better understand the parameters that may be required for an operator to consider a local service.



Ride Hailing

What is it?

Ride-hailing refers to the process of hiring an on-demand, taxi-like driving service using technology like smartphone apps. GPS technology is used to connect drivers with people seeking a ride, and payment is made online. An effective ride-hailing service can enhance personal mobility by providing an additional transportation option, which may support individuals without access to a private vehicle. However, research has shown that the uptake in ride-hailing can increase congestion and vehicle kilometres driven while pulling trips away from sustainable transportation modes such as transit, walking, and cycling.

In BC, ride-hailing is considered a Transportation Network Service (TNS) and is approved to operate through the Passenger Transportation Board (PTB). The Board's primary responsibility is to make decisions on applications relating to the licensing of passenger directed vehicles (e.g., taxis, limousines, shuttle vans, TNS) in BC. The Board also sets the terms and conditions that will apply to the authorization of a TNS.

Applying to operate a TNS is organized by region. The Comox Valley falls within Region 3 along with Cowichan Valley, Nanaimo, Alberni-Clayoquot, Strathcona, Mt. Waddington, and Powell River. As of August 2021, ten TNS providers have been approved by the PTB to operate in Region 3, with one operator providing limited service in the Comox Valley.

What can be done?

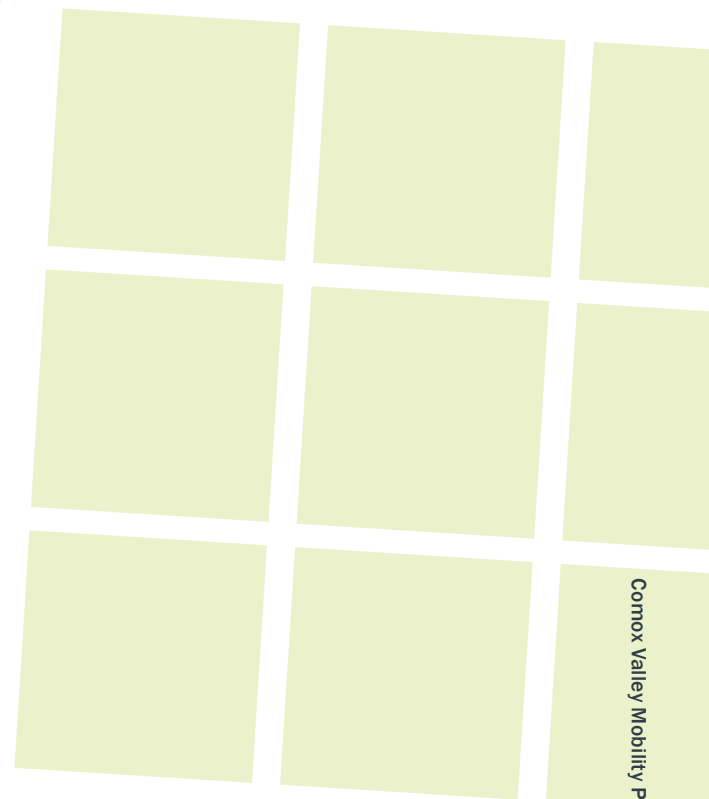
RH.1 Update Inter-Community Business License Bylaw

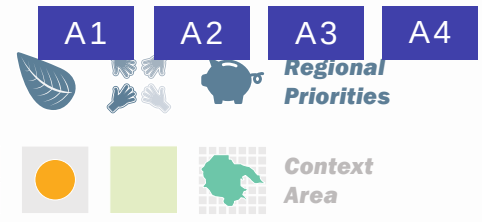
The high-level regulation of is covered through the review conducted by the PTB. Municipalities can issue business licenses and regulate through street and traffic bylaws but cannot prohibit ride-hailing companies from operating in their community. Applying the approach of an inter-community business license (ICBL) would allow businesses to operate across participating municipalities with the purchase of one licence (versus many). This approach was taken in the Lower Mainland, developed by Translink, and was successful in setting a regional approach to the rollout and operation of these devices. The municipalities in the region currently have an ICBL established; however, "Vehicles For Hire" is currently exempt from this. Amending the existing bylaw to include TNS services will allow for a streamlined approach for operators to retain one single business license and would give the opportunity for the municipalities in the region to set an agreement on issues such as revenue collecting and sharing.

Ride-Hailing vs. Ridesharing

Ride-hailing involves drivers who are specifically looking to pick up passengers, like a taxi driver. This can involve “deadheading,” where drivers travel to pick up a passenger or cruise the streets while waiting for a ride request, resulting in great distances travelled and GHG emissions. Ride-hailing trips may pick up multiple passengers going to different destinations, but the trip still includes deadheading.

Ridesharing, on the other hand, involves a person who is already headed to a destination offering up the empty space in their vehicle to paying customers (similar to carpooling). This person is travelling to their destination regardless of whether they get a customer to join, so no deadheading is involved. Ridesharing apps are often used for trips to popular recreational destinations, such as travel between Vancouver and Whistler.





On-Demand Transit

What is it?

On-demand transit, also known as microtransit, is a mixture of ride-hailing and transit service consisting of a minibus providing shared rides with highly flexible routing and/or scheduling. This flexibility is advantageous in smaller and rural communities where operating a fixed route transit service can be challenging and ineffective, or where it does not exist at all. On-demand transit can be offered traditionally or digitally. Traditional on-demand transit enables customers to book a trip via telephone approximately one day in advance. Digital on-demand transit uses Mobility-as-a-Service to allow users to request pickups and track availability through an app. This can cause equity issues in areas without strong internet reliability. This type of business model can be publicly or privately provided.

Currently BC Transit operates four transit services in the Comox Valley that utilizes traditional on-demand transit approach that enables customers to book a trip via telephone at least one day in advance. Initial research has shown ridership of approximately 3-4 riders per hour.

BC Transit is currently undertaking research to look at how digital on-demand transit could benefit the communities served, including expanding or supplementing any existing service with an on-demand model to increase accessibility. On-demand transit service has been piloted in other BC communities. In 2019, TransLink operated a two-month pilot on Bowen Island, with 554 people using the system. The digital on-demand transit pilot provided 75% more service area than the established fixed-route service, with a total of 17.5 km of additional route service. This additional service area represented one in every three pick-ups and drop-offs. The service was well received overall, with about 80% of users giving top scores on their experience.

What can be done?

ODT.1 Establish a Digital Platform for On-Demand Transit

Supporting BC Transit to provide more flexibility in its route and schedule could allow for transit to access communities and users that need the service.

ODT.2 Explore On-Demand Transit in Rural Areas

Explore opportunities to broaden digital on-demand transit to provide service on Hornby and Denman Islands and other rural areas.

Overarching Actions

A framework is required to allow emerging mobility options to be established and thrive as complementary pieces of the overall transportation system. A series of planning, coordination and leadership actions have been identified for the CVRD and local partners to support regional mobility and emerging mobility options. For each, regional cooperation is necessary if existing and emerging travel options are to enhance mobility for Comox Valley residents and we are to achieve our shared regional objectives.



Develop a Regional Transportation Strategy

The recently completed Comox Valley Active Transportation Plan, as well as the Comox Valley Transportation Road Network Plan (2014) and Comox Valley Transit Future Plan (2014), provide a foundation for regional multi-modal network planning. Further, there are various local transportation plans within the region such as Connecting Courtenay (2019) and the Comox Transportation Master Plan (2020). While these documents provide excellent direction on infrastructure, service provision and programs, the region lacks a comprehensive strategy that establishes intent to collaborate regionally and with shared directions and priorities on how to improve mobility across all modes and all jurisdictions in the Comox Valley. Such a strategy should address some of the key actions identified in the Mobility Primer to encourage sustainable transportation such as parking management and parking pricing, curbside management, multi-modal integration and transportation demand management (TDM).



Establish a Regional Transportation Technical Committee

Common in other regions are committees that meet regularly to discuss transportation issues and projects where inter-jurisdictional coordination is required. A similar committee is recommended for the Comox Valley with membership including staff members from the CVRD, municipalities, K'omoks First Nation, BC Transit, School District 71, MOTI and others as appropriate. Where previously the Transit Management Advisory Committee was focused specifically on public transit, the mandate of this new committee would include all transportation modes, including new and emerging mobility options.

Establish a Regional Travel Monitoring Program

It has been well described throughout this document that mobility needs and trip making occur across jurisdictional boundaries. To understand regional patterns, a region travel monitoring program is recommended that considers regional trip making patterns, regional mode share and multi-modal volumes along key corridors. A coordinated approach through the region is imperative. The information assembled through this program would allow the CVRD and local jurisdictions to understand regional transportation trends and better inform regional investments in transportation.

Establish a Regional Mobility Grant Program

As seen in smaller communities across BC and Canada – new mobility services such as shared micromobility, car share and ridehailing providers are established out of a community recognized need. This has resulted in the development of grassroots companies to serve the gaps in mobility service in their community. In the Comox Valley, encouraging the growth of new mobility options and trialling new mobility pilots could be incentivized through a Regional Mobility Grant. These types of businesses can be high-risk and have large start-up costs. Grants to help support the business planning and early investment can provide the incentives for these community-led businesses. The CVRD and regional partners can work with other grant providers through the Federation of Canadian Municipalities and the Province of B.C. to initiate a mobility grant program that encourages the social enterprise of sustainable transportation options for the region.

Establish a Regional Parks Function

Currently the parks and trails in the region are managed separately by each local government as community parks. As seen in many regional jurisdictions, a regional parks service can be established to oversee responsibility for the operation and maintenance of regional parks and trails that benefit the regional as a whole (residents in electoral areas and local municipalities). Establishing a regional parks service can ensure safe and clean regional facilities, protection of regionally significant natural areas and can play an important role in delivering regional active transportation facilities.

Moving Forward

Dedication of time, energy, resources and funding will be required to realize the broad regional objectives and support the emerging mobility options detailed in this document.

The preceding sections highlight a number of opportunities for the Comox Valley Regional District and regional partners to show leadership and pursue action toward improving regional mobility. The following page contains a summary of targeted actions identified to enhance regional transportation and support emerging mobility options.

The following is focused specifically on facilitating emerging travel options, but by no means is this an exhaustive list. Continued investment and action toward existing sustainable travel options such as active transportation and public transit is required if meaningful change is to be achieved.

Targetted Actions to Enhance Regional Transportation + Emerging Mobility Options

Action	Complexity	Leadership
Zero Emission Vehicles		
ZE.V.1 Create an EV Subsidy Program (related to EB.3) *		CVRD, Municipalities
ZE.V.2 Include EV Charging Requirements in Development Regulations (related to EB.2)		
ZE.V.3 Pursue Grants to Support EV Charging		
ZE.V.4 Convert Corporate Fleets to Fully Electric		
ZE.V.5 Support Adoption of Zero-Emission Buses		CVRD, Municipalities, BC Transit, SD71
Electric Bicycles		
EB.1 Partner to Implement the Active Transportation Network Plan *		CVRD, Municipalities, MOTI, KFN
EB.2 Include E-Bike Charging Requirements in Development Regulations (related to ZEV.2) *		Municipalities, CVRD
EB.3 Create an E-Bike Subsidy Program (related to ZEV.1)		CVRD

Complexity

Capital cost and level of effort
associated with implementation



* Actions with high likelihood of success in rural areas

Targetted Actions to Enhance Regional Transportation + Emerging Mobility Options (Cont)

Action	Complexity	Leadership
Micromobility		
MM.1 Develop Education & Enforcement Approach for New Mobility Options		CVRD, MOTI, Municipalities
MM.2 Ensure Consistent Design of Active Transportation Facilities		
Shared Micromobility		
SB.1 Create a Regional Micromobility Guideline		CVRD, Municipalities
SB.2 Pursue a Pilot Program to Trial Shared Micromobility		
Carshare		
CS.1 Complete Carshare Feasibility Study		CVRD
CS.2 Pro-Actively Communicate with Carshare Operators		CVRD, Municipalities
Ride-Hailing		
RH.1 Update Inter-Community Business License Bylaw		Municipalities
On- Demand Transit		
ODT.1 Establish a Digital Platform for On-Demand Transit		BC Transit, CVRD, Municipalities
ODT.2 Explore On-Demand Transit in Rural Areas📍		

Closing

The Mobility Primer is a guide to understand our regional transportation priorities, how we move, the influences that shape our decisions, and opportunities to support emerging travel options. It presents information and creates understanding, while beginning to suggest some of the ways regional partners can work collectively to improve transportation.

With this document as a starting point, and building on past regional planning initiatives, much work is still to be done through the Comox Valley to realize our shared objectives. Past approaches to regional transportation have not resulted in the significant change needed to realize our goals and a paradigm shift is required. This includes leadership and commitment among the many organizations in the Comox Valley with direct and indirect influence over transportation infrastructure and services to support a shift toward supporting active, sustainable travel options.

Effort is required to further prioritize existing, sustainable transportation options, as well as to facilitate emerging mobility options to broaden the suite of alternatives to private automobile travel by pursuing actions identified in this document.





Dawn Stranberg
[REDACTED]

Nanaimo, B.C.
V9T 1N5

RECEIVED

JUL 06 2022

July 5, 2022

TOWN OF COMOX

Town of Comox
1809 Beaufort Avenue
Comox, B.C.

o-file
copies - Council
- SW/CF/CP

LOG: 22-215	REFER:	AGENDA: RCM Aug 10
FILE: 1890-01	ACTION: NR	

Dear Mayor and Councilors,

I am writing on behalf of my mother, Viola Stranberg of [REDACTED] Bryant Place, Comox, B.C. I just finished applying for her Homeowners Grant and paying her property tax through her online banking after calling the Town of Comox and discovering she did not have an arrangement for her taxes to be paid as she had insisted. It is 4:45 pm July 5: it is not even 24 hours past the deadline for taxes due. I am requesting you please reconsider applying a late penalty to her taxes as despite her age of 95 years, up until recently she has managed all of her finances very successfully and although I questioned her I believed her when she said an arrangement had been made so that the taxes were paid. [REDACTED]

[REDACTED] She has had a rapid deterioration in her health and cognitive abilities which has taken her and her family by surprise and although I am doing my best to help her I missed this tax deadline by less than one day, only being reminded of it again as I found the notice while sorting some paperwork and decided to check. All of the incidents in this letter can be verified by medical records if you require but I hope you can see how this was absolutely unintentional and my mother has always been very financially responsible. I hope that the penalty will be waived.

Sincerely,

Dawn Stranberg



July 13, 2022

LOG: 22-227	REFER:	AGENDA RCM
FILE: 3360-20/R2	ACTION: MR	10Aug22

A1

A2

A3

A4

-JW/MK/SA/LP

July 12, 2022 **TOWN OF COMOX**

To Mr. Marvin Kamenz; Ms. Shelley Ashfield; Mr. Jordan Wall, CAO (town@comox.ca); the Mayor and Council at the Town of Comox (council@comox.ca):

We are the developers of Weaver Place, formerly 1170 Lazo Rd. We have been attempting to complete our requirements as developer which were outlined and agreed upon in deficiency list in February of 2020. At that time construction completion, final inspections and title registration, we placed the required funds in trust to complete title transfer, covenant registration and transfer of designated park and common land to Town of Comox. I have attached our inspections and bond summary for your information.

As of today, all lots of been sold, and construction completed by the new owners, less one property. Designated land in parks, boulevard and walkway was transferred to Town of Comox, as of spring 2020.

We have been struggling to coordinate with appropriate approvals from Town of Comox for our requirements to complete landscape and release our bond in trust. Wherein, we have received conflicting information from engineering, arborists, parks and planning, and additional requests for us to complete work in areas that have never been identified prior to our meeting with town representatives in June 2022. Further to this, we struggle to see how maintenance of property transferred to the Town of Comox is still perceived as our responsibility.

As of June 13, 2022, we began correspondence with the Town of Comox to complete our deficiency list with the town. At that time, the outstanding items were:

- Repair of concrete walkway. We completed June 17, 2022. *This should not have been our responsibility as it was transferred to Town of Comox at title registration, and it as approved in February 2021.*
- Irrigation to the boulevard. We completed June 27, 2022
- 19 trees planted. We completed June 27, 2022
- Further requests from work previously completed (now complete again), were to re-stake and tie fencing tighter, tamp topsoil under mulch, and clean up mulch at irrigation areas. We completed June 27, 2022.

We called for inspection on June 27, 2022 and met with attendees Ms. Patti Wells, Mr. Dany Fortin, Mr. Jeff Nickerson, from the Town of Comox; Derek Jensen, McElhanney Engineering; Peter Davidson on behalf of developer, on June 28, 2022 from 3:00 pm to 4:00 pm.

Additional items were identified at that time, that were not part of post construction tree assessments that were all completed to the satisfaction of the Parks Manager at subdivision registration in June 2020. It is unclear to us how the maintenance of trees, boulevard and park designated areas is now our responsibility when the land transferred title to Town of Comox.

See detailed summary in reply to email from Ms. Patti Wells in Appendix A.

As of Tuesday, July 12, 2022, we are awaiting a reply from Mr. Dany Fortin for over 2 weeks (June 29) to confirm what his "adjustments to the deficiency list" are? He followed up on July 6, via email that there are further requests – we have seen nothing to date – see Appendix B. We do not have ability to contact him other than email, as he has no listed phone number. Our instructions from Mr. Dany Fortin in the matter to this conflict on what was requested by Mr. Andrew Burger prior to his departure. We are unclear on how to proceed and again question why this is now our obligation?

Unfortunately, we understand Patti Wells is also on sick/injury leave. We would like to communicate with one point of contact from the Town of Comox for completion of this development and return of our funds held in trust.

To the best of our understanding, the several requests from parks and planning are in conflict with our final inspections in 2020, and we have completed them in good faith. There are new requests in Ms. Patti Wells correspondence that have never been conveyed to us previously. We do not have the authority to work on the private property of the new owners related to some the requests. If landscape or planting revisions are requested by planning of parks in or on the owner's property, it is our understanding through our legal council that they are to be followed through by the Town of Comox. We are not in a position to alter private property. Additionally, these alterations to private lots have been done by the individual owners since purchased, not us, which can be seen in our initial construction completion inspection in 2020. **Please confirm that the requests for your planning, parks and engineering departments are not applicable to us and therefore deleted.**

As seen in Appendix C, we are being asked by planning to complete further species and tree removal, wherein it was completed to satisfaction of parks in June 2020. These are not our responsibilities, as land is now owned and managed by Town of Comox. Further supported by Derek Jensen of McElhanney Engineering, our lead consultant.

Again, this has been a challenging process at best to determine what the Town of Comox requires between Parks, Arborist, Engineering and Planning.

We ask that the Town of Comox reply in detail to items we are identifying in our reply to Appendix A below. Further we ask, that you appoint one person as representative that we can communicate with and complete our requirements ensuring that they are familiar with the file and can be readily contacted and communicated with.

We are fully committed to completing our development and contractual obligations.

We request the Town of Comox to reply in writing to this correspondence so we can complete our requirements this week and arranged for final inspection on/about Monday, July 18, 2002. I hope you understand our sense of urgency to this matter, as it is important for us to complete our contractual relationship with Town of Comox and maintain a good working relationship.

In closing, we ask that you support this effort and our process to complete by sending one point of contact in a timely manner to review the work outstanding and meet on site to approve on behalf of the Town of Comox.

On behalf of BC1115191 BC Ltd.,
Mr. Peter Davidson and Mr. Kevin Raffler

APPENDIX A

Detailed Summary from developer below as of July 8, 2022 addressing Ms. Patti Wells correspondence dated June 29, 2022.

From: Patti Wells <pwells@comox.ca>

Subject: Weaver Place - Brief Notes June 28, 2022

Date: June 29, 2022 at 11:43:12 AM PDT

To: peter Davidson <petedavidsoninwhistler@gmail.com>, "Derek Jensen (djensen@mcelhanney.com)" <djensen@mcelhanney.com>, Dany Fortin <dfortin@comox.ca>

Cc: Shelley Ashfield <sashfield@comox.ca>, Regina Bozerocka <rbozerocka@comox.ca>, Kirsten Edwards <kedwards@comox.ca>

Hello,

Please find to follow a brief listing of comments from yesterday's impromptu walk through of Weaver Place. These notes have come from my recollection therefore I will require your review and additional comments.

- All street trees require restaking and compaction of planting soils
- Street tree on 239 Weaver to be relocated within tree SRW
- Parks to confirm acceptance of street tree health and size
- Parks to confirm acceptance of irrigation system
- Street trees planted fronting lots under construction to be provided tree protection fencing
- Parks to confirm acceptance of boulevard areas with rocks installed instead of top soil and hydroseed
- Boulevard areas which have not be topsoil and hydro seeded to be completed
- Parks to confirm schedule for the irrigation for Trees (M/W/F for 2hr @4am)
- Town to install meter for irrigation
- Screening for Utility Kiosks not installed
- Dogwood at end of walkway missing
- Developer expressed not support with involvement with covenant trees on new ownership lots
- Public Works to confirm the acceptance of walkway

Attendees: Derek Jenson, McElhanney; Peter Davidson, Developer; Patti Wells, Dany Fortin, Jeff Nickerson

Meeting: June 28, 2022 – 3:00 pm to 4:00 pm

Regards,
Patti







Patti Wells, P.Eng.

Engineering Technologist, Public Works

A 1390 Guthrie Road Comox, BC V9M 0A5

T 250 339-5410 D 250 331-6411 fwells@comox.ca



W www.comox.ca

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

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at 250 339-2202.

Reply to June 29, 2022 email from developer:

In the meeting on June 28, 2022 it was stated that there would be a final walk through from Town of Comox to review work we described above as outstanding prior to June 2022. We completed our list and requested the inspection, which was challenging to get acknowledge by in Town of Comox offices.

Following the inspection, on June 29, 2022, we received an email from Ms. Patti Wells that had additional work requests previously not identified in our post construction inspection and subdivision registration. It is unclear to us how this is now our responsibility.

- all trees to be re-staked and soil tamped.

REPLY: These previously planted trees are no longer our property, and we have done this already. Newly trees will be staked and tamped as requested. Please note, we have no communication from Dany Fortin. We would like to have this inspected July 18, 2022 by the Town of Comox. PLEASE CONFIRM.

- Street tree # 239 to be moved.

REPLY: Developer to comply, PLEASE CONFIRM JULY 18, 2022 INSPECTION.

- Street tree # 276 to be moved and gravel in owner's yard to be removed.

REPLY: The tree is in correct location according to the map marked by the town. The gravel is on private land and is not the responsibility of the developer. This is not our legal responsibility to enforce. PLEASE REMOVE.

- Parks to confirm street tree size and health.

REPLY: The town arborist called the nursery that we had ordered our trees from and changed the order without our knowledge or consent. We ordered 7ft dogwoods and 7ft oaks. We received smaller dogwoods. We hope this does not become an issue, as it was done without our instruction or knowledge. PLEASE CONFIRM ALL TREES ARE AS ORDERED BY PARKS AND TOWN OF COMOX.

- Town to approve irrigation.

REPLY: The developer inspected the system with Mr. Nickerson and he stated that we had exceeded his expectations and that he was happy with the system. PLEASE CONFIRM THAT THIS IS COMPLETE.

- Parks to confirm acceptance of boulevard area with rock gardens instead topsoil and grass.

REPLY: The developer has no contact information on who in parks makes this decision and when that would happen. The homeowners have installed rock gardens instead of grass. The town should deal with the homeowners directly as they are on title as legal owners and paying taxes in accordance. PLEASE CONFIRM THAT THIS IS NOT THE RESPONSIBILITY OF THE DEVELOPER.

- Boulevard areas which do not have topsoil or seed to be completed.

REPLY: Developer to complete, PLEASE CONFIRM JULY 18, 2022 INSPECTION.

- Parks to confirm schedule for irrigation.

REPLY: Completed June 28, 2022. No action on part of developer.

- Town to install meter for irrigation.

REPLY: No action on part of developer, PLEASE STRIKE.

- Dogwood at end of walkway missing

REPLY: These trees have been planted by the developer and signed off by the town at subdivision registration. They are on private property and not the responsibility of the developer. No action on part of developer, PLEASE STRIKE.

- Public works to confirm the acceptance of the walkway.

REPLY: The town public works representative was onsite June 28, 2022 with the developer and lead engineer but chose not to inspect this walkway but look at it and walked on it. Why did she choose not to pass it at that time? The irrigation foreman stated he was happy with the work. Arborist was happy with the tree health and size.
No action on part of developer, PLEASE STRIKE.

Appendix B

From: Regina Bozerocka <rbozerocka@comox.ca>

Sent: June 28, 2022 9:18 AM

To: Derek Jensen <djensen@mcelhanney.com>; peter Davidson <petedavidsoninwhistler@gmail.com>;

Dany Fortin <dfortin@comox.ca>; Patti Wells <pwells@comox.ca>

Cc: Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: RE: Weaver, SD 19-2

Thank you for clarifying about broom removal, Derek.

I think the dead tree within road dedication is still standing. It will be clear during the final inspection.

Regina

From: Derek Jensen <djensen@mcelhanney.com>

Sent: June 28, 2022 9:15 AM

To: Regina Bozerocka <rbozerocka@comox.ca>; peter Davidson <petedavidsoninwhistler@gmail.com>;

Dany Fortin <dfortin@comox.ca>

Cc: Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: Re: Weaver, SD 19-2

Just to be clear, the broom removal, replacement tree installation and post construction tree assessments were all completed to the satisfaction of the Parks Manager at subdivision registration.

Get [Outlook for iOS](#)

From: Regina Bozerocka <rbozerocka@comox.ca>

Sent: Tuesday, June 28, 2022 9:06:44 AM

To: peter Davidson <petedavidsoninwhistler@gmail.com>; Dany Fortin <dfortin@comox.ca>

Cc: Derek Jensen <djensen@mcelhanney.com>; Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: RE: Weaver, SD 19-2

Good Morning All,

This is just to clarify, please refer to the attached development permit and PLR for subdivision: removal of any barbed wire and any invasive species, including the areas of greenway and road dedication were conditions of the DP and subdivision. If that was not done yet, it is still outstanding.

The dead tree can be seen from the southern section of Lazo. It was identified by the arborist even before subdivision, at rezoning.

Regina

Appendix C

We received an email below from the Town of Comox arborist on July 6, 2022 stating that he has revised list but failed to tell us what he revised. He asked if there were any questions to contact him. We immediately replied asking him what the changes were and how to contact him. To date, there has been no reply. We request to be alleviated from any additional requirements at this time. **PLEASE STRIKE.**

Original email message from Dany Fortin:

From: Peter Davidson <petedavidsoninwhistler@gmail.com>
Subject: Re: Weaver Place - Brief Notes June 28, 2022
Date: July 6, 2022 at 9:44:09 AM PDT
To: Dany Fortin <dfortin@comox.ca>
Cc: Derek Jensen <djensen@mcelhanney.com>, Shelley Ashfield <sashfield@comox.ca>, Patti Wells <pwells@comox.ca>

What are those adjustments and how do I contact you?

Pete

604 935 8603

On Jul 6, 2022, at 7:33 AM, Dany Fortin <dfortin@comox.ca> wrote:

I have made some adjustment on the deficiency list, and if there is any questions please feel free to contact me.

Thanks

Dany

Town of Comox Arborist

-----Reply Message-----

From: peter Davidson <petedavidsoninwhistler@gmail.com>

Sent: June 28, 2022 8:47 AM

To: Dany Fortin <dfortin@comox.ca>

Cc: Regina Bozerocka <rbozerocka@comox.ca>; Derek Jensen <djensen@mcelhanney.com>; Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: Re: Weaver

Dany,

What dead trees are you referring to ? Clean up of Broom ??

My obligation to the town to complete this development is to plant 19 trees and make sure the they are irrigated. That has been done!

Call me please and lets meet on site as I do not know what you are referring to.

From: Regina Bozerocka <rbozerocka@comox.ca>

Sent: June 28, 2022 9:18 AM

To: Derek Jensen <djensen@mcelhanney.com>; peter Davidson <petedavidsoninwhistler@gmail.com>;

Dany Fortin <dfortin@comox.ca>; Patti Wells <pwells@comox.ca>

Cc: Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: RE: Weaver, SD 19-2

Thank you for clarifying about broom removal, Derek.

I think the dead tree within road dedication is still standing. It will be clear during the final inspection.

Regina

From: Derek Jensen <djensen@mcelhanney.com>

Sent: June 28, 2022 9:15 AM

To: Regina Bozerocka <rbozerocka@comox.ca>; peter Davidson <petedavidsoninwhistler@gmail.com>; Dany Fortin <dfortin@comox.ca>

Cc: Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: Re: Weaver, SD 19-2

Just to be clear, the broom removal, replacement tree installation and post construction tree assessments were all completed to the satisfaction of the Parks Manager at subdivision registration.

Get [Outlook for iOS](#)

From: Regina Bozerocka <rbozerocka@comox.ca>

Sent: Tuesday, June 28, 2022 9:06:44 AM

To: peter Davidson <petedavidsoninwhistler@gmail.com>; Dany Fortin <dfortin@comox.ca>

Cc: Derek Jensen <djensen@mcelhanney.com>; Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

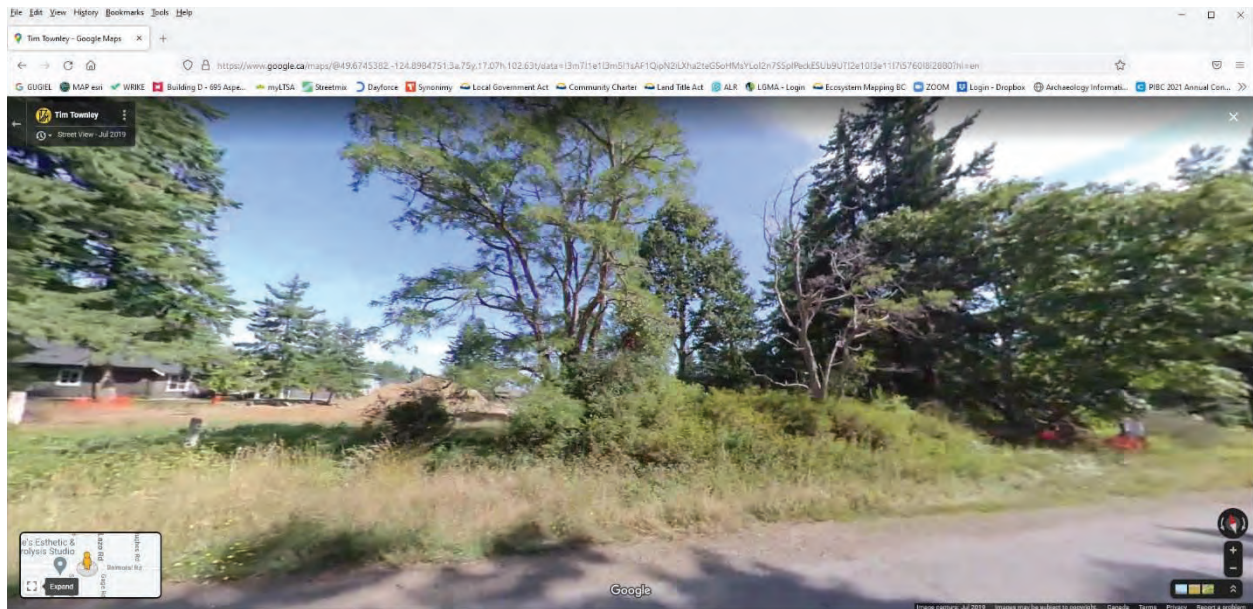
Subject: RE: Weaver, SD 19-2

Good Morning All,

This is just to clarify, please refer to the attached development permit and PLR for subdivision: removal of any barbed wire and any invasive species, including the areas of greenway and road dedication were conditions of the DP and subdivision. If that was not done yet, it is still outstanding.

The dead tree can be seen from the southern section of Lazo. It was identified by the arborist even before subdivision, at rezoning.

Regina



Regina Bozerocka
Planner II
Development Services Department

Town of Comox
1809 Beaufort Avenue Comox BC, V9M 1R9
250 339 2202 or **250 331 6462**

This message is intended only for the use of the individual or entity named above and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you.

***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'.***

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

From: peter Davidson <petedavidsoninwhistler@gmail.com>

Sent: June 28, 2022 8:47 AM

To: Dany Fortin <dfortin@comox.ca>

Cc: Regina Bozerocka <rbozerocka@comox.ca>; Derek Jensen <djensen@mcelhanney.com>; Kevin Raffler <kraffler@coastconstruction.ca>; frank Marchegiano <frankmarch@outlook.com>

Subject: Re: Weaver

Dany,

What dead trees are you referring to ? Clean up of Broom ??

My obligation to the town to complete this development is to plant 19 trees and make sure the they are irrigated. That has been done!

Call me please and lets meet on site as I do not know what you are referring to.



1170 Lazo Development
SUBSTANTIAL COMPLETION INSPECTION
DEFICIENCY LIST Rev 3 April 17, 2020

Inspected By:

Town of Comox, Patti Wells, P.Eng
 McElhanney, Derek Jensen, AScT
 McElhanney, Randy Watson, P.Eng
 McElhanney, Percy Williams, EIT
 Leighton Constructing, Sheldon Wiegerinck

ML File: 2211- 47484-00
 Town File: SD 18-1

Inspection Date:

December 12, 2019
 February 21, 2020
 March 19, 2020

February 21, 2020 comments in ***bold italics***. March 24, 2020
 comments in ***red italics***

ITEM	DESCRIPTION	ESTIMATED COST		DATE COMPLETED
	<i>ADD: screening of any utility kiosks</i>	<i>\$300</i>		
1	Remove fabric filter cloth from catch basins			Feb. 21-20
2	Walkway concrete, fencing, and bollard installation.			Feb. 21-20
3	Concrete driveway to be installed between back of curb and sidewalk for lot 16.			Feb. 21-20
4	Landscape boulevard areas to be filled with topsoil and be hydroseeded. <i>Hydroseed required where boulevard topsoil has been installed (between back of curb and face of sidewalk). Balance of topsoil/hydroseed within boulevard areas to be completed (where sidewalk is located immediately behind the curb.)</i>	\$ 2,300.00		
5	Gravel in sanitary and storm inspection chambers to be removed to a couple inches below cleanout collar.			Feb. 21-20
6	Touch read blanks to be installed on all water meter service box lids.			19-Mar-20
7	Water meters to be dropped off at Town's public works yard. <i>Delivery schedule to be coordinated with Town (Patti Wells).</i>			Feb. 21-20
8	Shift brook boxes to center on sanitary and storm inspection chambers on lots 2, 3, 4, 11, 12, 13, 14, and 16.			Feb. 21-20
9	All catch basins to have grouting completed. <i>Additional grouting required on bouble catchbasin (inside of road</i>			19-Mar-20
10	Chipped sidewalk panel, fronting lot 5 at letdown, to be replaced.			Feb. 21-20
11	Curb chip, fronting lot 7 at let down, to be repaired and <i>monitored</i>			Feb. 21-20
12	Water meter setter to be straightened at lots 4, 7, 14, and 16. <i>Lot 7 meter setter to be re-set.</i>			19-Mar-20
13	Soil and debris to be removed from the road.			Feb. 21-20
14	Add soil between sanitary and storm brook boxes on lot 15.			Feb. 21-20
15	Chipped sidewalk panel, adjacent to lot 16 and boulevard area, to be repaired and monitored.			19-Mar-20
16	Remove surplus construction supplies from site.			Feb. 21-20
17	Driveway letdown to lot 14 to be installed.			Feb. 21-20
18	Remove outlet pipe from former erosion and sediment control (ESC) pond.			Feb. 21-20

1170 Lazo Development
SUBSTANTIAL COMPLETION INSPECTION
DEFICIENCY LIST Rev 3 April 17, 2020

Inspected By:

Town of Comox, Patti Wells, P.Eng
 McElhanney, Derek Jensen, ASCT
 McElhanney, Randy Watson, P.Eng
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ML File: 2211- 47484-00
 Town File: SD 18-1

Inspection Date:

December 12, 2019
 February 21, 2020
 March 19, 2020

February 21, 2020 comments in ***bold italics***. March 24, 2020
 comments in ***red italics***

ITEM	DESCRIPTION	ESTIMATED COST		DATE COMPLETED
	<i>ADD: snow fencing within road dedication and protective fencing for trees and park dedication</i>			
19	Install temporary ESC measures within overland drainage route to MoTI ditch.			Feb. 21-20
20	Town public works to complete separate inspection and advise of any further deficiencies.			Feb. 21-20
21	Second access to site along south property line to be decommissioned <i>or maintained?</i>	\$ 300.00		
22	<i>Remove debris from double catch basin sumps at walkway.</i>			19-Mar-20
23	<i>Install hydroseed over disturbed park dedication areas.</i>	\$ 6,120.00		
24	<i>Install double check valve on irrigation service.</i>			19-Mar-20
25	Storm main from D1 to D2 to be video inspected prior to the maintenance period expiry to review 10% pipe ponding.	\$ 600.00		
26	Pruning dead branches off trees 53, 54 as per Tree Inventory <i>plus tree #66 and branches of a Douglas Fir within park damaged during construction</i>	\$ 150.00		
	TOTAL	\$ 9,470.00		

TOWN OF COMOX

WHISTLER COAST CONSTRUCTION GROUP LTD. 1170 LAZO RD McELHANNEY FILE #2211-47484-0		CALCULATION SHEET FOR PERFORMANCE LETTER OF CREDIT AND LETTER OF CREDIT REDUCTION						Town File #: SD 19-2 LANDSCAPE		
Date of Estimate of Total April 17 2020		Date of Bonding April 17 2020			Date of Letter of Credit Reduction Request #1			Date of Letter of Credit Reduction Request #2		
ITEM		REMAINING			REMAINING			REMAINING		
\$ ESTIMATED		%			%			%		
		\$			\$			\$		
		REMARKS			REMARKS			REMARKS		
1	New boulevard trees	\$7,600.00	100.00%	\$7,600.00						
2	Hydro screen	\$300.00	100.00%	\$300.00						
3	Replacement trees	\$2,490.00	100.00%	\$2,490.00						
4	Irrigation System	\$5,666.00	100.00%	\$5,666.00						
5										
6										
10	Sub-total	\$16,056.00		\$16,056.00						
11	Professional fees (10%)	\$1,605.60	0.00%	\$0.00						
12	Deficiencies	\$0.00	0.00%	\$0.00						
13	Sub-total	\$17,661.60		\$16,056.00						
14	G.S.T.(5%)	\$883.08		\$802.80						
15	Sub-total	\$18,544.68		\$16,858.80						
16	plus 20 %	\$4,636.17		\$337.18						
17	Total estimated cost	\$23,180.85		\$17,195.98						
18	Value of outstanding work (120% incl. GST)			\$17,195.98						
19	Maintenance Amount (10% of line 10 + GST)			\$1,685.88						
20	Total Bonding Required			\$18,881.86						
COST ESTIMATE APPROVALS		LETTER OF CREDIT REDUCTION APPROVALS			LETTER OF CREDIT REDUCTION APPROVALS			LETTER OF CREDIT REDUCTION APPROVALS		
Developer's Engineer		Developer's Engineer			Developer's Engineer			Developer's Engineer		
Date		Date			Date			Date		
Town Representative		Town Representative			Town Representative			Town Representative		
Date		Date			Date			Date		

Substantial Completion Date:

Maintenance Expiry Date:

TOWN OF COMOX

WHISTLER COAST CONSTRUCTION GROUP LTD. 1170 LAZO RD McELHANNEY FILE #2211-47484-0		CALCULATION SHEET FOR PERFORMANCE LETTER OF CREDIT AND LETTER OF CREDIT REDUCTION						Town File #: SD 19-2 ON-SITE WORKS		
Date of Estimate of Total 16-04-2020		Date of Bonding 17-Apr-20 REMAINING			Date of Letter of Credit Reduction Request #1			Date of Letter of Credit Reduction Request #2		
ITEM	\$ ESTIMATED	%	\$	REMARKS	%	\$	REMARKS	%	\$	REMARKS
1	Removals & site preparation		\$11,690.00							
2	Road construction		\$103,692.96							
3	Sidewalks and Greenways		\$45,452.00							
4	Storm Drains		\$85,704.50							
5	Streetlights		\$92,725.00							
6	Waterworks		\$56,570.50							
7	Sewers		\$49,893.00							
8	Miscellaneous		\$5,000.00							
9	Sub-total		\$450,727.96							
10	Professional fees (10%)		\$45,072.80							
12	Deficiencies	100.00%	\$9,470.00							
13	Sub-total		\$495,800.76							
14	G.S.T.(5%)		\$24,790.04							
15	Sub-total		\$520,590.79							
16	plus 25 %		\$130,147.70							
17	Total estimated cost		\$650,738.49							
18	Value of outstanding work (125% incl. GST)		\$12,429.38							
19	Maintenance Amount (10 % of line 9 + GST)		\$47,326.44							
21	Total Bonding Required		\$59,755.82							
COST ESTIMATE APPROVALS		LETTER OF CREDIT REDUCTION APPROVALS			LETTER OF CREDIT REDUCTION APPROVALS			LETTER OF CREDIT REDUCTION APPROVALS		
Developer's Engineer Date 2020-04-20		Developer's Engineer Date			Developer's Engineer Date			Developer's Engineer Date		
Town Representative Date		Town Representative Date			Town Representative Date			Town Representative Date		

Substantial Completion Date:

Maintenance Expiry Date:

LOG: 22-220	REFER:	AGENDA: 
FILE: 0390-01	ACTION: file	

RESOURCE BREAKFAST SERIES

Mining - Energy - Forestry

RECEIVED

July 12, 2022

JUL 18 2022

TOWN OF COMOX

O-cfile
Copies - Council
JW/SR/SA/LP

Mayor and Council
Comox
1809 Beauford Avenue,
Comox, BC, V9M 1R9

Dear Mayor and Council,

Re: Invitation to Attend the 9th Annual Resource Breakfast Series – September 2022

It is my pleasure to invite you to register for the 9th Annual *Resource Breakfast Series*. The annual event returns for the 9th year in person, hosted on three consecutive mornings from 7:00 – 8:30 am on September 13, 14, and 15, 2022, at the Caramba restaurant in Whistler, BC.

Over the past eight years, the *Breakfast Series* has remained an unparalleled opportunity to bring together Mayors, Councillors, the Resource Sector and Provincial Government together to discuss the latest news and developments related to BC's natural resource sectors. The Series is not affiliated with the Union of BC Municipalities, but the event is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC's natural resource sector and its importance to the communities and economy of the province.

Event Details:

Date: September 13-15, 2022
Time: 7:00 am - 8:30 am
Style: Buffet Breakfast
Location: Caramba Restaurant (4314 Main Street #12 Town Plaza, Whistler, BC V0N 1B4)
Price: \$27.00 + tax per breakfast
Dress: Business Casual
Registration: <https://www.eventbrite.ca/e/301503333587>

We are pleased to announce the following Ministers have confirmed to speak:

Tuesday, September 13

Hon. Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation

Wednesday, September 14

Hon. Josie Osborne, Minister of Land, Water and Resource Stewardship and Minister Responsible for Fisheries

Thursday, September 15

Hon. Katrine Conroy, Minister of Forests

To support and encourage a broad spectrum of participation from leaders from across the province, we are suggesting local government limit themselves to two tickets per Municipal Council or Regional District at each of the breakfasts. If you have any questions, please email events@c3alliancecorp.ca.

Sincerely,



Sarah Weber, P.Geo., MBA
President & CEO
C3 Alliance Corp.

RECEIVED

July 18, 2022

TOWN OF COMOX

LOG: 22-221	REFER:	AGENDA:
FILE: 5280-14	ACTION: file	

A1

A2

A3

A4

O - cfile 5280-14

Copies - Council

-JW/SR/SA/MK/LP

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

From: Bruce Martin [REDACTED]

Sent: July 15, 2022 5:29 PM

To: council <council@comox.ca>

Subject: CBC News : heat proofing urban developments

Greetings Mayor and Council,

Please read the attached link to today's CBC's informative article. It addresses how green space planning and asphalt removal is being used to prevent heat traps and over heating in city landscapes and provides excellent examples of how this strategy is being used and why it's important. Comox, with its wealth of green and treed areas, is in the enviable position of not having to remove asphalt surfaces to create green spaces but rather only to have to thoughtfully preserve the necessary proportion of its current green areas through careful strategic planning for new development. As I'm sure you are aware, the current increase in extreme heat is just the very beginning of decades of ever increasing temperatures even if greenhouse gas neutrality was reached tomorrow. There is real urgency in preserving and using the gift of Comox's natural green space resources now so that it's citizens of tomorrow might have a healthy and liveable future.

I hope you will find this article useful in your consideration and planning of new development in Comox. Please share this email with the town's planning department.

Sincerely,

Bruce Martin

[REDACTED] Fairbairn Ave
Comox BC [REDACTED]

<https://newsinteractives.cbc.ca/features/2022/heat-island-solutions/>

Town of Comox – Administration

From: n sh [REDACTED]
Sent: July 25, 2022 3:59 PM
To: Town of Comox – Administration
Subject: Late payment

RECEIVED

July 25, 2022

TOWN OF COMOX

Follow Up Flag: Follow up
Flag Status: Flagged

LOG: 22-226	REFER:	AGENDA:
FILE: 1980-01	ACTION: MR	RCM 10Aug22

O - cfile 1980-01
 Copies - Council
 -JW/CF/LP

[REDACTED] Hurford Ave

Courtenay, B.C. [REDACTED]

July 25, 2022

Dear Mayor:

I have had assistance with English in the writing of this letter by my husband, since English is my second language.

I am writing to appeal the Late Penalty on my taxes for [REDACTED] Shamrock Place 206 (Roll No: 602562). I have owned this condo for several years and have never failed to pay my taxes on time.

I have made a mistake this year. What happened was I organized my documents to pay the taxes on a condo I own in Courtenay, and the one on Shamrock Place. First I paid the Courtenay Condo's taxes. That form is organized so there are three boxes on the bottom. From left to right, they are Regular Grant, Additional Grant, and then No Grant. I paid the No Grant amount and then went on to pay my Comox taxes. I went to the far right box and noted \$1280.07 as my taxes to be paid (assuming that was the No Grant amount, just as for Courtenay). Of course on the Comox Tax notice the right hand box is actually the Additional Grant amount, which I do not qualify for.

I will pay the \$1045 today that is over due. I would like to ask the Town of Comox to consider whether the Late Penalty can be eliminated.

Sincerely,

Nooshin Shirmohammadi cel: [REDACTED]

RECEIVED

July 26, 2022

TOWN OF COMOX

LOG: 22-229	REFER:	AGENDA: RCM 10Aug22
FILE: 1980-02	ACTION: MR	

A1

A2

A3

A4

8 - file 1980-02
Copies - Council
-JW/CF/LP

From: Daniel Baboolal [REDACTED]
Sent: July 26, 2022 3:26 PM
To: council <council@comox.ca>
Subject: Property tax late fee

Good afternoon,

I recently purchased a house in Comox at [REDACTED] Donovan drive. I moved in on May 1st of 2022, and I received a letter yesterday indicating that my property taxes are late. I am happy to pay my taxes, but this was unfortunately the first letter I received regarding the due date and late penalty. I imagine there were others but as we had recently moved in we did not receive it in the mail, and I think it may have been mixed up with the mail of the previous owner. I am writing in hopes that the late fee can be reconsidered, again, I am happy to pay the property tax, but as this is the first letter I've received indicating a deadline, I would really appreciate some assistance with this matter.

Thank you in advance for your consideration.

Daniel Baboolal

Town of Comox – Administration

From: Carol McC. [REDACTED]
Sent: July 26, 2022 4:09 PM
To: Town of Comox – Administration
Subject: Fw: Ukrainians in COMOX !

O - cfile 1850-30/2022
 Copies - Council
 - JW/TH/CF/LP

Follow Up Flag: Follow up
Flag Status: Flagged

LOG: 22-228	REFER:	AGENDA: RCM 10Aug22
FILE: 1850-30/20	ACTION: MR	

RECEIVED

July 26, 2022

TOWN OF COMOX

ATT : The Comox Mayor & Town Council

Mr. Arnott suggested that we forward this request to : the Mayor & Council, so they could consider our request jointly.

Our request is that our non-profit club be granted subsidized access to one of the Sail Buildings in Comox Marina Park. Our group has raised almost \$20,000, to be used to assist Ukrainian refugee newcomers IN THE COMOX VALLEY, once they settle here.

Our 1st use of the funds raised will be to offer conversational English lessons, so they can attend school, or find a job. We have researched the optimum curriculum to use, we have hired a bilingual instructor - now we just need a location.

We understand these facilities are heavily booked in the summer. We will take whatever time slots are leftover. Our ideal is to offer 1-2 hour classes 2-3-4 times per week. We would continue the classes into the fall, if the demand arises.

Mr. Mayor & Council - please consider our request.

Thank you.

Carol McCallum VP CVUCS
 Email: cvukrainianculturalsociety@gmail.com
 FaceBook: Comox Valley Ukrainian Cultural Society

[Sent from Yahoo Mail on Android](#)

----- Forwarded message -----

From: "Russ Arnott" <Rarnott@comox.ca>
To: "Carol McC." [REDACTED]
Cc: "Jordan Wall" <jwall@comox.ca>
Sent: Sat., 23 Jul. 2022 at 2:09 p.m.
Subject: Re: Ukrainians in COMOX !

Thanks,

It is doubtful we could have anything in place in that time as the long weekend is coming upon us and Aug.1st is a holiday.

As mentioned, please send your request to mayor and council and then all of council will have an opportunity to review.

Russ

Sent from my Bell Samsung device over Canada's largest network.

From: Carol McC. [REDACTED]
Sent: Friday, July 22, 2022, 8:28 p.m.
To: Russ Arnott <Rarnott@comox.ca>
Subject: RE: Ukrainians in COMOX !

Forgot to mention :

- CVUCS is a non-profit, member-funded Society, incorporated in April, 1981.
- We'd like to start our 'conversational English' classes by Aug.1st.

Thank you again, in advance, for any assistance you could provide.

Carol McCallum VP CVUCS
 Email: cvukrainianculturalsociety@gmail.com
 FaceBook: Comox Valley Ukrainian Cultural Society

[Sent from Yahoo Mail on Android](#)

On Wed., 20 Jul. 2022 at 1:01 p.m., Carol McC.
 [REDACTED] wrote:

Thanks --for your quick response !

If the small Sail Bldg. could accommodate even 15-20 people, that may be big enough. As the popularity of our free lessons/social gatherings increases, a larger capacity room may be required. Kitchenette access is totally optional. We would set up the days & times for our Conversational English sessions, to match the availability times of any room we'd use. In August, before school starts, 1.5 - 2 hrs would be the duration of a lesson also attended by kids. Starting in Sept., afternoon or evenings are the probable timeframes, & 2 hours would be needed. We would appreciate any assistance you could provide.

Carol McCallum VP CVUCS
 Email:cvukrainianculturalsociety@gmail.com
 FaceBook: Comox Valley Ukrainian Cultural Society

[Sent from Yahoo Mail on Android](#)

On Wed., 20 Jul. 2022 at 10:58 a.m., Russ Arnott
 <Rarnott@comox.ca> wrote:

Hi Carol,

Roughly what size of room are you looking for and for how many hours in a day and for how long, and how many people at a time? I ask these questions as the only room we have is the small sail building at the marina. They get book out quite often so having the answers to those questions are a start.

We are tight on space all around. In fact, we have to rent space for our finance department.

Russ

From: Carol McC. [REDACTED]
Sent: July 20, 2022 5:21 AM
To: Russ Arnott <Rarnott@comox.ca>
Subject: Re:Ukrainians in COMOX !

Since my 1st enquiry to you in May, our club has raised about \$20,000 to support Ukrainian newcomers. An immediate use of these funds will be to provide ESL (now renamed ELL) to kids & adults, who will need English-language skills for school & for work.

We have hired a bilingual instructor to conduct conversational English lessons, we have consulted with teachers who developed an ESL curriculum, our club has committed to providing refreshments & kids' entertainment so a social component is paired with the instruction

Now, we lack only a location. Is there a Town of Comox facility that has a meeting room, washrooms, & maybe adjacent kitchenette facilities, that we could use ? Perhaps the d'Esterre Centre has space for us ?

Our ESL offerings will start by Aug.1st. If the newcomers feel supported by this, our club could extend these into the fall.

Could you help us, Mr. Arnott, please ?

Carol McCallum VP CVUCS

Email: cvukrainianculturalsociety@gmail.com

FaceBook: Comox Valley Ukrainian Cultural Society

On Wed., 25 May 2022 at 6:46 a.m., Carol McC.

wrote:

It was nice bumping into you Monday at the Cumberland MayDay Festival. As a supportive voter, I'm very glad to see you at important local events.

My question to you then was about the possibility of the Town supporting local Ukrainians. I'm a member of the Comox Valley Ukrainian Cultural Society (CVUCS). Many club members live in Comox. And, there are NEW Comox residents recently relocated from Ukraine. 'Relocated' because of Putin's war !

We within the CVUCS have been working hard making Ukrainian food, in preparation for our major fundraising event : a perogy dinner open to the public, on June 24th, at the Filberg Centre.

Bob Wells very kindly arranged our Free use of the Filberg, so we can maximize our contributions to the needs of Ukrainian war survivors HERE, in the Comox Valley.

We are discussing various ideas to support these war-torn individuals & families, and the generous Canadians hosting them. One thought was that we could hold 'Meet & Greet' socials in the Sail Buildings at Comox Marina. This would allow Ukrainians from various regions of their country to come together & support each other. CV residents hosting the Ukrainians, and any other proponents of the cause, could participate.

It would surely impress our guests if the Mayor of Comox could attend, & meet some of those involved.

Or, if there is a commercial kitchen within any town facility (perhaps the Rec.Centre ?), perhaps we could use it for our Ukrainian food-making bees.

The Comox Marina was the Perfect locale for the March 5th rally that attracted almost 1,000 participants. The 2nd rally on May 15th was rained out, but still included 50+ committed supporters. In essence, Comox has become the location to express solidarity with the war survivors. How appropriate it would be to continue this.

I do remember your speech on March 5th, wherein you expressed some familial Ukrainian connection, and your general support of our club's new focus.

Could you please arrange for our (gratis) use of the Sail Buildings for this & similar purposes ? Or could you suggest some other Town facility that could accom-modate 30-40-50 people ?

Although the CVUCS has in the past held perogy-making bees, and hosted public perogy dinners, the proceeds then funded club operations & our other events. NOW, practically ALL our proceeds will benefit the new CV Ukrainian residents. Your assistance, by subsidizing our Town facility use, could magnify our positive effect.

I apologize for interrupting you & your wife on Monday, as you proceeded from the viewing bleachers to other attractions. But it was wonderful meeting you, & seeing you support Cumberland. I do hope you can similarly support our club.

Thank you for your time, then & now.

Carol McCallum VP CVUCS

Email: cvukrainianculturalsociety@gmail.com

FaceBook: Comox Valley Ukrainian Cultural Society

LOG: 22-231	REFER:	AGENDA: RCM 10Aug22
FILE: 1855-03/C\	ACTION: file	

Canada Community-
Building Fund BC



July 25, 2022

RECEIVED

O - Cfile 1855-03/CWF
Copies - Council
-JW/CF

JUL 28 2022

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

TOWN OF COMOX

Dear Mayor Russ Arnott and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND
PAYMENT FOR 2022/2023**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2022/2023. An electronic transfer of \$337,639.88 is expected to occur early August. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our [website](http://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Laurey-Anne Roodenburg
UBCM President

PC: Clive Freundlich, Director of Finance



Comox Valley Community Action Team (CAT)

July 29, 2022

Subject: Community Event Recognition Request – additional info

Dear Mayor and Council,

I am submitting the completed form requesting purple lighting (awareness colour for overdose/drug toxicity crisis) and a proclamation of the Day of Awareness in the Town of Comox, August 31st.

Further information RE: Description of Organization and relevant info (form):

The Comox Valley Community Action Team (CAT) now has over 100 members – our CAT brings together diverse stakeholders including community organizations, Island Health reps, Indigenous groups and organizations, physicians, elected officials, First Nations Health Authority, people with lived/living experience, family members who have lost loved ones, recovery groups, emergency responders, and so on. We are focused together as a diverse team to address the harms associated with the drug toxicity crisis in our community and work to save lives, reduce stigma, educate, and increase access to support.

Our community has seen the devastating compounded effect of the dual public health emergencies – the pandemic and drug toxicity crisis. The latter is at the worst point it has ever been since this public health emergency was called in 2016. **In 2021, the number of (preventable) drug toxicity deaths in the Comox Valley increased by 150% over 2020, as compared to the overall increase in BC of 26%.** There is no indication of this crisis abating; it effects individuals and families from all walks of life.

Please consider approving this request to help raise awareness, support all those who have lost loved ones in Comox and across the region, and help show support and care for those who are at risk.

Sincerely,

Shari Dunnet

Project Coordinator

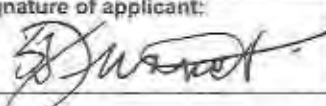
Comox Valley Community Action Team (CAT)

comoxvalley.cat@gmail.com

250-703-1273

COMMUNITY EVENT RECOGNITION REQUEST FORM

Requests must be received at least four (4) weeks prior to the date of proclamation, flag raising or building lighting. Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to town@comox.ca. Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Organization you are representing: Comox Valley Community Action Team		
Primary purpose of Organization: coordinate community response to the drug toxicity/overdose crisis		Number of members: 100+
Mailing address of Organization: No fixed address as we are a networking team across agencies, individuals, families, etc.		Contact Name: Shari Dunnet
		Phone: 250-703-1273
City: Comox Valley wide (see above)	Postal Code: N/A	Email: comoxvalley.cat@gmail.com
Type of Community Event Recognition Requested (choose all that you are requesting):		
☒ Proclamation August 31st (Dates – day, week or month)	☐ Flag-Raising (Dates – maximum 7 days)	☒ Building Lighting purple (Colours – maximum 2 colours) August 31st (Dates – maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
☐ Civic Promotion ☐ Arts and Cultural Celebration ☒ Public Awareness Campaign ☐ Special Honour of Individual ☐ Charitable Fundraising Campaign ☒ Other (specify): memorial, loved ones lost		
Description of Organization and relevant information related to your request (attach additional page if needed): The Comox Valley Community Action Team (CAT) includes over 100 members – community organizations, Island Health reps, Indigenous groups and organizations, physicians, elected officials, First Nations Health Authority and (PAGE ATTACHED)		
Has a similar request been submitted in the past five years? ☐ YES (provide date of previous request):		☒ NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: We are holding an event (International Day of Awareness) for all regions of the Comox Valley at Simms Park on August 31st 12pm - 4pm		
Date of application: 29-Jul-2022	Signature of applicant: 	Print name: Shari Dunnet

DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE

Draft wording of Proclamation:

Note, the Town of Comox may revise this wording of the Proclamation. As appropriate, the cause should be stated in the Proclamation, and the significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

A1

A2

A3

A4

PROCLAMATION INTERNATIONAL OVERDOSE AND DRUG TOXICITY CRISIS AWARENESS DAY

WHEREAS International Overdose Awareness Day (IOAD) is a global event with the purpose of remembering loved ones lost to overdose and the drug toxicity crisis and ending the stigma of drug-related deaths; and,

WHEREAS IOAD highlights that 2021 recorded more deaths than ever recorded since the public health emergency was declared in 2016, and our community of the Comox Valley saw a 150% increase in fatalities over the previous year with 35 community members losing their lives and countless friends, family, loved ones left to grieve; and,

WHEREAS The Town of Comox affirms and acknowledges the harm and hardship caused by drug overdose and the drug toxicity crisis; and,

WHEREAS Through IOAD we send a strong message to substance users that they are valued, and that the community is working to mitigate harms and impacts of the toxic drug supply; and,

WHEREAS We support those who use substances by urging government and health decision-makers to create evidence-based policies and wide access to treatments; and,

WHEREAS We affirm that the people affected by overdose and the drug toxicity crisis are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support; and,

WHEREAS Through IOAD we wish to prevent deaths due to the toxic drug supply and stimulate discussion in Courtenay about overdose prevention and share information on services available to our community;

NOW THEREFORE I, Russ Arnott, Mayor of the Town of Comox, do hereby proclaim August 31st, 2022 as "INTERNATIONAL OVERDOSE AND DRUG TOXICITY CRISIS DAY" in Comox, B.C. - Mayor Russ Arnott

OFFICE USE ONLY

Request meets Community Event Recognition Policy (YES/NO):



YES



NO

If NO:



Group not located in Comox Valley



Event/Request related to ideological or religious beliefs



Event/Request contrary to Town policy or bylaw



Campaign intended for profit-making

Community Flag Raising Dates (max 7 days):

Light-up of Town Hall Dates (max 7 days):

Colours:

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.

Shelly Russwurm: Town of Comox

Subject: FW: Route 3 Comox

From: Karin [REDACTED]

Sent: July 31, 2022 9:19 PM

To: council <council@comox.ca>; transitinfo@bctransit.com; voiceoftherider@bctransit.com; Michael Zbarsky <mzbarsky@comoxvalleyrd.ca>; rob.fleming.MLA@leg.bc.ca; Leonard.MLA, Ronna-Rae <ronna-rae.leonard.MLA@leg.bc.ca>; erinn.pinkerton@bctransit.com; christy.ridout@bctransit.com

Subject: Route 3 Comox

Hello everyone!

By the time you get this email, hopefully the heat wave will be abating.

I have been active in Transit issues and with interest to access and enhancement of public transit for more than twenty years.

Each Transit public consultation, I have gone and tried to contribute. Since 2018, the Transit in Comox Valley, and specifically in Comox has changed. The change has affected many people in Comox in negative ways.

I have submitted many emails and made many attempts to find a way to restore service to the majority of people living in Comox. Alas, this is not to be.

The schedule once more changed in March of 2022. And yes it has been a while. I have have had difficulty getting out. The one opportunity I had to take the bus since then was interesting, the driver did not see me, as a person in a wheelchair is 'invisible'. The local Transit folks quickly assisted me to get home. The drivers are *in majority* absolutely fantastic. The company running the Transit call-in have been great. Over the last two, nearly three, years, the drivers have been amazing and are true heroes.

It is the ever devolving transit schedule for the number 3 bus that is the problem. I am certain there are no end of reasons that BC Transit, the CVRD Transit and Facility manager and the Town of Comox, feel that 80% of people in Comox do not need, require, have affinity for nor deserve the use of public transit.

A little history: the #3 and #4 buses served well over 75% of the Comox public until the new configuration in 2018. At that time taking the #3 or #4 was possible from at least 6:30 in the morning until 9:15 at night, connecting people to all the major Transit exchanges and drops in Comox and Courtenay. The buses ran every hour. These buses covered the same route in opposite directions making the transit a very attractive option.. In 2018 this was changed to accommodate the new #1 bus which runs along the business corridor in Comox directly out of Town, bypassing the majority of citizens. After much hew and cry a partial run was added to the #3 to pick up half the children in Comox and bring them to the high school. The other half, well, it was just too bad.

I moved to the house I have *because it had transit* 20 years ago. In 2018, I had numerous correspondences with BC Transit in Victoria. They assured me that they *tried to keep some of the runs in Comox but could not because the local Transit manager refused*. The Town council maintained that they had no voice in the matter. However, the Town must sign off on any change as the Town (and let's be clear - the tax payers) are paying for the changes and for the Transit. Over the last 4 years with little tweaking here and there, the Transit manager at the CVRD has managed to

extend routes to under-served areas in CVRD. Awesome! Actual movement on public transit. However, the number 3 route has been tweaked to diminish more.

Currently the number 3 is available from 7:32 in the morning until 7 in the evening Monday to Friday; 8 AM until 6:30 Saturday and 10:48 until 4:45 on Sunday. Of these routes, Full service - that is a full run of the bus route- is only available from around 8:17 AM until 7 PM during the week. The buses go to the Comox Mall exchange in hopes of catching a bus out. In 2018 attempt was at least made to link the buses to the new #1 or the newly configured #4 (going to Driftwood Mall only). Since March of 2022, the schedules no longer line up, connections are nearly impossible and long wait times for a bus out of Comox are the result. BC Transit used to provide information in the Rider's Guide, on buses that could be taken that would link up with the number 3,1,and 4. However with the new schedule, this has been dropped. Now the schedules line up in a haphazard way that is confusing, leaves riders abandoned and waiting for a bus that may come in about 70 minutes. The number 3 misses its connection by 2-3 minutes on several runs *by design*. As well, now the Number 3 realistically links to buses at the Comox Mall exchange only between the hours of 8:17 and 4:44.

Why this is disturbing:

- 1) I pay the same taxes as everyone else, and so do the 80% of potential riders in Comox that this devolving bus route schedule ignores and discriminates against.
- 2) In a time of loud chanting of "greening" policies, climate change initiatives and alternate transport, everything is being done to assure that 80% of potential riders in Comox will be discouraged from using Transit. Public relations statements when there is no intention of follow through are meaningless, cynical and callous.
- 3) In 2018, I was advised that the Transit could not be designed to benefit merely one person. In the four years since, I have met well over 40 individuals who *USED* to ride the bus who *were told the very same thing*. Divide and suppress is not how we will accomplish change that actually makes a true difference in our communities. Not for public transit, not for climate crisis, not for trust in democracy.
- 4) Having transit that begins at 8:17 in the morning and ends at 4:44 with realistic connections to other buses during the work week suggests that there is no idea what the potential ridership could have been and that a an apparent decision was made that Comox #3 transit is merely for persons who do not work, certainly not normal work/ college hours. There is no accommodation or schedule on the #3 for people who would want to participate in community activities like work, social events or volunteering during evenings.
- 5) Having changed the bus schedule, more persons are dropping off the ridership. I am certain this will be the reasoning in the near future why the bus route is dropped all together. At this moment, it appears to me like a very well constructed shell game.

I am curious, how many times the people who have created, signed off and implemented this schedule actually have taken a bus to work (play, socialize, volunteer) in the last 5 months? year? five years?

I politely request that any of the addressees of this email consider joining me for a day of bus rides here (I will even pop for the twoonie / token). We can explore the schedules together, try to make them work out. I believe in public transit. I invite you to join me. We *can* make BC better for *everyone*. One little bus route at a time.

Karin Kratz - Resident of the Town of Comox

2022 STRATEGIC PRIORITIES SUMMARY CHART

August 10, 2022

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. Build on K'omoks First Nation Relationship
2. Mack Laing Trust
5. Asset Management Funding Linkage
7. Marina Park Enhancement and Parking Improvements
8. Shovel Ready Grant Project Strategy
10. DL 194 Parks Property Transfer
11. Economic Development Service
13. Council Conference Attendance Policy
15. Future Development Forecasting
16. Review and update of Home Based Business Licencing Regulations
17. Industrial Lands Zoning Review
18. Review of Business Closures
19. Review of Development Processes

Completed

3. Garbage Collection and Organics Program
4. Review of Council Remuneration
6. Marina Park Vendor Policy and Program
9. Town Website Rebuild
12. Heritage Registry Report
13. Council Conference Attendance Policy
14. Budget Timeline Policy

PLANNING SERVICES

1. Subdivision Bylaw: Update
2. Open House - Climate Crisis Climate Change Adaptation Strategy
3. Decrease Processing Times
4. Draft Anderton Corridor Land Use Plan
5. Report for Affordable Housing and Short Term Rentals
7. Downtown Vitalization Zone Expansion
8. Town Website Rebuild: Planning and Building Permitting
11. NE Comox Zoning Review

Major Development Applications

17. Providence

Minor Development Applications

19. 7-10 Minor RZ/DP/DVP Applications

Completed

4. Affordable Housing Contribution Policy
6. Urban Food Production
9. Participation in CVRD Regional Poverty Reduction Strategy
10. Downtown Parking Review
12. BC Approval Process Grant Application
13. 2309 McDonald
14. 468/490 Anderton
15. 695 Aspen- Affordable Housing Contract
16. North East Comox Stormwater Management Plan
18. Parklet Adaptation and Winterization applications

FINANCE

1. Asset Management Replacement Funding Strategy
3. Conversion of municipal accounting codes and work orders
4. IT and Computer Upgrades
6. Online account balances and payment options
7. Accounting Software
9. Town Website Rebuild
10. Documenting and Digitizing Financial Processes
11. Training program for Finance Casual Staff
12. Communications for Taxation
13. Purchasing Policy

CORPORATE

1. Council Policy Updates
2. New Bylaws and Bylaw Updates
3. Corporate Agreements and Renewals
4. Access to Information (FOI) Requests
5. General Local Election
6. Fees and Charges Review
7. Boundary Extension Request- Torrence Road
8. Town Website Rebuild and Rebranding
9. Council Meeting Management Software
10. Electronic Newsletter
11. ReCollect – Solid Waste Collection App
12. Communications Strategy

2022 STRATEGIC PRIORITIES SUMMARY CHART

August 10, 2022

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

COMPLETE:

2. Payroll Software adoption
5. Phone System Replacement
8. BC Approval Process Grant Application

COMPLETE:

1. ICBC Information Sharing Policy and Agreement
2. New Council Remuneration Bylaw
3. Street and Traffic Bylaw Amendment
4. Updates to Parks Use Bylaw and Mobile Vending Guide
5. Marina Park Mobile Vendor opportunity and award
6. Council Correspondence Policy
7. Community Event Recognition Policy
8. Bylaw Notice Enforcement Bylaw Update
9. Business Regulation Bylaw Amendment
10. Town Website Rebuild and Rebranding

PARKS/BUILDING MAINTENANCE

1. Lazo Greenway Development
4. Town Website Rebuild
6. Roof Between Sail Buildings
7. Waterfront Walkway – Marina West to Ellis Street
8. Marina Services Building
11. Marina Upgrades - gangway repairs / boat launch replacement and expansion
14. Point Holmes Pavilion Upgrades
15. Fleet Replacement
16. Filberg Rock Wall Reconstruction/Driveway Stability
17. Marina Park Upgrades
18. Splash Park Improvements

Complete

2. Off-Leash Dog Park Creation
3. 695 Aspen Daycare Construction Management and Affordable Housing Units
5. Parks Job-Description Review
9. Marina Condition Assessment
10. Mack Laing Park Bridge
12. D'Esterre Elevator
13. Christmas Decorations

PUBLIC WORKS & ENGINEERING

1. Anderton Servicing Plan
2. Subdivision Bylaw Update
3. Foreshore Sanitary Replacement
5. Dryden Watermain and Multi Use Path
6. Sidewalks South Side of Comox Avenue
7. Torrence and Balmoral Road Upgrade
8. Manor Outfall Improvements
9. Sidewalk Bolt and Aspen
10. Town Website Rebuild
15. Lazo Road Widening
17. CVRD Conveyance
25. Beaufort Upgrade (Church to Nordin) Design
26. Balmoral Sidewalk (Pritchard to Stewart) Design
27. Glacier View Roundabout Design
28. Comox Rodello Roundabout Design
29. Sanitary Model Update
30. 2022 Road Resurfacing Projects
31. Pritchard Comox Crosswalk Improvements
32. Kye Bay Odour
33. Fleet Replacement

Major Development Applications

18. 2309 McDonald
19. 2310 Guthrie
20. 1590 Galbraith
21. 695 Aspen
22. 468 Anderton
23. 2137 Comox Ave.
24. 1582 Balmoral

Complete

2022 STRATEGIC PRIORITIES SUMMARY CHART

August 10, 2022

Strategic Statement

OPERATIONAL STRATEGIES (CAO/Staff)

	4. North East Comox Stormwater Management Plan 11. Downtown Parking Strategy 12. Traffic Calming Measures and Speed limits 13. Complete 2021 approved paving projects 16. Water and Storm System Upgrades
FIRE 1. Volunteer Retention/Recruitment 2. Sound of Life-Smoke Alarm Program 3. Fire Engine Design and Procurement Prep <u>Complete</u> 1. Volunteer Retention/Recruitment 2. Sound of Life-Smoke Alarm Program 3. Fire Engine Design and Procurement Prep	RECREATION 1. Site Master Plan 2. Fitness Studio: Capital Equipment (reoccurring, annual item) 4. Town Website Rebuild 5. COVID Recreation Delivery Adaptation (on going) 6. Hands on Farm 2022 7. Children's Summer Camp 2022 8. Recreation Guide (reoccurring, quarterly task) 10. Youth Recreation Facility Report 11. Elevator Replacement: Capital Item <u>Complete</u> 3. Low Income Regional Recreation All Access Pass Program 9. Volunteer Promotion

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Build on K'omoks First Nation Relationship	Create increased communication between both Administrative and Council levels to ensure a strong and harmonious relationship.	Community to Community Forum held March 5 2021 Staff working on implementing new KFN archeological approval process Exempt staff completed Indigenous Awareness training
2.	Mack Laing Trust	Modification of the Mack Laing Trust in order to reach a resolution of on the Shakesides building future.	Report submitted to Council in December 2021. Modification of trust proposal complete and submitted. Court date anticipated in September
3.	Garbage Collection and Organics Program	Provide weekly organic and bi-weekly garbage and recycling pick up to residents with curbside service.	RFP Complete. Service to begin in 2024. Cart delivery and bylaw updates required
4.	Review of Council Remuneration	A Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	Complete
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	Position currently unfilled
6.	Marina Park Vendor Policy and Program	A policy to regulate in a fair and consistent manner access for street vendors at Marina Park as well as address ongoing garbage issues.	Complete.
7.	Marina Park Enhancement and Parking Improvements	Development of a plan to increase youth enjoyment at the park, alleviate parking issues, and expand Marina boat rentals.	1 st phase is complete. Environmental permitting now in place Launch extension to take place at the end of summer.
8.	Shovel Ready Grant Project Strategy	Development of shovel ready projects for grant opportunities.	Ongoing
9.	Town Website Rebuild	Overall development of new Town website and a rebranding process.	Complete
10.	DL 194 Parks Property Transfer	Agreement with Province and KFN to lease the park property for 99 years from KFN.	Agreement and Parks Management framework have been sent to KFN.

** New items and updates shown in highlighted text.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT - CAO**August 10, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	Economic Development Service	With an ongoing Service Review at the CVRD and closure of CVEDS, the Town will need to plan a new economic development service.	Complete
12.	Heritage Registry Report	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Complete
	Future Development Forecasting	Short and long term forecast of the additional residential unit construction anticipated for the Town.	Report expected in September
	Home Based Business Regulation Review	Review of home based business regulations to ensure Comox's regulations meet Council expectations and decrease the number of variance requests	
	Industrial Lands Zoning Review	Review of zoning regulations to ensure desirable development takes place in the proper locations	
POLICIES			
13.	Council Conference Attendance Policy	A staff report to be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	TBD
14.	Budget Timeline Policy	A policy to set the timeline for budgetary reports to Council for approval.	Complete

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES**August 10, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Subdivision Bylaw: Update	Rewrite of current bylaw. Includes clarification of what Town infrastructure works are required at time of building permit differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs be

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		application processing procedures, and introduction of driveway access permitting procedures.	undertaken by Director of Works and Director of Development Services.
2.	Open House - Climate Crisis Climate Change Adaptation Strategy	That an open house be held on the topic of Current Town of Comox Strategic Priorities and Climate Crisis and Adaptation at a future date to be determined by staff.	Open House held June 28 th , 2022. Approx. 85 people attended. Urban Systems will review the submissions and prepare a Summary Report for Council's consideration.
3.	Decrease Processing Times	Overall effort to decrease the amount of time it takes to receive and respond to applications.	Status of backlog of applications- - all major applications are now in process - all but 1 minor application is in process. Planning Consultant has been engaged to assist with work load including NE Comox OCP Land Use (item 11 below).
4.	Draft Anderton Corridor Land Use Plan	To provide a land use plan for modeling of infrastructure servicing for future public consultation.	Project on hold until Northeast Comox issues resolved.
5.	Report for Affordable Housing and Short Term Rentals	That staff be instructed to prepare a report on: a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and c. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units. That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of self-contained dwelling units in buildings in which each unit is not larger than 45 m2.	Affordable Housing Contribution Policy complete. Further Council consideration requested regarding short-term rentals.
6.	Urban Food Production	That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and	Completed – Bylaws Adopted Nov 17 / 21 RCM

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
		develop options in a report to Council to allow small-scale commercial urban food production, including but not limited to chickens (not roosters), bees and urban farmstands on all residential property within the Town of Comox.	
7.	Downtown Vitalization Zone Expansion	Amendment of Downtown Vitalization Program with includes Revitalization Tax Exemption, Priority Planning and Building Permit application processing and reduced application processing fees to include multi-family and commercial development along Comox Ave to Town's west boundary including closed Comox Elementary Site on Rodello.	This project is not moving ahead at this time
8.	Town Website Rebuild: Planning and Building Permitting	The website will highlight all development procedures for simple and complex buildings, zoning application, zoning rules, building permit applications, and other items pertaining to development and zoning.	
9.	Participation in CVRD Regional Poverty Reduction Strategy	Joint project of CVRD, Cumberland, Comox, Courtenay, and K'omoks First Nation. Lead by the CVRD to undertake a regional poverty assessment and reduction strategy to promote awareness of local poverty, identify systemic barriers that facilitate the cycle of poverty, and provide an action plan to reduce Comox Valley poverty by at least 25% by 2024 (over 2016 baseline levels).	Completed - Consultant hired by CVRD. Public consultation completed. Draft Strategy presented to CVRD Board Oct 5/ 21. CVRD staff have briefed project participants on the Regional Poverty Reduction Assessment and Strategy (Draft). CVRD staff to Report back through the Regional Growth Strategy 2022-2026 financial planning process to identify potential implementation actions for the CVRD
10.	Downtown Parking Review	Review and make changes to the Down Town Parking systems including review of temporary parking allocations, drop off zones, and angle parking along Church	Completed (Dec 1/21 RCM)
11.	NE Comox OCP Land Use Designation Review	In anticipation of multiple development applications in the North East Comox area once adoption of the NE Comox SWMP implementation bylaws are complete the Town will review the current OCP Land Use Designation for single family development and look to make changes if necessary or desired	Complete subdivision, development permit and development variance permit applications for 1200 Military Row received and are being processed.

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			Feb 16 /22 resolution THAT Council directs Administration to proceed with implementation of development in Northeast Comox in accordance with Scenario 3, as presented in the February 16, 2022 report to Mayor and Council titled "NE Comox - Residential Scenarios".
12.	BC Approval Process Grant Application	Grant application to secure funding that will allow the acquisition and building of software programs that will increase the ease of tracking the permitting process, improve internal information sharing, and increase information relayed to applicants	Grant application was not approved.
MAJOR DEVELOPMENT APPLICATIONS			
13.	2309 McDonald	22 Townhouses, 8 duplex units, approx. 50 single family lots of varying lots sizes.	Phase 2 subdivision – PLR Issued. Completed - Bylaws Adopted February 17 2021 RCM. Phase 1 subdivision approved.
14.	468/490 Anderton	15 duplex / townhouse units.	Completed - Subdivision and Rezoning approved DP issued
15.	695 Aspen-Affordable Housing Contract	6 apartment units purchased by Town using Affordable Housing reserve funds with BC Housing Mortgage, operated as affordable housing by Makola Housing.	Completed - transfer of right to purchase 6 units to Makola and signature of lease with daycare in process.
16.	North East Comox Storm Water Management Plan	Implementation of North East Comox Storm Water Management Plan.	Completed - Bylaws adopted at Oct 20, 2021 RCM.
17.	2137 Comox Ave (Providence)	Dementia Village development application	Road Exchange Bylaw adopted Aug. 11 RCM. Development Variance Permit given conditional approval at July 14 RCM. Subdivision Preliminary Layout Review with Servicing Agreement Issued. Erosion and Sediment Control Permit Issued. DVP and DP issued. Building Permit Issued.
MINOR DEVELOPMENT APPLICATIONS			

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PLANNING SERVICES

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
18.	Parklet Adaptation and Winterization applications	Expansion of Temporary Patio & Parklet Program created 20-May-2020 and permanent parklet program to allow for additional facilities necessary to support winter operation.	Completed - BIA has provided information on what winterization facilities are being considered. Staff are working with interested businesses as to their specific plans.
19.	7-10 Minor RZ/DP/DVP Applications	Includes: - provincial referral of recreational cannabis store application - rezoning, DVP applications for infill single family - hazardous area and environmental DP applications for single family - industrial and residential rezoning applications as a result of bylaw enforcement	Cannabis Licence Review Application – 278 Anderton Road (Prime Cannabis) – Completed. Hazardous area and environmental DP applications for single family – Completed.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Council Policy Updates	Update of Council policy manual that currently includes 72 policies. Policy updates to include: Bylaw Enforcement Policy, ICBC Information Protection Policy, Community Events Recognition Policy, Corporate Human Resource Policy	ICBC Information Protection Policy complete. Council Correspondence Policy complete. Community Events Recognition Policy complete.
2.	New Bylaws and Bylaw Updates	New Bylaws and Bylaw Updates. New Bylaws and Bylaw updates to include: New Council Delegation Bylaw, Election and Assent Voting Bylaw Amendment, New Animal Control Bylaw, Single Use Plastics Bylaw	Street and Traffic Bylaw Amendment adopted. Parks Use Bylaw Amendment adopted. Business Regulation Bylaw adopted. Bylaw Notice Enforcement Bylaw Update adopted. Election and Assent Voting Bylaw in progress.

** New items and updates shown in highlighted text.

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
3.	Corporate Agreements and Renewals	A number of Corporate Agreements have expired or will be expiring this year. Corporate agreements and renewals to include: Gas n Go Agreement, ICBC Information Sharing Agreement, Account Collections Contract, Emterra Contract Extension, Comox Archives Agreement, Emergency Program Service and Mutual Aid agreements, d'Esterre, Point Holmes Boat Launch, Comox Fire Protection Improvement District, Breakwater/Promenade – Harbour Authority, Compass Adventure Agreement Extension, Janitorial Contract Agreement, SPCA Agreement, Recycle BC Agreement	ICBC Information Sharing Agreement complete. Point Holmes Boat Launch Rec Association sublease complete. Gas N Go, Emterra Extension, Breakwater, SPCA Agreements in progress.
4.	Access to Information (FOI) Requests	Access to information Requests have legislated timelines to complete	There are currently no requests outstanding.
5.	General Local Election	General Local Election to be held on October 15, 2022	Chief Election Officer and Deputy Chief Election Officer appointed.
6.	Fees and Charges Review	The Town's Fees and Charges bylaw is out of date. With a total review of all cost charges across departments it is expected more revenue can be identified.	Consolidation of all Town fees into one document currently underway. Examination of potential additional fees to occur following this.
7.	Boundary Extension Request – Torrence Road	Boundary extension proposal in the Noel, Torrence and Lazo Roads area.	New owner of northern three parcels will be consulted. Confirmed with property owner initially requesting boundary extension that project will proceed in 2022.
8.	Town Website Rebuild and Town Rebranding	Development of overall look for website plus Corporate Administration Departmental Section – Council information, meeting schedules, bylaw enforcement, elections, reports and publications, news, etc. Project to consider Town of Comox rebranding process to coincide with new website.	Complete – New site launched May 19th.
9.	Council Meeting Management Software	Acquisition of a software program that will assist with Council meeting agenda and minutes creation, management, storage, and search functions	TBD

** New items and updates shown in **highlighted text.**

TOWN OF COMOX – STRATEGIC PRIORITIES REPORT – CORPORATE**August 10, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
10.	Marina Park Mobile Vendor Opportunity and Award	Updated Mobile Vendor Program for Marina Park plus tender for 2-year contracts with mobile vendors for 2022-2023 seasons.	Complete
11.	Electronic Newsletter	Establishment of an electronica newsletter to be issued regularly on Town projects and accomplishments.	Ongoing
12.	ReCollect – Solid Waste Collection App	Application to identify solid waste collection days for each address as well as “What goes Where” information.	In progress.
13.	Communications Strategy	Strategic plan to ensure consistent messaging, branding, social media, and public engagement	Ongoing – consulting with nearby municipalities to understand best practices.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE**August 10, 2022**

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Asset Management Replacement Funding Strategy	The Town of Comox has built its asset management road map, which has provided the path for the Town to most strategically improve its asset management capacity. The staff & Council are funding their road map & are continuing to improve their capacity. The Town has also completed an asset management plan & is currently identifying the annual revenue requirements to meet their risk & level of service performance targets. The challenge the Town now faces is determining how to increase current funding levels to meet the identified revenue requirements while considering affordability, impact on reserves, debt levels, etc.	The Town of Comox is proposing to build a Long-Term Financial Plan for their General, Water & Sewer Funds to ensure they have the financial means to replace their assets when needed. This will ensure the Town can bridge its funding gap sustainably. Below are the proposed activities for this project: 1. Compile existing financial data & information required to build the long-term financial plan (for November 2022). 2. Build Long-Term Financial Model & Plan (for March 2023). 3. Develop Long-Term Financial Plan Report (for June 2023).

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
2.	Dayforce - HCM system strategy	Implement key human resource modules in the Payroll Program (Dayforce), including: a. <u>On-boarding</u> Eliminate paperwork and manual processes for new hires & Improve communications between departments and payroll. b. <u>Documents Manager</u> - Efficiently managing and accessing all HR files through a central repository of documents - enables employees to upload and update personal information c. Stabilizing the Dayforce application/set up d. Configuration review (efficiency audit)	Payroll has been completed and is not taking place within the Dayforce system December 2022 for items a, b, c, and June 2023 for item d.
3.	Conversion of municipal accounting codes and work orders	Updating the Town's chart of accounts improves department budgeting/reporting and streamlines the work for the year-end financial statements. Redesign of the Account framework started in 2018 and is ready to be finalized and converted.	Chart of accounts final review – February 2022. Work Order final setup and review – March 2022. Conversion completes – April 2022.
4.	IT and Computer Network Upgrades	Network security and software compliance updates on the corporate computer network.	December 2022
5.	Phone System Replacement	Changed to IP Phones corporate wide. Free long-distance North America, Use to receives faxes, Call transfers to any Town of Comox local.	Completed
6.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, and business licenses. Payment may be made online with a credit card, where the card merchant fee is charged to the payor.	Taxes and utility billings - Completed Business Licenses - December 2022.
7.	Account's Software:	<i>Asset management software is the next step after Item #1 above (Asset Management Replacement Funding Strategy). The</i>	<i>September 2023</i>

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
	(1) Asset Management Software	<i>software will integrate and enhance the Town's GIS (ESRI) mapping software and TCA Continuity Schedules. It will also ensure the maintenance/updating of the Town's Asset Retirement Obligations (audit requirement) starting in 2023.</i>	
	(2) AP, PO, and Inventory to move to A-MAIS' cloud-based solution.	The Town's paper intensive accounts payable, lack of a working purchase order system, and outdated inventory software is time-intensive and lacks internal controls needed in the future.	Project deferred until 2024. Additional time is needed for A-MAIS (Town's Financial Software Developer) to complete development/upgrade to cloud-based software.
	(3) Budget Upgrade with Acct.Mgr.	The new work orders are required for providing sub-asset categories to the new asset management system (see Item 3).	April 2022
8.	Development Payments	The Town is considering implementing a building permit application/approval cloud-based software. Integration is required with the financial payment processing system.	December 2022
9.	Town Website rebuild	A new website allows clear paths to yearly financial documents and pages to answer questions on property taxes, Utility billing options, and other financial services.	Under construction - 2022
10.	Documentation & digitizing financial processes	Complete process documentation and digital access to financial records: - Revenue Centre - Accounts Payable - Payroll	December 2022
11.	Training program	<i>Establish training program for finance casual staff.</i>	<i>December 2022</i>
12.	Communications	<i>Establish increased frequency of letters for taxation and utilities</i>	<i>May 2022</i>

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – FINANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
13.	Purchasing Policy	Develop a purchasing policy for the Town including items on social procurement	Fall 2022

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PARKS/BUILDING AND MAINTENANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Lazo Greenway Development: Detailed Design	Multi use pedestrian path from Forester to Guthrie along Lazo	Deferred 2021 design construct 2022. Applied for grant. Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program October 1, 2020. Town's application unsuccessful. Design RFP coordinated with CVRD. RFP awarded to ISL Engineering in 2021. Design revisions underway at 50% complete. CVRD submitted joint Federal ATI Grant for 2022/23 project intake with Town as partner and preparing submission for Provincial ATI Grant for stacking funds.
2.	Off-Leash Dog Park Creation	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	Completed. 5 year agreement with SD 71 now in place. Dog Park in operation as of August 2021. Planning to install border trees in spring 2022. Investigate possible covered gazebo area in 2022. Coordinating with PW team to install separate water meter for tree installation in and potential future water fountain.
3.	695 Aspen Daycare Construction Management and Affordable Housing Units	12 infant spaces and 16 preschool spaces for a total of 28 for childcare. Affordable housing quality control and assurance.	Construction monitoring complete. Daycare construction started February and scheduled to be completed by end of May 2022 for daycare opening in June 2022. Majority of rough construction complete, waiting on furnishings to arrive for install

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PARKS/BUILDING AND MAINTENANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			and finishing work. Opening time has been delayed to June.
4.	Town Website Rebuild	Parks maps/locations/ park use permits/tree permits etc./ wayfinding/trails/water park/projects/community stewardship partners projects.	Complete, under review.
5.	Parks Job-Description Review	Redefine parks Job Descriptions to include specialized positions (arborist/irrigation technician/etc.)	Arborist JD completed. <i>Internal posting complete and offered but working with Union on some details.</i> Trades I & II JD completed. <i>Trades II position awarded internally, Trades I position awarded externally.</i>
6.	Roof Between Sail Buildings	Construction of a roof between the two sail buildings	Will be part of discussions of the new Marine Services Building. Drawings and scope for connecting roof currently being worked on by Marine Services Building Architect.
7.	Waterfront Walkway	Exploration of options for completion of the walkway from the Marina west to Ellis Street	Ongoing. Requires foreshore land in front of 160 Ellis Street to connect to existing walkway at 1841 Beaufort Ave.
8.	Construction of Marine Services Building	The Town has received a \$1,000,000 grant from the Province to construct a Marine Services building at Marina Park to aid in COVID economic recovery	Anticipated construction start in September
9.	Marina Condition Assessment	A risk assessment was completed in 2020 . 2021 a condition assessment will be done on the floats, piles, walkways, and ramps. This will inform the Town's replacement and repair plans for the Marina moving forward.	Complete. Finalizing draft report. To prioritize recommended mitigation.
10.	Mack Laing Park Bridge	Replacement of the lower bridge at Mack Laing Park. Current bridge has begun to rot and is at increasing risk of failure.	Completed summer 2021.

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PARKS/BUILDING AND MAINTENANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
11.	Marina Upgrades	Structural failure of East gangway support due to tide/erosion. Restabilizing required. Replace existing boat launch dock and extend dock to allow for more loading and unloading at the boat launch. Complete plans to better align parking lot and boat launch for improved traffic flow to launch and park.	East gangway project completed February 2022. Replacement of existing failing dock planned for spring 2022. Dock construction tendered and being fabricated. Supply chain challenges may delay installation. Extension of the boat launch planned for spring 2022. Provincial/Federal Government regulations triggered environmental assessment and Navigable Waters application that are currently underway.
12.	D'Esterre Elevator	Replacement of the D'Esterre Elevator	Project complete.
13.	Christmas Decorations	Acquisition and installation of new LED Christmas decorations as current ones are old, failing, and pose safety risks	Complete
14.	Point Holmes	Pavilion Safety Upgrades	To replace pedestrian safety fencing around pavilion. To be coordinated with Lazo road upgrades in summer 2022.
15.	Fleet Replacement	Replacement of 2004 Toro Mower Replacement of 2003 Ford mini dump truck	Toro mower ordered. Delivery expected mid-April 2022. RFP being drafted. Expected delivery for late 2022/early 2023.
16.	Filberg	Rock Wall Reconstruction/Driveway Stability	Ongoing. Rock wall being reconstructed by section priority. Section 1 complete summer 2021. Section 2 to be completed 2022. Main driveway stability assessment 2022.
17.	Marina Park Upgrades	Food Truck concrete pads, pedestrian painted crosswalk above boat launch.	Food Truck concrete pad install to be coordinated with Marine Services Building. Pedestrian crosswalk above boat launch painting. Completed fall 2022.

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PARKS/BUILDING AND MAINTENANCE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
18.	Splash Park	Splash pad and playground has multiple failure points, failed CSA standards for rebound. Requires resurfacing.	Project contracted for installation April 2022. Completed.
19.	<i>Kye Bay Playground Upgrades</i>	Replace current climbing structure. Retain existing swing portion that is still in great shape and function.	Design for replacement of climbing structure complete. Scheduling for installation in fall.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Anderton Servicing Plan [water/sanitary and storm]	To provide an overall conceptual plan for the provision of water, sanitary and storm services to the lands that were annexed to the Town in 2016 (2309 McDonald Road, 941 Aspen Road and 2077 Hector Road) as well as the entire catchment boundary so that plans can be implement as development takes place. Same principles of that of NE Comox applied to the servicing plan.	75% complete. On hold until NE Comox issues resolved. Engineering support assisting with review.
2.	Subdivision Bylaw Update	Rewrite of current bylaw. Includes clarification of what Town infrastructure works are required at time of building permit differentiated by land use, new infrastructure construction inspection and verification requirements, revised subdivision application processing procedures, and introduction of driveway access permitting procedures.	Rough draft of new specifications, permits and application processing requirements completed. Next step is creation of final draft documents and completion of legal review. Given the procedural and technical complexity of this document, creation of final draft document needs be undertaken by Director of Works and Director of Development Services.
3.	Foreshore Sanitary Replacement	Upgrade section of sanitary that was identified in the 2013 Town of Comox Sanitary Model Update study in anticipation of the re-purposing of the St. Joseph's facility or eventual reconstruction within the site. Also in response to continued operational issues and age of main.	Delay is getting DFO approval will work with KFN and project watershed to discuss projects that could potentially assist with the restoration requirements. Working with Current Environmental on alternative options with respect to construction alignment and

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			construction methods to present to DFO. Approval and permitting 2021 with construction postponed to 2022. Project on hold to re-evaluate capacity requirements.
4.	North East Comox Stormwater Management Plan	Stormwater system and associated bylaws required to allow development in the Northeast Comox area	Completed
5.	Dryden Watermain and Multi Use Path	To loop watermain to improve water quality identified in Water Study as well to construct a multiuse trail to provide regional linkage to NE Comox from Courtenay.	Design complete need to secure statutory right of way. Deferred to 2023.
6.	Sidewalks South side of Comox Avenue (Rodello to Ellis)	Design exercise to review the costs implications of the project.	Design 100% complete. Applied for Canada Infrastructure Program, COVID 19 Resilience Infrastructure Grant deadline January 27, 2021. 100% eligible funding (\$ 919,600). Town awarded grant funding -works to be completed summer 2022. Tender February 2022. Tentative construction schedule May - July 2022. Construction underway.
7.	Torrence and Balmoral Road upgrade	Works include road reconstruction (of 478 linear meters), concrete curb and sidewalk, storm and sanitary sewer installation, and line painting on Balmoral Avenue and Torrence Road from Donovan Drive to Albatross Avenue.	Design Complete. Applied for grant September 2020. Investing in Canada Infrastructure Program – Rural and Northern Communities Program deadline October 22, 2020. Total project \$1,156,660 - Eligible \$1,040,994 Town's application unsuccessful. Will continue to coordinate with CVRD conveyance project.
8.	Manor Outfall Improvements	Design and construction of outfall to mitigate ongoing erosion over bank at 141 Manor Place.	Design complete, DFO approved. Working with property owners on construction impact and test holes completed to confirm soil conditions. Construction 2021. Working on DPA. Archaeological permit and Cultural Heritage Investigation Permit (CHIP)

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			received. Construction to resume May 2022. Project contract under review.
9.	Sidewalk Bolt and Aspen	To improve pedestrian connectivity and safety which serves Aspen School, high residential area as well as high commercial site.	Design complete. Shovel ready and will keep eye on grant opportunities. <i>Submitted grant application 2021 BC Active Grant application unsuccessful</i> Submitted grant application for 2022 Federal Active Transportation Fund
10.	Town Website Rebuild	Permits/studies/maps/projects/sectors transportation, water, storm, sewer, / reports.	Complete, under review.
11.	Downtown Parking Strategy	Overall review of parking in the downtown to consider more temporary parking spots and diagonal parking along Church Street.	Complete
12.	Traffic Calming Measures and Speed Limits	Review of current traffic calming measures and speed limits within Comox. Additional direction on Feb 17 RCM to review a holistic way to address speeding on Town streets. Staff will engage with residents of Buena Vista.	Complete
13.	Complete approved paving projects	Roads include sections on Balmoral, Cooke, Rodello, Gull, and Noel	Complete
15.	Lazo Widening Simba to Kye Bay	Design of road widening of the Lazo road to help increase usage and safety for motorists and add bicycle options.	RFP issued closes June 2. <i>Proposals under review.</i> Project awarded to Onsite Engineering Ltd. Survey and design underway. Awaiting archaeological permit and finalizing design. Tentative construction summer 2022. Open house held May 25 - boards and comment sheet on Town website. Comments open - May 30
16.	Water and Storm System Upgrades	Extension of high pressure system on Noel, Carthew-Ellis main replacement, McKenzie sanitary pipe replacement, Torrence main replacement,	RFP for Noel Avenue issued closes June 2. Remainder to coordinate with road resurfacing. Report to council June 16, 2021 RCM for additional funding. <i>Awarded to Edgett Excavating. Finalizing schedule</i>

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
			<i>and securing material.</i> Construction underway. Tentative completion end of September. Completed
17.	CVRD Conveyance	The sewer conveyance for the Comox Valley will travel through the community and requires planning and coordination of other Town projects including inground infrastructure, Providence project, and proposed roundabout	Staff continue to work closely with CVRD. Currently at preliminary drawings stage. CVRD schedule TOC to have comments back to CVRD by end of September that will form a MOU with CVRD. Continue working with CVRD on Town alignment and MOU
DEVELOPMENT			
18.	2309 McDonald	Servicing agreement approved.	Phase 1 substantially complete Phase 2 subdivision – PLR issues. Construction underway.
19.	2310 Guthrie	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Civil drawings accepted. BP's awarded and under construction.
20.	1590 Galbraith	Finalize stormwater pond and infiltration gallery including LAS.	Testing of infiltration gallery complete. Pond continues to perform as an erosion and sediment pond. Working with McEhanney to convert to permanent pond.
21.	695 Aspen	Review, accept, inspect and manage development (civil drawings, Erosion and Sediment Plan, road permits, service disruptions, record drawings, water meters, connections, service cards, GIS data)	Under construction.
22.	468 Anderton	Work with planning on subdivision approval. Review and accept civil drawings, erosion and Sediment Plan. Ongoing after sub approval road permits, service disruptions, record drawings, water meters, connections, service cards, inspection, GIS data.	Civil drawings accepted. Construction underway

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - PUBLIC WORKS AND ENGINEERING

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
23.	2137 Comox Avenue	Providence Site. Work with planning on application and servicing agreement. Civil drawings underway.	Subdivision Preliminary Layout Review with Servicing Agreement Issued. Erosion and Sediment Control Permit Issued. DVP and DP issued. Building Permit Issued.
24.	1582 Balmoral	Construction of BC Housing subsidized non profit housing development comprising of 52 units in a three story building apartment.	Continue to work with building department. Civil drawings have been approved. Outstanding item - off site cost estimate. Construction underway
25.	Beaufort	Beaufort Upgrade Design	First RFP had no submissions, progressing with invitation to three firms. Awarded to ISL engineering
	26. Balmoral	Sidewalk south side (Pritchard to Stewart)	Design awarded to Binnie. Design underway.
	27. Roundabout	Glacier/Comox Design	Design awarded to GHD. Design underway.
	28. Roundabout	Comox/Rodello	Design awarded to Urban Systems. Design underway.
	29. Sanitary Model	Update 2013 study	Development of RFP underway, expect to issue RFP in early May. Delayed, issue RFP late summer.
	30. Resurfacing	Road resurfacing projects 2022	Not started. Engineering support working on this and anticipating works to be completed in summer 2022.
	31. Crosswalk	Prichard Comox Crosswalk Improvements	Construction awarded to Tayco. Work expected to begin in May. Substantially completed.
	32. Sanitary System	Kye Bay Odour Upgrades	Not started
	33. Fleet	Fleet replacement of unit #12/#9/#15/#4	Awaiting delivery of #4, expected in early fall. RFP for #9 and #12 closed, currently evaluating RFP for 15 is open and closing on April 27.

** New items and updates shown in **highlighted text.**

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT - FIRE

August 10, 2022

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Volunteer Retention/ Recruitment	Retention and recruitment of volunteer firefighters has been a significant issue in North America for at least the past twenty years. Our department has experienced about a twenty percent turnover every year for the past decade. While this would cripple most organization we have been able to managed our way through it.	So far in 2020 seventeen members have left the department and they have been replaced by seventeen more. We have been very successful in recruiting and training new members however retention is difficult. This is largely because of the lack of good paying jobs and affordable housing in our area. Because of our capable staff and training centre we believe we are well positioned to continue to manage this turnover effectively for several more years, while providing above average services. A new recruitment class (9) was start in September 2020.
2.	Sound of Life-Smoke Alarm Program	For almost thirty years now our fire department has been providing and installing free smoke alarms to citizens in single family homes in our community. We strongly believe that by doing so we can reduce injuries/deaths and damage caused by fires. To date we have given away over 2000 smoke alarms. Most of this program is funded by donations from our firefighters and other groups. This model is difficult to sustain.	Our smoke alarm program continues to be very successful. Late last year we had applied, through the Fire Chief Association of BC, for some free smoke alarms through a promotion from First Alert. I am very excited and pleased to report that in September we received 2000 FREE smoke carbon monoxide alarms (approx. \$50K+ value) from First Alert. This should provide us with inventory to keep this program going for the next two years.
3.	<i>Purchase of replacement aerial Truck</i>	<i>Scheduled replacement of our 2002 combination aerial /fire engine. This replacement is required for our community to maintain its fire insurance rating. The fire department has maintained a fleet of three full-sized fire apparatus since the 70s. This replacement does not increase fleet size but will increase capability.</i>	<i>Order has been placed for replacement. Expected delivery will be Fall of 2023. Project on budget. Fire department is very pleased with this project so far. This aerial replacement should meet our needs until 2043.</i>

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

August 10, 2022

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Site Master Plan	Urban Systems contracted to provide a Community Centre site master plan composed of three parts: determine future building footprint; maximize customer access to and through site; develop Village Park for broad community use.	Storymap community consultation period closed and reviewed results with contractor. Anticipated report to Council May or June.
2.	Fitness Studio: Capital Equipment	Replacement of aging fitness equipment and adding new equipment at fitness trends and customer demands change	Purchasing replacement equipment for 2022 has begun.
3.	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	Second stage of project complete. Staff are processing and completing 2022 LEAP applications for regional, youth, recreation subsidy passes.
4.	Town Website Rebuild	The new site will provide: • Dependable, predictable, and engaging platform through which customers access recreation guides, program information and online recreation registrations • Event and calendar information • Documents and forms (program waivers, summer camp information, facility booking information, etc.) • Town and Recreation branding Reliable and consumable communication with the public and customer.	
5.	COVID Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines.	As of April 8, PHO modified so that proof of vaccine not required to access the Fitness Studio and certain programs. Masks are optional for customers and staff.
6.	Hands on Farm	Hands on Farm will open under current PHO protocols in June 2022.	Programming and staffing for 2022 season.
7.	Children's Summer Camp	Summer camps designed according to latest PHO protocols.	Programming and staffing for 2022 season.
8.	Recreation Guide	Ongoing, quarterly project to program, design, edit and manage Comox section of publication.	Staff starting Fall recreation guide planning and programming.

** New items and updates shown in highlighted text.

TOWN OF COMOX - STRATEGIC PRIORITIES REPORT – RECREATION

August 10, 2022

ITEM	SUBJECT	COUNCIL DIRECTION	STATUS
9.	Volunteer Promotion Campaign		Volunteer program complete with communication to schools and Comox businesses/organizations starting.
10.	Youth Recreation Facility Report	Through youth outreach identify a new recreation or parks facility to meet teenage recreation needs.	Community engagement complete. Report presented to Strategic Planning Committee meeting.
11	Elevator Replacement: Capital Item	Replace CC elevator which is approaching end of life.	Staff are developing project timelines with contractor. Anticipated work July to August with completion before Labour Day

** New items and updates shown in highlighted text.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: August 10, 2022

TO:	Mayor and Council	FILE:	DVP 22-3
FROM:	Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner I	DATE:	August 10, 2022
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION: DVP 22-3 1890 Buena Vista		

Prepared by:  Elliot Turnbull, Planner 1	Supervisor:  Marvin Kamenz, Director of Development Services	Financial Approved: Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Development Variance Permit DVP 22-3 for 1890 Buena Vista be issued subject to the Development Variance Permit Conditions listed in **Schedule 1** of the August 10th, 2022 Planning Report on DVP 22-3.

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 to construct a 90 m² coach house in the rear yard and permit two existing accessory buildings (15 m² and 19 m²).

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

STRATEGIC PLAN LINKAGE

This Report addresses the following tasks identified in the 2021 Strategic Priorities Chart for Planning Services: Minor Development Applications

BACKGROUND

The subject property is a 4397 m² lot which contains one single-family dwelling, one 15 m² accessory building, one 19 m² accessory building, and several trees. The subject property is shown shaded in **Attachment 1**.

Notification of Council's intent to consider DVP 22-3 at the August 10, 2022 Regular Council Meeting was mailed to abutting properties owners and tenants.

Correspondence received in advance of the August 10, 2022 RCM will be distributed to Council prior to commencement of the RCM.

OCP IMPLICATIONS

The land use designation of the subject property is Residential: Ground Oriented Infill, which accommodates development consisting of the following land uses: single detached dwellings, secondary suites, coach houses, duplexes, triplexes and patio homes.

The subject property is within Development Permit Area (DPA) #2: Ground Oriented Infill, DPA#17 Coach Houses, and DPA #18 Secondary Suites. The proposed development is exempt from all three Development Permit Areas¹.

Section 2.1.1.4(b)(iii) of the Official Community Plan states

- (b) Coach houses may be considered, subject to the following:
 - iii. Maximum building area of 70 square metres, for larger parcels (over 1,000 square metres) an increase to 90 square metres may be considered, where appropriate;

The subject property is 4397 m² (1 acre) which is significantly larger than typically seen in the Town's developed residential neighbourhoods. The applicant is also proposing to protect 30 trees on the subject property by way of a restrictive covenant.

ZONING IMPLICATIONS:

The subject property is zoned R1.1 Single-Family under Comox Zoning Bylaw 1850.

On parcels greater than or equal to 1,000 m², the R1.1 zone permits a coach house of up to 70 m² in gross floor area in combination with accessory building gross floor area excluding one 10 m² accessory building. The intent of this regulation is to minimize the impact of back yard structures on neighbouring single-family properties in standard residential neighbourhoods.

¹ #2: Accessory building exempt under section 3.2.4(B). Coach house exempt under section 3.2.4(A)

#17: Accessory building exempt under section 3.17.4(B). Coach house exempt under section 3.2.4(D)(I-VI)

#18: Accessory building and coach house exempt under section 3.18.4(A)

The subject property is greater than 4,000 m² and is surrounded by larger R1.1 zoned parcels and a RM1.2 Patio Dwelling – 6.3 Metre Maximum Height zoned parcel to the east and north. The subject property is one of the larger lots on Buena Vista. The applicant wishes to construct a coach house to the 90 m² gross floor area maximum under the Official Community Plan, and a variance is required.

The coach house is proposed in the northeast corner of the lot, adjacent to an existing patio home development. The applicant chose this location to minimize the impact of construction on the mature trees throughout the site and adjacent R1.1 zoned parcels.

The subject property contains approximately 55 trees of varying degrees of health. A total of 44 trees were surveyed as potential candidates for retention, and 30 of these have been identified as suitable for long-term retention by way of restrictive covenant². This exceeds the 30% retention target in Council Policy CCL-067 (Tree Retention Policy). Trees proposed for retention are shown in Attachment 2.

The subject property also contains two existing accessory buildings. The proposed variance would provide an allowance for accessory building gross floor area of 35 m² with a maximum of two accessory buildings. This would permit the existing accessory buildings in addition to the proposed coach house but would not permit any additional accessory building gross floor area or accessory buildings to be constructed (unless the existing accessory buildings were removed).

The R1.1 currently exempts a 10 m² carport attached to a coach house from the calculation of coach house gross floor area. This exemption is proposed to be removed for the proposed 90 m² coach house (i.e. a carport could not be added to the coach house in the future).

LEGAL:

It is a statutory requirement of the *Local Government Act* (LGA), Section 499, that notification be provided to the owners and tenants within a distance specified by the local government's bylaw at least 10 days before adoption of the resolution to issue a development variance permit.

Comox Planning Procedures Bylaw 1780 specifies that development variance permit notifications be distributed to abutting property owners including those separated from the subject property by a street. Bylaw 1780 also increases the minimum notification period to 13 days.

MK/ET

Schedules:

² The property was investigated on two occasions by the Parks Superintendent. Trees were visually examined to determine if they appeared healthy enough to be candidates for long term retention (e.g. not topped or heavily modified, no sign of disease, etc).

1. Outstanding Items

Attachments:

2. Application Summary
3. Applicant's Submission

SCHEDULE 1

OUTSTANDING ITEMS

Registration at the Land Title & Survey Authority of British Columbia of a Section 219 Restrictive Covenant for the retention and protection of 30 trees on the subject property identified in the Tree Retention Plan in **Attachment 2**.

SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. This Development Variance Permit is to permit construction of a coach housing located in the rear yard in accordance with **Attachment 2**.
2. Comox Zoning Bylaw 1850 Schedule A, Section 101.2(2) is hereby varied as follows

From

(2) Coach houses shall

- (f) in combination with the gross floor area of accessory buildings, not exceed:
 - iii. 70 m² in gross floor area, where the parcel area is equal to or greater than 1,000 m².

- (g) for the purpose of sub-section (f) only, gross floor area shall:

- i. include garages and carports, excluding carports attached to a coach house to a maximum of 20 m² and garages and carports forming part of a single-family dwelling; carport gross floor area shall be calculated as the roofed floor area;
- ii. exclude one accessory building less than 10 m²; and

To

(2) Coach houses shall

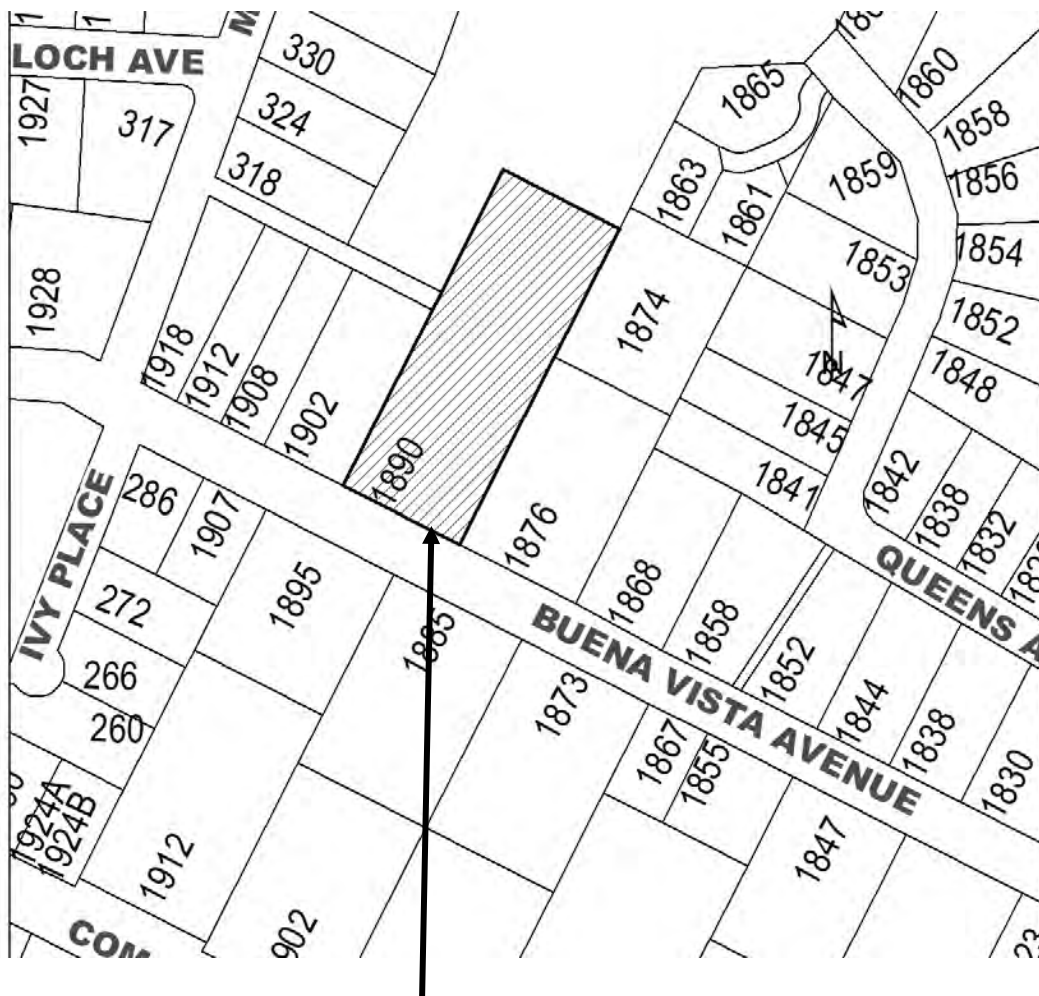
- (f) in combination with the gross floor area of accessory buildings, not exceed:
 - iii. 90 m² in gross floor area, where the parcel area is equal to or greater than 4,000 m².

- (g) for the purpose of sub-section (f) only, gross floor area shall:

- i. include garages and carports attached to a coach house, excluding garages and carports forming part of a single-family dwelling; carport gross floor area shall be calculated as the roofed floor area.
- ii. exclude a maximum of two accessory buildings with a combined gross floor area of less than or equal to 35 m²; and

ATTACHMENT 1

APPLICATION SUMMARY

**Subject Property:**

1890 Buena Vista Ave

THAT PART OF THE WEST ½ OF LOT 9, BLOCK 1,
SECTION 53 AND 56, COMOX DISTRICT, PLAN 2696, LYING
TO THE SOUTH OF PLAN 5267

ATTACHMENT 1

Proposal:	The proposal is to vary Comox Zoning Bylaw 1850 to construct a 90 m ² coach house in the rear yard and permit two existing accessory buildings (15 m ² and 19 m ²)	
Owner/Applicant:	Lora and Alan Paul	
Legal Description:	THAT PART OF THE WEST ½ OF LOT 9, BLOCK 1, SECTION 53 AND 56, COMOX DISTRICT, PLAN 2696, LYING TO THE SOUTH OF PLAN 5267	
Civic Addresses:	1890 Buena Vista Ave	
OCP:		
Land Use Designation:	Residential: Ground Oriented Infill	
Development Permit Areas:	DPA #2: Ground Oriented Infill (exempt) DPA #17: Coach Houses (exempt) DPA #18: Secondary Suites (exempt)	
Zoning:	R1.1 Single Family	
Permitted uses include:	Accessory structures and uses, Coach houses, Home occupations, Secondary suites, Single-family dwellings	
Schedule A, Section 101.2(2)	Existing	Proposed Variance
(f)(iii) (Maximum gross floor area of a coach house)	70 m ² in gross floor area, where the parcel area is greater than or equal to 1,000 m ²	90 m ² in gross floor area, where the parcel area is greater than or equal to 4,000 m ²
(g)(i)	include garages and carports, excluding carports attached to a coach house to a maximum of 20 m ² and garages and carports forming part of a single-family dwelling; carport gross floor area shall be calculated as the roofed floor area;.	include garages and carports, excluding carports forming part of a single-family dwelling;
(g)(ii)	exclude one accessory building less than 10 m ² ; and	exclude a maximum of two accessory buildings with a combined gross floor area of less than or equal to 35 m ² ;

Surrounding Uses: Multifamily development to the Northwest, single-family development on all other sides.

ATTACHMENT 2
APPLICANT'S SUBMISSION

1890 Buena Vista Avenue Development Variance Permit Supporting Letter

Applicable Exemption Criteria

1. The exterior materials are brick, fibre cement siding, stone masonry, wood, stucco or concrete and no building face is more than 20% unfinished concrete. Metal trim and architectural hardware and details are permitted;
Exterior material is fibre cement siding, criteria met.
2. Any coach house elevation located closer than 7.5 metres to an interior side or rear lot line (i.e. the left elevation), has vertical glazing not exceeding 10% of that elevation's area, excluding roof and individual windows shall be limited to 0.5 square metres or less and shall not be located within 1.0 metre of another window;
Three windows, all less than 0.5 square meters each and spaced 1 m apart are located on the interior side, criteria met.
3. All coach house elevation's located closer than 7.5 metres to the interior side or rear lot line (i.e. the left elevation) do not exceed 3.0 metres in height, as measured from existing grade to the underside of the roof;
This elevation is 2.8 m tall, criteria met.
4. Both the coach house and the single detached dwelling have separate at grade outdoor space, or deck with a minimum depth of 2.5 metres, a minimum area of 15 square metres and not located closer than 2.0 to a lot line. For the coach house:
 1. the open space must abut an exterior coach house wall and be directly accessible from the coach house; and
 2. an exterior faucet is provided to facilitate optional gardening by residents;
 Each will have an outdoor space greater than 2.5 m, a minimum area of 15 square metres and not closer than 2.0 m to the lot line. Faucet will be available on the exterior of the coach house, criteria met.
5. Existing trees with a DBH of more than 20 centimetres are retained, unless removal is necessary to allow for a coach house of the Zoning Bylaw maximum permitted gross floor area, in conformance with DPA #17 exemption criteria. In this case a replacement tree of comparable species of minimum 5 cm DBH for deciduous trees and 1.5 meter minimum height for coniferous trees is provided for each mature tree removed; and Tree retention plan provided by Grow Tree Care. The tree retention plan indicates trees to be protected in way of a covenant on title, criteria met
6. All new onsite wiring services are underground;
All new onsite wiring services will be underground, criteria met..

Development Variance Permit Application Rationale

- Present land use is single family residential. Proposed land use is residential with one single family residence and one coach house. Owners elderly parents will occupy the coach house.
- Variance of allowed gross floor area of 70 square meters to 90 square meters Section number 101.2 (2) f (iii)
- Varies by an increase in gross floor area of 20 square meters
- Parents require a larger footprint since they will occupy full time. The one acre property it will be situated on allows for a larger footprint.
- No concerns expressed. Coach house will be situated by an already multi residential use development.
- Allows for greater densification within downtown core
- Coach house designed to current building code with accessibility allowed and input from energy advisor
- There are adequate public infrastructure. The coach house sewer and water will tie into existing utilities for the main single family residence.
- 30 trees are to be protected in way of a covenant on title to maintain habitat and combat climate change.

Publication of Site Statistics:

- Total # of dwelling units: 2; one of the 2 adaptable units
- Parcel Area: 4,400 square meters
- Net Parcel Area: 4400 square meters
- Parcel Frontage: 40.238 m
- Parcel Coverage: 4.4%
- Max Building Height: Main dwelling (approx.), coach house (5m)
- Total # Parking Spaces as required by the Zoning Bylaw

SKETCH PLAN SHOWING PROPOSED COACH HOUSE ON:

THAT PART OF THE WEST 1/2 OF LOT 9,
BLOCK 1, SECTIONS 53 AND 56, COMOX
DISTRICT, PLAN 2696, LYING TO THE SOUTH
OF PLAN 5267

PARCEL IDENTIFIER: 006-319-416

SCALE : 1:400

0 5 10 15 20m

(ALL DIMENSIONS ARE IN METRES)

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm
IN WIDTH BY 280mm IN HEIGHT (B SIZE) WHEN
PLOTTED AT A SCALE OF 1:400

LEGEND

- DENOTES STANDARD IRON POST FOUND
(UNLESS OTHERWISE NOTED)

PARCEL BOUNDARIES SHOWN HAVE BEEN DERIVED
FROM PLANS 2696, 5267, 38311, VIP60261,
VIP67306, AND SURVEY EVIDENCE AS SHOWN

CURRENT ZONING: R1.1

PARCEL AREA: 4,400m²

TOTAL SQ M (EXISTING BUILDINGS): 179.65m²

PROPOSED COACH HOUSE: 90 m²

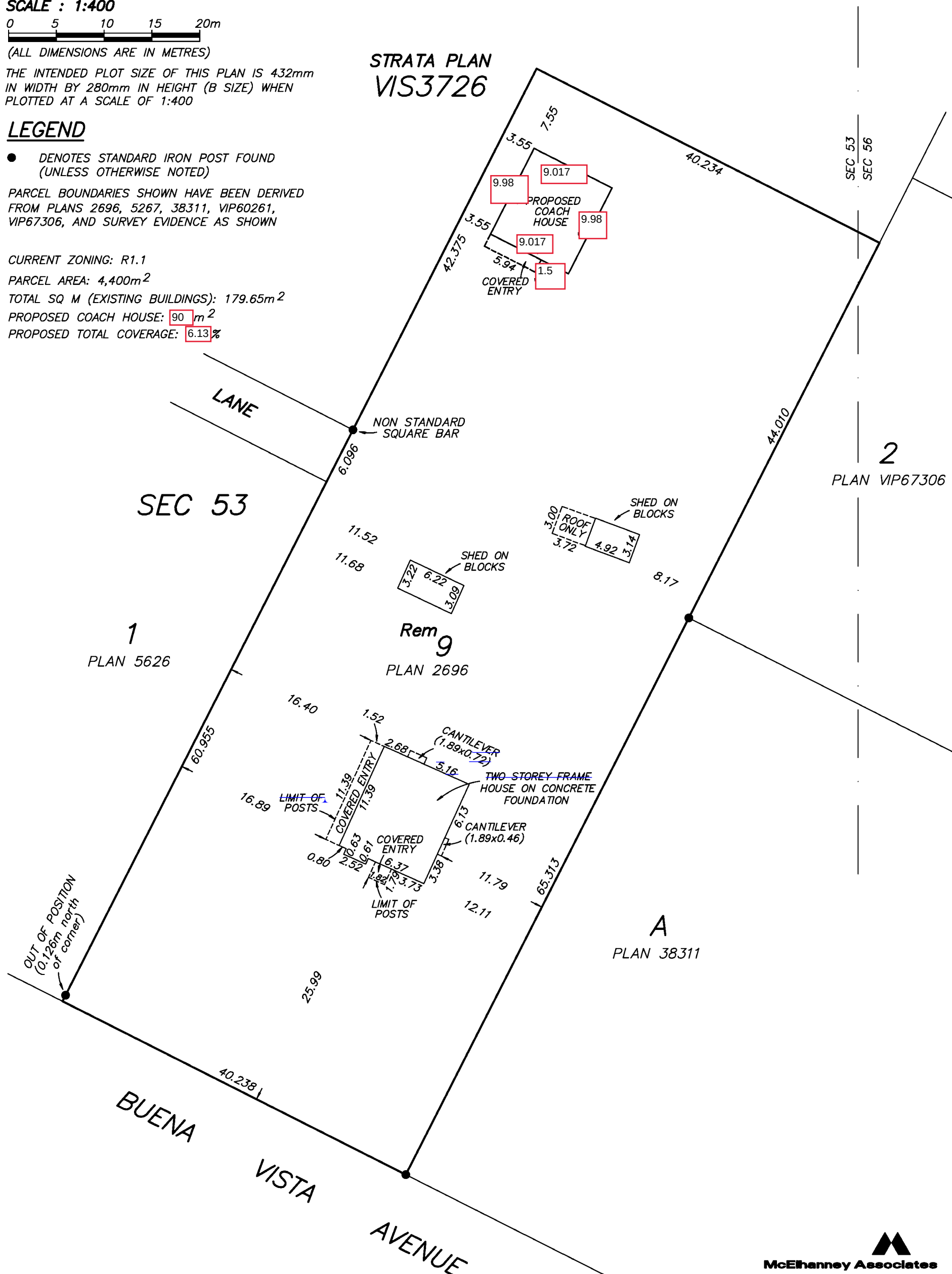
PROPOSED TOTAL COVERAGE: 6.13%

THE DIMENSIONS SHOWN ON THIS
SKETCH PLAN ARE NOT TO BE
USED TO DEFINE BOUNDARIES

CIVIC ADDRESS:

1890 BUENA VISTA AVE
COMOX, B.C.

STRATA PLAN
VIS3726



MARCH 21, 2022

SURVEY COMPLETED NOVEMBER 12, 2021

McElhanney Associates
Professional Land Surveyors
1211 Ryan Road
Courtenay, B.C. V9N 3R6
Tel. (250) 338-5495

File 05800 S2034-L-R2

GENERAL NOTES (TO BE UPDATED TO BC BUILDING CODE)

1. VERIFY LAYOUT IN FIELD WITH DESIGNER. DO NOT SCALE OFF PLANS.
2. PROVIDE CONCRETE STOOP AT ALL DOORS, MIN. 36" DEPTH, MIN. WIDTH TO MATCH DOOR WIDTH. PROVIDE GUARDRAIL AT ALL STOOP / DECK LOCATIONS GREATER THAN 18" ABOVE GRADE.
3. PROVIDE ATTIC ACCESS MINIMUM 22"x30" PER CODE TO ALL AREAS EXCEEDING 30" IN HEIGHT.
4. ALL DIMENSIONS ARE TO FACE OF STUD, UNLESS OTHERWISE NOTED (U.O.N.)
5. BALCONIES, LANDINGS, EXTERIOR STAIRWAYS, OCCUPIED ROOFS AND SIMILAR SURFACES EXPOSED TO THE WEATHER AND SEALED UNDERNEATH SHALL BE WATERPROOFED AND SLOPED A MINIMUM OF 1/4 UNIT VERTICAL IN 12 UNITS HORIZONTAL (2% SLOPE) FOR DRAINAGE AS PER 2001 C.B.C. SECTION 1402A.3.
6. DOOR NOTES:
 - TYPICAL EXTERIOR DOOR: CONSULT WITH OWNER REGARDING MANUFACTURER & TYPE.
 - TYPICAL INTERIOR DOOR: CONSULT WITH OWNER

- TYPICAL DOOR HARDWARE: "SCHLAGE" OR APPROVED EQUAL. VERIFY WITH OWNER.
 - a. ENTRY DOORS AND DOOR TO EXTERIOR
 - ENTRY LOCKSET AND DEADBOLT,
 - WEATHER-STRIP, SILL / THRESHOLD
 - b. TYPICAL DOOR
 - PASSAGE LOCKSET
 - c. POCKET DOOR
 - STANDARD HARDWARE
 - d. BATHROOM AND MASTER DOORS
 - PRIVACY HARDWARE
 - ALL GLAZING IN DOORS SHALL BE TEMPERED, TYPICAL.
- NOTES:
- ALL WINDOWS SHALL BE DOUBLE GLAZED TYPICAL.
 - ALL WINDOW SIZES SHOWN ON PLAN ARE NOMINAL.

- WINDOW SUPPLIER MUST VERIFY COMPLIANCE WITH ALL CODE REQUIREMENTS FOR TEMPERING AND EGRESS. EACH SEED ROOM SHALL HAVE AT LEAST ONE WINDOW TO MEET EGRESS REQUIREMENTS, WITH FINISH SILL HEIGHT MAXIMUM 44 INCHES ABOVE FLOOR.
 - TYPICAL WINDOW HEADER HEIGHT 6"–8", U.O.N.
 - SEE ELEVATIONS (SHEET A2) FOR WINDOWS TO BE TEMPERED.
8. CONSULT WITH OWNERS REGARDING ALL INTERIOR FINISHES.
9. ALL PLUMBING WALLS TO BE 2x6 UNLESS OTHERWISE NOTED. USE 2" IRON FOR ALL WASTE DROPS.
10. ATTIC AREA VENTILATION: PROVIDE EAVE VENTS PER AREA REQUIRE. ATTIC AREA: APPROX. 515 SQ. FT.
- 515 / 150 = 3.43 SQ. FT. OR 494 SQ. IN. OF ATTIC VENTILATION AREA (A) REQUIRED PER CODE.
- PROVIDE 18 AIR VENT IN. UNDEREAVE INTAKE VENTS, 4" x 16", W/ 1" NET CLEAR AREA, OR EQUIVALENT. 494 / 28 = 18 VENTS REQ'D ATTIC.

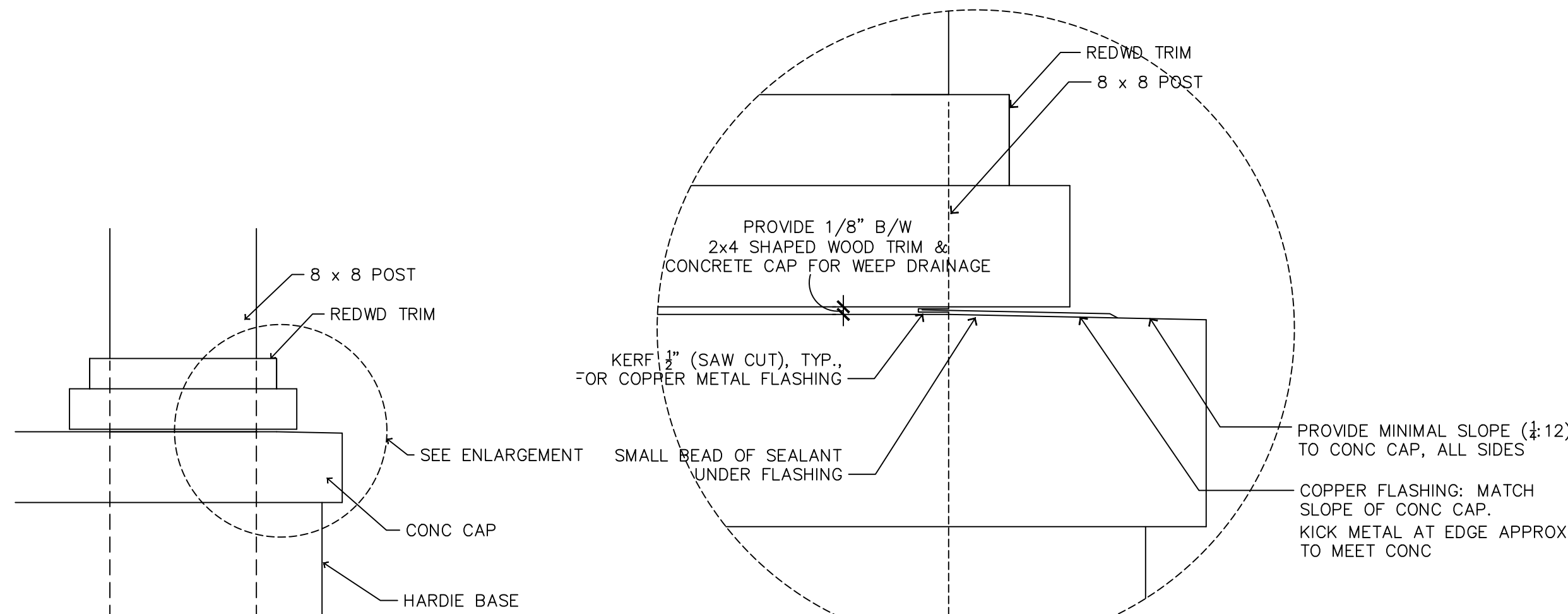
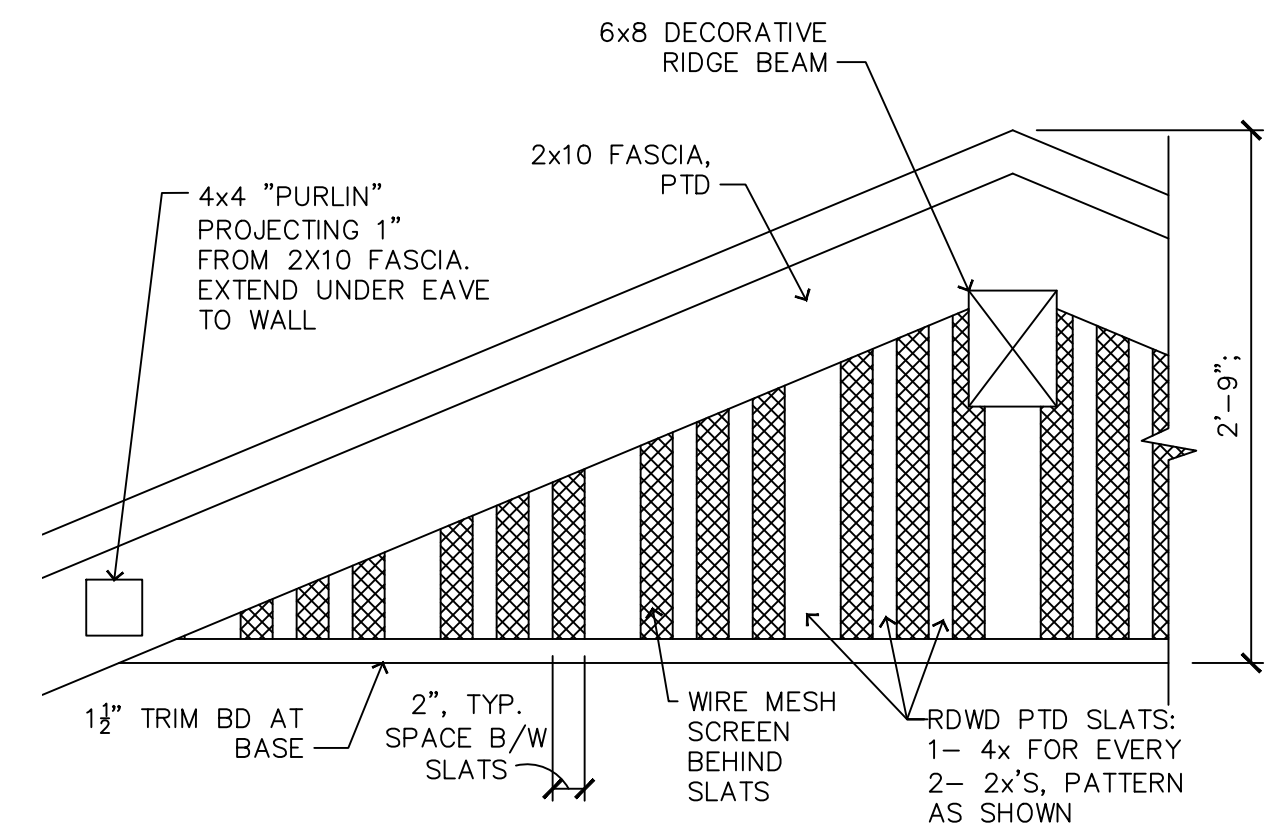
- VAULTED CEILING. PROVIDE 4" x 16" UNDER EAVE VENTS AT EACH BAY OF VAULTED CEILING, W/ A MIN. OF 1" CLEAR SPACE ABOVE INSULATION.
- PROVIDE AIR VENT IN SINGLEVENT II, OR EQUIVALENT, FOR EXHAUST VENTILATION AT ROOF RIDGE, TYP..
11. FOUNDATION VENTILATION: PROVIDE FOUNDATION VENTS PER AREA REQUIREMENTS.
RAISED FLOOR VENTILATION APPROX. NEW AREA: 900 SQ. FT.
900/ 150 = 6.0 SQ. FT. OR 864 SQ. IN. OF FOUNDATION VENTILATION (FREE VENT AREA) REQUIRED PER CODE.
- PROVIDE 18 AIR VENT IN. AUTOMATIC FOUNDATION VENTS (OR EQUIVALENT) DISTRIBUTED AS INDICATED ON EXTERIOR ELEVATIONS, SHEET A3. 50 SQ. IN. NET CLEAR AREA PER VENT: 864/ 50 = 18 VENTS REQ'D.
- COORDINATE VENT LOCATIONS WITH ENGINEER IN FIELD. OPENINGS FOR FOUNDATION VENTILATION SHALL BE LOCATED AS CLOSE TO CORNERS AS PRACTICAL AND SHALL PROVIDE CROSS VENTILATION, PER CBC 2306.7.

FLAG NOTES

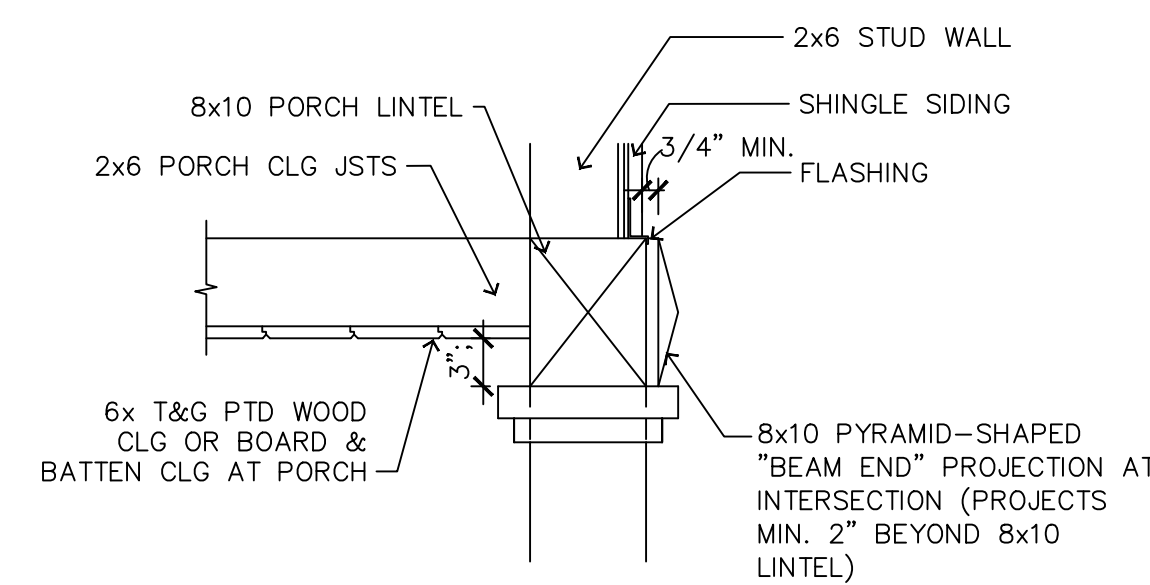
- | | |
|---|---|
| 1 | ATTIC ACCESS: SEE GENERAL NOTE 3, THIS SHEET |
| 2 | PROVIDE MIN. 36 INCH DEEP CONC. STOOP LANDING AT NO MORE THAN 8 INCHES LOWER THAN THRESHOLD, W/ A WIDTH NOT LESS THAN THE WIDTH OF THE DOOR, PER CBC SECTIONS 1003.3.1.6 AND 1003.3.1.7 |
| 3 | BUILT-IN NICHE CABINET. SEE SHEET A2. |

WALL LEGEND

-  EXTERIOR WALLS:
 (N) 2x6 @ 16" O.C. STUD WALL TYPICAL, U.O.N.
-  INTERIOR WALLS:
 (N) 2x4 @ 16" O.C. STUD WALL TYPICAL, U.O.N.

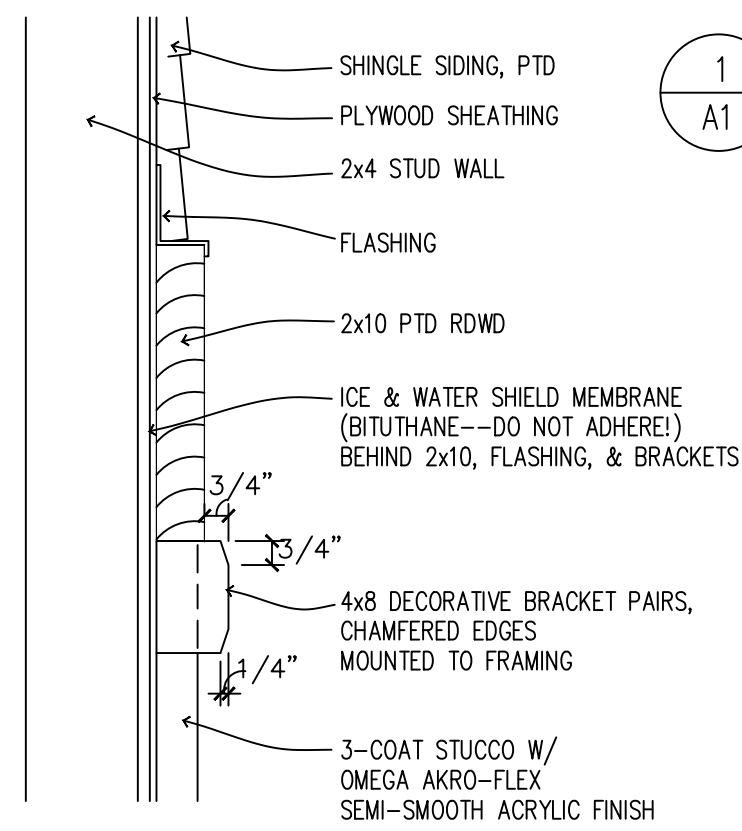


DETAIL ENLARGEMENT



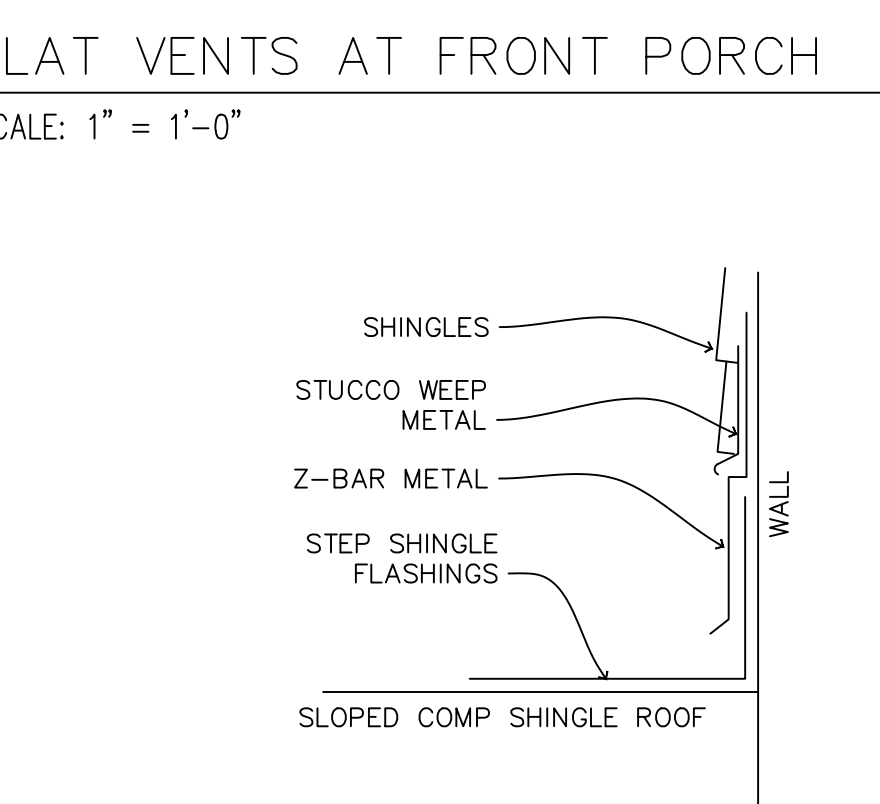
4 LINTEL DETAIL AT PORCH

A1 SCALE: 1" = 1'-0"



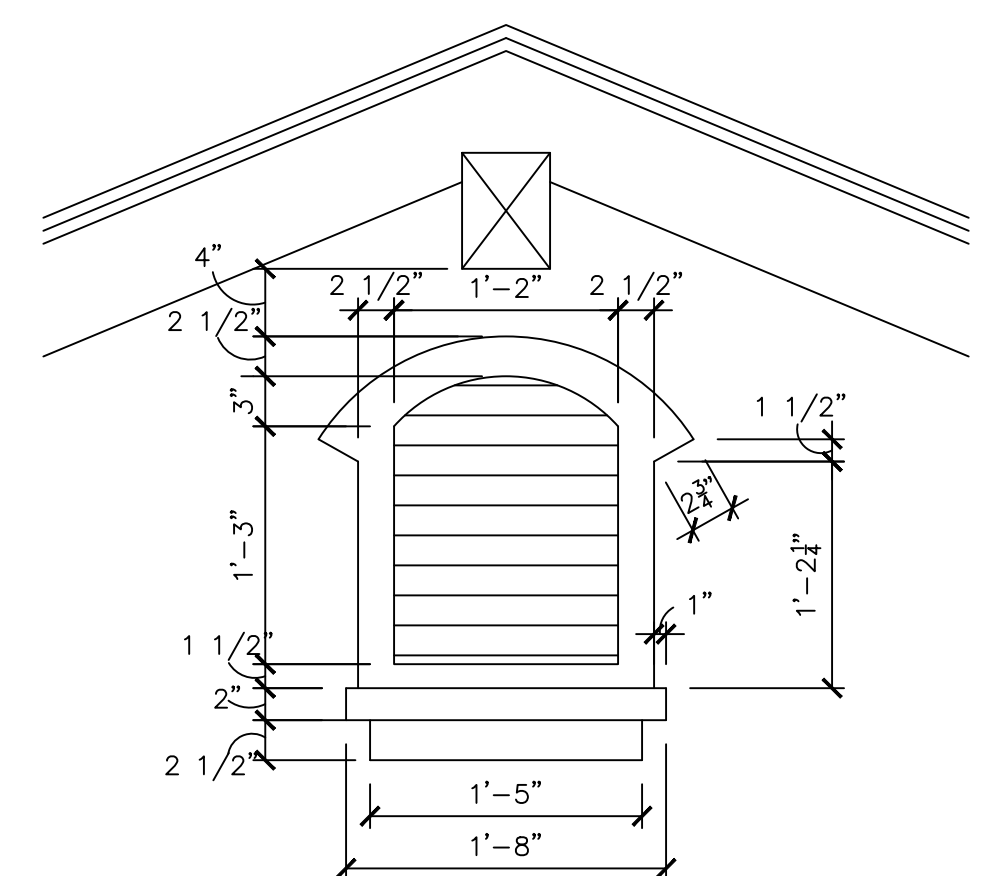
3 2x10 TRIM DETAIL

A1 SCALE: 2" = 1'-0"



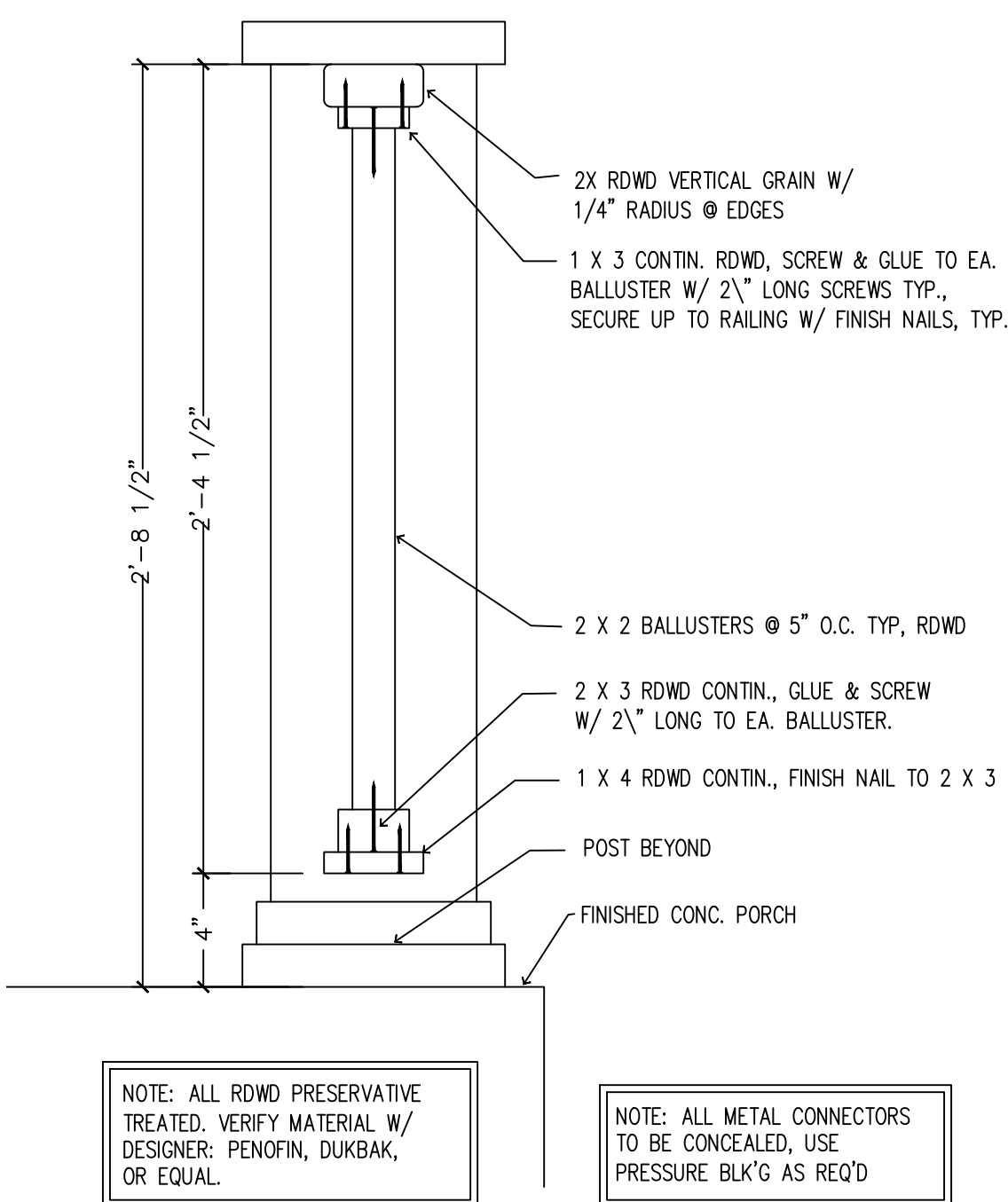
2 ROOF TO WALL FLASHING

A1 SCALE: 2" = 1'-0"



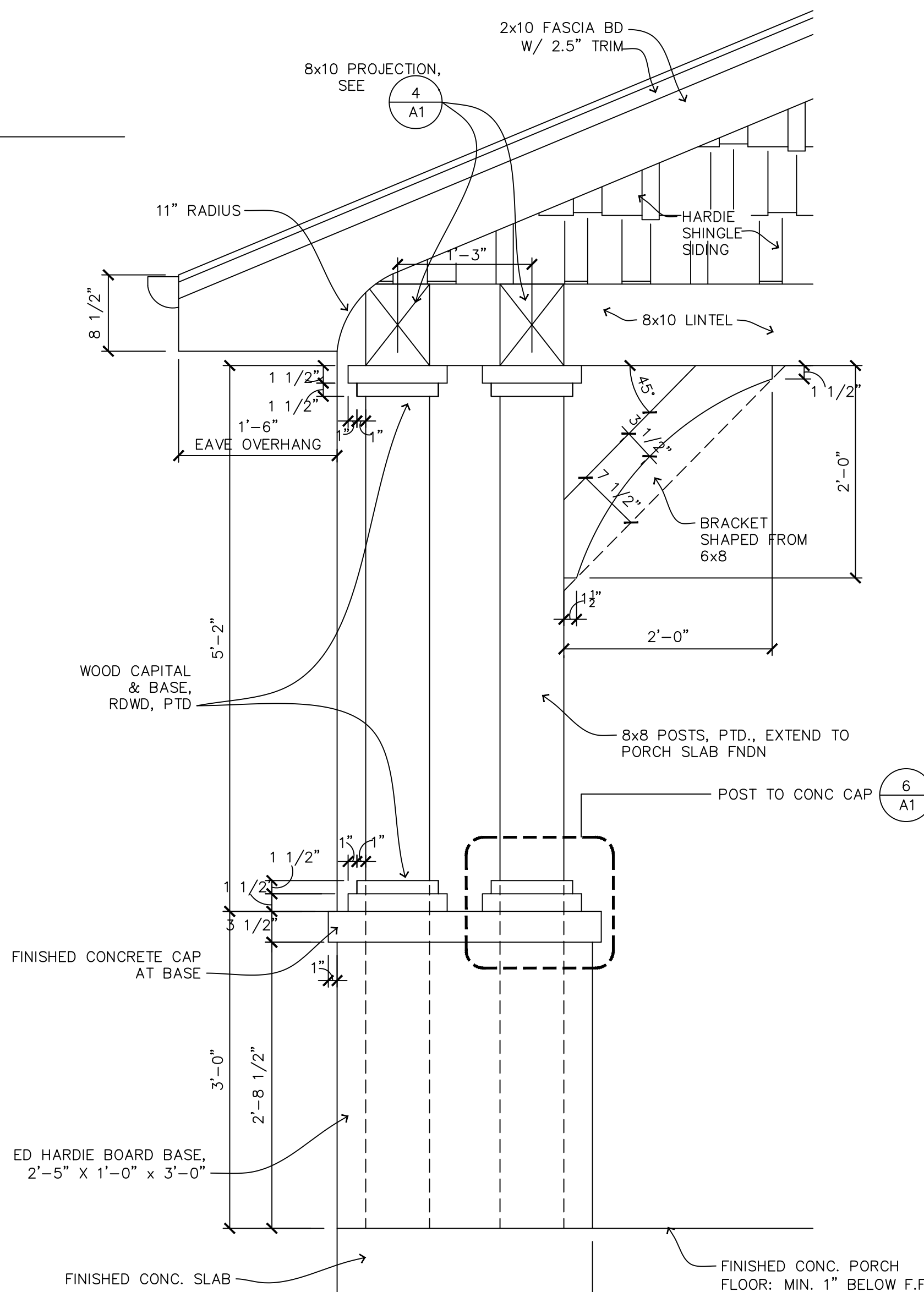
8 ATTIC VENT

A1 SCALE: 1" = 1'-0"



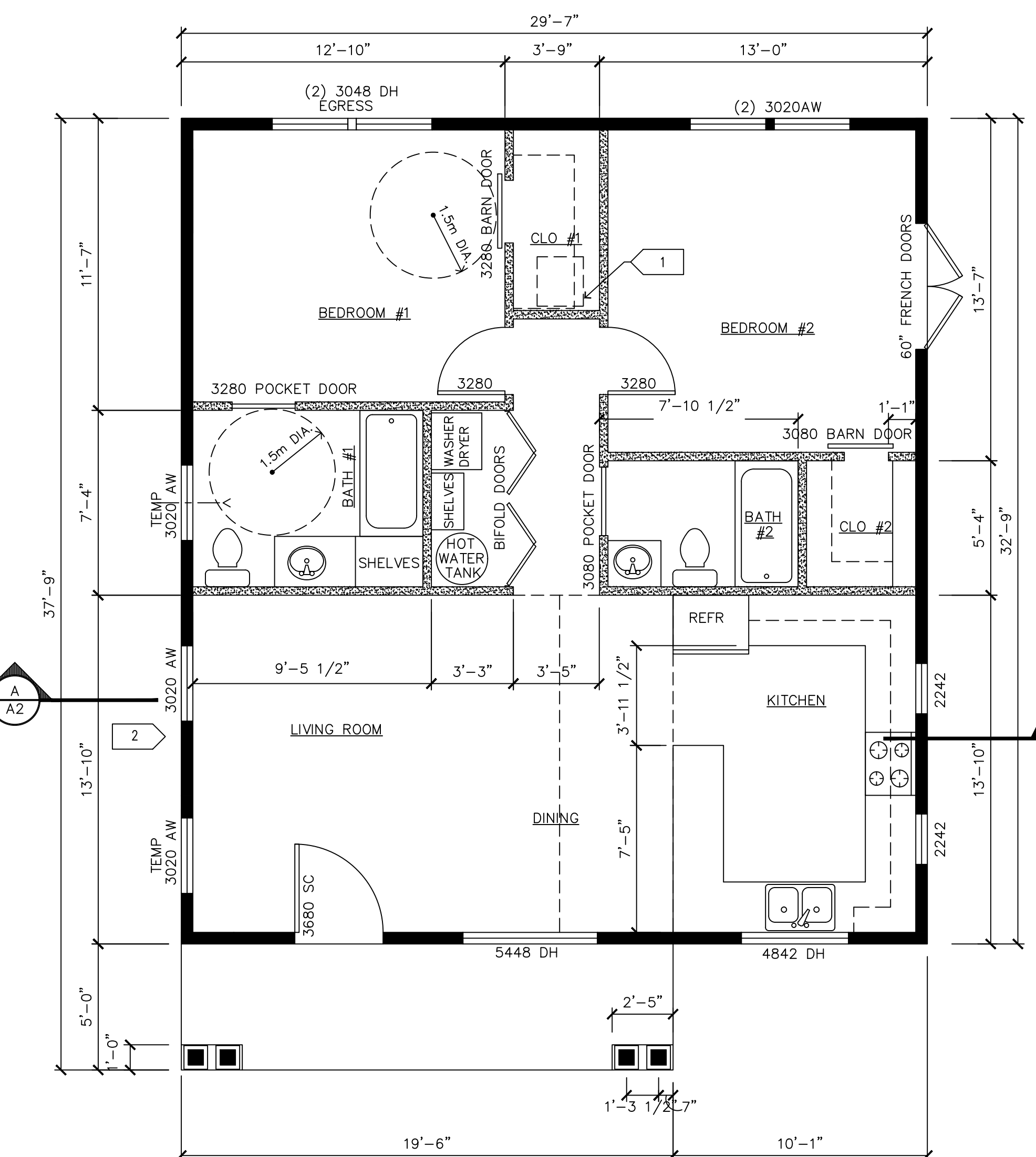
7 RAILING AT FRONT PORCH

A1 SCALE: 2" = 1'-0"



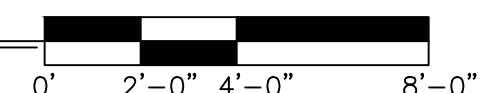
5 POSTS AT FRONT PORCH

A1 SCALE: 1" = 1'-0"



PROPOSED FLOOR PLAN

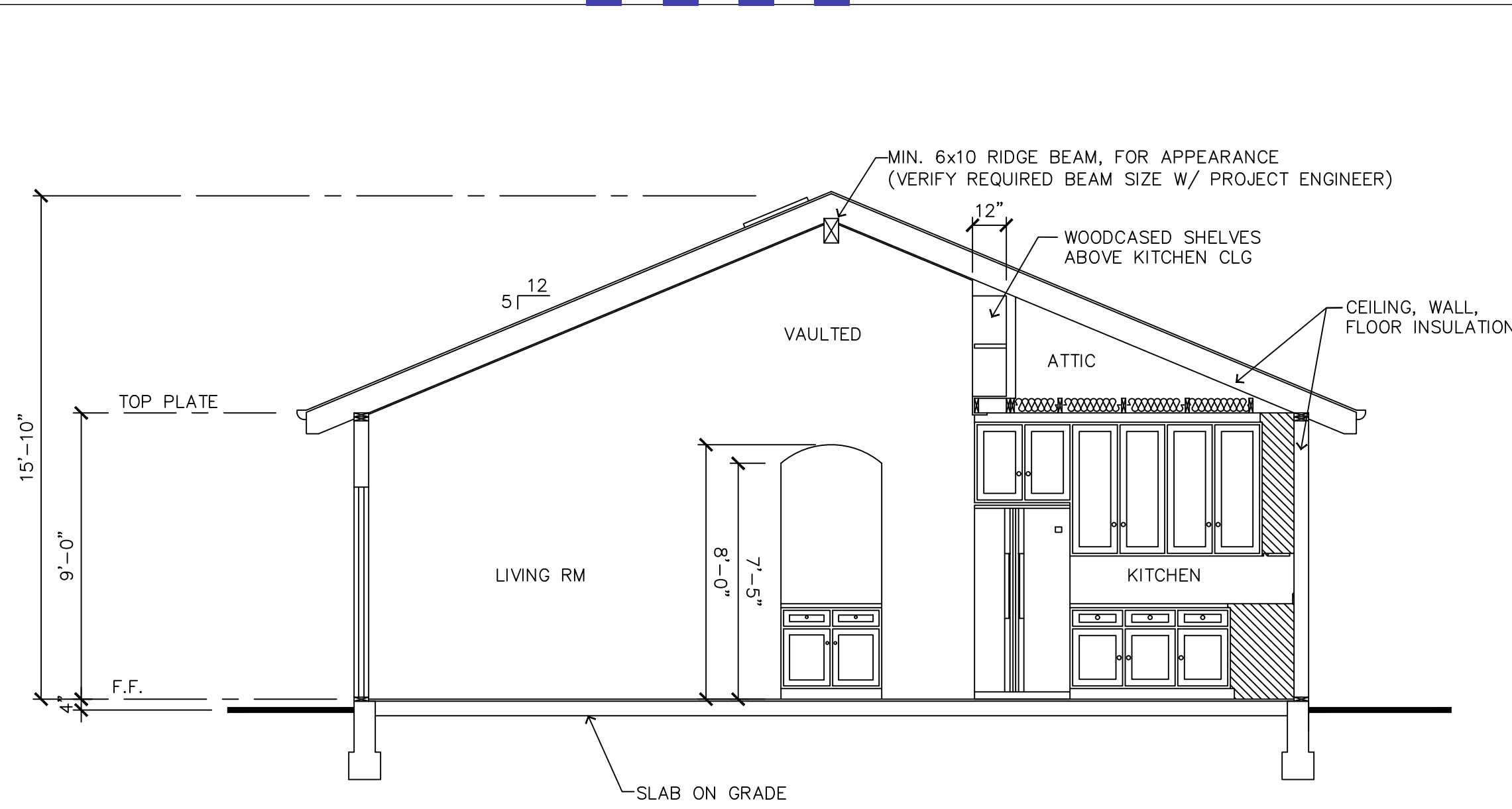
SCALE: 1 / 4" = 1'-0"



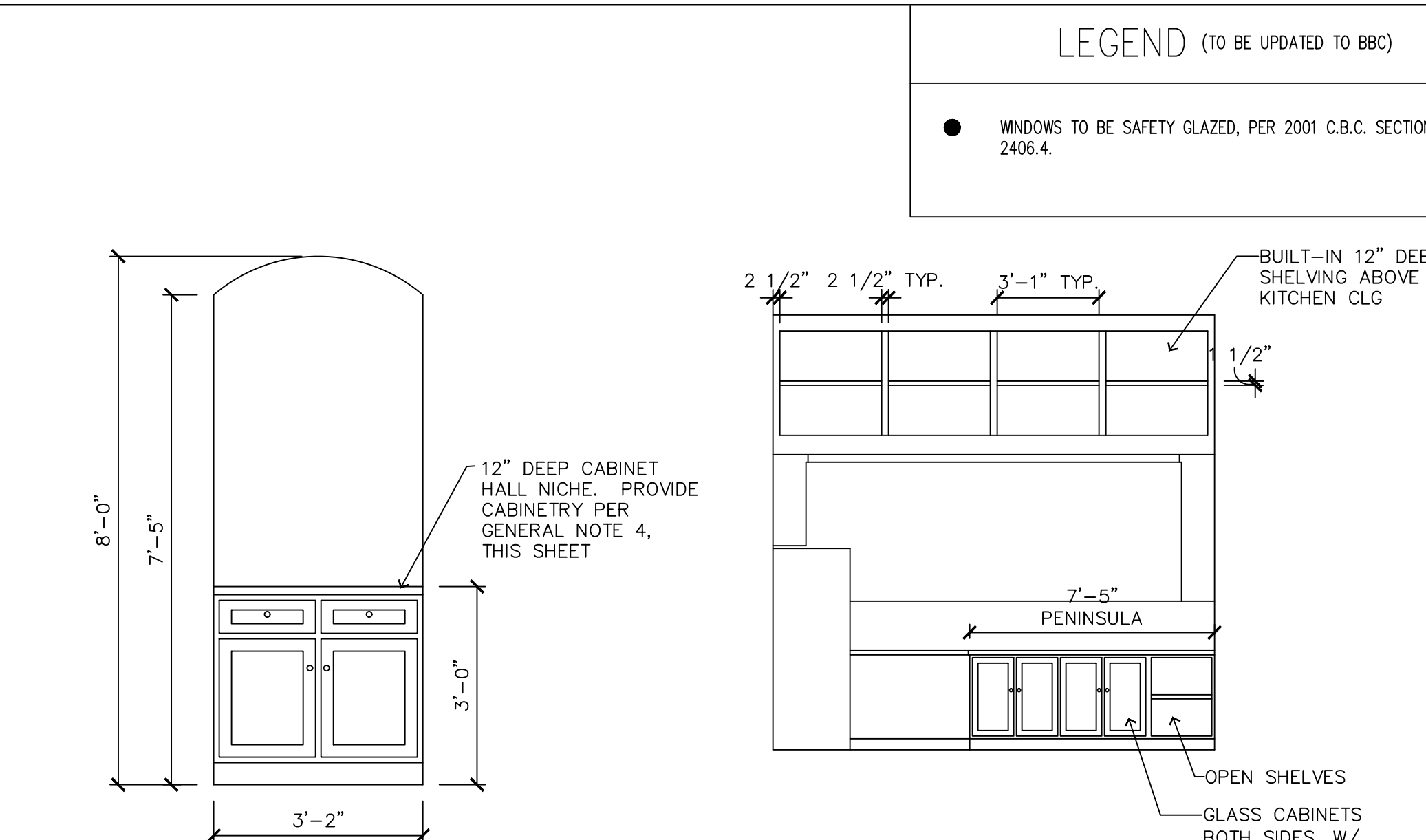
REVISIONS	BY

PAUL'S COACH HOUSE

DATE	03/22/22
SCALE	AS NOTED
DRAWN	GJ
JOB	
SHEET	 
OF	SHEETS



SECTION A
SCALE: 1 / 4" = 1'-0"



HALL NICHE BUILT-IN
SCALE: 1 / 2" = 1'-0"

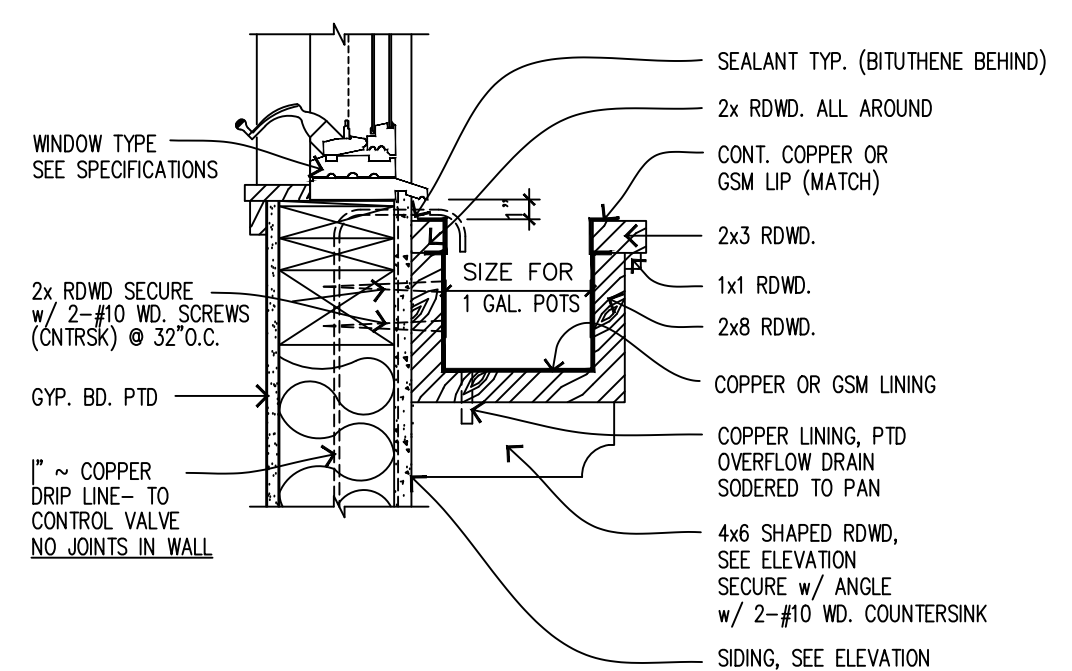
KITCHEN INTERIOR ELEVATION
SCALE: 1 / 4" = 1'-0"

LEGEND (TO BE UPDATED TO BBC)

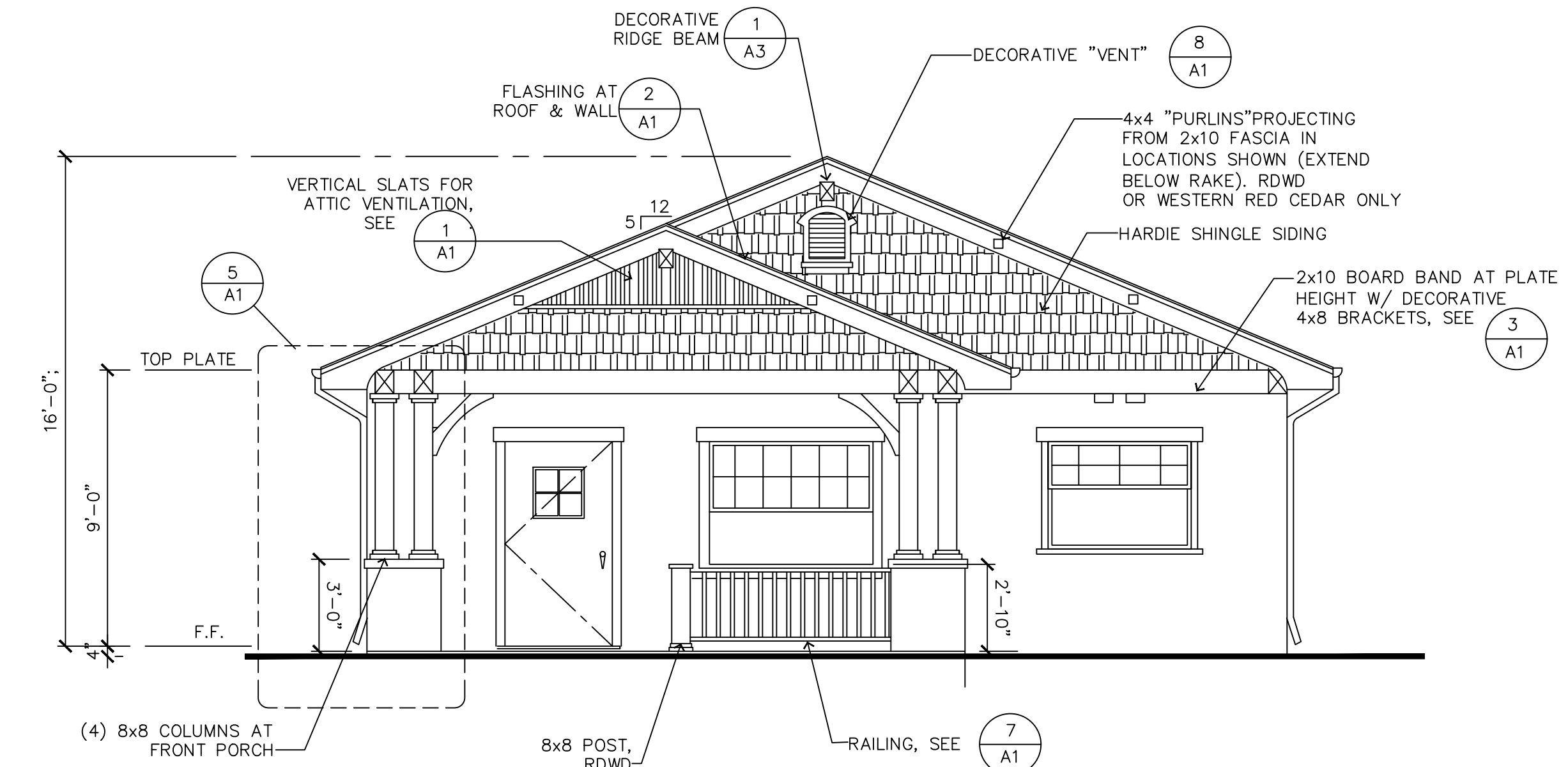
- WINDOWS TO BE SAFETY GLAZED, PER 2001 C.B.C. SECTION 2406.4.

EXTERIOR ELEVATION GENERAL NOTES (TO BE UPDATED TO BBC)

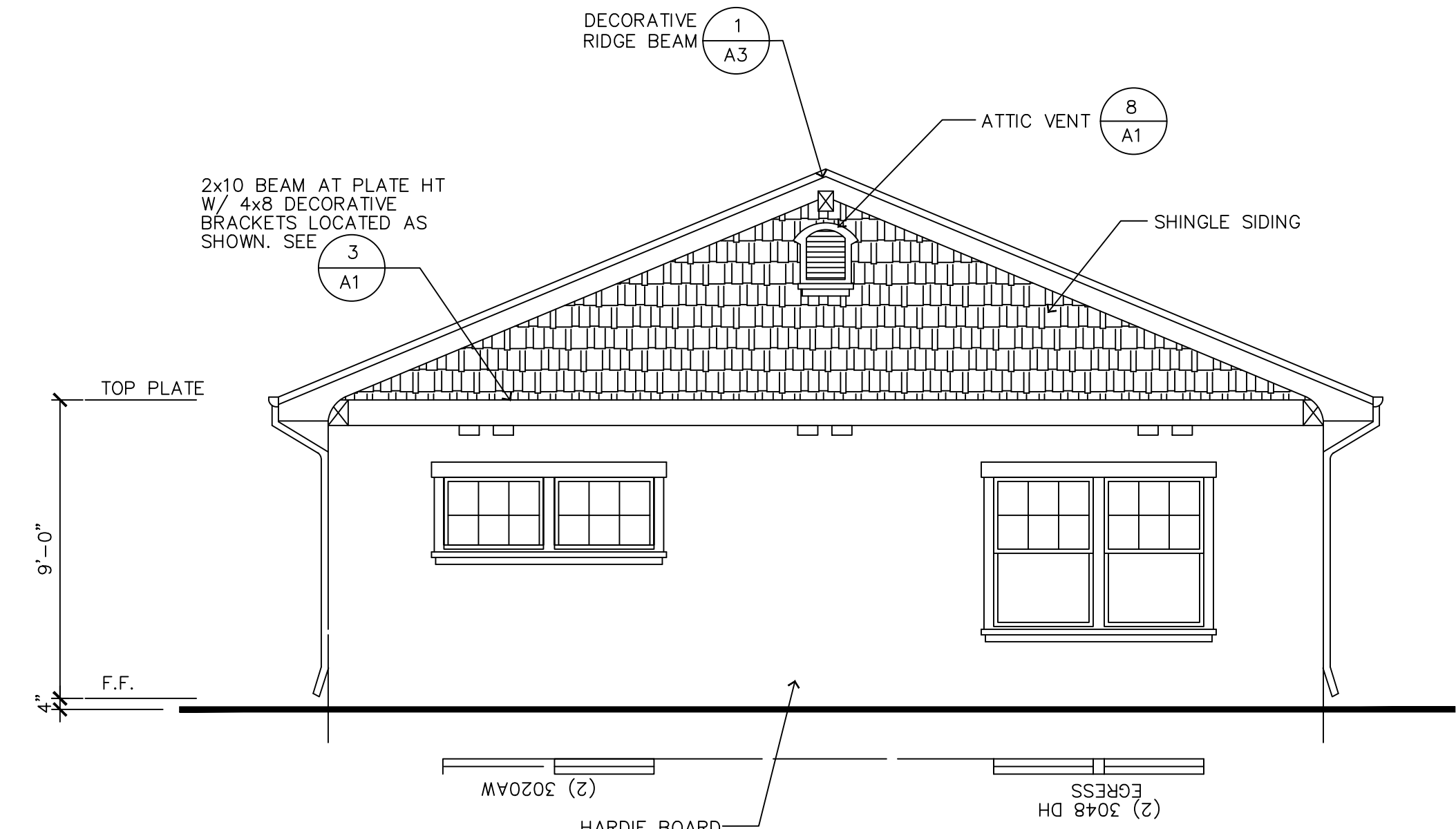
1. PROVIDE GUTTER & DOWN SPOUTS, TYP. VERIFY DOWN SPOUT LOCATIONS IN FIELD. PROVIDE SPLASH BLOCKS THAT DEFLECT WATER AWAY FROM BUILDING.
2. HARDIE BOARD SIDING
3. EXTERIOR COLORS: BUNGALOW COLORS, BY SCHWEITZER, RECOMMENDED AS A STARTING POINT IN CHOOSING YOUR COLOR SCHEME. ALSO SEE SHERWIN-WILLIAMS' ARTS AND CRAFTS PALETTE.
4. ALL INTERIOR CABINETS TO BE FACE FLUSH, W/ RECESSED PANEL SHAKER STYLE. STILES 2.25" WIDE. SPACE B/W DOORS, ETC., 1" TYP. STANDARD TREATMENT FOR CABINETS IN CRAFTSMAN HOMES OF THE 1920s - 1930s RECOMMENDED:
 - WHITE PAINTED IN KITCHEN
 - EVERYWHERE ELSE: STAINED WOODREFER TO BUNGALOW INTERIORS, BY POWELL, FOR MORE INFORMATION.



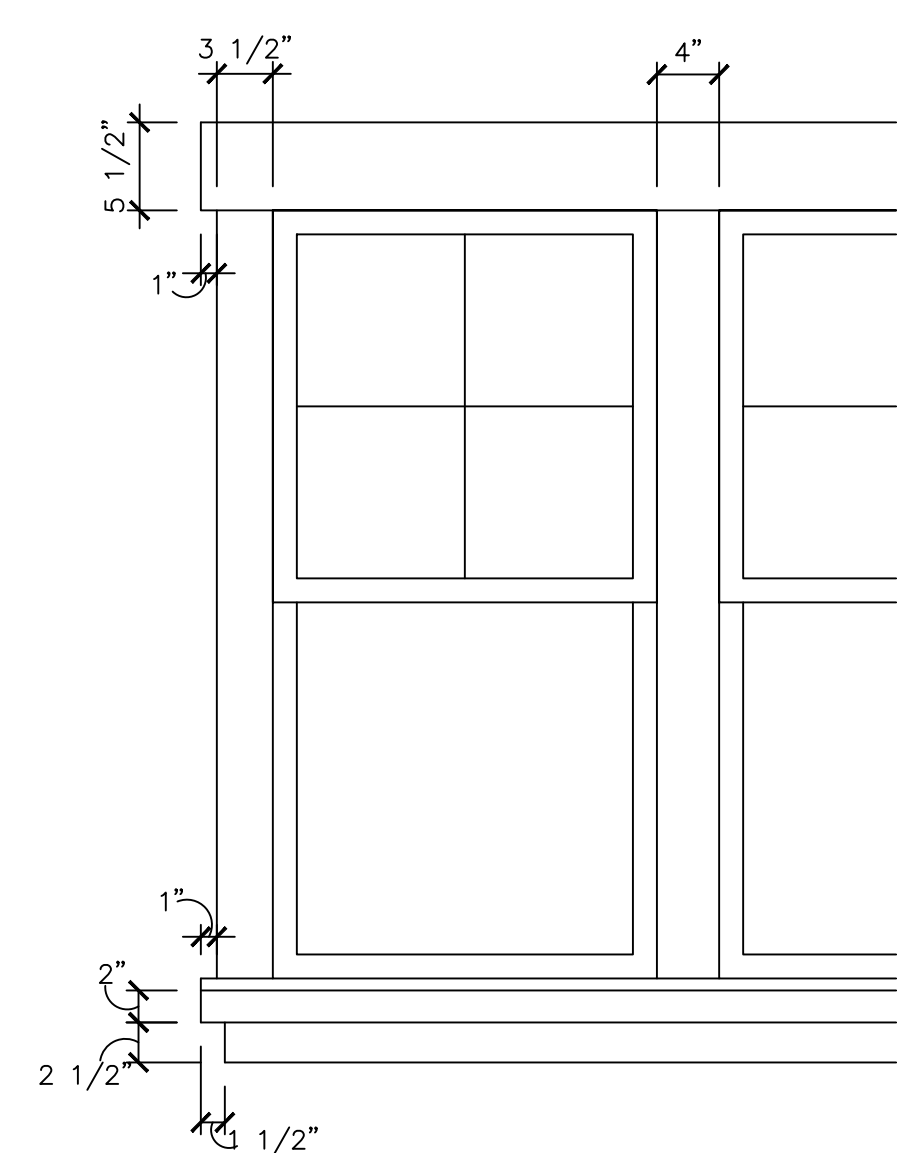
1 WINDOW BOX W/ DRIP
SCALE: 1-1/2" = 1'-0"



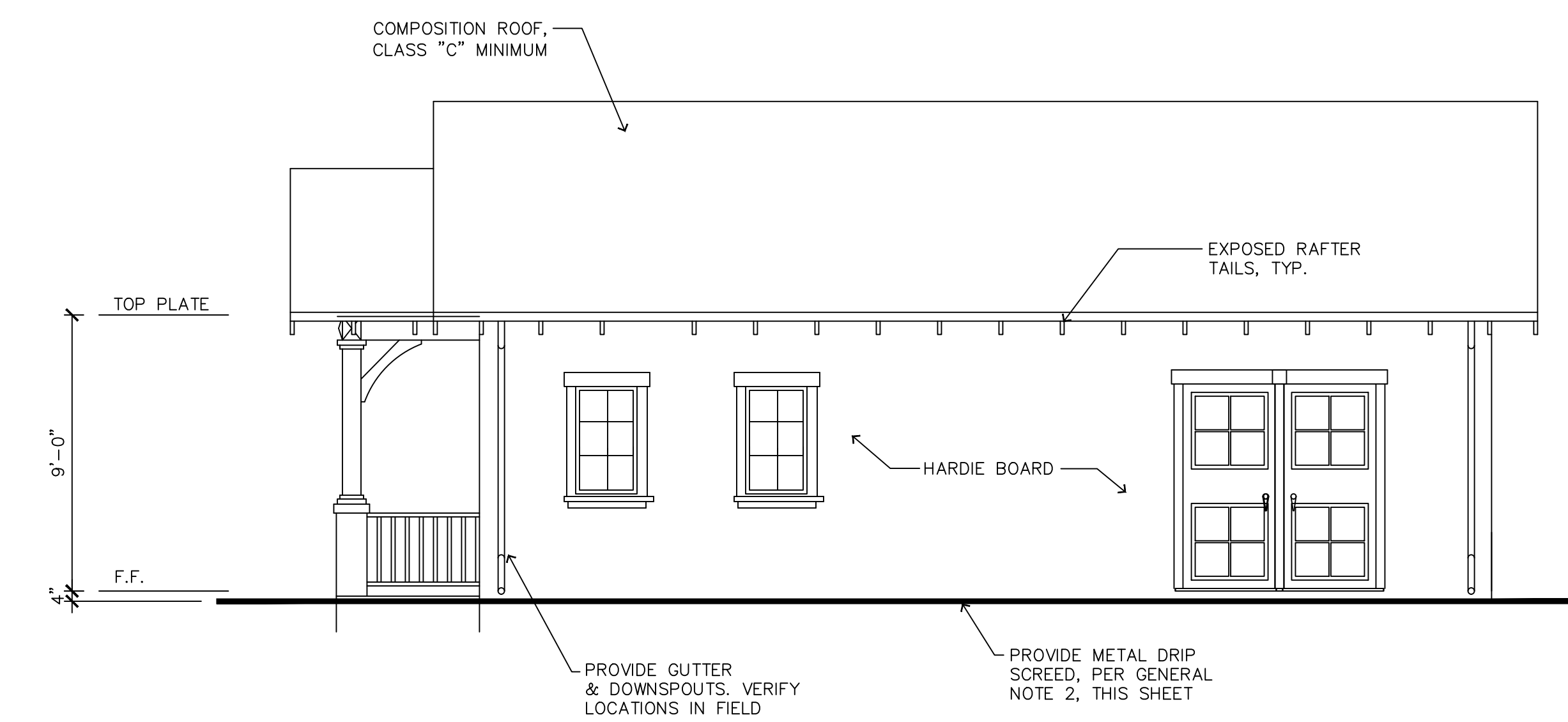
PROPOSED FRONT ELEVATION
SCALE: 1 / 4" = 1'-0"



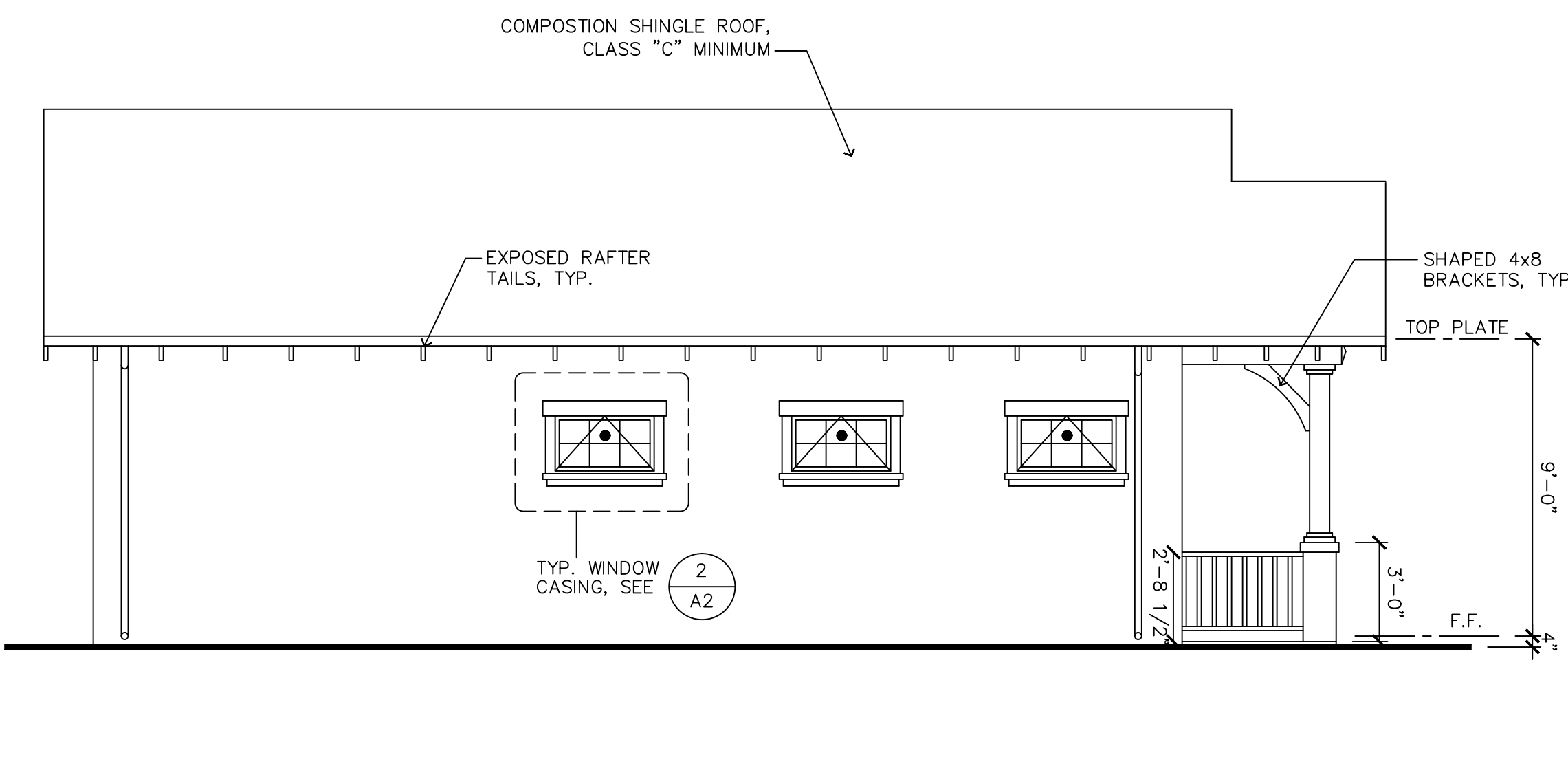
PROPOSED BACK ELEVATION
SCALE: 1 / 4" = 1'-0"



2 TYPICAL WINDOW EXTERIOR CASING
SCALE: 1" = 1'-0"



PROPOSED RIGHT ELEVATION
SCALE: 1 / 4" = 1'-0"



PROPOSED LEFT ELEVATION
SCALE: 1 / 4" = 1'-0"

TREE RETENTION PLAN

1890 Buena Vista Avenue

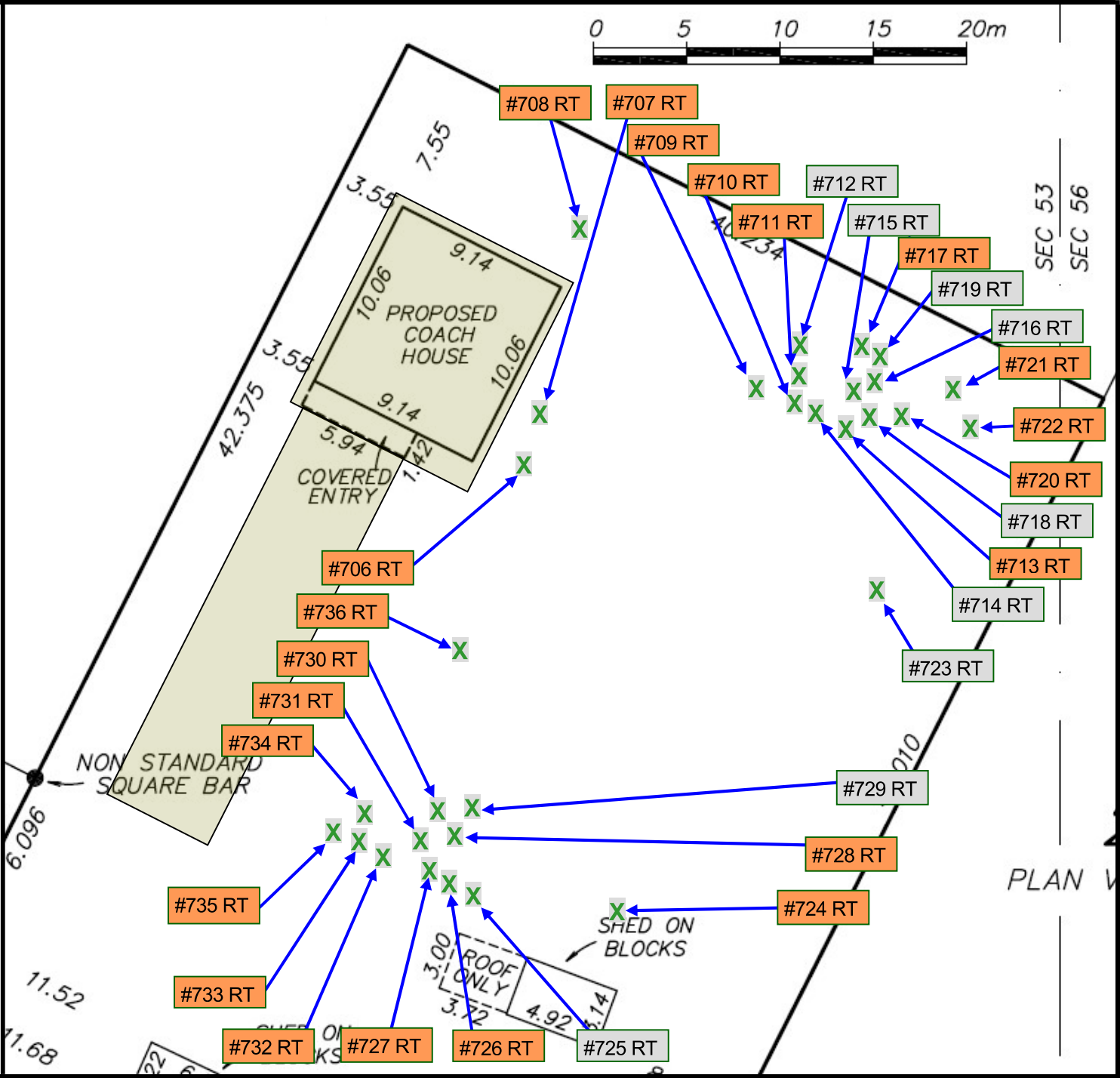
A1

A2

A3

A4

- Denotes Trees Proposed for Retention by Restrictive Covenant

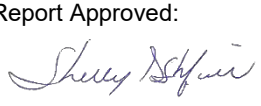


Tree #	Species
706 RT	Grand fir
707 RT	Grand fir
708 RT	Grand fir
709 RT	Cottonwood
710 RT	Cottonwood
711 RT	Cottonwood
712 RT	Grand fir
713 RT	Cottonwood
714 RT	Cottonwood
715 RT	Cottonwood
716 RT	Cottonwood
717 RT	Cottonwood
718 RT	Cottonwood
719 RT	Cottonwood
720 RT	Cottonwood
721 RT	Douglas fir

Tree #	Species
722.1-.9 RT	Hawthorne x9
723 RT	Hawthorne
724 RT	Grand fir
725 RT	Cottonwood
726 RT	Bigleaf Maple
727 RT	Grand fir
728 RT	Grand fir
730 RT	Grand fir
731 RT	Hawthorne
732 RT	Grand fir
733 RT	Hazel
734 RT	Bigleaf Maple
735 RT	Bigleaf Maple
736 RT	Hazel

STAFF REPORT
Meeting Date: August 10, 2022

TO:	Mayor and Council	FILE:	DVP 21-4
FROM:	Marvin Kamenz, Director of Development Services Regina Bozerocka, Planner II	DATE:	August 10, 2022
SUBJECT:	DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 21-4 1048 LAZO ROAD		

Prepared by:  Regina Bozerocka, Planner II	Supervisor:  Marvin Kamenz, Director of Development Services	Report Approved:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
--	--	---	---

RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Development Variance Permit DVP 21-4 be issued upon resolution of the Outstanding Items and subject to the Development Variance Permit Conditions listed in Schedule 1 to the August 10, 2022 Planning Report on DVP 21-4.

PROPOSAL

Variances to the R1.1 Single-Family zone setbacks, projections into setbacks and access driveway width, and to the subdivision road construction standards are proposed to facilitate infill subdivision of the subject property into two single-family lots; existing dwelling retention in its location and on the new lot, construction of a single-family dwelling with on-site parking.

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

STRATEGIC PLAN LINKAGE

This report addresses the following task identified in the 2022 Strategic Priorities Chart for Planning Services: Minor Development Applications.

BACKGROUND

The subject property is approximately 1,500 square metres, currently developed as one single-family residence.

The proposed infill subdivision of the subject property requires that Applicant first obtains a development permit under Development Permit Area #16 North East Comox¹. A development permit application was received concurrently with the development variance application and will be processed by staff following Council's consideration on proposed DVP 21-4, in accordance with section 12(1)(a) of Comox Planning Procedures Bylaw 1780. In accordance with section 12(7) of Bylaw 1780, an applicant who is notified of a decision of the Director of Development Services is entitled to have Council reconsidered such decision without charge.

In accordance with Town procedures, notification of Council's intent to consider DVP 21-4 at the August 10, 2022 Regular Council Meeting was mailed to abutting properties owners and tenants on July 27th.

OCP IMPLICATIONS

The lands abutting the subject property on the south and west are designated Residential: Detached; and directly to the north – Residential: Ground Oriented Infill. On the OCP Land Use Map, the subject property designation is shown as Public Open Space, together with a strip of land on the west side of Lazo Road intended for the greenway development, as shown in **Figure 1** below. OCP Map 3 Parks Trails and Open Space shows the Lazo Road greenway, but does not identify the subject property as future park space. To staff's knowledge, the subject property has never been discussed as future park space; it appears that the Public Open Space designation is a mapping error. As the subject property is not within Development Permit Area #2 Ground Orientated Infill, it is assumed that the intent was that the subject property be designated as Residential: Detached, in keeping with immediately adjacent properties to the west and south of similar parcel area.

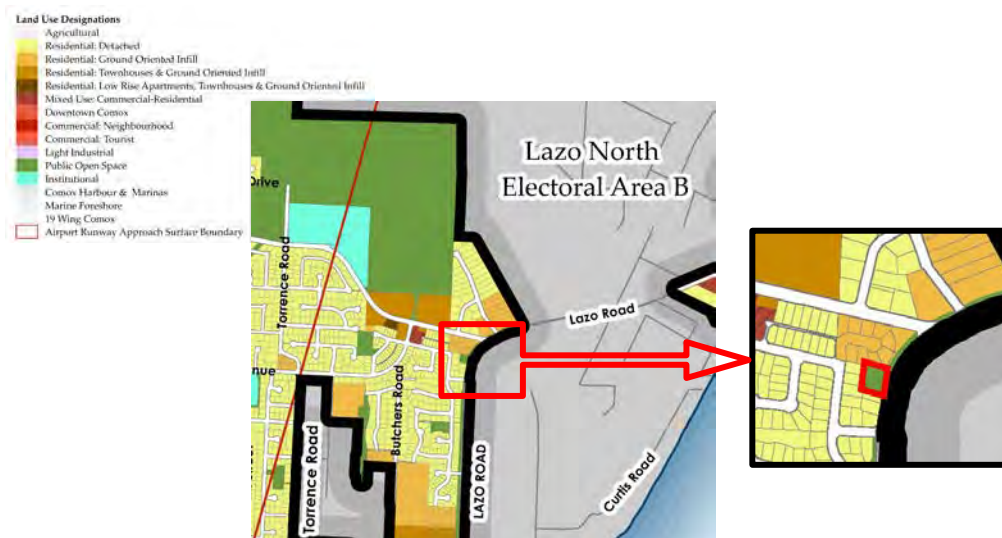


Figure 1. Subject property, close up of the OCP Land Use Map

¹ This DPA was updated and renamed on October 2021 from DPA#16 Energy and Water Conservation and Reduction of Greenhouse Gas Emissions and encompasses the same lands. The proposed development would not be exempt from obtaining DP under the previous DPA#16 revision, as the land is below 30m geodetic elevation and upstream from Lazo Marsh.

Lands designated Residential: Detached are intended to accommodate development consisting of a single detached dwelling, and on the same parcel, a secondary suite or a coach house.

Parks Trails and Open Space Policy 2.1.8.3(q)(v) states priorities for greenways and trails include: *“McDonald Wood Park to the waterfront in Point Holmes. The preferred greenway is on the north and west sides of Lazo Road from Torrence Road to Colby Road consisting of a 12.0 metre wide dedication to accommodate a pedestrian/bike pathway width of 2.5 metre to complement existing lands dedicated for this purpose. In the Point Holmes area, a route on the east side of Lazo Road adjacent to the waterfront is preferred. The greenway width, design and location may be varied in consultation with the CVRD and in response to site or servicing constraints, including topography, traffic safety, existing development patterns and parcel dimensions”.*

The applicant proposes to dedicate approximately 165 m² as road for greenway purposes; it is the majority of 5.0 m wide area at the front lot line under existing tree protection covenant.

OCP SUSTAINABILITY IMPLICATIONS RETENTION OF MATURE TREES AND REPLANTING

A tree protection covenant ES051748 is registered on the subject property Title to *“protect every tree and all other natural vegetation located”* within 5.0 metres of the front and rear lot lines. Unlike current tree protection covenants used in Town, it does not specify the number or location of the retained trees, and does not have provisions for their replacement.

Applicant has submitted an arborist report assessing the 13 trees that are subject to this covenant. Two of these trees are identified as being in poor condition.² The Applicant proposes to replace them at 2 to 1 ratio, in accordance with the arborist recommendations: 4 Douglas firs in the rear yard of proposed Lot B. **Schedule 1**, Outstanding Items, includes replacement of the ES051748 covenant with the current Town template, which identifies each tree location on proposed lots A and B and requires replanting if a tree dies for any reason.

As proposed, the updated tree retention covenant and replanting of 4 Douglas firs exceeds Council’s Tree Retention Policy CCL-067 target of 30% retention or replanting of trees existing on the property at application.

ZONING IMPLICATIONS AND PROPOSED VARIANCES

The subject property is currently zoned R1.1 Single-Family. The permitted uses are single-family dwellings, accessory structures and uses, coach houses, secondary suites, home occupations, Bed & Breakfast accommodations, urban produce production and produce stand.³

² Four other assessed trees are growing within current Lazo Road dedication, i.e. outside of the subject property and covenant area, and none are suitable for long term retention due to structural and health problems. Replanting is not proposed at this time, as the final design of greenway is not complete and suitable planting locations could not be determined. Additional trees planting is anticipated within the greenway when constructed by the Town.

³ The parcel areas resulting from the proposed subdivision will not allow for urban hen keeping.

- iii. section 101.12 off-Street Parking and Loading
to allow not more than one 4.5m wide access driveway per lot.⁶

B. For the development on proposed Lot B:

- i. section 5.12 Projections into Required Front Setback
from up to 1.75m to maximum 0.6m
- ii. section 101.9(1) Required Front Setback
from not less than 7.5m to the following:
 - For minimum 7.5 metres as measured from the north lot line, parallel to and at the front setback – Front setback shall not be less than 11.0 metres;
 - For any part of a structure used as a garage or carport – Front setback shall not be less than 11.0 metres.
 - In all other situations – Front setback shall be not less than 7.5 metres.
- iii. section 101.12 Off-Street Parking and Loading
to allow not more than one 4.5m wide access driveway per lot.

Subject to resolution of the Outstanding Items and Development Variance Permit Conditions contained in **Schedule 1**, the proposed development is in compliance with zoning regulations.

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW IMPLICATIONS AND PROPOSED VARIANCES

Town bylaws require that developments provide full urban services, including construction of roads meeting current Town standards. Lazo Road is located within Electoral Area B and is maintained and operated by the Ministry of Transportation. Previous developments on Lazo Road have all provided services and vehicle access from within Town boundaries – Beckton Drive, Silversmith and Weaver Place, Forester Avenue. The subject property and two adjacent ones at 1052 and 1056 Lazo Road have access only off Lazo Road.

In order to retain the existing character of Lazo Road⁷ the following variances are proposed to Subdivision and Development Servicing Bylaw 1261, Schedule C.1, Appendix “C” (Specifications for Highways), Table C-1 (Minimum Requirements, Roadways Widths, Curbs and Sidewalks):

A. Type of curb:

From rollover curb to no curb or gutter.

B. Number of sidewalks:

From both sides to no sidewalks and provision of a paved shoulder.

⁶ The proposed 4.5 metres maximum width of access driveways to both lots would allow access for the residential vehicles and minimal interruption of the future planting and path within Lazo Greenway. The existing driveway to proposed Lot A where it is wider than 4.5 metres can would become legally non-conforming..

⁷ The Ministry of Transportation direct input on any road upgrades will be required at time of subdivision. The application has been referred to the Ministry in July 2021. For subdivision processing, as is the Town standard practice, an updated referral will be sent again.

Submission of written confirmation from the Ministry of Transportation that all necessary Lazo Road works have been constructed to the satisfaction of the Ministry will be required prior to final subdivision approval.

At the time of subdivision of the adjacent property to the north requirements were, among other things, to provide 1.5 metres wide paved shoulder along the subject property line adjacent to Lazo Road and upgrades to culverts and existing open ditch to accommodate storm water flows from the development.

ENGINEERING IMPLICATIONS

Schedule 2 contains a preliminary engineering analysis as provided for DVP and DP applications in September 2022. The preliminary engineering analysis also pertains to the anticipated subdivision application. The proposed servicing plan, in particular storm water management plan, has been revised since that time, therefore preliminary staff comments are subject to change.

ASSET MANAGEMENT IMPLICATIONS

The proposed development on Lot B will be serviced by existing water and sewer underground infrastructure constructed at the time of adjacent property development at Silversmith Place. The cost estimate for Town inspections and monitoring of the proposed storm water management facility within SRW was not provided at the time of DVP application.

LEGAL

It is a statutory requirement of the *Local Government Act* (LGA), Section 499, that notification be provided to the owners and tenants within a distance specified by the local government's bylaw at least 10 days before adoption of the resolution to issue a development variance permit.

Comox Planning Procedures Bylaw 1780 specifies that development variance permit notifications be distributed to abutting property owners including those separated from the subject property by a street, limited to the properties within Town boundaries. Bylaw 1780 also increases the minimum notification period to 13 days.

MK/RB

Schedules:

1. Outstanding items and DVP Conditions
2. Preliminary Engineering Analysis

Attachments:

1. Application Summary
2. Applicant's Submission

cc: Peter Davidson, 7277 Fitzsimmons Road South, Whistler, BC

SCHEDULE 1

OUTSTANDING ITEMS

Prior to issuance of development variance permit DVP 21-4, registration on Title in the form acceptable to Director of Development Services of a sec. 219 *Land Title Act* covenants for the following:

1. Tree protection covenant, including replanting of 4 Douglas fir trees
2. Discharge of covenant ES051748

DEVELOPMENT VARIANCE PERMIT CONDITIONS

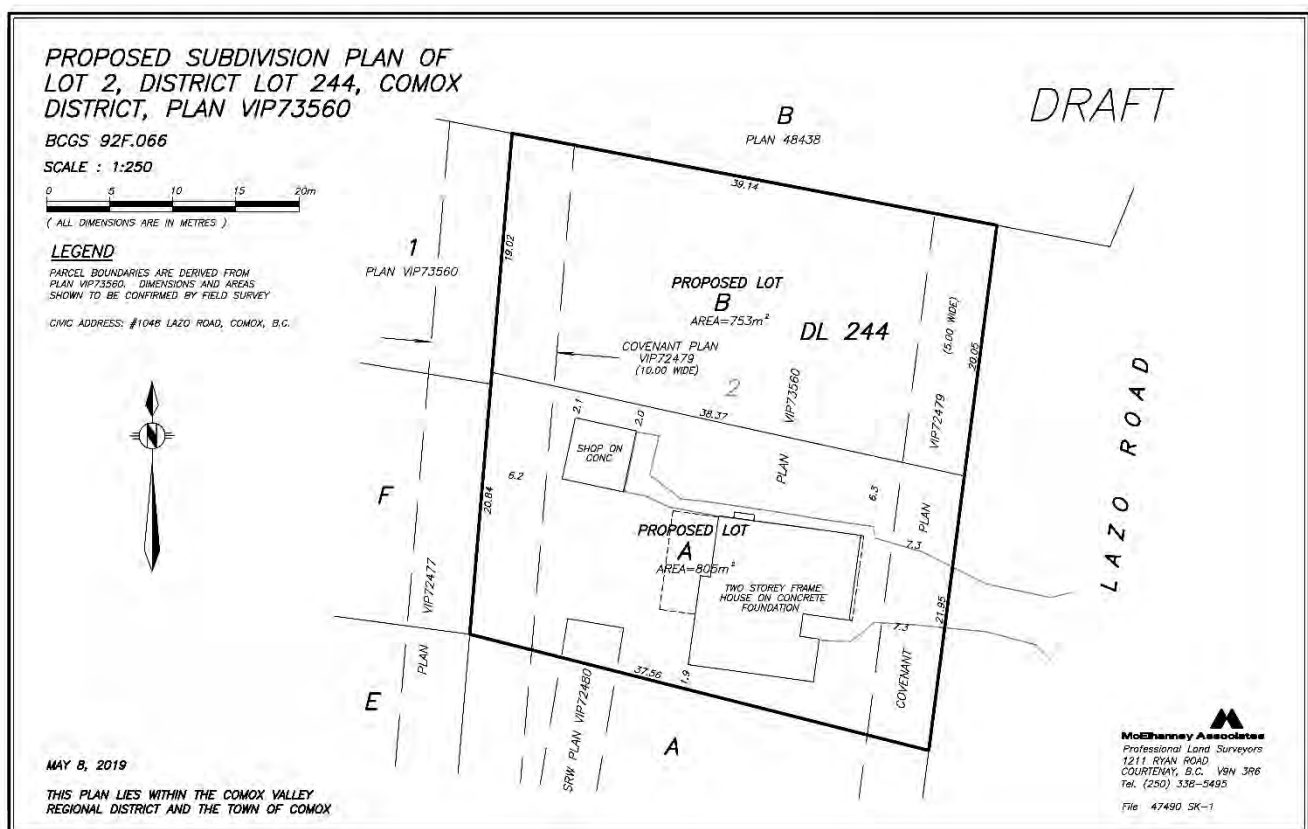
1. This Development Variance Permit is for subdivision of the subject property in substantial conformance with the *DRAFT Proposed Subdivision Plan of Lot 2 District Lot 244 Comox District Plan VIP73560 dated May 8, 2019*, prepared by McElhanney Associates, included in **Schedule 1 Sheet 1 of 1**, attached to and forming part of this Permit.
2. Comox Zoning Bylaw 1850 is hereby varied as follows:
 - (a) for proposed Lot A
 - i. section 5.12 Projections into Required Front Setback
from up to 1.75m to maximum 0.6m for existing single-family house only
 - ii. section 101.9(1) Required Front Setback
from not less than 7.5m to not less than 2.8m for existing single-family house only
 - iii. section 101.12 Off-Street Parking and Loading
to allow not more than one 4.5m wide access driveway per lot
 - (b) for proposed Lot B
 - i. section 5.12 Projections into Required Front Setback
from up to 1.75m to maximum 0.6m
 - ii. section 101.9(1) Required Front Setback
from not less than 7.5m to the following:
 - For minimum 7.5 metres as measured from the north lot line, parallel to and at the front setback – Front setback shall not be less than 11.0 metres;
 - For any part of a structure used as a garage or carport – Front setback shall not be less than 11.0 metres.
 - In all other situations – Front setback shall be not less than 7.5 metres.
 - iii. section 101.12 Off-Street Parking and Loading
to allow not more than one 4.5m wide access driveway per lot

3. Town of Comox Subdivision and Development Servicing Bylaw, 1261 is hereby varied as follows:

Schedule C.1, Appendix C Specifications for Highways, Table C-1 urban road standards⁸

- (a) Type of curb:
From rollover curb to no curb or gutter
- (b) Number of sidewalks:
From both sides to no sidewalks and paved shoulder

SCHEDULE 1, SHEET 1 OF 1



⁸ Subject to the Ministry of Transportation requirements for upgrades to existing pavement, shoulder and culvert.

SCHEDULE 2**PRELIMINARY ENGINEERING ANALYSIS**

TO:	Regina Bozerocka, Planner II	FILE:	DP 21-5 & DVP 21-4
FROM:	Shelley Ashfield, Director of Operations	DATE:	September 1, 2021
SUBJECT:	1048 Lazo Road – Lot 2 District Lot 244 Comox District Plan VIP 73560		

In review of planning referral dated July 29, 2021 reference files # DP 21-5 & DVP 21-4, including Development Permit Rationale and Development Variance Permit Rationale letters for 1048 Lazo Road, Comox BC prepared by Peter Davidson, Service Plan, Stormwater Management and Grading Plan drawings prepared by Wedler Engineering, Public Works offers the following:

Professional Engineer:

- The applicant will be required to retain the services of a Professional Engineer registered within the Province of British Columbia to submit designs for review and approval by the Town of Comox and supervise all aspects of construction. The Engineer must provide cost estimates and submit certified as-built drawings upon project completion. The Professional Engineer shall also be responsible to establish minimum floor elevations for proposed Lot B.
- Design and construction shall be in accordance with the Town's Subdivision & Development Servicing Bylaw 1261, and Subdivision & Development Specifications.
- A performance bond for work within the Municipal right-of-way must be posted prior to commencing work within an existing road or statutory right-of-way. The amount of this bond shall be the equivalent of 125% of the cost as determined by the engineer's estimate. Works within the municipal right-of-way, or those to be transferred to the Town of Comox, shall be covered by a one-year maintenance period that shall include a maintenance bond equivalent to 10% of the total construction cost.

Water:

- The subject property is currently serviced by a 19 mm diameter water service connection off Lazo Road that will continue to provide service to the existing residence on proposed Lot A. As a condition of development this service must be upgraded to a metered connection. Cost to the applicant for installation by the Town of Comox is \$750.00, as per current bylaw rate.
- Proposed Lot B is currently served by a separate 25 mm diameter water meter service connection off Silversmith Place. It is anticipated no upgrading of this service is required.

Storm Drainage:

- The subject property is currently serviced by a 150 mm diameter storm service connection off the back of the property that will continue to provide service to the existing residence on proposed Lot A.
- Proposed Lot B has no municipal storm service. In accordance with the Town's Subdivision & Servicing Bylaw 1261 where existing downstream facilities are inadequate to handle the increased flow from the proposed subdivision, a special design is required. The storm water from Lazo Road flows into Queen's Ditch, for which a NE Comox Stormwater Management Plan (SWMP) has been established and as such the proposed development's SWMP must comply with the parameters set in the NE Comox SWMP.

Design parameters have been established to restrict runoff velocity, flow rate, and volume to pre-existing conditions up to and including the 1:100 year event.

- Roof leaders for single family dwellings are not to be connected to the perimeter drain.
- The Geotechnical Assessment dated May 10, 2021 prepared by Onsite Engineering Ltd. determined the site conditions are not suitable for a rock pit and recommend a shallow infiltration trench to handle all additional runoff from the development. The report's estimated runoff rate should be based on pre-existing conditions up to and including the 1:100 year event. As such the development is to consider dry detention pond to contain run off from larger rain fall events.
- Flow monitoring equipment to monitor runoff velocity, flow rate and volume is not required
- Subdivision application also is to allow for adaptive management and an approved erosion and sediment control plan to be designed, implemented and monitored.
- The Town's preference is to have the proposed infiltration trench located within the Ministry of Transportation and Infrastructure (MOTI) road allowance. MOTI has confirmed they will not accept this option therefore the infiltration gallery will need to be located within a statutory right-of-way.
- Applicant's engineer to confirm that pre-development flows will be maintained.
- NE Comox SWMP can be found on the Town's website. A copy of the Town's draft bylaws pertaining to NE Comox can also be made available.

Sanitary Sewer:

- The subject property is currently serviced by a 100mm diameter sanitary connection at the back of the property that will continue to provide service to the existing residence on Proposed Lot A.
- Proposed Lot B is currently served by a separate 100 mm diameter sanitary service connection off Silversmith Place. It is anticipated no upgrading of this service is required.

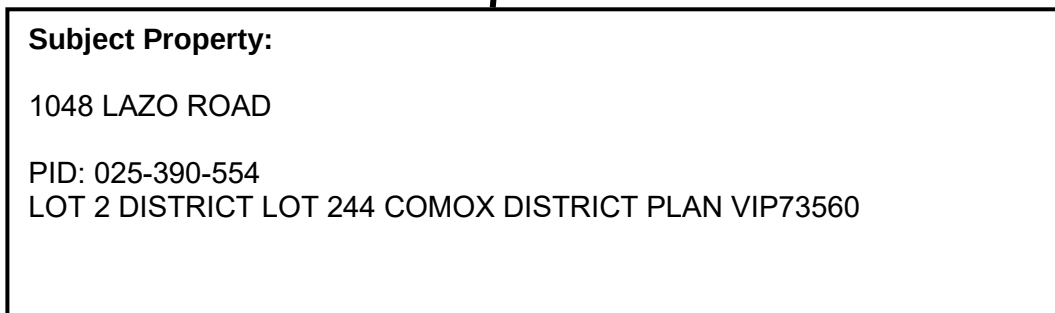
Roads and Access:

- Additional road dedication adjacent to Lazo Road is required to provide for the Lazo Greenway.
- Lazo Road is the property of MOTI and as such will require their direct review and input to any Lazo Road upgrades. It is our understanding that this road will retain a rural cross section consistent with that applied to the property frontages immediately to the north of the subject lands. This will include 1.5m paved shoulder for pedestrians and cyclists.
- Existing Lot A and proposed Lot B have existing access off Lazo Road and will continue to serve the lots. No additional driveway width will be permitted, for protection of existing trees and future greenway

Hydro/Tel/Gas/Cable:

- Refer to all utilities for their servicing comments.

APPLICATION SUMMARY



Proposal:	Variances to the R1.1 Single-Family zone and Lazo Road construction standards are proposed to facilitate subdivision of the subject property into two single-family lots, retain an existing dwelling and on the infill lot, construct a new single-family dwelling and accommodate on-site parking.
Applicant, Owner	Peter Davidson, Irene Woods
Legal Description:	LOT 2 DISTRICT LOT 244 COMOX DISTRICT PLAN VIP73560
Civic Address:	1048 Lazo Road
Official Community Plan:	
Land Use Designation	Public Open Space
Development Permit Area	DPA # 16 North-East Comox
Zoning:	R1.1 Single-Family
Permitted uses:	Accessory structures and uses, Bed and Breakfast accommodations, Coach houses, Home occupations, Secondary suites, Single-family dwellings, Urban Hen Keeping, Urban Produce Production, Urban Produce Stand
Density:	n/a
Parcel area:	Minimum 650 m ²
Parcel frontage:	Minimum 20.0 metres
Parcel depth:	Minimum 26.0 metres
Parcel coverage:	Maximum 35 %
Height and stories:	Not exceeding 9.0 metres

PROPOSED ZONING BYLAW 1850 VARIANCES

	Permitted	Proposed
Projections Into Front Setback	up to 1.75 m	up to 0.6 m
	Required	
Front Setback:	7.5 m	For existing house on Lot A 2.8 m For proposed Lot B • for minimum 7.5 metres as measured from the north lot line, parallel to and at the front setback – Front setback shall not be less than 11.0 metres;

	• for any part of a structure used as a garage or carport – Front setback shall not be less than 11.0 metres; and • In all other situations – Front setback shall be not less than 7.5 metres.
On-site Parking: 2 spaces	For existing house on Lot A: within existing double garage For proposed Lot B: 2 spaces, 7.5m by 11.0 m area within the front setback
Access driveway:	Maximum 4.5 m wide, one per lot

PROPOSED SUBDIVISION AND DEVELOPMENT SERVICING BYLAW 1261 VARIANCES

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

to not require construction of a sidewalk, curb and gutter for the subject property frontage on Lazo Road.

Surrounding Land Uses	Single-family properties to the north, west and south. To the east is Electoral Area B residential development. Abutting portion of Lazo Road is under the Jurisdiction of the Ministry of Transportation and Infrastructure.
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ATTACHMENT 2

APPLICANT'S SUBMISSION

June 14, 2022

File Ref: V20-0444/A

Planning Division – Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

Attention: Regina Bozerocka, Planner I

**Reference: Development Variance Permit Rationale – 1048 Lazo Road, Comox, BC
Lot 2, District Lot 244, Comox District, Plan VIP73560**

This rationale has been prepared in support of the development variance permit application for the subject property.

1.0 Land Use

The 0.16 Ha subject parcel is currently zoned as R1.1 per the Town of Comox (Town) Zoning Bylaw No. 1850, and is proposed to be subdivided into 2 lots. The property is bordered by residential properties to the west and south, by Lazo Road to the east, and by residential lots previously developed to the north. See Figure 1 below for the current state of the site obtained from the CVRD iMap.



Currently, Lot A has an existing house and a shed, and no further change in this lot is anticipated. It is anticipated that a single-family residential house will be constructed on Lot B in the future. Thus, no change in zoning and OCP land use designation is being proposed.

2.0 Proposed Variances

2.1 Zoning Bylaw, 1850 – Front Setbacks

Per discussions with the Town, a road dedication along Lazo frontage is required for a future trail corridor. The 169.2 m² proposed dedication for Trail Corridor is shown in Figure 1 A variance to the Comox Zoning Bylaw #1850 is requested for lot A to allow a reduced front yard setback from 7.5 m to 2.8 m to facilitate conformance of the existing building after land dedication for the Town trail corridor. See Figure 2 below.



Figure 2 – Proposed variance to front setbacks

2.2 Subdivision and Development Servicing Bylaw, 1261 – Section 11.0 (Highways) & 12.0 (Storm Drainage System)

Lazo Road is within the Ministry of Transportation and Infrastructure's (MOTI) jurisdiction. After discussions with Town and MOTI staff, the road will retain its rural cross-section consistent with past developments both south and north of the site. It is proposed that Sections 11.0 and 12.0 of the Town's Subdivision and Servicing Bylaw #1261 would not apply to this development with respect to all proposed frontage improvements including driveway access, open ditch drainage, and road cross-section. These frontage works will instead conform to the BC MOTI standards as a rural road. See Wedler Engineering's servicing plan, drawing V20-0444/A-03 – Stormwater Management and Grading Plan for details.

Proposed frontage works will include:

- A 4.5 m wide gravel driveway that will service Lot B.
- Drainage improvements to the fronting roadside ditch including driveway culvert headwalls and ditch re-grading and armoring as required.
- Lazo Road improvements would be limited to paving and gravel shoulder widening as required by MOTI. No curb and sidewalk works are proposed to maintain the rural characteristics of the road.

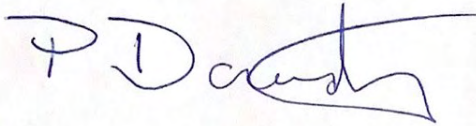
Development Variance Permit Rationale | 1048 Lazo Road
June 14, 2022

File Ref: V20-0444/A

3.0 Closure

The development generally conforms to the goals and objectives of the Town of Comox's Official Community Plan and complies with the applicable requirements and guidelines, as outlined in the Development Permit Area #16.

Yours truly,

A handwritten signature in blue ink, appearing to read 'P Davidson', with a stylized flourish at the end.

Peter Davidson

7277 Fitzsimmons Road South

Whistler, BC V8E 0E5

petedavidsoninwhistler@gmail.com p. 604-935-860

Assignment

Inventory and assess seventeen trees at 1048 Lazo Road in Comox, B.C. located on covenanted and non-covenanted portions of the property. Outline the potential for retention during construction. For any covenanted trees that are unsafe to retain, suggest the number of replacement trees.

Observations

On November 28, 2020, Mumby's associate Lana Tutt assessed seventeen trees. Each are tagged with a metal tag. Table A are the tree attributes. Trees tag # 2118, 2119, 2120, and 2121 are outside the covenant areas. See Map A.

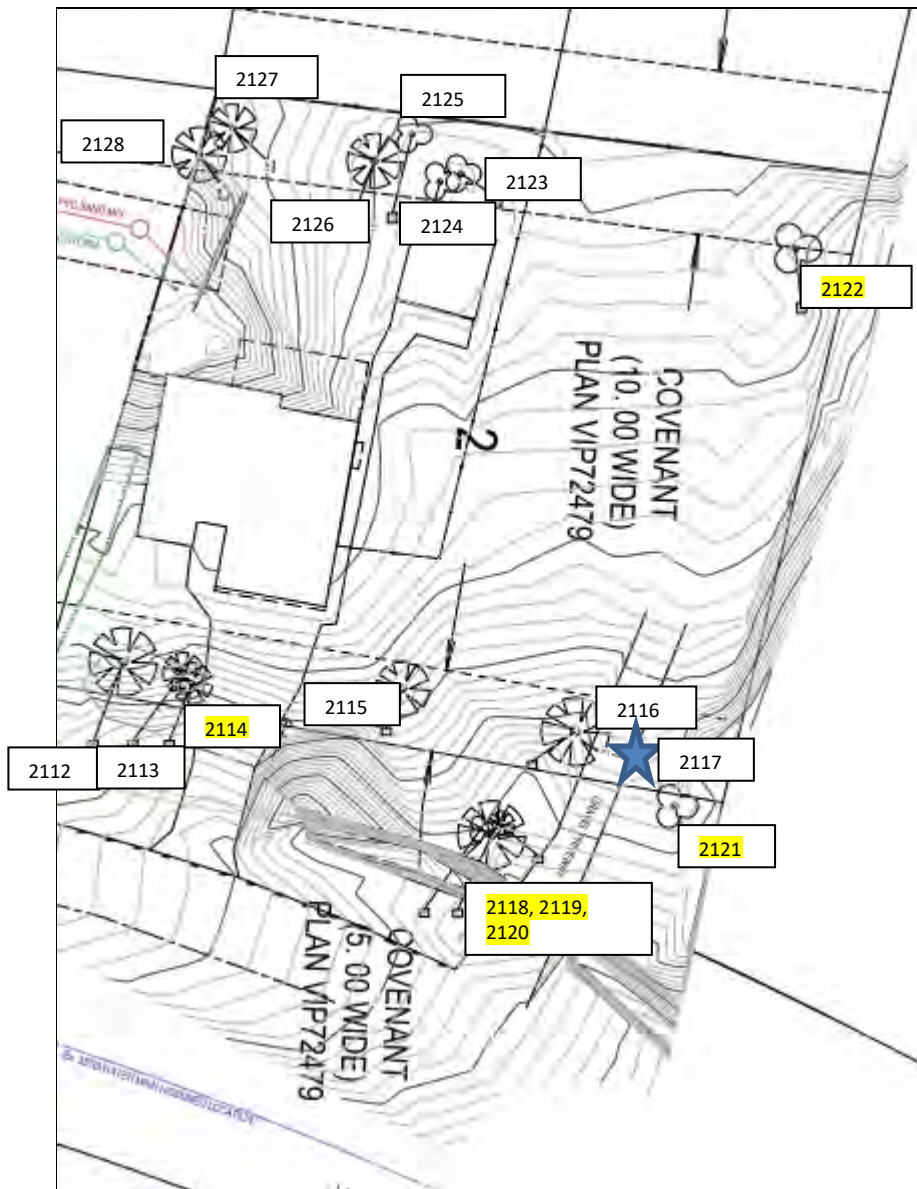
TABLE A

Tree #	Species	DBH (cm)	Height (m)	LCR (%)	Condition %	Comments
2112	Douglas fir	50	15	70	70	Branching more heavily on back side (away from power lines)
2113	Douglas fir	32	12	80	60	Sparse crown, poor taper, close to #2114, branching more heavily on back side (away from power lines)
2114	Douglas fir	37	14	80	50	Codominant stems near top, sparse crown, burl/wound response on lower trunk, branching more heavily on back side (away from power lines)
2115	Douglas fir	42	12	80	90	/
2116	Douglas fir	35	10	80	60	Marm in upper stem, uneven branching structure
2117	Douglas fir	46	18	40	50	LCR quite low, two slightly swollen areas in trunk
2118	Douglas fir	18	5	20	30	No top, top is marm'd branch
2119	Douglas fir	53	20	40	50	Low LCR due to power line pruning
2120	Big leaf maple	18	6	/	70	Imperfect structure, close to 2119
2121	Big leaf maple	39	12	/	40	Large partially sealed crack at base, internal decay, codominant structure with 1 broken leader
2122	Douglas fir	21	6	80	50	Uneven branching structure (heavier on back/fence side), root damage from construction
2123	Cascara	33	5	/	50	Poor structure
2124	Western red cedar	33	5	80	50	Topped
2125	Douglas fir	25	10	80	80	Ivy climbing at base
2126	Douglas fir	26	5	80	50	Topped
2127	Douglas fir	35	10	80	60	Poor structure
2128	Douglas fir	Approx. 40	14	70	70	Could not fully assess/measure due to fence

Discussion

- Tree #2114 (covenant tree) has a poor structure and condition statement; do not retain. Replace with two 1.5 meter tall Douglas fir trees.
- Do not retain trees #2118, 2119, 2120 and 2021; all have structural and/or health issues. These are non- covenant trees.
- Do not retain tree #2122 (covenant tree); it has extensive root damage. Replace with one 1.5 meter tall Douglas fir.
- Retain the rare Cascara (#2123) and note in the Town of Comox tree inventory database.
- Retain trees #2124 to #2128 as a grove.
- Trees #2112 , 2113, 2115, 2116, and 2117 are safe to retain.

Trees hi-lighted in Map A are recommended for mitigation. All other retained trees will be protected with tree protection fencing during construction, monitored for health and measures provided to retain good health and structural stability. Replacement Douglas fir trees (three in total) could be planted near the areas where the two covenant trees are removed and, should the Town require the non-covenanted trees that are not safe to retain be replaced; the client is willing to do so.



Map A



Trees 2112, 2113, 2114



Trees 2115 to 2120



Tree 2121



Tree 2122



Tree 2123

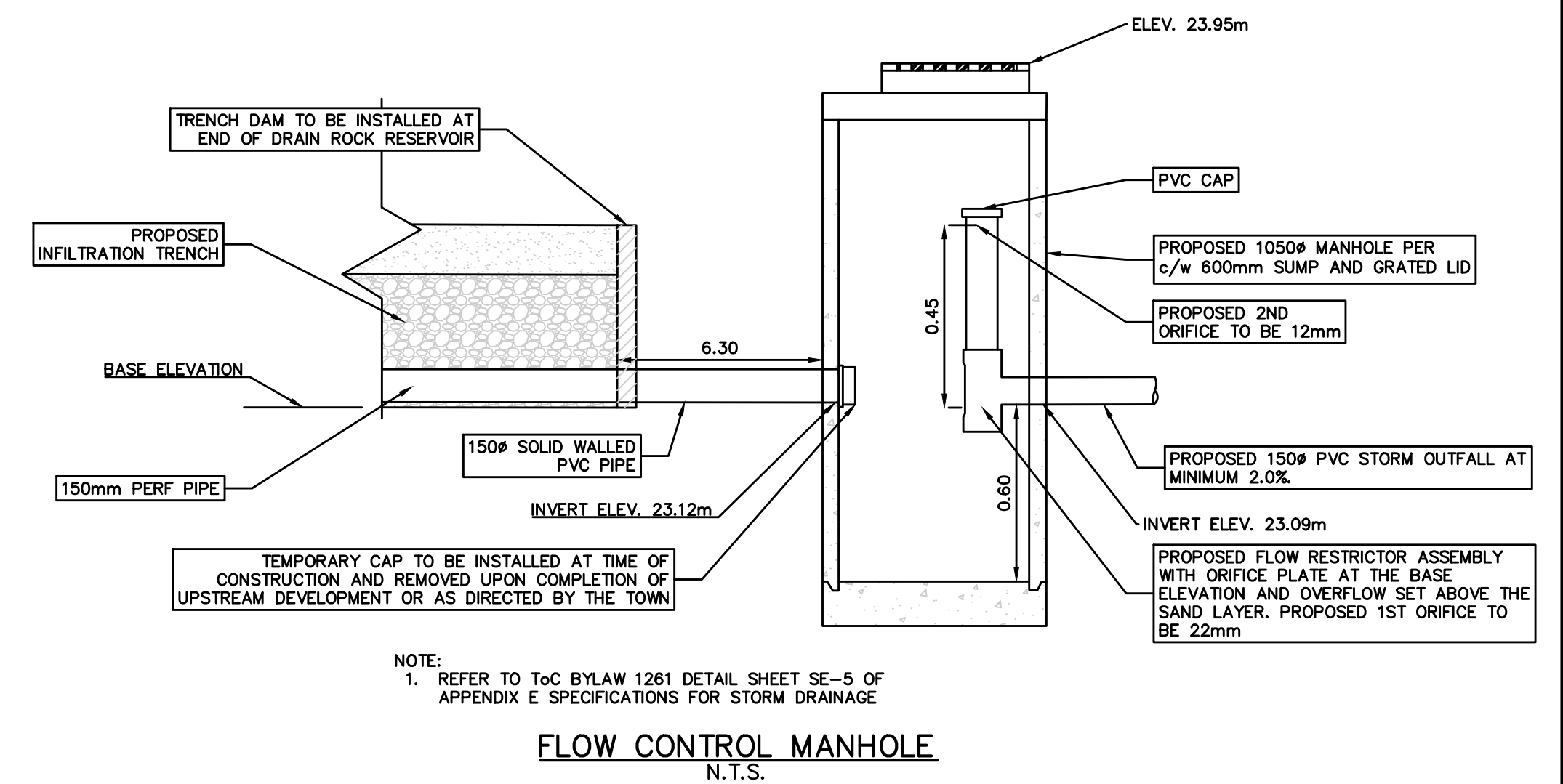
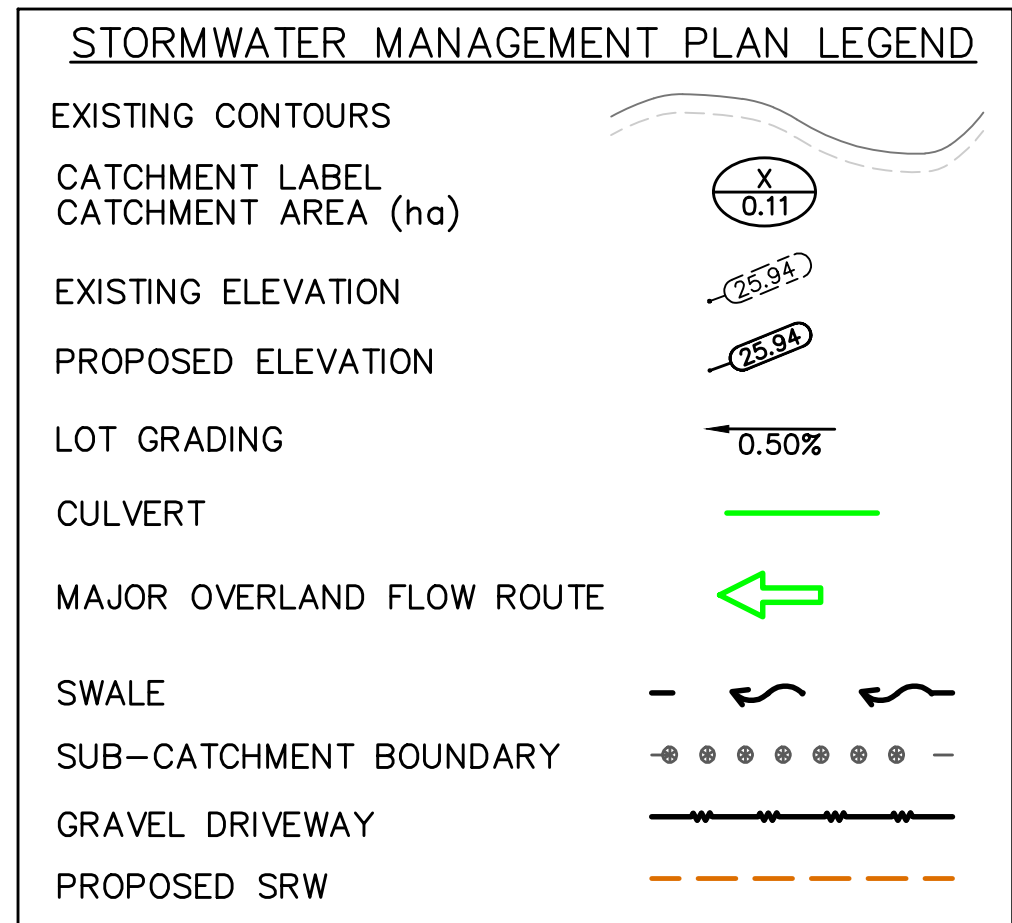


Trees 2124 to 2128

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed. Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot consider such considerations unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

I further certify that I am a member in good standing of the American Society of Consulting Arborists and the International Society of Arboriculture. I have been involved in the field of Arboriculture in a full time capacity for a period of more than twenty-five years.



PROJ. MGR.	GRM
DESIGN/DRAWN	GKB
PEER REVIEWED	—
HORIZ. SCALE	1:150
VERT. SCALE	—



THE WEDLER GROUP

- Abbotsford
1.604.746.0300
- Chilliwack
1.604.792.0651
- Courtenay
1.250.334.3263
- Surrey
1.604.588.1919

PETE DAVIDSON	DRAWING NO.	OF 4
2-Lot SUBDIVISION	V20-0444/A-03	
1048 LAZO ROAD, COMOX, BC	LOCAL GOVERNMENT FILE	
STORMWATER MANAGEMENT AND GRADING PLAN	—	
	PHASE	REVISION H

N:\20 V20-0444A - 2Lot-SubD-Davidson\Design\Current Drawing Files\20220610_V20-0444A.dwg 2022/6/13 04:23:10 PM gmerchont



LEGAL: C LOT 2 DISTRICT LOT 244 PLAN VIP73560	A	ISSUED FOR DISCUSSION PURPOSES ONLY	2020-10-14	GRM	H	REVISED - RE-ISSUED FOR DEVELOPMENT PERMIT	2022-06-11	GKB	PROJ. MGR. GRM DESIGN/DRAWN MXV PEER REVIEWED - HORIZ. SCALE 1:200 VERT. SCALE -	THE WEDLER GROUP ■ Abbotsford 1,604,746.0300 ■ Chilliwack 1,604,792.0651 ■ Courtenay 1,250,334.3263 ■ Surrey 1,604,588.1919	PETE DAVIDSON 2-LOT SUBDIVISION 1048 LAZO ROAD, COMOX, BC	DRAWING NO. OF 4 V20-0444/A-02
	B	ISSUED FOR DEVELOPMENT PERMIT	2021-03-30	MXV								
	C	REVISED - RE-ISSUED FOR DEVELOPMENT PERMIT	2021-05-04	MXV								
	D	REVISED - RE-ISSUED FOR DEVELOPMENT PERMIT	2021-09-21	MXV								
	E	REVISED - RE-ISSUED FOR DEVELOPMENT PERMIT	2021-10-04	MXV								
	F	REVISED - RE-ISSUED FOR DEVELOPMENT PERMIT	2021-12-10	MXV								
	G	REVISED - RE-ISSUED FOR DEVELOPMENT PERMIT	2022-01-31	MXV								
REV	DESCRIPTION	YYYY-MM-DD	BY	REV	DESCRIPTION	YYYY-MM-DD	BY					
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EGBC PERMIT TO PRACTICE #1000196											PROGRESS PRINT - NOT FOR CONSTRUCTION	



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: August 10, 2022

TO:	Mayor and Council	FILE:	RZ 18-7 DVP 18-6
FROM:	Marvin Kamenz, Director of Development Services Regina Bozerocka, Planner II Robin Pallett, Planner II	DATE:	August 10, 2022
SUBJECT:	Rezoning Application RZ 18-7 Development Variance Permit Application DVP 18-6 1609 & 1617 Birch Avenue		

Prepared by:  Robin Pallett Planner II	Supervisor:  Marvin Kamenz, Director of Development Services	Approved:  Shelley Ashfield Director of Operations	Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Comox Zoning Amendment Bylaw 1899 be given First and Second Reading (**Attachment 3**); and
2. That Comox Phased Development Agreement Authorization Bylaw No. 2008, 2022 (1609/1617) Birch Avenue be given First and Second Reading (**Attachment 4**);
3. That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1899 and Comox Phased Development Agreement Authorization Bylaw No. 2008, 2022 (1609/1617 Birch Avenue) be scheduled for September 7, 2022, 6:00 pm at d'Esterre House 1801 Beaufort Avenue and that the Town publish the requisite notices as required by the *Local Government Act*.

PROPOSAL

The proposed zoning amendment is to rezone the double-fronting site at 1609 and 1617 Birch Avenue from R1.1 Single-Family to R5.2 Single-Family – 300 m² Parcel, to facilitate the creation of two new infill lots (Lots 1 & 2), both of which would be developed, and two remainder lots (Lots 3 & 4), both of which would retain their existing dwellings and may in the future each be further subdivided.

The proposed Phased Development Agreement is for the provision of payment of \$14,000.00 for Town construction of improvements to vertical curb, gutter, driveway let downs and a 1.8 m wide sidewalk along the south side of Cypress Avenue.

Development Variance Permit application DVP 18-6 seeks to vary Comox Zoning Bylaw 1850 and Town of Comox Subdivision and Development Servicing Bylaw, 1261 to allow for the retention of two existing single family dwellings and relax the Town's road infrastructure standards to retain existing neighbourhood character.

The Application Summary is provided in **Attachment 1**. The applicant's rationale and key development documents and drawings are contained in **Attachment 2**.

STRATEGIC PLAN LINKAGE

This report addresses the following task identified in the Strategic Plan for Planning Services: Minor Development Applications.

EXECUTIVE SUMMARY

The owners of 1609 and 1617 Birch Avenue have applied to rezone the subject properties, which are composed of two double-fronting lots with a total area of 2,198 m², in order to create two new infill lots that front onto Cypress Avenue (Lots 1 & 2), while retaining the existing dwellings on Lots 3 & 4. The easterly remainder Lot 3 would front onto Birch Avenue, whereas the westerly remainder Lot 4 would retain frontages onto both Birch Avenue and Cypress Avenue. Two accessory buildings would be removed from the properties, including a detached garage located on the property at 1617 Birch Avenue, to facilitate the subdivision. Only Lots 1 & 2 are proposed for development at this time. The proposed Subdivision Plan is provided in **Attachment 2**.

This subdivision requires a rezoning to accommodate the proposed lot configuration, a variance to the Zoning Bylaw to allow retention of the existing houses and to clarify the front lot line definition for the proposed double-fronting lot, a variance to the Subdivision and Development Servicing Bylaw to allow retention of the distinctive characteristics of the subject neighbourhood. The development variance requests are broken into three categories: retention of existing dwellings and site access, parcel front, and required road infrastructure.

Existing dwellings and site access: The variances needed for the existing homes and driveways to remain in their existing locations after subdivision. These requirements are non-controversial and supported by Administration.

Parcel front: The proposed subdivision results in a double-fronting remainder lot (Lot 4). Because both frontages are the same width, the front lot line needs to be defined beyond the definition of 'front lot line' in the Zoning Bylaw.

Required road infrastructure: Staff recommend that, as a condition of subdivision, amenities be provided in the form of off-site improvements (curb and gutter, road paving, street trees and

improvements to underground utilities if existing capacity is determined to be inadequate by the applicant's engineer). This infrastructure along the Birch Avenue and Cypress Avenue frontages is meant to accommodate the proposed development, as well as future expected infill development in the neighbourhood.

BACKGROUND

The subject properties are located in a historic residential neighbourhood (composed of Balsam, Birch and Cypress Avenues) located in Downtown Comox, which is characterized by its double- and triple-fronting lots with a predominance of single-detached dwellings, narrowly-paved local roads, mature trees and limited pedestrian infrastructure. These elements result in a neighbourhood character that is unique and highly valued by Town residents. The properties are centrally located, close to the bus route on Pritchard Road and Balmoral Avenue, existing and proposed bicycle routes, and within walking distance to Downtown amenities, services and public parks.

The high amenity, predominance of older homes on double fronting lots, and the proximity to downtown has resulted in redevelopment pressures: construction of larger new homes, secondary suites, coach houses and infill subdivisions. These redevelopment pressures come with increased levels of vehicle traffic, parking within the municipal boulevards, and pedestrian activity in the subject neighbourhood and surrounding areas.



Figure 1: A Local Road in the Subject Neighbourhood (Cypress Ave shown)



Figure 2: The Town Standard for Local Roads (Avro Arrow Dr shown)

The subject neighbourhood does not meet the Town's current subdivision and servicing standards in relation to vehicle travel lane width, provision of on-street parking and sidewalks. The road allowances and pavement widths are narrow, there are limited pedestrian facilities, nor curb and gutter infrastructure along the streets of this neighbourhood, and there are no BC Hydro or telecommunication services provided along Cypress Avenue. **Figure 1** above demonstrates an example of an existing local road in the subject neighbourhood.

While the current subdivision servicing standards address the issues of vehicle travel, for on-street parking pedestrian facilities it does so in a manner that is not compatible with the existing character of the neighbourhood. **Figure 2** above demonstrates the built-out road cross-section for a local road in accordance with the Town's current standard cross-section.

The Town is in the process of revising its subdivision requirements. The draft local road cross section, prepared as part of the subdivision bylaw update project, is more compatible with the local road character while also providing for on-street parking and sidewalks to accommodate increased density of new developments. The recent extension of Forester Avenue to Lazo Road is based on this draft road cross section. A unique feature of this draft cross section is an allowance to reduce the requirements in relation to infill development along an existing local road: i.e. to provide a sidewalk on only one side of the road where a sidewalk on both sides of the road conflicts with existing neighbourhood character and to reduce sidewalk width to 1.5 metres in locations where a width of 1.8 metres would be in conflict with mature trees, driveway grades and utilities.

In keeping with Comox Planning Procedures Bylaw 1780, rezoning applications for single-family developments do not require pre-application neighbourhood consultation; only a development sign which has been installed on the subject property boundary on Cypress Avenue. No public submissions have been received by the Town, as of the date of this report. Submissions received prior to the August 10, 2022, Regular Council Meeting will be distributed to Council.

OCP IMPLICATIONS

The subject properties are designated *Residential: Ground Oriented Infill* in the OCP, which is intended to accommodate single detached dwellings, secondary suites, coach houses, duplexes, triplexes and patio homes.

OCP Residential: Ground Oriented Infill policies applicable to the proposed development include the following (staff comments are provided in the bullets):

Section 2.1.1.5(b): Site planning for ground-oriented infill housing must give consideration to the character and scale of surrounding residential areas, the retention of mature tree cover, pedestrian friendly street orientation, safe vehicular access, where appropriate ground water recharge, and energy conservation measures.

- While the subject properties have extensive tree cover, the majority of the trees are either in poor health, have been topped or are of a species or size that is not suitable for long term protection. **Schedule 1** Outstanding Items includes registration of a tree protection covenant for an existing Silver Cypress tree located adjacent to Birch Avenue on proposed Lot 3. Protection of the existing Oak tree located in the south east corner of proposed Lot 4 would prevent future subdivision of the parcel and therefore has not been included in the proposed tree protection covenant. In recognition of the importance of trees to the character of the neighbourhood, **Schedule 1** Outstanding Items includes protection by covenant of a 15.0 m² area within each lot's front yard to ensure sufficient space for trees, roots and tree canopy to allow for long term retention and, with the exception of the protected Cypress tree, planting of a new feature tree in each protected area (approximate locations shown in **Figure 3**)¹. In addition, the Development Variance Permit includes the provision of five

¹ As an alternative to protecting the Oak tree and cedar hedge for long-term retention, the owner has agreed to protecting areas near the road frontages of proposed Lot 4 that will each accommodate and protect a future feature tree. A feature tree would be planted southerly protected area in the event that the Oak tree is removed, and likewise for the northerly protected area and the subject cedar hedge, in accordance with a restrictive covenant registered on the title of proposed Lot 4 (See **Schedule 1** for details).

boulevard trees along the Birch Avenue frontage. There is insufficient room between the exiting road pavement and the subject properties to accommodate street trees along Cypress Avenue.

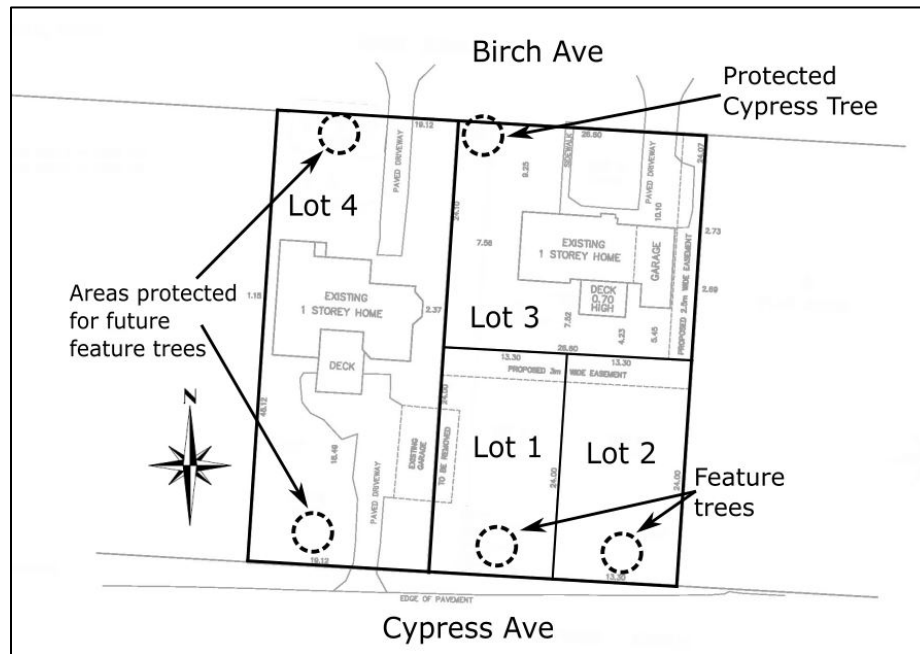


Figure 3. Approximate Feature Tree Locations

- The proposed R5.2 zone includes:
 - o Restrictions on underground structures and above-ground projections of buildings in the front yard, as a means of protecting the planting areas of the proposed feature trees.
 - o a reduced front yard setback and limitations on the size of garages along with reduced second storey relative to the first to encourage a pedestrian orientation and massing and compatibility with existing development.

Section 2.1.1.5(c): Infill housing projects should be supported with full urban services.

- The draft specifications for local roads were analyzed in relation to the subject neighbourhood to provide a neighbourhood-specific Road Infrastructure Plan.
- The resulting road cross sections for the neighbourhood (demonstrated in **Figures 4 & 5** below, for Birch Avenue and Cypress Avenue, respectively) provide for a 1.8 m sidewalk on one side of the road; 6.0 metre pavement width accommodating two way vehicle travel with intermittent pull out parking bays. The reduced vehicle travel pavement narrows the road visually resulting in slower vehicle speeds, and the use of pull out parking bays in combination with vertical curbs provides for on-street parking, grassed boulevards and street trees. Sidewalks one side of the street allow for a separated pedestrian network through the neighbourhood.

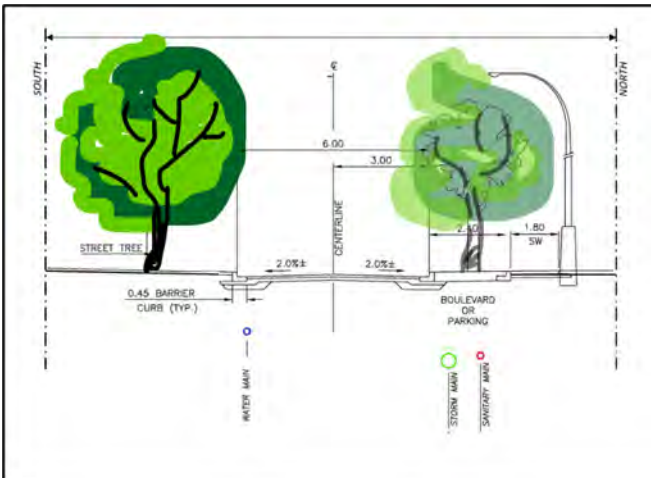


Figure 4: Draft Specifications for Birch Ave



Figure 5: Draft Specifications for Cypress Ave

- The Neighbourhood Road Infrastructure Plan provided in **Figure 6** below shows a sidewalk network plan for the subject neighbourhood..

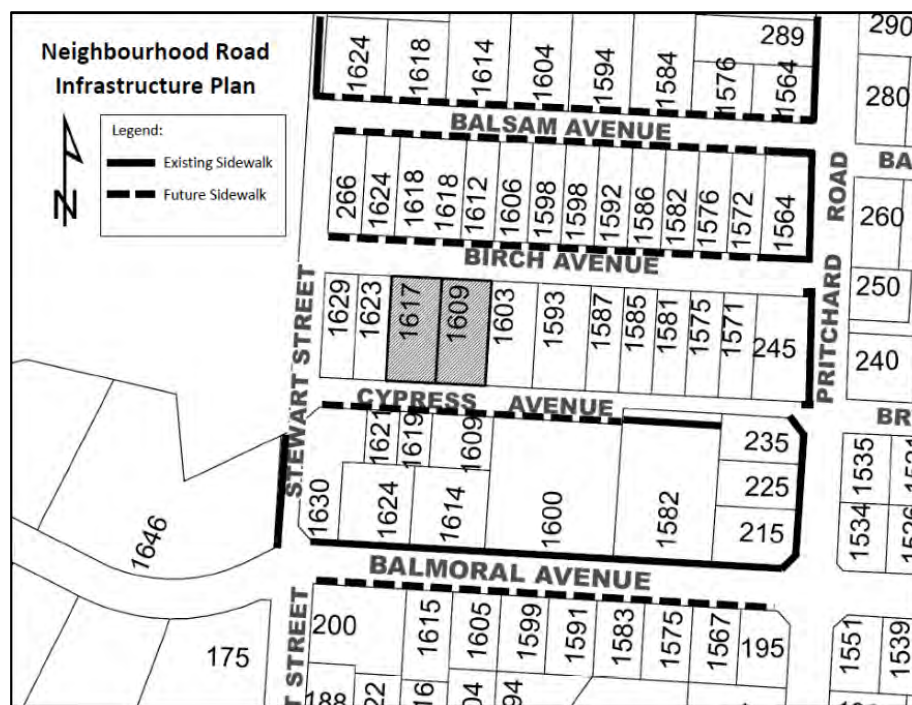


Figure 6. The Neighbourhood Road Infrastructure Plan (location of sidewalks)

- The proposed variances to the Subdivision and Servicing Bylaw are consistent with the above Neighbourhood Road Infrastructure Plan:
 - along the subject properties' Cypress Avenue frontage, barrier curb can be constructed; however, no street trees would be planted due to the lack of space between the existing pavement edge and property line

- o along the subject properties' Birch Avenue frontage, a barrier curb would be constructed and up to five boulevard trees would be planted, selection of species and locations at the discretion of the Superintendent of Parks.
- The Neighbourhood Road Infrastructure Plan calls for a sidewalk along the south side of Cypress Avenue. However, properties at 1630 Balmoral, 1621 and 1619 Cypress Avenue (see **Figure 7**, below) have already redeveloped without providing a sidewalk.

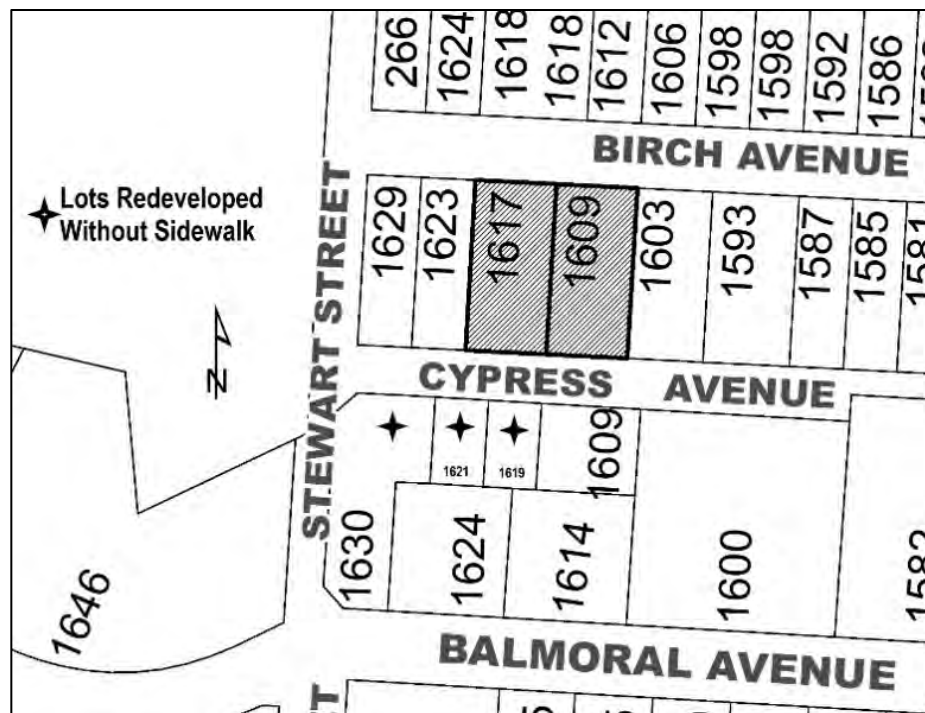


Figure 7. Nearby properties redeveloped without fronting sidewalks

- The Town's acceptance of sidewalks provision on only one side of a road means higher development costs for owners on the affected side. In this case, the subject properties would not be required to provide sidewalks on their Cypress or Birch Avenue frontages. As an amenity, the applicant proposes to contribute monetarily to the portion of the Cypress Avenue southerly curb, gutter and sidewalk equal to the length of the frontage of the subject properties. The contribution would be equal to half of the estimated construction costs of those works.
- The future sidewalk along the north side of Birch Avenue would be constructed as off-site improvements associated with future infill subdivision and development. Given that the subject neighbourhood is in transition and that infill subdivision is expected to continue in that area, it is anticipated that the pedestrian network will fill in iteratively, as the neighbourhood redevelops site-by-site.

Section 2.1.1.5(d): Small lot subdivisions for detached houses on parcels generally not less than 350 square metres in area are supported... The intent is to encourage more efficient use of the Town's lands, services and amenities.

- The subject neighbourhood consists of varying lot sizes and widths. Many of the lots in the neighbourhood have more than one street frontage, lot areas ranging from 696 m² and 735 m², a width of 15.2 m and lot depths ranging from 22.8 m to 24.7 m. To address the neighbourhood's *Residential: Ground Oriented Infill* land use designation in the OCP and the above-noted existing cadastral parameters, zoning that can accommodate the creation of new 300 m² lots is proposed.

Development Permit Areas:

The subject property is located within the following Development Permit Areas (DPAs):

- #2 Ground Oriented Infill
- #17 Coach Houses
- #18 Secondary Suites

The proposal meets the exemption criteria under all applicable DPAs: Sections 3.2.4 (E and F), 3.17.4 (B and F) and Sections 3.18.4 (A and F).

OCP Sustainability Implications:

Sustainable development features of the proposed development include:

- locating new residential density within:
 - o approximately 290 metres of a BC Transit stop serving a local route connecting to the Comox Mall;
 - o walking distance of Brooklyn Creek Park, Anderton Park, Filberg Park, and shopping and services located Downtown;
 - o 170 m of a proposed bike lane on Pritchard Road
 - o 120 m of a major bike route on Balmoral Avenue; and
 - o 30 m of the Stewart Street pedestrian and cycling connection (between Central and Downtown Comox).
- Construction meeting BC Building Code Energy requirements in conformance with Comox Building Bylaw 1472².
- Proposed street trees and feature trees along the properties' Cypress Avenue frontage will contribute to a treed streetscape that, at maturity, would establish a canopy over the street and retain the arboreous character of the neighbourhood.
- Deciduous feature trees in the front yards of south-facing infill lots would, at maturity, provide passive cooling and heating during summer and winter seasons, respectively for the new dwellings.

ZONING IMPLICATIONS

The subject properties are composed of two fee-simple lots with a total site area of 2,198 m². The current zoning of both properties is R1.1 Single Family, which allows a single-family

² As of January 1, 2021, all new Part 9 (simple) buildings must conform to Step 3.

dwelling plus a bed and breakfast, secondary suite or a coach house, and limited urban agricultural uses. The proposal is to rezone to a new 5.2 zone to allow subdivision to:

- create two new 319 m² lots (Proposed Lots 1 and 2) fronting onto Cypress Avenue for single family development;
- allow for the future subdivision of proposed Lot 3 into two lots (each fronting Birch Avenue with an approximate parcel area of 320 m²) and proposed Lot 4 into two lots (one facing Birch Avenue and one facing Cypress Avenue, each of which would have lot areas of 460 m²).

A comparison of the R 1.1 and R 5.2 zones is contained in **Attachment 1**. The reduced front setbacks of the R5.2 zone (3.5 m – 6 m) are designed for compatibility with existing R1.1 zoned properties 7.5 m front yard setback while providing for better utilization of land and encouraging enhanced pedestrian orientation.

The Development Variance Permit application DVP 18-6 includes variances to Comox Zoning Bylaw 1850:

- a. definition of 'front lot line' for proposed Lot 4,
- b. R5.2 minimum setbacks to accommodate retention of the existing single-family dwellings;
- c. To allow retention of an existing second driveway for proposed Lot 4; and
- d. To allow retention of existing overhead wiring onto the existing single-family dwellings;

ENGINEERING IMPLICATIONS

Schedule 3 contains a preliminary engineering analysis from the Public Works Department, pertaining to the proposed and future subdivisions. As the engineering analysis is preliminary, the comments are subject to change.³

The Development Variance Permit application DVP 18-6 includes variances to the Town of Comox Subdivision and Development Servicing Bylaw, 1261, to vary road infrastructure standards for the purpose of accommodating the existing neighbourhood character:

- a. Provide underground wiring by easement, as opposed to extension of road transmission line network; and
- b. To allow retention of existing overhead wiring onto the existing single-family dwellings;

At this time, no BC Hydro or telecom services exist on Cypress Avenue (see **Figure 8** below), and the nearest available utility pole for servicing Lots 1 & 2 is located in the municipal boulevard on the north side of Birch Avenue, in front of the shared lot line between 266 Stewart Street and 1624 Birch Avenue.

Instead of providing an extension of the BC Hydro distribution system to Cypress Ave underground via Stewart Street, the applicant proposes to connect Lots 1 & 2 via an extension under Birch Avenue to a metered kiosk in the municipal boulevard fronting the northeast corner of the site (proposed Lot 3)⁴. From the metered kiosk, electrical and telecom service connections would continue underground via conduit running south along the east side of proposed Lot 3 and then west along the rear yards of proposed Lots 1 & 2. The conduits, wiring,

³ Recent Town work on Birch Avenue was limited to maintenance (pavement resurfacing), and not as a road upgrade to meet current Town regulations for new development or the operational plan for the neighbourhood.

⁴ Metered kiosks would be wrapped if integration into the streetscape is needed, at the discretion of the Municipal Engineer.

and access thereto, would be secured by an easement and covenant agreement registered on the title of the subject properties.

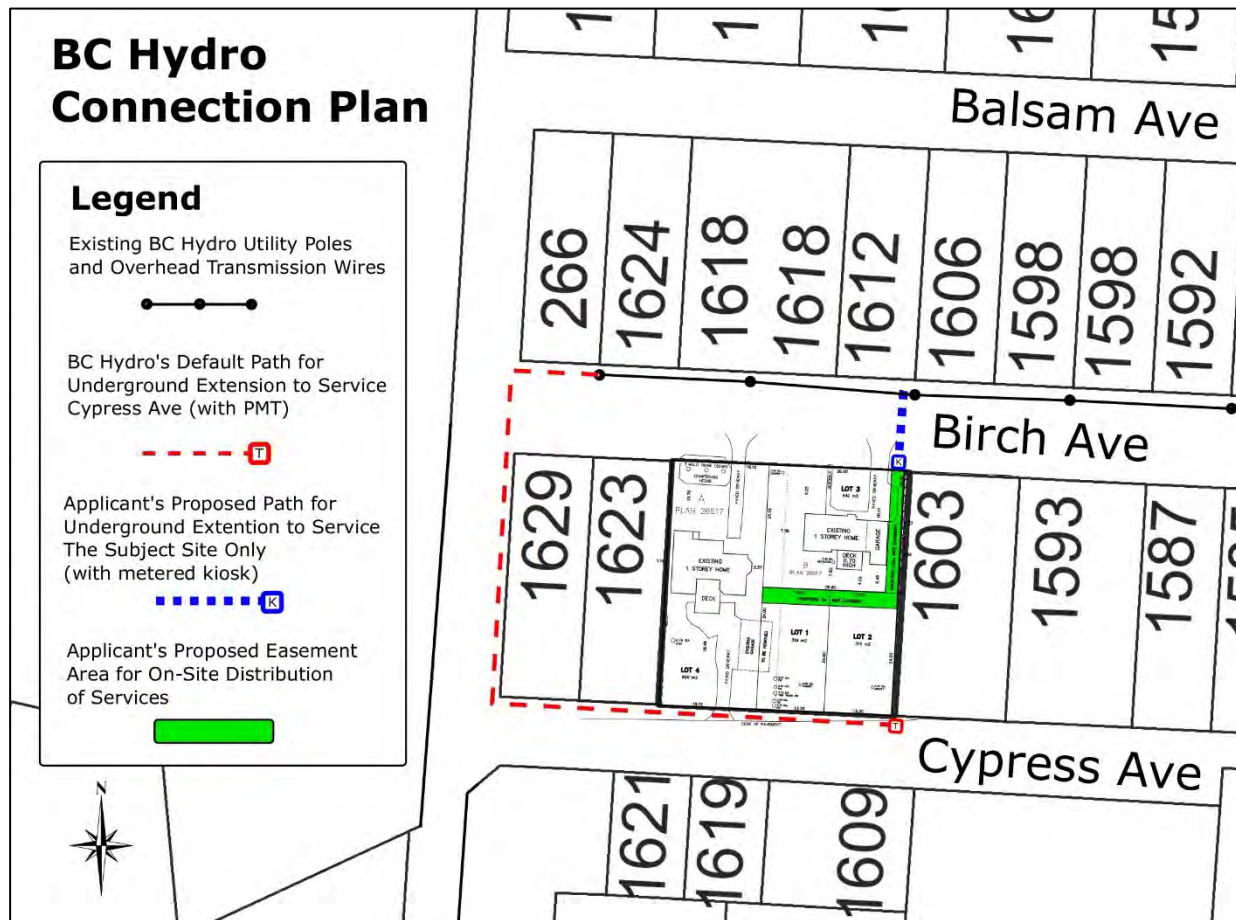


Figure 8. Proposed Underground BC Hydro & Telecom Connections

Upon future infill subdivision of Lots 3 & 4, the underground extension under proposed Lots 1, 2 & 3 would accommodate their services as well.

This alternative arrangement for BC Hydro and telecom service connections is proposed by the applicant as a cost saving measure that would avoid bringing the BC Hydro distribution network to Cypress Avenue. Staff anticipate that proponents of future infill subdivision involving new lots that front onto Cypress Avenue would face a similar cost decision regarding BC Hydro service connections, which may result in new metered kiosks in the municipal boulevard to separately service each subdivision site.

Asset Management Implications:

The asset management implication of the development are positive given the proposed density and that the properties are fully serviced.

GOVERNANCE CONSIDERATIONS

Attachment 6 lists the processing steps for Council's concurrent consideration of the rezoning and DVP applications.

Schedules:

1. Outstanding Items
2. DVP conditions
3. Engineering Analysis

Attachments:

1. Application Summary
2. Applicant's Submission
3. Supporting Analysis Information
4. Proposed Zoning Amendment Bylaw 1899
5. Proposed Phased Development Agreement Bylaw 2008
6. Processing Steps

SCHEDULE 1**OUTSTANDING ITEMS****Outstanding Items to be provided prior to adoption of proposed Bylaws Nos. 1809 and 2008**

1. Registration of sec. 219, Tree Protection Covenant with a rent charge on subject properties' Titles for the provision of the following:

- a. the retention and long term protection of a Silver Cypress tree in the front yard of Lot 3;
- b. the designation of minimum 15 sqm covenant area suitable for feature trees planting in the front yards of Lots 1, 2, 3 and within front and rear yard of Lot 4;
- c. planting prior to any subdivision approval, but not later than December 15, 2024, and long term protection of one feature tree within each of covenant areas; The covenant shall specify required soil volumes and composition, tree species and their plating size.

2. Registration of sec. 219 covenant on subject properties' Titles for the provision of wrapping of all ground utility boxes and transformers to limit impact on streetscape, including ones within road dedications, in a Town approved image wrap with ability to waive the requirement at Municipal Engineer's discretion if location or size of a utility box do not warrant wrapping.

SCHEDULE 2

DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. This development variance permit is to allow subdivision of the subject properties into up to six single-family lots, and the retention of the existing dwellings, in substantial compliance with the *Proposed Subdivision Plan: Phases 1 and 2* contained in **Attachment 2**.

2. Zoning Bylaw 1850 is hereby varied as follows:

- (a) Section 3.2: Definitions: Front Lot Line

For proposed Lot 4, unless further subdivided

From:

A lot line common to a parcel and a street other than a lane. Where a parcel abuts two or more streets, only the street with the shortest length along the parcel shall be used to determine front lot lines. Where a parcel does not abut a street, lot lines from which common vehicle access is provided shall be deemed to be common to a street. Notwithstanding the above, for parcels next to the sea, front lot line is defined as a lot line next to the sea.

To:

A lot line common to a parcel and Birch Avenue.

- (b) Schedule A, Section 117.9(3)(a): Required Setbacks: Rear

For proposed Lot 3, unless further subdivided

From:

Rear setback shall not be less than 5.5 metres.

To:

Rear setback for the existing principal building and deck shall be not less than 4.0 metres.

- (c) Schedule A, Section 117.9(4)(a): Required Setbacks: Side - Interior

For proposed Lot 4, unless further subdivided

From:

Interior side setback shall not be less than 1.5 metres.

To:

Interior side setback shall not be less than 1.5 metres, except that the west interior side setback for the existing principal building shall be not less than 1.10 metres.

(d) Schedule A, Section 117.12(3): Off-Street Parking and Loading: Maximum Number of Driveways

For proposed Lot 4

From:

No more than one driveway shall be permitted on a parcel.

To:

One up to 5.5 metres wide driveway shall be permitted on Birch Avenue, and one up to 5.5 metres wide driveway shall be permitted on Cypress Avenue.

(e) Schedule A, Section 117.13(2)

For Lots 3 and 4, unless further subdivided

From:

Overhead wiring on a parcel shall not be permitted. All new services on a parcel shall be placed underground.

To:

Overhead wiring for the existing dwelling unit shall be permitted. All new services, including wiring, for any new dwelling units a parcel shall be placed underground.

3. Schedule C.1 of Town of Comox Subdivision and Development Servicing Bylaw, 1261, is hereby varied as follows:

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

For Birch Avenue, in accordance with **Figure 1** of this Schedule:

- Local Urban Road Allowance Width

From:

20.0 metres,

To:

18.3 metres

For Cypress Avenue, in accordance with **Figure 2** of this Schedule:

- Local Urban Road Allowance Width

From:

20.0 metres,

To:

13.7 metres

For Birch Avenue and Cypress Avenue, in accordance with **Figures 1 and 2** of this Schedule:

- Local Urban Road Pavement Width

From:

9.0 metres,

To:

6.0 metres, with 2.4 m pull-out parallel parking on the road

- Type of curb

From:

Rollover curb,

To:

Vertical Face Barrier curb, gutter

- Number of Sidewalks

From:

Both sides

To:

1.8m wide on one side: North side on Birch Avenue and South side on Cypress Avenue, may be reduced to 1.5 m wide at the discretion of Municipal Engineer if in conflict with existing trees, driveways or utilities

b. Standard Plan SC-1

For Birch Avenue and Cypress Avenue, in accordance with **Figures 1 and 2** of this Schedule:

- Urban Highway X-Section

From:

9.0 m width of road pavement, from curb face to curb face

To:

Variable – Minimum Width of 6.0 metres, from curb face to curb face, with 2.4 m pull-out parallel parking on the road

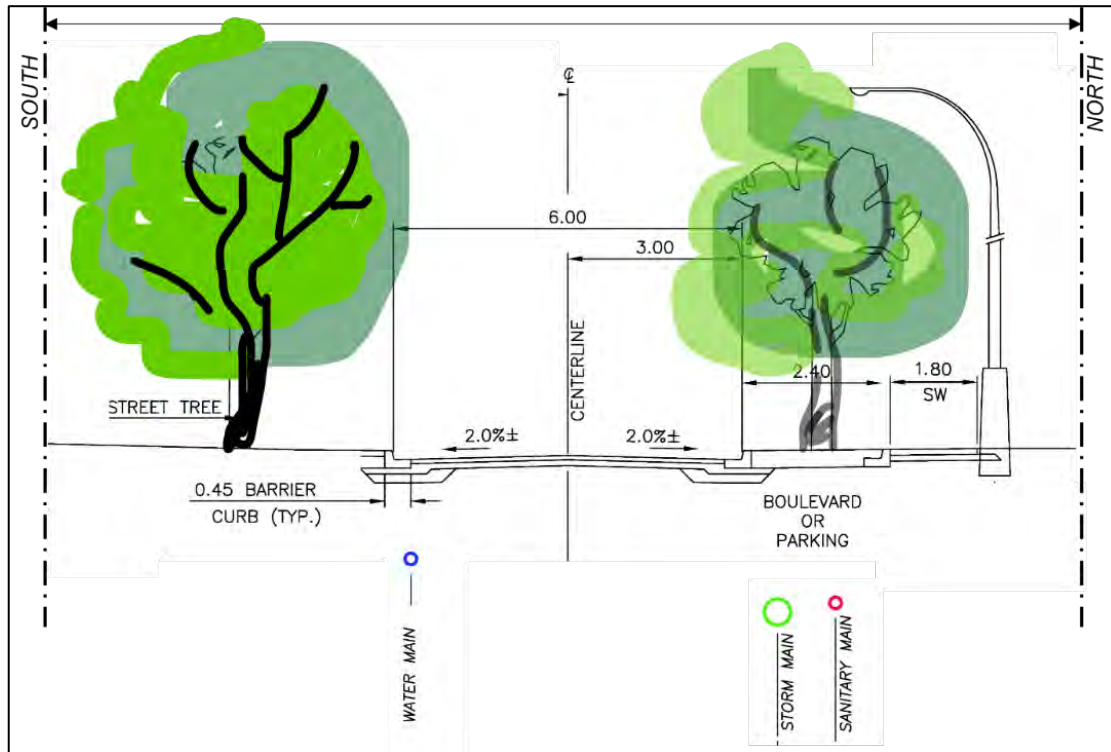


Figure 1: Proposed Local Road Cross-Section of Birch Avenue



Figure 2: Proposed Local Road Cross-Section of Cypress Avenue

- c. Appendix G, Specifications for Underground Wiring and Street Lighting, Section 1.2.1

For Lots 3 and 4, unless further subdivided

From:

With respect to subdivision, all wiring shall be underground, except where:

- 1.2.1.2 the development is within a residential zone where one parcel will be split into two provided the parcel can connect directly to existing overhead wiring.

To:

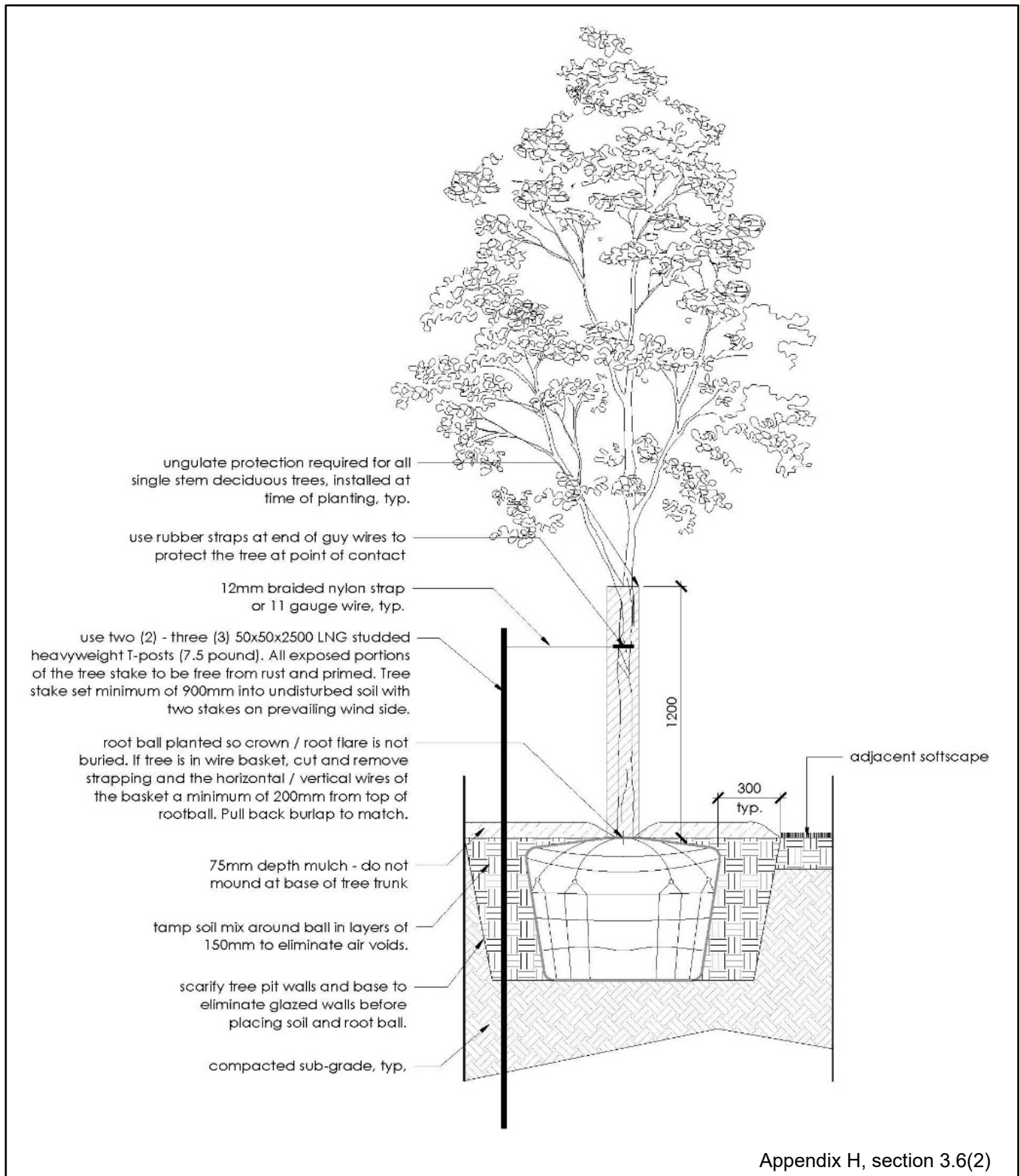
With respect to subdivision, all wiring shall be underground, except for existing single-family houses where existing overhead wiring service connections may remain.

- d. Appendix H, Specifications for Street Tree Planting

To add as section 3.6 the following:

Notwithstanding Sections 1.1 – 3.5, up to five street trees, at the discretion of the Superintendent of Parks, shall be planted at the time of subdivision along the south side of Birch Avenue fronting the subject properties.

1. The locations, type and size of street trees shall be selected by the Manager of Parks to suit site conditions. Trees shall be selected from the following list:
 - Zelkova serrata (Green Vase zelkova)
 - Acer truncatum (Shangtung maple)
 - Crataegus douglasii (Black Hawthorn)
 - Frangula purshiana (Cascara)
 - Oxydendrum arboretum (Sourwood)
 - Robinia pseudoacacia (Golden Black Locust)
 - Acer griseum (Paper Bark maple)
2. Street trees shall be planted in accordance with detail below. No actual planting shall take place until notice to proceed is given to the Town and approved in writing by the Manager of Parks.



SCHEDULE 3

ENGINEER'S REPORT

TOWN OF COMOX

TO:	Robin Pallett, Planner II	FILE:	RZ 18-7 / DVP 18-6
FROM:	Shelley Ashfield, Municipal Engineer	DATE:	Sept. 21, 2018
		UPDATED:	June 23, 2022
SUBJECT:	1609 and 1617 Birch Avenue – LOTS A and B Section 76 Comox District Plan 26517		

The Public Works comments are preliminary and are based upon:

- RZ 18-7 & 18-6 referral dated August 21, 2018;
- Proposed Subdivision Plan of Lots A and B, Section 76, Comox District, Plan 26517, prepared by Hoerbuerger Land Surveyors;
- Variances email summary for April 28, 2022 dated May 9, 2022;

In review of the above-noted documents, public works offers the following:

General:

- The applicant will be required to retain the services of a Professional Engineer registered within the Province of British Columbia to submit designs for review and approval by the Town of Comox and supervise all aspects of construction. The Engineer must provide cost estimates and submit certified record drawings upon project completion. The Professional Engineer shall also be responsible to review the elevations of the existing gravity mains on Cypress Avenue and designate the minimum habitable floor elevations for proposed Lots 1 and 2.
- Design and construction, shall be in accordance with Town Bylaws. Adherence to Town Bylaw's includes submission of identified reports. Adherence to Town of Comox Bylaws does not relieve the design professional responsibility for their designs. Relevant bylaws include but are not limited to:
 - o Consolidated Subdivision and Development Servicing Bylaw 733 and 1261 as at 20 Oct 21
 - o Comox Runoff Control Bylaw 1919
 - o Consolidated Comox Storm Drain Connection Bylaw, 1988 as at 20 Oct 21 (i.e. as amended by Bylaw 1921)
 - o Comox Drainage Infrastructure Protection Bylaw 1824
 - o Comox Highway Use Bylaw 1920
- A performance bond for work within the Municipal right-of-way must be posted prior to commencing work within an existing road or statutory right-of-way. The amount of this bond shall be the equivalent of 125% of the cost as determined by the engineer's estimate. Works within the municipal right-of-way, or those to be transferred to the Town of Comox, shall be covered by a one-year maintenance period that shall include a maintenance bond equivalent to 10% of the total construction cost.

Water System:

- An assessment shall be undertaken by Koers and Associates as to the suitability of the existing 50mm diameter HDPE water main on Cypress Avenue to serve proposed lots 1 and 2. Any recommendations regarding modifications or upgrades that may result from this assessment shall form part of the subdivision requirements. All cost associated with this assessment and any requirements that are forthcoming, must be borne by the applicant.
- An irrigation connection to the existing watermain is required for proposed street trees.
- The existing 19mm diameter metered water connections off Birch Avenue shall continue to provide service to the residences located on the proposed Lots 3 and 4. No upgrading of this service is required.
- Two separate new 25 mm diameter water services are required for proposed Lot 1 and 2. Cost to the applicant for municipal installation is \$3,370 (Service \$1,685 per connection) as per current bylaw rate.
- The Fire Department should be requested to provide a review as to the suitability of the current fire hydrants to service these properties on Cypress Avenue.

Sanitary Sewage System:

- McElhanney shall run the sanitary model to confirm if there is adequate capacity in the sanitary sewer on Cypress Avenue. Any recommendations regarding modifications or upgrades that may result from this assessment shall form part of the subdivision requirements. All cost associated with this assessment and any requirements that are forthcoming, must be borne by the applicant.
- The existing 100mm diameter sanitary connection connections off Birch Avenue shall continue to provide service to the residences located on the proposed Lots 3 and 4. No upgrading of this service is required.
- Two separate new 100mm diameter sanitary connections are required for proposed Lots 1 and 2. Cost to the applicant for municipal installation is \$3,900 (Service \$950.00 + Pavement Cut \$1,000.00 per connection) as per current bylaw rate.

Storm Drainage System:

- The exiting residences located on proposed Lot 3 and 4 appears to have no storm service. The applicants engineer must review and ensure that the depth of the storm main on Birch or Cypress is suitable to provide gravity drainage of all roof and perimeter drains associated with the existing residences.
- A short main extension may be required on Cypress Avenue to provide storm service to the existing residences located on Proposed Lots 3 and 4 and/or for proposed Lot 1 and 2. Pavement restoration shall remain the responsibility of the applicant and shall at a minimum include step ground joints and a 50 mm of asphalt placed.
- Cost to the applicant for new 150mm diameter storm service connections required is \$1,100.00 per connection.
- A report prepared by a geotechnical engineer to determine the suitability of each proposed lot for connection of roof drains to rock pits.

Roads and Sidewalks:

- Current Town subdivision requirements for local roads is 20 m wide road dedication. Required road dedication for Cypress Avenue is an additional 3.15 m and for Birch, an additional 0.85m is needed. Given the impact the additional road dedication will have on the development Public Works is although not ideal willing to

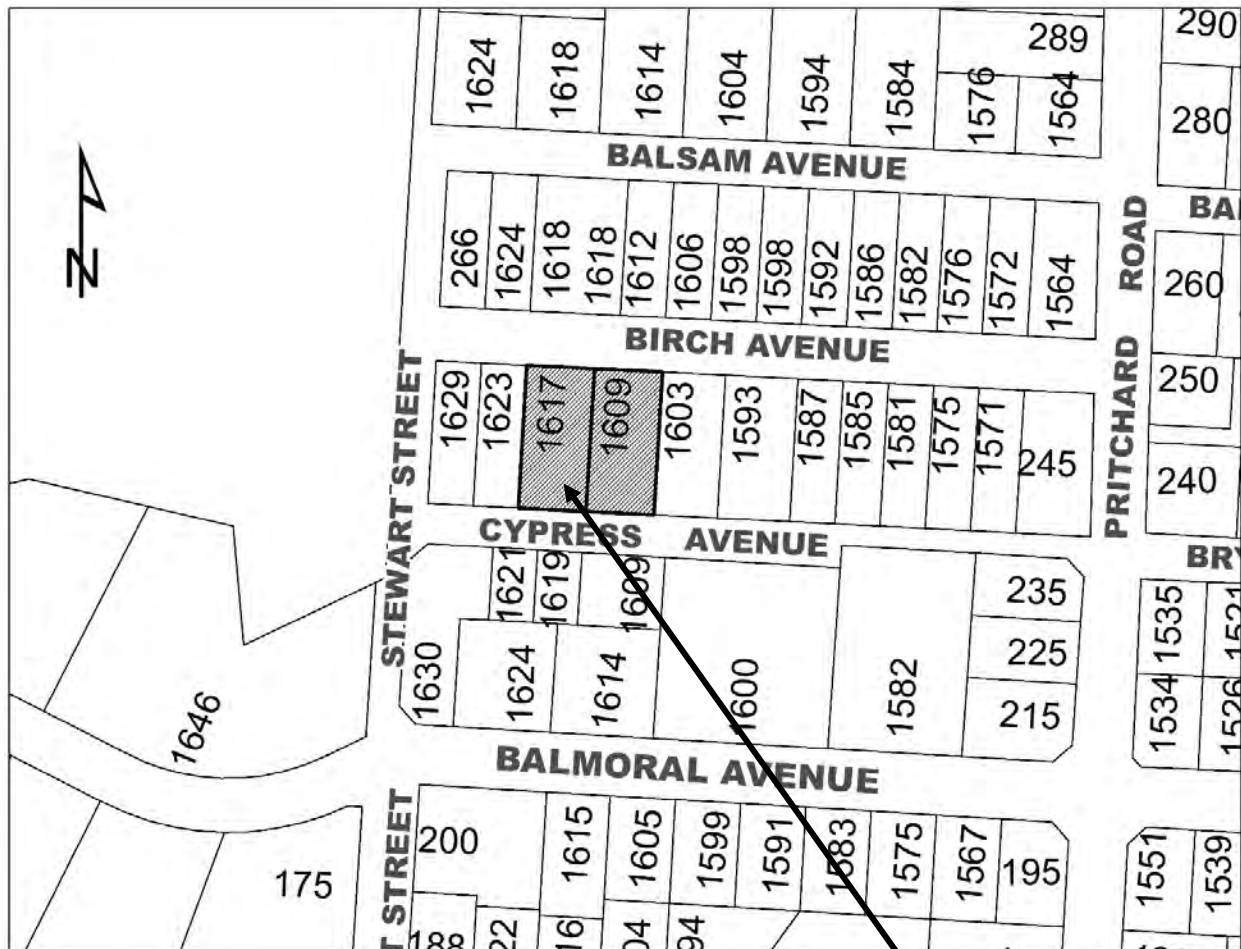
accept a reduction in the road dedication to that of the current road dedication width of Cypress and Birch along the subject property of 13.7m and 18.29m respectively.

- Current draft local road cross section standard is to have 1.8 m sidewalks on both sides, full curb and gutter, 2.4m parking bulb out on one side and a 6.0m wide pavement width. With respect to the reduction in road dedications the applicant will be required:
 - o Birch Avenue upgrade the frontage with full barrier concrete curb and gutter and concrete driveway letdowns with min. width of 5.5m;
 - o Cypress Avenue upgrade the frontage with full barrier concrete curb and gutter and concrete driveway letdowns with min. width of 5.5m. Also provide a provision of cash payment in lieu of construction of 3.0 m of asphalt to the road centerline. On the south side of Cypress Avenue, a cash in lieu of 50% of the estimated cost for the installation of a barrier concrete curb and gutter and a 1.80 m wide concrete sidewalk.
- The applicants Engineer is to review existing and provide efficient street drainage.

BC Hydro/Telus/Cable/Gas:

- Refer to the respective utilities for their comments.
- Record drawings must include the location of non-municipal utilities.
- Proposed easements for BC Hydro should include allowance for telecom and shaw utilities, and are required to by Section 219 restrictive covenant to prohibit discharge of the easement without Town approval.
- Utility kiosks located in the municipal boulevard are required to be wrapped.

**ATTACHMENT 1
APPLICATION SUMMARY**



Subject Properties:
1609 and 1617 BIRCH AVENUE
LOTS A and B SECTION 76 COMOX DISTRICT PLAN 26517

SUMMARY OF EXISTING AND PROPOSED ZONES

Proposal:	To rezone the double-fronting site at 1609 and 1617 Birch Avenue from R1.1 Single-Family to R5.2 Single-Family – 300 m ² Parcel, to facilitate the creation of two new infill lots (Lots 1 & 2), both of which would be developed, and two remainder lots (Lots 3 & 4), both of which would retain their existing dwellings and may in the future each be subdivided in half.
Applicant	Hal Martyn
Owners	Marie Hodgson and Richard Varela
Legal Description:	LOTS A AND B, SECTION 76, COMOX DISTRICT, PLAN 26517
Civic Address:	1609 & 1617 Birch Avenue
Official Community Plan:	
Land Use Designation:	Residential: Ground Oriented Infill
Development Permit Areas:	DPA # 2 Ground Oriented Infill (exempt) DPA #17 Coach Houses (exempt) DPA #18 Secondary Suites (exempt)

SUMMARY OF EXISTING AND PROPOSED ZONES		
Zoning:	EXISTING R1.1 Single Family	PROPOSED NEW ZONE R 5.2 Single Family – 300 m ² Parcel
Permitted uses:	Accessory structures and uses Bed and Breakfast accommodations Coach houses Homes occupations Secondary suites Single-family dwellings Urban Hen Keeping Urban Produce Production Urban Produce Stand	Accessory structures and uses Home occupations Secondary Suites Single-family dwellings Urban Hen Keeping Urban Produce Production Urban Produce Stand
Maximum Density:	n/a	n/a
Minimum Parcel area:	650 m ²	300 m ²
Minimum Parcel frontage:	20m	Interior lot: 13 m Exterior lot: 15 m

Minimum Parcel depth:	26m	20.0 m
Maximum Parcel coverage:	35 %	Single-storey dwellings: 40% Two-storey dwellings: 35%
Maximum Height and stories:	9.0m	8.0 m 2 storeys
Required minimum Setbacks:		
Front:	7.5m	For 5.5 m as measured parallel to and at the front setback – front setback shall be no less than 6.0 m and for any part of a structure used as a garage. 3.5 m – for all other situations
Rear:	7.5m	5.5 m
Side (interior):	2.0m	1.5 m
Side (exterior):	3.5m	3.0 m
Parking	2 per parcel	2 per parcel

Surrounding Land Uses: Single-family development on all sides.

PROPOSED DVP 18-6

Comox Zoning Bylaw 1850

	<u>Existing Regulation</u>	<u>Proposed Variances</u>
Definition of 'Front Lot Line'	A lot line common to a parcel and a street other than a lane. Where a parcel abuts two or more streets, only the street with the shortest length along	Proposed Lot 4 only: A lot line common to a parcel and Birch Avenue.

	the parcel shall be used to determine front lot lines.	
R 5.2 Side - Interior setback	minimum 1.5 m	Existing building on Proposed Lot 4 only: for the west side setback: 1.15 m
R 5.2 Rear setback	minimum 5.5 m	Existing garage and deck attached to the existing building on Proposed Lot 3 only: 4.0 m
R 5.2 Number of Driveways	Maximum 1 per parcel	Proposed Lot 4 only: No more than one driveway per street frontage shall be permitted on a parcel.
Street trees	Type, size, quantity, location and planting details	The type, size, quantity, location of street trees shall be at the discretion of the Manager of Parks. The street tree planting standard is updated.

Town of Comox Subdivision and Development Servicing Bylaw, 1261

Road standards	<u>Existing Standard</u>	<u>Proposed Variances</u>
Local		
Road Allowance Width	20.0 m	18.3 m for Birch Ave 13.7 for Cypress Ave
Pavement width	9.0 m	6.0 m with 2.4 m parking pull-outs on one side
Curb	roll over	vertical curb and gutter
Sidewalk	On both sides of the street, minimum 1.5 m width	On one side of the street, minimum 1.8 m width
Overhead wiring	Not permitted	Proposed Lots 3 & 4 only: Existing overhead wiring service connections for the existing dwellings permitted to be retained. New development on Lots 1 & 2 would utilize underground wiring service connections.

Street Trees

5 street trees along the Birch Street.

TOWN OF COMOX BYLAW 1899

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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

1. Title

This bylaw may be cited for all purposes as the “Comox Zoning Amendment Bylaw 1899”

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended as follows:

A. Section 2.7(2) Penalties is amended by adding the following:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
Unlawful projection into setback – R5.2 zone	5.12(12)	\$250.00
Unlawful use – R5.2 zone	117.1	\$250.00
Failure to comply with conditions – R5.2 zone	117.2	\$250.00
Unlawful accessory buildings – R5.2 zone	117.10	\$250.00

B. Section 4.1 Classification of Zones is amended by adding the following text under the Residential Zones heading:

R 5.2 Single-Family – 300 m² Parcel

C. Section 5.3 Fences is amended by replacing subsection (4) with the following text:

In R1.4, R2.3, R3.8, R5.1 and R5.2 zones, no fences are permitted within a front and exterior side yard, as shown in Figure 5-2.

D. Section 5.12 Projections into Required Setbacks is amended by:

i. replacing subsection (3) with the following text:

In all zones other than the R1.4, R2.3, R3.4, R3.5, R3.6, R3.7, R3.8, R5.1, R5.2, I2.1, CD16, CD23, CD24, CD27, CD28, CD29, CD30; Area B of the CD 13 zone, as shown in Appendix A1; and Area A of the CD26 zone, as shown in Appendix “W”, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, sunshades or steps may project up to 1.75 metres into a required front, rear or exterior side setback and up to 0.6 metres into a required interior side setback.

E. ii. adding a new subsection (12) with the following text:

In the R5.2 zone:

- (a) awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades may project up to 1.0 metres into a required front, rear and exterior – side setback.
- (b) In an interior side setback, only eaves may project up to 0.6 m.

F. Schedule “A” is amended by adding as Section 117 the R5.2 zone, as shown in Schedule “1”, which is attached to and forms part of this Bylaw;

G. Schedule “B” (the Zoning Map) is amended by rezoning **LOTS A and B, SECTION 76 COMOX DISTRICT PLAN 26517**, shown shaded on Schedule “2” which is attached to and forms part of this Bylaw, from R1.1 Single-Family to R5.2 Single-Family – 300 m² Parcel.

H. Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Adoption

- | | | |
|-----|-------------------------------|--------------|
| (1) | READ A FIRST time this | day of, 2022 |
| (2) | READ A SECOND time this | day of, 2022 |
| (3) | ADVERTISED A FIRST time this | day of, 2022 |
| (4) | ADVERTISED A SECOND time this | day of, 2022 |
| (5) | PUBLIC HEARING HELD this | day of, 2022 |
| (6) | READ A THIRD time this | day of, 2022 |
| (7) | ADOPTED this | day of, 2022 |

Mayor

Corporate Officer

BYLAW 1899**SCHEDULE "1"**

117. R5.2 SINGLE-FAMILY – 300 M² PARCEL

117.1 Permitted Uses:

In the R5.2 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Home occupations
- (3) Single-family dwellings
- (4) Secondary Suites
- (5) Urban Produce Production
- (6) Urban Produce Stand

117.2 Conditions of Use:

- (1) Gross floor area of the second storey of a building shall not exceed 75% of the gross floor area of the first storey of the building including attached garages, except for:
 - (a) when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along all elevations of the building, which face the rear lot line; or
 - (b) when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along the building frontage.
- (2) In combined width, attached garages and attached carports shall not exceed the greater of 25% of the building frontage or 3.5 metres.

117.3 Density:

n/a

117.4 Parcel Area:

Parcel area shall not be less than 300 square metres.

117.5 Parcel Frontage:

- (1) Parcel with an exterior side lot line – Parcel frontage shall not be less than 15.0 metres;
- (2) All other situations – Parcel frontage shall not be less than 13.0 metres.

117.6 Parcel Depth:

Parcel depth shall not be less than 20.0 metres.

117.7 Parcel Coverage:

- (1) No building on a parcel exceeds one storey – Parcel coverage shall not exceed 40%.
- (2) A building on a parcel exceeds one storey – Parcel coverage shall not exceed 35%.

117.8 Height and Storeys:

- (1) Height shall not exceed 8.0 metres;
- (2) The number of storeys shall not exceed 2;
- (3) For multi-storey dwelling units, except for when no portion of the first storey is more than 0.6 metres above the established ground level, as measured along the building frontage, a minimum of 50% of the building frontage shall be a maximum of one storey, extending a minimum of 2.5 metres back from the elevation face, with the roof

ridge a minimum of 1.2 metres lower than the roof ridge of any multistorey portion as shown in Figures 117-1 and 117-2;

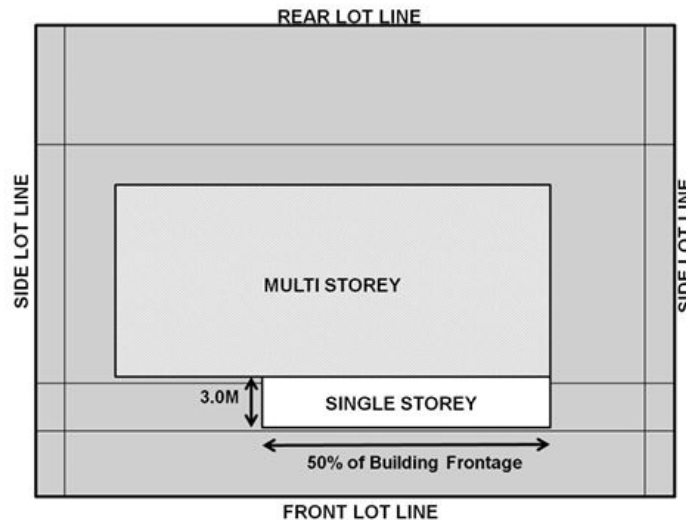


Figure 117-1. Site Plan

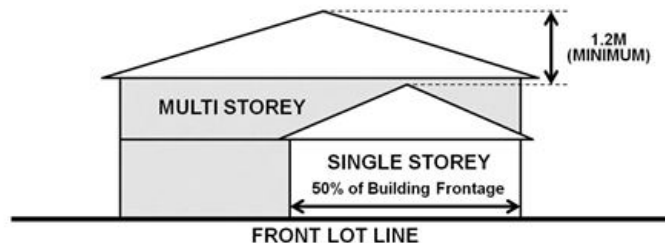


Figure 117-2. Elevation Block Out

117.9 Required Setbacks, as shown in Figure 117-3:

- (1) Notwithstanding Section 5.12(1) setbacks shall apply to any portion of a building that is underground and below grade, except footings of a building's foundation may project up to 0.6 m into a setback.
- (2) Front
 - (a) For 5.5 m as measured parallel to and at the front setback – Front setback shall not be less than 6.0 metres
 - (b) For any part of a structure used as a garage or carport – Front setback shall not be less than 6.0 metres.
 - (c) All other situations – Front setback shall not be less than 3.5 metres.
- (3) Rear
 - (a) Rear setback shall not be less than 5.5 metres.
- (4) Side – interior
 - (a) Interior side setback shall not be less than 1.5 metres.
- (5) Side – exterior and corner cut
 - (a) Exterior side setback shall not be less than 3.0 metres;
 - (b) Notwithstanding Section 5.18 Setbacks, setback from a corner cut-off property line shall not be less than 3.0 metres.

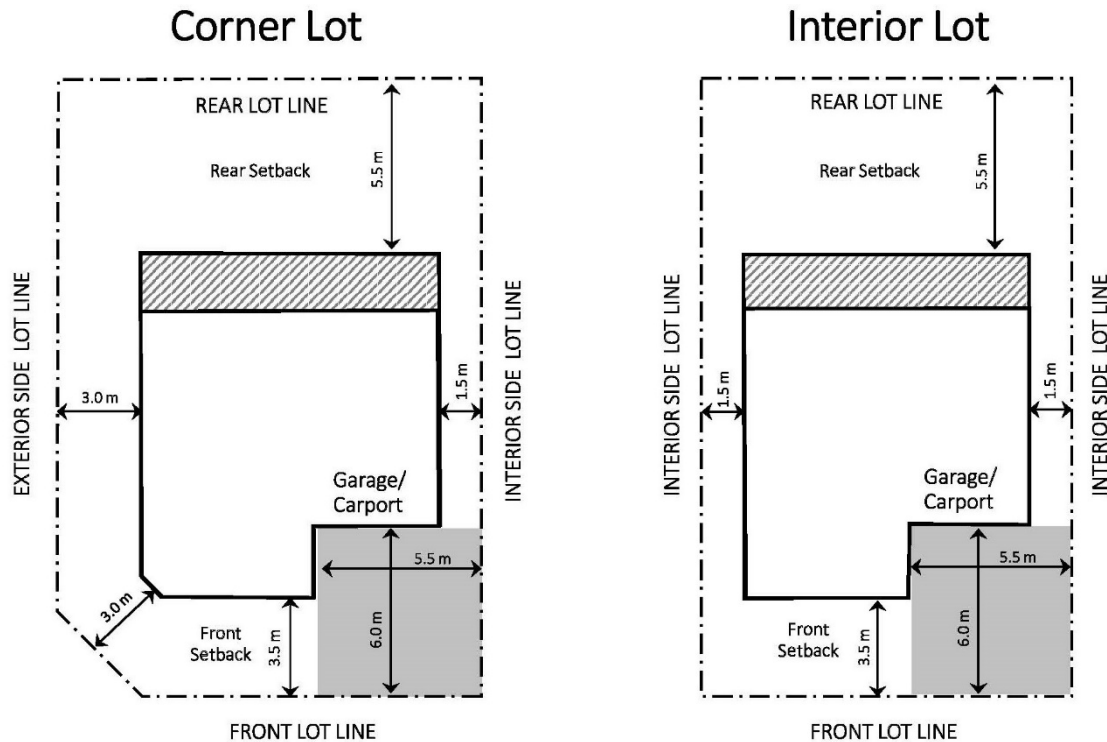


Figure 117-3.
Required Setbacks

117.10 Accessory Buildings

Accessory buildings shall:

- (1) not exceed 3.5 metres in height;
- (2) not exceed 10 m² in gross floor area;
- (3) not be located within front yard; and
- (4) 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 1.5 metres interior side setback is maintained from the front lot line to rear yard, as shown in Figure 117-4.

117.11 Screening

Above ground utility boxes and utility transformers shall be screened in accordance with Section 8.

117.12 Off-Street Parking and Loading

- (1) Off-street parking and loading shall be provided in accordance with Section 6;
- (2) Driveways shall be 5.5 metres in width; and
- (3) No more than one driveway shall be permitted on a parcel.

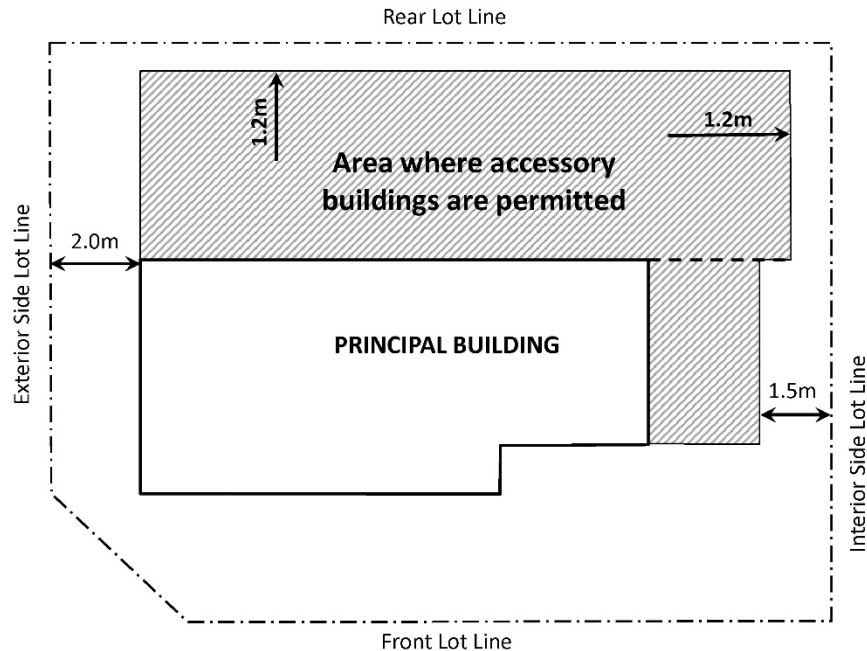


Figure 117-4.
Accessory building buildable area

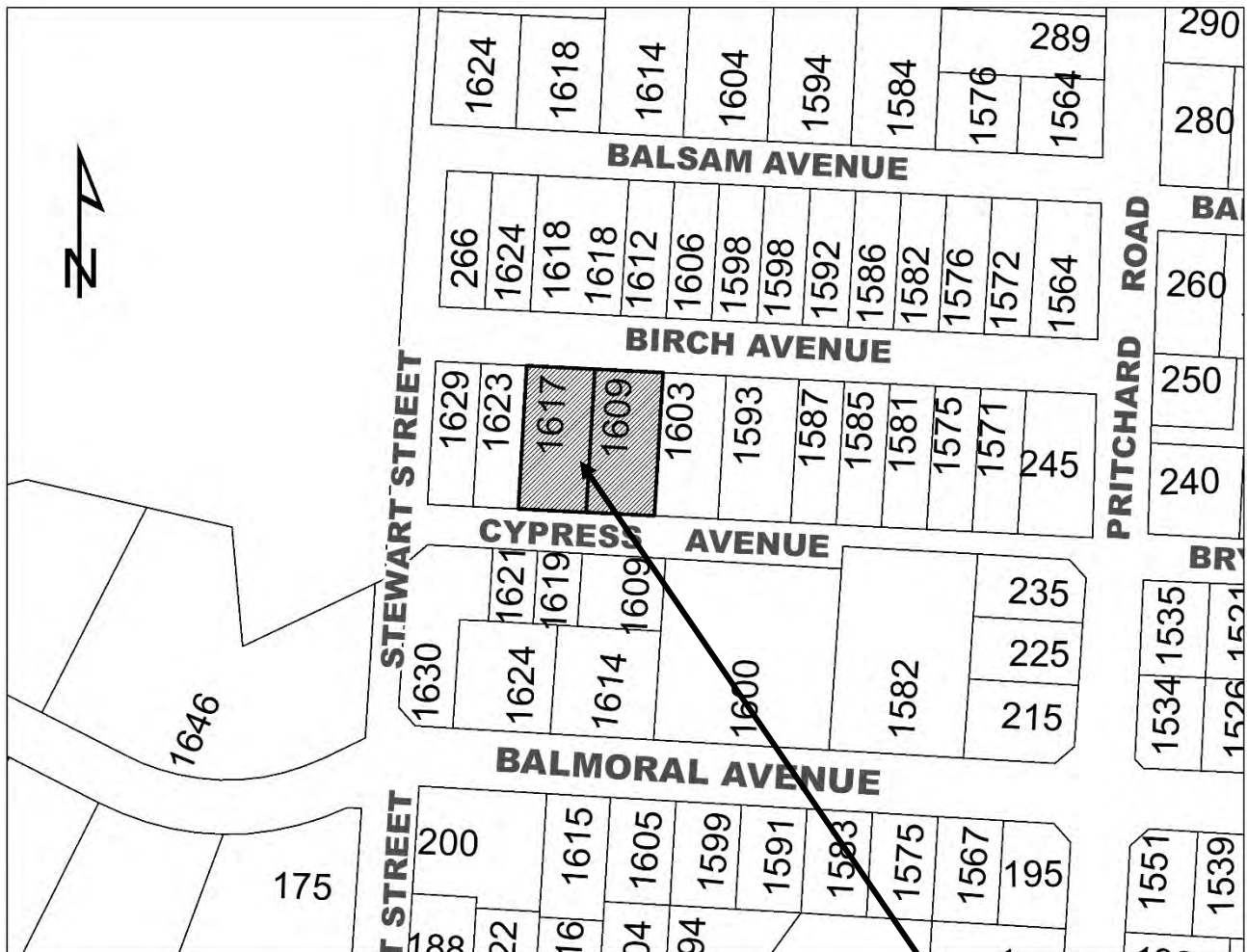
117.13 Other Requirements:

- (1) No more than one principal building shall be permitted on a parcel;
- (2) Overhead wiring on a parcel shall not be permitted. All new services on a parcel shall be placed underground; and
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1899

SCHEDULE "2"

SUBJECT PROPERTIES



Subject Properties:
 1609 and 1617 BIRCH AVENUE
 LOTS A and B SECTION 76 COMOX DISTRICT PLAN 26517

TOWN OF COMOX**BYLAW NO. 2008****A BYLAW TO ENTER INTO A PHASED DEVELOPMENT AGREEMENT****WHEREAS:**

The Town may by bylaw enter into a phased development agreement pursuant to s. 516(1) of the *Local Government Act*;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, having given notice and held a public hearing, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the “Comox Phased Development Agreement Authorization Bylaw No. 2008, 2022 (1609/1617 Birch Avenue)”.

2. Authorization

Council hereby authorizes the Town of Comox to enter into a phased development agreement under s.516(1) of the *Local Government Act*, in the form attached as Schedule “A” to this bylaw.

The Mayor and the Corporate Officer may execute and deliver an agreement with Maria Hodgson and Richard Varela, in the form attached as Schedule “A” to this bylaw.

3. Adoption

READ A FIRST and SECOND time this	day of ,
(1) ADVERTISED A FIRST time this	day of ,
(2) ADVERTISED A SECOND time this	day of ,
(3) PUBLIC HEARING HELD this	day of ,
(4) READ A THIRD time this	day of ,
(5) ADOPTED this	day of ,

MAYOR

CORPORATE OFFICER

**BYLAW NO. 2008
SCHEDULE "A"**

Comox Phased Development Agreement
Authorization Bylaw No. 2008, 2022 (1609/1617 Birch Avenue)

PHASED DEVELOPMENT AGREEMENT: 1609 and 1617 Birch Avenue

(Section 516 of Local Government Act (British Columbia))

THIS AGREEMENT dated for reference _____, 2022, is

BETWEEN:

Maria Hodgson and **Richard Varela**, 1617 Birch, Comox B.C.
V9M 2N5

(the “**Developer**”)

AND:

TOWN OF COMOX, 1809 Beaufort Avenue, Comox B.C. V9M 1R9

(the “**Town**”)

BACKGROUND:

A. The **Developer** is the registered **developer** in fee simple of the lands legally described as:

PID: 000-019-577 and 002-795-507

Lots A and B, Section 76, Comox District, Plan 26517

(the “**Land**”);.

B. The **Developer** has applied to the **Town** for an amendment to Comox Zoning Bylaw 1850 (the “**Zoning Bylaw**”), as it applies to the Land, by way of Comox Zoning Amendment Bylaw 1899 (the “**Amendment Bylaw**” and, together with the Zoning Bylaw, the “**Amended Zoning Bylaw**”), to facilitate a 4-lot subdivision with the potential for a future subdivision to create additional 2 lots.

C. Pursuant to Part 14, Division 12 of the *Local Government Act*, the **Town** may enter into a phased development agreement with an **developer** of lands to specify provisions of a zoning bylaw that will continue to apply to the **developer**’s lands if those provisions are amended or repealed during the term of the agreement, which agreement may also include terms and conditions respecting, among other things, the provision of amenities, the phasing and timing of development and the registration of covenants under section 219 of the *Land Title Act*.

- D. The **Developer** and the **Town** now wish to enter into a phased development agreement on the terms and conditions of this Agreement.
- E. The **Town** has adopted a bylaw authorizing the **Town** to enter into this Agreement with the **Developer**.

TERMS OF PHASED DEVELOPMENT AGREEMENT:

In consideration of the mutual promises expressed in this Agreement, and for One (\$1.00) Dollar and other good and valuable consideration paid by the **Town** to the **Developer** and by the **Developer** to the **Town**, the receipt and sufficiency of which the **Town** and **Developer** each acknowledge, the **Town** and the **Developer** agree, pursuant to section 516 of the *Local Government Act*, as follows:

1. **Definitions -**

In this Agreement, in addition to the terms defined above and elsewhere in this Agreement:

- (a) “**Development**” means the development of the Lands as permitted by the Specified Zoning Provisions.
- (b) “**Specified Zoning Provisions**” means all those provisions of the Amended Zoning Bylaw applicable to the Land (including the provisions of the Amendment Bylaw), as of the date of this Agreement.

2. **Application of Agreement** - This Agreement applies to the Land, including any parcels of Land into which the Land may be subdivided.

3. **Term** – The term of this Agreement is shall commence on the date of execution of this Agreement by the parties and expire on the date that is ten (10) years after the date of **Town** council adoption of the Amendment Bylaw (the “**Term**”).

4. **Amenities** – The **Developer** shall, provide the following amenities (the “**Amenity Requirements**”) by the deadlines herein specified:

- (a) Upon Council adoption of the Zoning Amendment Bylaw, and prior to any application being made for a Subdivision or Building Permit on the Land:
 - (i) Payment of \$14,000.00 for **Town** construction of improvements to vertical curb, gutter, let downs (for three driveways) and a 1.8 m wide sidewalk along the south side of Cypress Avenue;

5. **Non-Compliance to the Agreement** – For the term of this Agreement:

- (a) If the **Developer** does not comply with all the requirements in **section 4**, on which question the opinion of the **Town** shall be determinative provided that the **Town** may not act unreasonably, the **Town** may at its option terminate this Agreement by providing notice in writing to the **Developer**, provided that the **Town** has at least two months prior to giving such notice advised the **Developer** in writing of any alleged failure (the “Default Notice”) and the **Developer** has not corrected the deficiency to the reasonable satisfaction of the **Town**. The **Developer** acknowledges the **Town’s** unfettered right to further amend Comox Official Community Plan Bylaw 1685 and the **Zoning Bylaw** to reverse the effect of the Zoning Amendment Bylaw, in the event that the **Developer** fails to comply with **section 4**, and waives any right it would otherwise have to claim, in respect of any such further amendment, that it has established a non-conforming use or a commitment to use Land as permitted by the Zoning Amendment Bylaw.
- (b) Despite the preceding section, if the default is one that cannot be corrected by the **Developer**, the **Town** may give notice of termination at the same time as the notice of default. For certainty, if the **Developer** should be a corporation, the following are defaults that cannot be remedied by the **Developer**:
 - (i) if the **Developer** makes a general assignment for the benefit of creditors; or
 - (ii) if the **Developer** institutes proceedings to be adjudicated bankrupt or insolvent or consents to the institution of bankruptcy or insolvency proceedings against the **Developer** or files an application or petition or answer or consent seeking re-organization or re-adjustment of the indebtedness of the **Developer** under the Bankruptcy and Insolvency Act or the Companies’ Creditors Arrangement Act or any law of Canada or any province of Canada relating to bankruptcy or insolvency, or consents to the filing of any such application or petition, or consents to the appointment of a receiver or receiver-manager; or
 - (iii) if a receiver, interim receiver, receiver manager, trustee, liquidator, or custodian of all or substantially all of the property of the **Developer** or of the **Developer’s** interest in Land is appointed or applied for by the **Developer** or appointed pursuant to an instrument or by order of a court; or
 - (iv) if a judgment, decree, or order is entered by a court of competent jurisdiction adjudging the **Developer** a bankrupt or insolvent or subject to the provisions of the Bankruptcy and Insolvency Act or determining that

proceedings for re organization, arrangement, adjustment, composition, liquidation, or any similar relief under the Bankruptcy and Insolvency Act or the Companies' Creditors Arrangement Act or any law of Canada or any province of Canada relating to bankruptcy or insolvency have been properly instituted otherwise than by the **Developer**, provided that such judgment, decree or order is not in good faith contested by the **Developer**; or

- (v) if any application or petition or certificate or order is made or granted for the winding-up or dissolution of the **Developer**, voluntary or otherwise.

6. **Timing** – For the term of this Agreement:

- (c) If the **Developer** is delayed or prevented from the performance of any covenant or agreement required hereunder by reason of any unavoidable cause, then performance of such covenant or agreement shall be excused for the period during which such performance is delayed or prevented and the time for the performance thereof shall be extended accordingly. For the purposes of this section, "unavoidable cause" means any event or contingency beyond the reasonable control of the **Developer**, including without limitation a delay caused by weather conditions, power failure, fire or other casualty, governmental laws, regulations or controls, civil commotion, insurrection, sabotage, invasion, rebellion, military or usurped power, war or war-like operations and acts of God, but excluding a delay caused by lack of funds.
- (d) Time is of the essence of this Agreement and will remain of the essence notwithstanding the extension of any dates.

7. **Restrictions On Development Of Land** – For the term of this Agreement:

- (e) The **Developer** shall not, despite the adoption of the Zoning Amendment Bylaw, construct or occupy any building or structure on **Land** until or unless the **Developer's** obligations under **section 4** have been met by the deadlines specified in the subsections of **section 4**, and the **Town** shall be under no obligation to issue any building permit or occupancy permit or other authorization to which the **Developer** would be entitled were it not for this section.

8. **Notice of Phased Development Agreement** – The **Developer** acknowledges and agrees that pursuant to sections 521 of the Local Government Act, the **Town** is required to file a notice with the registrar of titles indicating that the **Land** is subject to this Agreement and that in accordance with sections 503 and 521 of that Act, upon such filing, this Agreement is binding on all persons who acquire an interest in the Land.

9. **Developer Acknowledgement respecting Amenity Requirements** – The Developer

acknowledges and agrees that:

- (f) the cash contributions are required by the **Town** as a condition of adoption of the Amendment Bylaw; and

10. **Bylaw Amendments Not To Apply – For the term of this Agreement:**

- (g) any amendment or repeal of sections 117.1, 117.2, 117.3, 117.4, 117.5, 117.6, 117.7, 117.8, 117.9, 117.10, and 117.13 of Bylaw 1850 as amended by the Zoning Amendment Bylaw shall not apply to Land, except:
 - (i) as provided in Section 516(6) of the Local Government Act; or
 - (ii) to the extent that the **developer** of any parcel comprising Land agrees in writing that the amendment or repeal shall apply to that Land.
- (h) For certainty, and without limiting **section 10(a)**, the **Town** agrees that any development permit or building permit that would be issuable in respect of Land on the date of adoption of the Zoning Amendment Bylaw will, subject to **section 7(a)**, be issued throughout the term of this Agreement in accordance with Comox Official Community Plan Bylaw 1685, Bylaw 1850 (apart from the sections specified in **section 10(a)** to the extent that they may differ from the sections in force following adoption of the Zoning Amendment Bylaw), and Comox Building Bylaw 1472, despite any amendment or repeal of the bylaw provisions specified in section 10(a) that would otherwise prevent the issuance of the permit.

11. **No Effect on Powers** – Except as expressly set out in this Agreement, nothing in this Agreement shall:

- (i) affect or limit the discretion, rights or powers of the **Town** or the **Town's** Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Land;
- (j) affect or limit any enactment relating to the use, development or subdivision of the Land; or
- (k) relieve the **Developer** from complying with any enactment, including in relation to the use, development or subdivision of the Land.

12. **Waiver** – No waiver by the **Town** of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.

13. **Remedies** - No reference to or exercise of any specific right or remedy by the **Town** shall

prejudice or preclude the **Town** from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the **Town** may from time to time exercise any one or more of such remedies independently or in combination.

14. **Modification** – This Agreement may not be modified except in accordance with section 519 of the Local Government Act and pursuant to an agreement in writing, signed by the **Developer** and the **Town**. The **Developer** and the **Town** further agree that, unless expressly listed section 519(3) of the Local Government Act, any such amendment to this Agreement will be a minor amendment which can be authorized by resolution of the Town’s council rather than by way of a bylaw.
15. **Termination** - The **Town** and the **Developer** may terminate this Agreement at any time by written agreement.
16. **Further Assurances** – The **Developer** shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.
17. **Developer’ Expense** – The **Developer** shall perform its obligations under this Agreement at its own expense and without compensation from the **Town**.
18. **Interpretation** – In this Agreement:
 - (l) Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
 - (m) Article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement.
 - (n) The term “enactment” has the meaning given under the *Interpretation Act* (British Columbia) on the reference date of this Agreement.
 - (o) Reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment.
 - (p) Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted, or replaced from time to time, unless otherwise expressly provided.
 - (q) Reference to a numbered paragraph, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered paragraph or lettered schedule of this Agreement.
 - (r) All Schedules to this Agreement form an integral part of this Agreement.

- (s) Time is of the essence.
 - (t) Where the word “including” is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word “including”.
19. **Providing Notice** - Any notice permitted or required by this Agreement to be given to either party must be given to that party at the address set out above, or to any other address of which the party has given the other party notice in writing expressly for the purposes of this Agreement.
20. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
21. **Town Discretion** - Whenever in this Agreement the **Town** is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the **Town** may do so in accordance with the contractual provisions of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise, shall have any application in the interpretation or implementation of this Agreement.
22. **Town Indemnity** –
- (u) The **Developer** shall indemnify and save harmless the **Town**, its officers, employees, Council members, agents and others (the “**Town Representatives**”) from and against any and all actions, causes of action, liabilities, demands, losses, damages, costs, expenses (including actual fees of professional advisors), costs for the remediation of contamination, fines, penalties and other harm of any kind whatsoever, whether related to death, bodily injury, property loss, property damage, property contamination or consequential loss or damage, suffered or incurred by the **Town** or any of the **Town Representatives**, directly or indirectly, arising from, resulting from, connected with or related to:
 - (i) any default or breach of this Agreement by the **Developer**; and
 - (ii) any wrongful act, omission or negligence of the **Developer** or its directors, officers, employees, agents, contractors, subcontractors, licensees, or others for whom they are responsible in law with respect to the covenants and obligations of the **Developer** pursuant to this Agreement.
 - (v) This indemnity shall survive any conclusion or other termination of this Agreement, in relation to any matter arising prior to it.

23. **Enurement** – This Agreement hereof shall enure to the benefit of the parties and their respective successors and assigns.
24. **Assignment** –The **Developer** may, on written notice to the **Town**, assign this Agreement to that class of persons being any subsequent registered **developer** of all of the Land but only if the assignee first enters into an agreement with the **Town**, in a form determined by the **Town**, wherein the assignee agrees to be bound by, and to assume all of the **Developer's** obligations under, this Agreement.
25. **Withholding of Permits** - The **Developer** acknowledges and agrees that the **Town**, acting reasonably, may, despite any public law limitations on the withholding of building permits and occupancy permits, withhold building permits and occupancy permits for the purpose of ensuring compliance with and administering the terms of this Agreement.
26. **Form of Transmission** - This Agreement may be executed by the parties and transmitted by fax or scanned and emailed and if so executed and transmitted this agreement will be for all purposes as effective as if the parties had executed and delivered an original agreement.
27. **Form of Payment** - In this Agreement any required payment shall be in cash, certified cheque or bank draft. Certified cheques and bank drafts shall be issued by a Canadian Chartered Bank or other financial institution satisfactory to the Director of Finance.
28. **Entire Agreement** – This Agreement, the Schedules to this Agreement, and every agreement or instrument required to be executed or delivered by the **Developer** pursuant to this Agreement together are the entire agreement between the parties regarding its subject.
29. **Execution in Counterparts & Electronic Delivery** - This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

(signature page follows)

AS EVIDENCE OF THEIR AGREEMENT, the **Town** and the **Developer** have executed signed this Agreement below.

HIGHSTREET ASPEN VIEW APARTMENTS LTD.

by its authorized signatory:

TOWN OF COMOX

by its authorized signatories:

**ATTACHMENT 5
PROCESSING PROCEDURES**

1. First and Second Reading of proposed Zoning Amendment Bylaw and Phased Development Agreement;
2. Public notification of Public Hearing on proposed Zoning Amendment Bylaw and Phased Development Agreement;
3. Public notification of proposed Development Variance Permit DVP 18-6
4. Public Hearing;
5. Third Reading of proposed Zoning Amendment Bylaw and Phased Development Agreement;
6. Resolution of any outstanding items;
7. Adoption of proposed Zoning Amendment Bylaw and Phased Development Agreement;
and
8. Issuance of Development Variance Permit DVP 18-6.



TO: Mayor and Council	FILE:
FROM: Jordan Wall, Chief Administrative Officer	DATE: August 10 th 2022
SUBJECT: Garbage, Recycling, and Organics Pick up RFP	

Report Approved:

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT based on the results of the March 9th publicly released request for proposal process jointly launched between the Town of Comox and the City of Courtenay, Council directs staff to award Halton Recycling Ltd. a ten year contract with the provision for a five year extension of service beginning on January 1st 2024 for a three stream automated collection service.

PURPOSE

The Request for Proposal (RFP) process that was launched jointly between the Town of Comox and the City of Courtenay has closed with a staff recommendation for an award for a 10 year contract with possibility for a 5 year extension to Halton Recycling Ltd. who is doing business as Emterra Environmental.

STRATEGIC PLAN LINKAGE

CAO Garbage and Organics Program

BACKGROUND

The Town of Comox and City of Courtenay released a joint RFP process in an attempt to provide a larger economy of scale, to encourage a larger pool of applicants to the RFP, as well as decrease user costs for residents. The Village of Cumberland, K'omoks First Nation, and the CVRD all have the ability to join this contract at a later date if they desire.

The RFP closed on May 4th with two submissions being made, Halton Recycling and GFL Environmental. Two evaluation teams with membership from both communities on each team evaluated the proposals across a number of different considerations including experience, cost, and technical ability to complete the service works. Halton Recycling was chosen as the preferred proponent due to a lower unit price, experience working the industry and valley, a detailed transition plan to automated collection, and experience delivering automated service collection in other jurisdictions.

Service Levels

The Town of Comox currently enjoys weekly garbage, weekly organics, and bi-weekly recycling collection. As part of this process the City of Courtenay will be changing their collection service which currently matches the Town of Comox excluding household organics collection to a bi-weekly recycling and garbage collection with weekly organics pick up. This is the same service level that is offered in Cumberland currently.

In the Summer of 2020 Council examined a number of different service options in preparation for moving to a new collection system. Council at that time resolved to move to a weekly organics collection, bi-weekly garbage collection, and bi-weekly recycling collection. This is the same schedule that Cumberland offers and the City of Courtenay has resolved to offer beginning in 2024 when the new service contract begins.

There are a number of benefits for moving to this system. Evidence from other jurisdictions who have made this type of change shows that the organics and recycling centers that have been heavily invested in by the CVRD and Province will see better use once residents change their behavior to more completely participate in these programs. Organics collection will still be done on a weekly basis and will see the vast majority of odor causing materials taken away. There are still some odor causing items which may remain such as diapers but these issues have been well adapted to by residents in the many other jurisdictions where bi-weekly garbage pick up is the norm. Further, with the entire region adopting this service level, in order to not continue with the switch to bi-weekly garbage collection, Comox would have to develop alternative pricing for collection with Halton Recycling due to the increased amount of capital needed as well as look at the rate at which Comox contributes to the landfill at the CVRD. Along with environmental concerns, one of the main drivers towards recycling and the new organics facility is the extremely high cost and land constraint of new landfill cells for the CVRD which Comox pays in proportion to our use. Increased recycling and organics participation will greatly extend the life of each landfill cell and decrease costs in the long run.

The City of Courtenay is not planning to include the majority of their Industrial, Commercial, Institutional (ICI) customers in the new contract and those customers will directly engage with service providers for their own needs. Comox has a much smaller ICI base than Courtenay and as such has not made that decision at this time. An engagement exercise had been started but stalled during the transition of personnel in the communications department. Initial findings found that most ICI customers wished to remain within the Town of Comox's service provision so long as service interruptions decreased.

a. Legal

The new service contract when agreed will have more modern language and clauses in it than the Town currently has in its service contract. The contract will have responsibilities for the service provider to provide notification when streams can't be collected, damages in the event of repeated service failures, a performance bond, and the ability for the Town to terminate the contract in a structured and ordered manner if service levels consistently don't meet required standards.

b. Public Relations

A large communication plan in concert with Courtenay will be undertaken to help inform residents of the change. Parking restrictions to allow for cart placement set out will also need to be changed in bylaw and communicated to residents.

2021

For the Year Ending December 31, 2021



TOWN OF
COMOX

ANNUAL REPORT

The Town of Comox respectfully acknowledges that the land on which we gather and work is on the Unceded traditional territory of the K'òmoks First Nation, the traditional keepers of this land.

Contents

- 01 Introduction
- 02 Message from the Mayor
- 03 Message from the Chief Administrative Officer
- 04 Comox Town Council
- 05 Guiding Principles
- 06 Strategic Plan with Highlights
- 07 Statement of Financial Information

“

Council is pleased to present the 2021 Annual Report highlighting the Town's various corporate and financial accomplishments over the past year. This report summarizes the progress and achievements towards the 2021 Strategic Priorities and shares the Town's audited consolidated financial statements.

Comox Harbour with the Comox Glacier in the background

01



Mayor's Message

“2021 brought about another difficult year, as the COVID-19 pandemic continued to challenge our way of life in the Comox Valley and around the world. Despite these challenges, the Town of Comox has made significant strides in a number of programs, projects, and community initiatives. I'm incredibly proud of the work our staff and Council continue to do, and I'm happy to highlight those accomplishments in the annual report for the year ending December 31, 2021.” Mayor, Russ Arnott

Over the year, Town Council has acted on its desire to lead and implement many projects and initiatives. Before recapping all the exciting things that happened in 2021, it is important to recognize that we still continued to experience challenging times because of COVID-19. A tremendous amount of work and effort was put into adapting our services, programs and events to maintain some level of normality, while complying with many orders and restrictions to keep our community safe.

In 2021, Council was progressing the work of a new Marine Services Building. Currently, secondary grant funding is under review and will determine the next steps. Pending the approval of these additional funding supports, the Town will look forward to welcoming a new building in the marina, which will enable further economic development to the harbour and marine industry.

02



The community has become stronger. We know and understand that with kindness and support for each other, we can and will make progressive steps forward.

To support active and sustainable transportation in Comox, the Town secured \$919,000 in grant funding under the Investing in Canada Infrastructure Program: COVID-19 Resilience Infrastructure Stream. This funding will provide a new sidewalk and bike lanes on the south side of Comox Avenue from Rodello Street to Ellis Street.

Through the Ministry of Children and Family Development, the Town received much-needed provincial funding from Childcare BC's New Spaces Fund to create 16 new daycare spaces. These new spaces will accommodate children aged 30 months to kindergarten at the Aspen Grove Children's Centre.

Economic recovery continued to be a top priority for Council in 2021, with the approval and extension of the Patio and Parklet Program. This program (set to continue until June 1, 2022) will further support the food and beverage sector and ensure more safe seating space for residents and visitors.

In August, the Town opened an off-leash dog park on the old Comox Elementary School site (located on Rodello Street and Fairbairn Avenue). This project is part of a 5-year pilot agreement between the Town and School District 71.

Over the fall, Council reviewed an Urban Agriculture and Hen Keeping Feasibility staff report to allow hen keeping on certain lot sizes and increase the sales of on-site agricultural products on single-family properties in Comox. Findings from the public survey held in early 2021 were beneficial in understanding the resident needs and direction Council is looking to take. Bylaws to allow urban hen keeping and agricultural product sales were adopted.

Council recognizes the importance of engaging with local youth on future recreation options in Comox. In October the Town launched a Comox Recreation and Parks Youth Assessment Plan and engagement survey to determine the priorities of youth aged 12-18 years old (grades 7-12) in the area. The survey received beneficial community feedback and provided Council with options to be discussed in February 2022 to

RCM Agenda Aug 10, 2022

move forward in bringing further recreational activities to the younger population. The Town recognizes and understands the various housing challenges continuing to face residents in Comox and Council along with staff are doing their best to provide a positive living experience for all residents by working with provincial and federal partners to create larger change within the community. To this note, Council increased its annual affordable housing contribution from \$30K to 40K.

To support an aging population in the Comox Valley, Island Health signed a development agreement with Providence Living to build and operate a 156-bed dementia village in Comox. The proposed building site will be the former St. Joseph's General Hospital location and will provide long-term care support and accommodations for those suffering from dementia.

In partnership with BC Housing, the Town and M'akola Housing Society announced six (6) new housing units to provide affordable living for those most vulnerable. In addition to using a BC Housing grant, the Town utilized affordable housing funds to provide support in purchasing the properties, enabling M'akola Housing Society with much-needed local support services.

Development plans in the Northeast Comox area continued to move along, as Council approved implementation bylaws to enable development and community growth. These new bylaws will help drive new tax revenue and assist in affordability by increasing the number of residential units in the area.

On behalf of the Town of Comox Council, thank you for getting involved and being part of conversation. To learn more about the initiatives or projects that will continue to be a focus in 2022, visit our website comox.ca. Working collaboratively with us will ensure the Town continues to thrive!



Mayor Arnott

Message from the CAO

03

On behalf of the Town of Comox administration, I'm pleased to be able to share with you the highlights and accomplishments of the past year, and outline a little of our plans for the future. Throughout 2021, as we navigated the pandemic, we all had to adapt, and adjust and focus on what was critical for our community and the organization. While change can be difficult it also offers opportunities to explore new ways of doing things and to help an organization work more efficiently.

“

Once again 2021 was like a year like no other, with changes to business operation with changing COVID-19 orders and restrictions. Our focus was to prioritize the health and integration of our community as our teams looked for new ways to keep our citizens safe and connected.



At the end of this year, we delivered on all our core services and continued to advance on our strategic priorities. We could not have achieved this without the dedication and commitment of Town Council, staff, and the support of the public with ongoing service interruptions or changes. COVID-19 compelled us to adjust and respond to continually changing regulations.

The organization was able to see numerous projects of growth as well as assistance to affordable housing from the completion of projects like 695 Aspen.

The Town also adopted bylaw changes to allow for residents to sell produce grown on their own property as well as allowed for residential hen

keeping in selected areas.

2021 was an important year in working other projects within the strategic plan. The funding of \$396,917 through the CleanBC Organic Infrastructure and Collection Program was secured which will allow for a more cost effective transition to automated collection services in 2024. In addition, the downtown Comox Transit Exchange was completed, the location is situated on Port Augusta Street providing ideal access to several key destinations.

Jordan Wall, Chief Administrative Officer (CAO)

Comox Town Council

04



The Town of Comox has a Mayor and six Council members who are elected for four-year terms, with the election to be held October 15, 2022. Together this Council is responsible for establishing corporate policy and setting the strategic priorities.

Regular Council meetings and Strategic Planning meetings are live-streamed and now have transitioned to a hybrid meeting with some elected officials attending in-person and some attending on-line. Regular Council meetings are held on the first and third Wednesday of each month at 5:00 p.m., while Strategic Planning Committee meetings are generally held on the second Wednesday of each month at 5:00 p.m.,

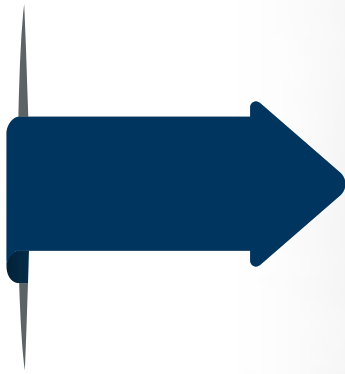
except for July and August when a modified schedule is implemented.

- Mayor Russ Arnott
- Councillor Alex Bissinger
- Councillor Ken Grant
- Councillor Dr. Jonathan Kerr
- Councillor Nicole Minions
- Councillor Stephanie McGowan
- Councillor Maureen Swift

In November 2021, the Town held a by-election to elect a replacement for Councillor, Pat McKenna. The Town thanks former Councillor McKenna for his time and commitment to Comox; welcome to Councillor, Dr. Kerr.

Guiding Principles

Town Vision



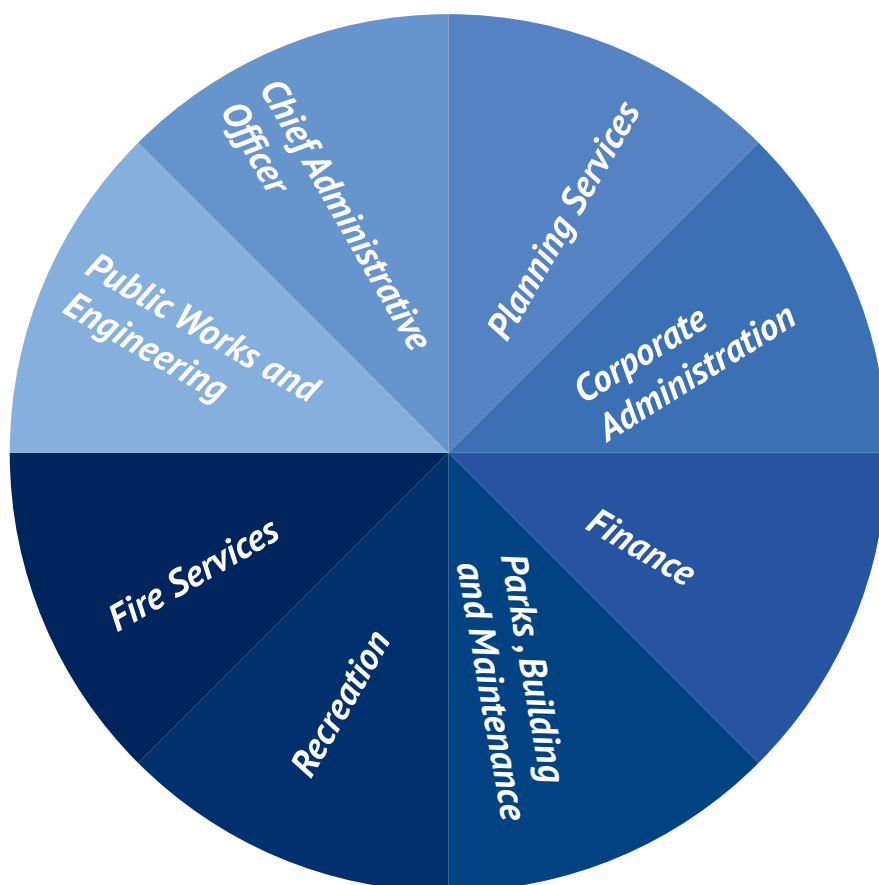
The Town of Comox is an active, residential community that welcomes all ages. The heart of Comox is the downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing, and public services. Comox enjoys strong connectivity within and between neighbourhoods, commercial/service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

Core Services

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

06

Council's strategic priorities are organized by the following departments



The 2021 Strategic Plan guides the work of the Town of Comox and sets its goals and priority actions. It tells the citizens what Council plans to accomplish, in addition to its core services, and sets performance measures and targets for assessing progress over the Council term.

Chief Administrative Officer

TOWN OF COMOX - STRATEGIC PRIORITIES HIGHLIGHTS

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Build on K'òmoks First Nation (KFN) Relationship	Create increased communication between both Administrative and Council levels to ensure a strong and harmonious relationship.	Community to Community Forum held March 5, 2021. Staff working on implementing new KFN archaeological approval process. Exempt staff completed Indigenous Awareness training.
2.	Mack Laing Trust	Modification of the Mack Laing Trust in order to reach a resolution of on the Shakesides building future.	Report submitted to Council in December 2021. Modification of trust proposal complete and submitted.
3.	Garbage Collection and Organics Program	Provide weekly organic and bi-weekly garbage and recycling pick up to residents with curbside service.	RFP has been released. Will close in May 2022.
4.	Review of Council Remuneration	A Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	CAO's Office directed to provide a report on Comox Council remuneration, including an analysis of alternate director compensation for CVRD board members. Report to be tabled after budget process is complete.
5.	Asset Management Funding Linkage	To develop an understanding of the replacement cost of all Town assets and develop a funding strategy.	Asset Management meeting took place with Council during May Strategic Planning meeting. Posting for Asset Manager position with the expectation to award the position in May 2022.
6.	Marina Park Vendor Policy and Program	A policy to regulate in a fair and consistent manner access for street vendors at Marina Park as well as address ongoing garbage issues.	Completed
7.	Marina Park Enhancement and Parking Improvements	Development of a plan to increase youth enjoyment at the park, alleviate parking issues, and expand Marina boat rentals.	Replacement and extension of the boat launch in late spring 2022. Extension requires Department of Fisheries approval - possible late summer/early fall of 2022.
8.	Town Website Rebuild	Overall development of new Town website and a re-branding process.	Anticipated launch in late May 2022
9.	DL 194 Parks Property Transfer	Agreement with Province and KFN to lease the park property for 99 years from KFN.	Agreement and Parks Management framework have been sent to KFN.

Planning Services

TOWN OF COMOX - STRATEGIC PRIORITIES HIGHLIGHTS

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Urban Food Production	That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and develop options in a report to Council to allow small-scale Commercial urban food production, including but not limited to chickens (not roosters), bees and urban farm stands on all residential property within the Town of Comox.	Completed – Bylaws adopted
2.	Participation in CVRD Regional Poverty Reduction Strategy	Joint project of CVRD, Cumberland, Comox, Courtenay, and K'òmoks First Nation. Lead by the CVRD to undertake a regional poverty assessment and reduction strategy to promote awareness of local poverty, identify systemic barriers that facilitate the cycle of poverty, and provide an action plan to reduce Comox Valley poverty by at least 25% by 2024 (over 2016 baseline levels).	Completed - Consultant hired by CVRD. Public consultation completed. Draft Strategy presented to CVRD Board Oct 5/21. CVRD staff have briefed project participants on the Regional Poverty Reduction Assessment and Strategy (Draft). CVRD staff to Report back through the Regional Growth Strategy 2022-2026 financial planning process to identify potential implementation actions for the CVRD.
3..	Downtown Parking Review	Review and make changes to the Down Town Parking systems including review of temporary parking allocations, drop off zones, and angle parking along Church Street.	Parking survey completed and received from downtown businesses.
4.	NE Comox OCP Land Use Designation Review	In anticipation of multiple development applications in the North East Comox area. The Town reviewed the current OCP Land Use Designation for single family development and look to make changes if necessary or desired.	Complete subdivision, development permit and development variance permit applications for 1200 Military Row received and are being processed.

Corporate Services

TOWN OF COMOX - STRATEGIC PRIORITIES HIGHLIGHTS

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Updates to Council Policy Manual and bylaws that streamline Council policy, procedures and direction.	New Bylaws and Bylaw updates to include: New Council Delegation Bylaw, Election and Assent Voting Bylaw Amendment, New Animal Control Bylaw, Single Use Plastics Bylaw	Completed
2.	Marina Park Mobile Vendor Opportunity and Award	Updated Mobile Vendor Program for Marina Park plus tender for 2-year contracts with mobile vendors for 2022-2023 seasons.	Completed
3.	Town Website Rebuild and Town Re-branding	Development of overall look for website plus Corporate Administration Departmental Section – Council information, meeting schedules, bylaw enforcement, elections, reports and publications, news, etc. Project to consider Town of Comox re-branding process to coincide with new website.	RFP awarded and redesign in process. Launch in May of 2022.

Financial Services

TOWN OF COMOX - STRATEGIC PRIORITIES HIGHLIGHTS

ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Phone System Replacement	Changed to IP Phones corporate wide. Free long-distance North America, Use to receives faxes, Call transfers to any Town of Comox local.	Completed
2.	Online account balances and payment option	To provide online access to Town billing balances, including property taxes, utility billings, and business licenses. Payment may be made online with a credit card, where the card merchant fee is charged to the payer.	Taxes and utility billings - Completed Business Licenses - December 2022.
3.	Dayforce - HCM system strategy	To capitalize on the investment in the Ceridian Dayforce web application by further automating HR and Payroll processes and allowing additional employee self-management features.	Implemented the base functionality for Dayforce HR and Payroll, Time Attendance, Education and Employee Self Service. Payroll processing enhancements – a. Non-conforming employee requirements b. Benefits module c. Payroll Reports

Parks and Building Maintenance

TOWN OF COMOX - HIGHLIGHTS			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Mack Laing Park Bridge	Replacement of the lower bridge at Mack Laing Park. The bridge was rotting and was at risk of failure.	Completed
2.	D'Esterre Elevator	Replacement of the D'Esterre Elevator	Completed
3.	Replacement of Holiday Lighting	Acquisition and installation of new LED holiday lighting as current ones are old, failing, and pose safety risks.	Completed
4.	Off-Leash Dog Park Creation	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	School Board approved dog park request for Comox Elementary for an interim off leash dog park. A five (5) year agreement with SD 71 is in place. The dog park has been in operation since August 2021.

Public Works and Engineering

TOWN OF COMOX - HIGHLIGHTS			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Sidewalks South side of Comox Avenue (Rodello to Ellis)	Design exercise to review the costs implications of the project	Design 100% complete. Applied for Canada Infrastructure Program, COVID-19 Resilience Infrastructure Grant deadline January 27, 2021. 100% eligible funding. Town awarded grant funding - work to be completed in summer 2022.
2.	Sidewalk Bolt and Aspen	To improve pedestrian connectivity and safety which serves Aspen School, high residential area as well as high commercial site.	Design complete. Shovel ready and applying for grants.
3.	Lazo Widening Simba to Kye Bay	Design of road widening of the Lazo road to help increase usage and safety for motorists and add bicycle options.	RFP issued and proposals submitted.
4.	Water and Storm System Upgrades	Extension of high pressure system on Noel, Carthew-Ellis main replacement, McKenzie sanitary pipe replacement, Torrence main replacement.	RFP issued.

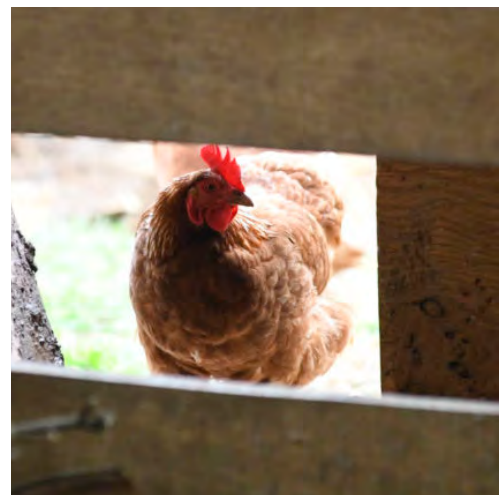
Fire Services

TOWN OF COMOX - HIGHLIGHTS			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	Sound of Life-Smoke Alarm Program	For almost thirty years now our fire department has been providing and installing free smoke alarms to citizens in single family homes in our community. We strongly believe that by doing so we can reduce injuries/deaths and damage caused by fires. To date we have given away over 2000 smoke alarms. This program is funded by donations from our firefighters and other groups. This model is difficult to sustain.	Our smoke alarm program continues to be very successful. Late last year we had applied, through the Fire Chief Association of BC, for some free smoke alarms through a promotion from First Alert. I am very excited and pleased to report that in September we received 2000 FREE smoke carbon monoxide alarms (approx. \$50K+ value) from First Alert. This should provide us with inventory to keep this program going for the next two years.
2.	Purchase of replacement aerial Truck	Scheduled replacement of our 2002 combination aerial /fire engine. This replacement is required for our community to maintain its fire insurance rating. The fire department has maintained a fleet of three full-sized fire apparatus since the 70s. This replacement does not increase fleet size but will increase capability.	The new aerial truck is expected to be ready for delivery in the fall of 2023.

Recreation Services

TOWN OF COMOX - HIGHLIGHTS			
ITEM	SUBJECT	PROJECT DESCRIPTION	STATUS
1.	COVID-19 Recreation Delivery Adaptation	Adapting Recreation Department services to BC Recreation and Parks, WorkSafeBC, ViaSport, provincial health authorities and other organizations' COVID-19 operating guidelines. It involved planning responses to various COVID-19 second wave scenarios.	Community Centre staff implemented controlled vaccine access for all applicable customers on September 13.
2.	Low Income Regional Recreation All Access Pass Program	Staff participated with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	First stage of the project was completed in 2021.
3.	Implementation of new programs and services	Several programs were created in 2021, some offered free for the community and others provided for an increase revenue. There was also a focus on youth programming with the creation of the Comox Youth Council.	Youth program outcomes - youth council, youth week, keeping yourself safe, volunteer ready programming, and open youth drop-in sessions. Creation of new fitness and adult programming, children activities, and many special events.

Photos Highlights



07



Statement of Financial Information

Year Ending December 31, 2021

Town of Comox

Index to Consolidated Financial Statements

Year Ended December 31, 2021

	<u>Page</u>
Management's Responsibility for Financial Reporting	
Independent Auditor's Report	
Statements	
1. Consolidated Statement of Financial Position	1
2. Consolidated Statement of Operations	2
3. Consolidated Statement of Change in Net Financial Assets	3
4. Consolidated Statement of Cash Flows	4
Notes to the Consolidated Financial Statements	5-17
Supplemental Schedules	
1. Schedule of Expenses by Object (Type)	18
2. Schedule of Continuity of Reserve Funds	19
3. Schedule of Deferred and Restricted Reserve Continuity	20
4. Continuity of Equity in Tangible Capital Assets	21
5. Schedule of Tangible Capital Assets	22
6. Schedule of Operations by Segment (2021)	23
7. Schedule of Operations by Segment (2020)	23

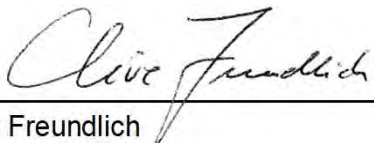
Town of Comox

Management's Responsibility for Financial Reporting

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

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

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



Clive Freundlich
Director of Finance



Independent Auditor's Report

To Mayor and Council of Town of Comox:

Opinion

We have audited the consolidated financial statements of Town of Comox (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2021, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

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

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

MNP LLP

467 Cumberland Road, Courtenay B.C., V9N 2C5

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MNP.ca

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

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

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

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

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

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

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

Courtenay, British Columbia

July 6, 2022

MNP LLP

Chartered Professional Accountants

MNP
LLP

Town of Comox

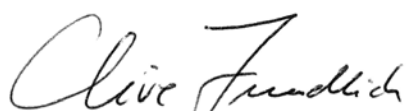
Consolidated Statement of Financial Position as at December 31, 2021

	2021	2020
Financial Assets:		
Cash	\$ 6,944,651	\$ 4,780,525
Short-term investments (Note 2b)	41,700,222	37,506,463
Receivables (Note 3)	1,934,291	1,356,690
Land for resale	9,847	9,847
	50,589,011	43,653,525
Financial Liabilities:		
Payables (Note 4)	3,370,741	3,437,345
Deferred revenue (Schedule 3)	1,523,179	1,308,489
Restricted revenue (Schedule 3)	9,816,952	8,738,067
Deposits	4,496,680	2,939,409
Net debenture debt (Note 5)	64,350	106,459
Future payroll obligations (Note 8)	1,173,695	1,062,225
	20,445,597	17,591,994
Net Financial Assets	30,143,414	26,061,531
Non-financial assets:		
Tangible capital assets (Schedule 5)	86,858,945	87,712,572
Supply inventory	239,163	242,783
Prepaid expenses	36,033	122,756
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	87,142,891	88,086,861
Accumulated surplus (Note 16)	\$ 117,286,305	\$ 114,148,392

Contingent liabilities (Note 6)

Commitment (Note 18)

Significant event (Note 19)



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

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

Town of Comox

Consolidated Statement of Operations

Year Ended December 31, 2021

	Budget	2021	2020
	(Note 15)		
Revenue			
Property taxation	\$ 12,138,242	\$ 12,294,935	\$ 11,592,418
Sale of services	9,642,152	11,040,045	9,301,044
Government transfers	4,713,951	1,824,776	4,156,106
Investment income	400,000	754,654	515,209
Development contributions	714,375	741,875	1,301,364
Other	72,300	113,104	174,948
Gain on disposal of tangible capital assets	-	-	9,591
	27,681,020	26,769,389	27,050,680
Expenses			
General government	2,949,970	2,603,389	2,680,774
Protective services	4,371,000	4,091,778	3,298,731
Solid waste management	1,482,680	1,404,944	1,618,758
Development services	729,780	700,043	624,985
Transportation	3,692,458	3,756,710	3,566,254
Parks, recreation, and culture	4,644,893	4,806,970	3,934,665
Marina	266,225	289,806	305,995
Water services	2,872,654	3,004,835	2,720,337
Sewer services	3,065,467	2,973,001	2,642,695
	24,075,127	23,631,476	21,393,194
Annual surplus	3,605,893	3,137,913	5,657,486
Accumulated surplus, beginning of year	114,148,392	114,148,392	108,490,906
Accumulated surplus, end of year	\$ 117,754,285	\$ 117,286,305	\$ 114,148,392

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

Town of Comox

Consolidated Statement of Change in Net Financial Assets

For the Year Ended December 31, 2021

	Budget (Note 15)	2021	2020
Annual surplus	\$ 3,605,893	\$ 3,137,913	\$ 5,657,486
Acquisition of tangible capital assets	(9,072,417)	(2,077,686)	(961,997)
Tangible capital assets contributed	-	(358,310)	(1,123,355)
Additions of Capital Assets	(9,072,417)	(2,435,996)	(2,085,352)
Amortization of tangible capital assets	3,250,000	3,288,082	3,277,386
Disposition of tangible capital assets	-	1,541	18,407
	(2,216,524)	3,991,540	6,867,927
Decrease / (increase) in supply inventory	-	3,620	(20,553)
Decrease / (increase) in prepaid expenses	-	86,723	(39,006)
	-	90,343	(59,559)
Increase (decrease) in Net Financial Assets	(2,216,524)	4,081,883	6,808,368
Net Financial Assets at beginning of year	26,061,531	26,061,531	19,253,163
Net Financial Assets at end of year	\$ 23,845,007	\$ 30,143,414	\$ 26,061,531

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

Town of Comox

Consolidated Statement of Cash Flows as at December 31, 2021

	2021	2020
Net inflow (outflow) of cash related to the following activities:		
Operating activities:		
Annual surplus	\$ 3,137,913	\$ 5,657,486
Non-cash items included in operations:		
Contribution from developers	(358,310)	(1,123,355)
Amortization of tangible capital assets	3,288,082	3,277,386
Disposition of tangible capital assets	1,541	18,407
Actuarial adjustment on debt	(18,884)	(17,097)
Net changes to financial assets & liabilities through operations:		
(Increase) / decrease in receivables	(577,601)	215,285
(Decrease) in payables	(66,604)	(586,897)
Increase in deferred revenue	214,690	76,600
Increase in restricted revenue	1,078,885	2,384,719
Decrease in other deposits	1,557,271	1,148,524
Increase in future employee obligations	111,470	149,289
Decrease / (increase) in supply inventory	3,620	(20,553)
Decrease / (increase) in prepaid expenses	86,723	(39,006)
	8,458,796	11,140,788
Investing Activities		
Short-term investing	(4,193,759)	(10,760,303)
Capital Activities		
Acquisition of tangible capital assets	(2,077,686)	(961,997)
Financing activities:		
Debenture principal repaid	(23,225)	(23,225)
Increase / (decrease) in cash and cash equivalents	2,164,126	(604,737)
Cash and cash equivalents, beginning of year	4,780,525	5,385,262
Cash and cash equivalents, end of year	\$ 6,944,651	\$ 4,780,525
Supplemental cash flow information		
Interest paid	\$ 19,121	\$ 23,495
Interest received	\$ 754,654	\$ 515,209

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

1. PURPOSE

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

2. SIGNIFICANT ACCOUNTING POLICIES

(a) British Columbia Municipalities

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

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

(b) Short-term Investments

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

Short-term Investments	2021	2020
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund *	\$ 4,880	\$ 4,880
Intermediate Bond Fund	4,544,178	2,067,332
Money Market Fund	13,954	13,932
* Adjusted for Trust Fund	4,563,011	2,086,144
Guaranteed Investment Certificates		
Scotiabank (30-day Note Plan)	10,434,211	3,398,677
Coast Capital Savings	17,703,000	26,021,642
Coastal Community Credit Union	-	-
Raymond James	9,000,000	6,000,000
Subtotal	37,137,211	35,420,319
	\$ 41,700,222	\$ 37,506,463

(c) Trust Fund

A Town-administered trust fund has been excluded from the consolidated financial statements. The balance in the fund was \$271,945 at December 31, 2021 (\$274,175 in 2020). It was invested in the MFA Short-term Bond Fund in 2021 and 2020. The bond value declined \$2,230 in 2021 (increased \$5,271 in 2020).

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Tangible Capital Assets

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

Major Asset Category	Threshold	Estimated Life
Land	\$ 10,000	Indefinite
Land improvements	\$ 10,000	25 years
Buildings	\$ 10,000	50 years
Vehicles, Machinery and Equipment	\$ 10,000	8 to 20 years
Computers and programs	\$ 10,000	5 years
Engineered Structures		
Road surfaces	\$ 10,000	25 years
Road sub-surfaces	\$ 10,000	50 years
Sidewalks	\$ 10,000	50 years
Storm drains surface	\$ 10,000	25 years
Storm drains sub-surface	\$ 10,000	75 years
Water	\$ 10,000	75 years
Sewer	\$ 10,000	75 years
Other surface structures	\$ 10,000	25 years

(e) Future Payroll Obligations

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

(f) Inventory

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Funds

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

(h) Revenue Recognition

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the service is provided. Interest and operating grants are recognized as earned. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. User fees, garbage collection and disposal are recognized as revenue on an accrual basis according to rates set in various fees and charges bylaws. Permit fees are recognized once the permit has been approved and the fee collected. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed tangible capital assets are recorded at fair market value when the contribution is received.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

(i) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2021.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2021 the Town has not recorded any liability for contaminated sites as no such sites have been identified.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Measurement Uncertainty

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

3. RECEIVABLES

Receivables are composed of the following amounts:

	2021	2020
Governments	\$ 179,619	\$ 133,528
Other	1,751,549	1,223,162
Total receivables	\$ 1,934,291	\$ 1,356,690

4. PAYABLES

Payables are composed of the following amounts:

	2021	2020
Wages payable	\$ 293,926	\$ 536,451
Governments	2,216,828	2,231,525
Trade & Other	859,987	669,370
Total payables	\$ 3,370,741	\$ 3,437,345

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

5. DEBENTURES ISSUED FOR THE TOWN

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

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2021 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 yrs	2.40%	\$ 317,250	\$ 277,478	\$ 39,772	\$ 5,516	\$ 9,731
Apr 2008 B/L #1520	Pt. Holmes Water	14 yrs	4.65%	270,000	\$ 245,422	24,578	3,965	10,958
Total at December 31, 2021				\$ 587,250	\$ 522,900	\$ 64,350	\$ 9,481	\$ 20,689
Total at December 31, 2020				\$ 587,250	\$ 480,791	\$ 106,459	\$ 9,323	\$ 20,869

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

Schedule Annual Payments				Sinking Fund	Net Debt
Year	Principal	Interest	Total	Actuarial Earnings	Outstanding
2022	23,225	9,714	32,939	20,753	20,371
2023	8,465	6,204	14,669	11,907	-

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 6 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

6. CONTINGENT LIABILITIES

(a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2021 Audited Financial Statements for specific information and detail.

(b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 5). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$9,481 at December 31, 2021; \$9,323 in 2020), plus Promissory Notes issued by the Town at the time of issue (\$20,689 at December 31, 2021; \$20,689 in 2020).

(c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2021 the District's share of those tangible capital assets (at cost and net book value) were \$881,665 and \$428,135 respectively (\$1,074,219 and \$470,940 in 2020) and its share of a Fire Department Capital Reserve was \$354,725 (\$181,304 in 2020).

(d) Claims

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

7. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town of Comox paid \$560,136 for employer contributions to the plan in fiscal 2021 (\$468,538 in 2020). The 2020 amount has been restated for this note.

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

8. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$1,173,695 at December 31, 2021 (\$1,062,225 in 2020).

Vacation Accrual is calculated to be \$624,218, at December 31, 2020 (\$564,380 in 2020). Sick, Severance, & Meritorious Service is calculated to be \$388,312 at December 31, 2021 (\$497,845 in 2020). In 2021, an unamortized net actuarial gain of \$161,165 was recognized as a result of an overvaluation from prior years.

Meritorious Service is for Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.0% and discounted back at a discount rate of 2.10% (2% and 2.10% respectively in 2020). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

9. FINANCIAL INSTRUMENTS

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

10. ENVIRONMENTAL REGULATIONS

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

11. FEDERAL PAYMENTS IN LIEU OF TAX

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

12. RESTRICTION ON DEFERRED REVENUE

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

13. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 6 and 7 (for 2021 and 2020, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

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

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

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

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

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

Marina – is operation of the Town's marina.

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

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

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

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

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

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

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

14. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

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

Continuity of Funds:	2021	2020
Opening balance at start of year	\$ 4,501,880	\$ 3,840,484
Transfers received during year	1,321,151	645,872
Interest on investments	6,878	75,277
Draws to fund eligible projects	(490,000)	(59,753)
Closing balance at end of year	\$ 5,339,909	\$ 4,501,880

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

15. RECONCILIATION OF 2021 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 12, 2021 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Town's 2021 Financial Plan:

Reconciliation of 2021 Budget Reported to Financial Plan:	
Net budget for 2021 reported	\$ 3,605,893
Capital acquisitions in Financial Plan	(9,072,417)
Transfers from capital reserves in Financial Plan	7,240,651
Transfers to capital reserves in Financial Plan	(5,000,877)
Debt principal repayments in Financial Plan	(23,250)
Amortization expense	3,250,000
Net of Financial Plan	\$ -

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

16. ACCUMULATED SURPLUS

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

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

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

Accumulated Surplus	2021	2020
Operating Funds:		
General Operating Fund	\$ 6,489,168	\$ 4,955,835
Water Operating Fund	1,468,107	1,379,290
Sanitary Sewer Operating Fund	3,158,944	3,107,075
	<u>11,116,219</u>	<u>9,442,200</u>
Capital Funds:		
General Capital Fund	70,103,917	70,795,874
Water Capital Fund	8,704,208	8,688,660
Sanitary Sewer Capital Fund	7,995,219	8,130,329
	<u>86,803,344</u>	<u>87,614,863</u>
Reserve Funds (Schedule 2)	19,366,742	17,091,329
	<u>\$ 117,286,305</u>	<u>\$ 114,148,392</u>

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

17. COVID SAFE RESTART FUNDS

COVID-19 Safe Restart funding is provided by the Province of British Columbia. COVID-19 Safe Restart funding may be used towards designated categories that address the impacts of COVID-19. Eligible costs will include:

- addressing revenue shortfalls;
- facility reopening and operating costs;
- emergency planning and protective services;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (eg., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Revenues under the COVID-19 Safe Restart program have been recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the COVID-19 Safe Restart Reserve. The continuity of this fund is presented in the table below:

COVID-19 Safe Restart Reserve	2021	2020
Opening balance of unspent funds	\$ 2,067,000	\$ -
Add: Amounts received		3,067,000
Interest on investments	3,158	-
Less: Revenue shortfall - recreation	(438,664)	(770,667)
COVID related expenses	(561,336)	(229,333)
Closing balance, unspent funds	\$ 1,070,158	\$ 2,067,000

18. COMMITMENT

The Town of Comox has an agreement with Emterra Environmental for garbage, recycling and yard waste collection that is valid until April 30, 2022.

Service is provided by Emterra weekly to the residents in the Town of Comox and costs are expensed monthly. Contracted cost estimate for 2022 is \$908,752.

Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2021

19. SIGNIFICANT EVENT

In early 2020, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, Provincial, and Municipal governments regarding travel, municipality operations and isolation/quarantine orders. For 2021 the restrictions resulted in a continued loss of revenues at our Recreation facilities while also increasing expenses due to the increased safety protocols.

The Province provided funding to cover the shortfalls in revenue and increased expenses which should be enough to offset most of the costs.

Going forward it appears that operations are slowly returning to normal. However, restrictions could be put back in place resulting in more office closures and quarantine/isolation measures as experienced in both 2020 and 2021.

20. COMPARATIVE FIGURES

Comparative figures have been reclassified to confirm to current year's presentation.

Town of Comox

Schedule of Expenses by Object (Type)

Schedule 1

Year ended December 31, 2021

	Budget	2021	2020
	(Note 15)		
Expenses			
Salaries, wages and employee benefits	\$ 8,052,547	\$ 8,312,051	\$ 7,148,414
Materials, goods, supplies and utilities	3,000,092	3,027,976	2,730,169
Contracted and general services	9,745,248	8,984,246	8,213,730
Interest and bank charges	27,240	19,121	23,495
Amortization of tangible capital assets	3,250,000	3,288,082	3,277,386
	\$ 24,075,127	\$ 23,631,476	\$ 21,393,194

Town of Comox

Schedule of Continuity of Reserve Funds

Schedule 2

Year ended December 31, 2021

	2021	2020
Opening Balance of Reserve Funds	\$ 17,091,329	\$ 12,963,580
Contributions to funds from operations	4,650,000	5,551,733
Interest earned on funds	26,110	254,100
Withdrawals from funds for capital acquisitions	(2,400,697)	(1,678,084)
Closing balance of Reserve Funds	\$ 19,366,742	\$ 17,091,329

Represented by the following financial assets:

Cash and short-term investments	\$ 19,366,742	\$ 17,091,329
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Including the following Reserve Funds:

Federal Gas Tax (Community Works) Funds (Note 14)	\$ 5,339,909	\$ 4,501,880
COVID-19 Safe Restart reserve (Note 17)	1,070,158	2,067,000
Capital Works Reserve	3,268,197	1,932,588
Equipment Replacement Reserve	479,514	468,140
Municipal Marina Reserve	423,049	522,251
Water Utility Reserve	2,100,798	1,620,811
Sewer Enterprise Reserve	4,961,449	4,572,140
Lancaster Sewer Lift Station Capital Reserve	81,236	81,112
Point Holmes Sewer Lift Station Capital Reserve	53,574	53,493
Recreation Centre Capital Reserve	5,894	5,885
Waterfront Walkway Reserve	342	341
Affordable Housing Reserve	184,278	183,997
Public Safety Reserve	92,345	426,693
Fire Department Capital Reserve - Town Share	951,264	473,694
	19,012,007	16,910,025
Fire Department Capital Reserve CFPID share (Note 6c)	354,735	181,304
	\$ 19,366,742	\$ 17,091,329

Town of Comox

Schedule of Deferred and Restricted Revenue Continuity

Year ended December 31, 2021

Schedule 3

	2020			2021	
	Balance	Receipts	Interest	Refunded	Recognized as Revenue Balance
Deferred Revenue					
Prepaid property taxes	\$ 934,114	1,050,079	3,495	-	936,327 \$ 1,051,361
Parcel Tax Commutation, Kye Bay	7,662	-	-	-	7,662
Prepaid General Fees	111,584	144,030	-	-	141,129 114,485
Prepaid Recreation	255,129	765,237	-	-	670,695 349,671
Total Deferred Revenue	1,308,489	1,959,346	3,495	-	1,748,151 1,523,179
Restricted Revenue					
<u>Development Charges:</u>					
Open Space Development Cost Charges	3,505,620	202,695	5,453	-	- 3,713,768
Water Development Cost Charges	1,089,764	-	1,665	-	166,323 925,106
Major Road Development Cost Charges	1,177,499	135,676	1,889	-	- 1,315,064
Storm Drain Development Cost Charges	617,636	-	944	-	211,351 407,229
Sanitary Sewer Development Cost Charges	396,674	43,670	632	-	5,891 435,085
	6,787,193	382,041	10,583	-	383,565 6,796,252
<u>Other Restricted Revenue</u>					
5% Payment in Lieu of Parks Dedication	268,446	-	410	-	- 268,856
Developer Payments in Lieu of Parking	31,727	-	48	-	- 31,775
Developer Contribution for Public Amenities	10,069	-	15	-	- 10,084
Developer Payments for Affordable Housing	529,940	68,469	884	-	- 599,293
Provincial Government, Child Care Spaces	1,110,692	-	-	-	- 1,110,692
Provincial Government, Marine Services Building	-	1,000,000	-	-	- 1,000,000
	1,950,874	1,068,469	1,357	-	- 3,020,700
Total Restricted Revenue	8,738,067	1,450,510	11,940	-	383,565 9,816,952

Town of Comox

Continuity of Equity in Tangible Capital Assets
Year ended December 31, 2021

Schedule 4

	2021	2020
Opening balance of equity in Tangible Capital Assets	87,614,863	88,784,982
Changes in Capital Assets		
Acquisitions of tangible capital assets	2,077,686	961,997
Tangible capital assets contributed	358,310	1,123,355
Additions of Capital Assets	2,435,996	2,085,352
Write-offs of assets replaced (at NBV)	(1,541)	(18,407)
Amortization expense	(3,288,082)	(3,277,386)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	23,225	23,225
Actuarial earnings on debenture sinking fund	18,884	17,097
Closing Balance of Equity in Tangible Capital Assets	\$ 86,803,345	\$ 87,614,863

Represented by the following:

Tangible capital assets at net book value (Schedule 5)		
Capital assets at cost	\$ 142,939,030	\$ 140,503,034
Less accumulated amortization	(56,080,085)	(52,790,462)
Tangible capital assets at net book value	86,858,945	87,712,572
Net debenture debt (Note 5)	(64,350)	(106,459)
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	\$ 86,803,345	\$ 87,614,863

Schedule 5

Town of Comox
Schedule of Tangible Capital Assets
Year ended December 31, 2021

	Totals										
	Land	Land Improvements	Buildings	Equipment	Transportation	Storm Drain	Water Service	Sewer Service	Work in Progress		
										2021	2020
Cost											
Opening costs	9,138,380	4,919,382	19,403,816	8,786,219	48,595,072	23,404,860	13,815,263	12,167,096	272,946	140,503,034	138,551,362
Additions during the year	-	82,443	35,000	543,044	1,120,518	247,435	260,071	9,500	137,985	2,435,996	2,085,352
Add/(Less): Assets put to use	-	-	-	36,157	2,360	-	-	-	(38,517)	-	-
Disposals and write downs	-	-	-	-	-	-	-	-	-	-	(133,680)
Closing costs	9,138,380	5,001,825	19,438,816	9,365,420	49,717,950	23,652,295	14,075,334	12,176,596	372,414	142,939,030	140,503,034
Accumulated Amortization											
Opening accum'd amortization	-	2,481,843	4,919,626	4,859,033	24,035,822	7,313,717	4,994,422	4,185,999	-	52,790,462	49,628,349
Amortization	-	165,908	401,875	640,546	1,293,585	331,359	276,792	178,017	-	3,288,082	3,277,386
Accum Amort Adj for Disp/WD	-	-	-	1,541	-	-	-	-	-	1,541	(115,273)
Closing accum'd amortization	-	2,647,751	5,321,501	5,501,120	25,329,407	7,645,076	5,271,214	4,364,016	-	56,080,085	52,790,462
Net Book Value of Tangible Capital Assets	9,138,380	2,354,074	14,117,315	3,864,300	24,388,543	16,007,219	8,804,120	7,812,580	372,414	86,858,945	87,712,572

Town of Comox
Schedule of Operations by Segment
Year ended December 31, 2021

Schedule 6

	General Government	Protective Services	Waste Disposal	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2021 Budget
Revenue											
Property taxation	\$ 11,415,653	\$ -	\$ -	\$ 73,008	\$ 4,713	\$ -	\$ -	\$ 401,746	\$ 399,815	\$ 12,294,935	\$ 12,138,242
Sale of services	202,434	1,406,981	1,789,233	161,005	14,472	1,214,187	430,686	2,945,365	2,875,682	11,040,045	9,642,152
Government transfers	1,055,516	22,392	-	15,000	675,280	56,588	-	-	-	1,824,776	4,713,951
Investment income	716,605	1,652	-	1,165	22,462	9	798	4,141	7,822	754,654	400,000
Development contributions	-	-	-	-	488,901	-	-	237,582	15,392	741,875	714,375
Other	80,770	32,334	-	-	-	-	-	-	-	113,104	72,300
	13,470,978	1,463,359	1,789,233	250,178	1,205,828	1,270,784	431,484	3,588,834	3,298,711	26,769,389	27,681,020
Expenses											
Employees	1,791,209	1,641,088	-	560,936	1,314,955	2,634,462	82,359	199,654	87,388	8,312,051	8,052,547
Materials	65,142	257,569	22,106	1,660	295,171	361,229	13,926	1,988,625	22,548	3,027,976	3,000,092
Services	540,599	2,035,532	1,382,838	137,447	256,651	1,271,515	150,214	526,329	2,683,121	8,984,246	9,745,248
Interest	4,863	-	-	-	-	-	-	12,331	1,927	19,121	27,240
Amortization	201,576	157,589	-	-	1,889,933	539,764	43,307	277,896	178,017	3,288,082	3,250,000
	2,603,389	4,091,778	1,404,944	700,043	3,756,710	4,806,970	289,806	3,004,835	2,973,001	23,631,476	24,075,127
Surplus for the year	\$ 10,867,589	\$ (2,628,419)	\$ 384,289	\$ (449,865)	\$ (2,550,882)	\$ (3,536,186)	\$ 141,678	\$ 583,999	\$ 325,710	\$ 3,137,913	\$ 3,605,893

Year ended December 31, 2020

Schedule 7

	General Government	Protective Services	Waste Disposal	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2021 Budget
Revenue											
Property taxation	\$ 10,841,376	\$ -	\$ -	\$ 72,922	\$ 4,106	\$ -	\$ -	\$ 337,524	\$ 336,490	\$ 11,592,418	\$ 11,504,480
Sale of services	162,179	587,834	1,760,998	30,875	53,450	993,926	389,285	2,696,112	2,626,385	9,301,044	9,231,203
Government transfers	338,541	3,152,133	-	-	645,872	19,560	-	-	-	4,156,106	1,305,240
Investment income	134,965	7,598	-	87,044	131,197	120	11,001	50,379	92,905	515,209	400,000
Development contributions	-	-	-	-	1,026,464	-	-	160,566	114,334	1,301,364	317,300
Gain (loss) on disposal of assets	-	15,000	-	-	-	(5,409)	-	-	-	9,591	-
Other	130,084	-	-	-	2,333	25,434	-	12,233	4,864	174,948	94,292
	11,607,145	3,762,565	1,760,998	190,841	1,863,422	1,033,631	400,286	3,256,814	3,174,978	27,050,680	22,852,515
Expenses											
Employees	1,615,692	1,269,923	49,003	515,307	1,296,288	2,107,993	69,673	150,100	74,435	7,148,414	7,547,426
Materials	88,051	193,978	126	4,423	277,578	315,840	14,930	1,819,063	16,180	2,730,169	1,070,402
Services	828,852	1,662,801	1,569,629	105,255	104,867	977,224	178,085	416,043	2,370,974	8,213,730	10,525,866
Interest	9,237	-	-	-	-	-	-	10,403	3,855	23,495	27,240
Amortization	138,942	172,029	-	-	1,887,521	533,608	43,307	324,728	177,251	3,277,386	3,000,000
	2,680,774	3,298,731	1,618,758	624,985	3,566,254	3,934,665	305,995	2,720,337	2,642,695	21,393,194	22,170,934
Surplus for the year	\$ 8,926,371	\$ 463,834	\$ 142,240	\$ (434,144)	\$ (1,702,832)	\$ (2,901,034)	\$ 94,291	\$ 536,477	\$ 532,283	\$ 5,657,486	\$ 681,581



TOWN OF
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