

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY APRIL 5, 2023

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.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

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

That the April 5, 2023 Regular Council Meeting agenda be Aopted.

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

- (9) a. [Regular Council Meeting Minutes](#)

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday March 15, 2023, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

- (15) a. [Consent Agenda](#)

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

.01 March 10, 2023, Gordon Olson, Co-Chair, Mack Laing Heritage Society, encouraging the formation of a Comox Heritage Committee

.02 March 13, 2023, Ani Davidson, Save Your Skin Foundation, proclamation request

.03 March 13, 2023, Laura Reilly, proposing a cat licensing bylaw

.04 March 15, 2023, Susan Nickerson, Huntington Disease Society, proclamation request

.05 March 20, 2023 Dave Hayden, Island Rail Corp., outline goals to rebuild the Island Rail System

- (15) a. [Consent Agenda](#)

.06 March 20, 2023, AVICC, Convention Program link

.07 March 21, 2023, Dave Stevenson, Nautical Days, request to use park for bike lock up during Nautical Days

.08 March 27, 2023, Jessica Jimmo, Access BC, thanking for support of free contraception and further actions

7. UNFINISHED BUSINESS:

- (30) a. [Regional Recreation Assistance Program: LEAP - Youth](#)

That Council formalize the establishment of the regional Leisure for Everyone Accessibility Program (LEAP) to offer subsidized recreation for youth (18 years and younger) in low-income families subsidized, based on the one-year pilot program.

- (33) b. [Comox Recreation Assistance Program: TRIP](#)

That Council increase the annual value of the Town [of Comox] Recreation Inclusion Program (TRIP) to \$425 per recipient for a 50% discount on registered, non-contract programs and Fitness Studio memberships.

8. SPECIAL REPORTS:

- (43) a. [Economic Development Restart Workshop - Comox Report](#)

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

- (57) a. [2023 Firesmart Community Funding and Support](#)

THAT Council provides support for the Town to participate in a joint Comox Valley application to UBCM for 2023 Firesmart funding.

- (60) b. [Extension of Temporary Patio and Parklet Program](#)

1. *That the Town of Comox suspends until December 31, 2024 enforcement of:*

- a. Comox Zoning Bylaw 1850 setback and parking requirements; and,*
- b. Comox Official Community Plan Bylaw 1685 Development Permit Area requirements.*

In respect of restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to place temporary outdoor seating on existing on-site open space and parking areas provided that:

- c. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*

- (60) b. [Extension of Temporary Patio and Parklet Program](#)
1. d. *temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces whichever is greater;*
 e. *no structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing and serving facilities;*
 f. *no existing trees are impacted, and any landscaping alterations are temporary; and,*
 g. *use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.*
 2. *That the Town of Comox extend the temporary parklet program until December 31, 2024 provided that:*
 - a. *the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*
 - b. *applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town.*

- (64) c. [Comox Bay Sailing Club Sail Building Rental Request](#)
- That the April 5, 2023 report from the Director of Recreation, titled "Comox Bay Sailing Club Sail Building Rental Request" be received for information.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (69) a. [Glen Sanford \(Comox Valley Art Gallery\): Annual contribution to Comox Valley Art Gallery](#)
- (71) b. [Jen Ford \(UBCM\): Ministry of Housing request for list of available land for housing](#)
- (76) c. [Shawn Vincent \(Simba Investments Ltd.\): Requests for changes to Subdivision and Development Servicing Bylaw and extension of PLRs](#)
- (78) d. [Mayor Bob Wells \(City of Courtenay\): Request for support for additional mental health and substance use resources in the Comox Valley](#)

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL: NIL

15. MEDIA QUESTION PERIOD: NIL

16. PUBLIC QUESTION PERIOD: NIL

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

ADJOURNMENT



CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday March 15, 2023

Present: Mayor N. Minions
Councillors S. Blacklock, K. Grant, C. Haslett,
J. Kerr, J. Meilleur, M. Swift

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
M. Kamenz, Director of Development Services
G. Schreiner, Fire Chief
S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:01 p.m. with 6 members of the public in attendance.

Mayor Minions 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 March 15, 2023 Regular Council Meeting agenda be Adopted.

(2023.083) -- CARRIED

3. DELEGATIONS: NIL

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 March 1, 2023, be Adopted.

(2023.084) -- 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 March 8, 2023, be Received.

(2023.085) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

1. *That the Consent Agenda items as follows be received for information:*
 - .01 *Mark McLean - February 23, 2023, condition of sidewalks in Comox.*
 - .02 *Michelle Hicker, Vancouver Island Down Syndrome Society - February 27, 2023, request for proclamation.*
 - .03 *Sarah Herring, BC SPCA - March 2, 2023, animal welfare.*
 - .04 *Janine Stevenson, Community Action Initiative - March 3, 2023, invitation to facilitated dialogue about healthy communities and the overdose crisis.*
 - .05 *Catherine Kennedy, Communities in Bloom - February 23, 2023, Invitation to participate in program.*
 - .06 *Floyd Trotter - March 6, 2023, information on new Canadian Green technology.*
 - .07 *Will Cole-Hamilton, Help Cities Lead - March 7, 2023, Report back on campaign.*
 - .08 *Gail and Ray Challoner - March 8, 2023, Beaufort Avenue parking concerns.*
 - .09 *Sandi and Norm Parker - March 9, 2023, waitlist for Municipal Marina moorage.*

(2023.086) -- CARRIED
2. *That item .08 (Beaufort Avenue parking concerns) be removed from the consent agenda for discussion.*

(2023.087) -- CARRIED
3. *That item .09 (concerns with waitlist for Municipal Marina moorage) be removed from the consent agenda for discussion.*

(2023.088) -- CARRIED
4. *That item .02 (Down Syndrome Society request for proclamation) be removed from the consent agenda for discussion.*

(2023.089) -- CARRIED
5. *That item .01 (condition of sidewalks in Comox) be removed from the consent agenda for discussion.*

(2023.090) -- CARRIED
6. *That item .07 (report back on Help Cities Lead campaign) be removed from the consent agenda for discussion.*

(2023.091) -- CARRIED

7. UNFINISHED BUSINESS:

a. Development Permit Variance Application DVP 22-1: 237 Denman Street

237 Denman Street

That Development Variance Permit DVP 22-1 be issued upon resolution of the Outstanding Items listed in Schedule 1 to the March 15, 2023 Planning Report on DVP 22-1, and subject to the Development Variance Permit Conditions listed in Schedule 2 to the March 15, 2023 Planning Report on DVP 22-1.

(2023.092) -- CARRIED

b. Sidewalk Clearing Assistance Plan

Sidewalk Clearing Assistance Plan

THAT Council direct administration to proceed with a 3 year pilot, Snow Angels Program by creating a list of neighborhoods in need of volunteers as well as creating a list of volunteers. Town to manage the program by creating a questionnaire for those in need to ensure those who request assistance are qualified, all information to be confidential; and further,

THAT the Operations Budget be increased by \$17,000 in 2024, 2025 and 2026 for the snow angels pilot project.

(2023.093) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Official Community Plan Amendment OCP 22-1: Tree Cutting in Hazardous Areas

OCP Amendment - Tree Cutting

1. *That Comox Official Community Plan Amendment Bylaw 2006 be Adopted.*

(2023.094) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

2. *That Comox Drainage Infrastructure Protection Amendment Bylaw 2007 be Adopted.*

(2023.095) -- CARRIED

[Opposed: Councillor JKerr]

10. NEW BUSINESS:

a. Comox Drainage Infrastructure Protection Bylaw 1824

Drainage Infrastructure Protection Bylaw

1. *THAT the Drainage Infrastructure Protection Bylaw 1824.01 be given First Reading.*

(2023.096) -- CARRIED

2. *THAT the Drainage Infrastructure Protection Bylaw 1824.01 be given Second Reading.*

(2023.097) -- CARRIED

3. *THAT the Drainage Infrastructure Protection Bylaw 1824.01 be given Third Reading.*

(2023.098) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. Howie Siemens, Emergency Programs Manager (CVRD): Comox Valley Emergency Management Program**

Emergency Management Program

That the February 23, 2023 email from Howie Seimens, CVRD Manager, Emergency Programs, regarding a proposed Emergency Management Program Regional Service, be received and the CVRD advised that Council supports the service in principle.

(2023.099) -- CARRIED

- b. Richard Hardy, Chair (CVRD Electoral Areas Services Committee): Request for financial contribution to Goose Spit Beach Fire Program**

Goose Spit Beach Fire Program

That the March 2, 2023 letter from Richard Hardy, Chair of the CVRD Electoral Area Services Committee, regarding the proposed restart of the Goose Spit Beach Fire Program, be received and the CVRD advised that Council supports the initiative.

(2023.100) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor Blacklock**

Councillor Blacklock advised:

- that he attended the open houses for proposed developments at Port August and Hector/Aspen, and
- of the upcoming Community Justice Centre meeting and Mayor's Cup Charity Tournament.

- b. Councillor Swift**

Councillor Swift advised that she attended:

- the in-camera sewer commission meeting,
- the Port Augusta proposed development open house, and
- the International Women's Day luncheon at 40 Knots Winery.

- c. Councillor Haslett**

Councillor Haslett advised that he attended:

- a Nautical Days meeting, and
- the Port Augusta proposed development open house.

- d. Councillor Kerr**

Councillor Kerr advised that he:

- spoke to two Grade 10 social studies classes at Highland Secondary about the role of local government,
- attended the governance training session,
- attended the economic development workshop,
- attended a Nautical Days committee meeting,
- met with Rev. Sulin Milne from St. Peter's church regarding their food bank and the upcoming Earth Day event.
- attended a men's Allyship session,

d. Councillor Kerr

- attended the two proposed development open houses for Port Augusta and Hector/Aspen,
- attended the CVRD recreation commission strategic planning day,
- attended the CVRD recreation commission, sewer commission and board meetings, and
- attended the regional hospital board and regional solid waste management board meetings.

e. Councillor Grant

Councillor Grant advised that he attended:

- the CVRD recreation commission strategic planning day,
- the CVRD recreation commission, sewer commission and board meetings,
- the regional hospital board and regional solid waste management board meetings, and
- the two proposed development open houses for Port Augusta and Hector/Aspen.

f. Councillor Meilleur

Councillor Meilleur advised that she attended:

- the governance training session,
- the economic development workshop, and
- a Food Policy Council meeting,

g. Mayor Minions

Mayor Minions advised that she:

- attended the open house for the proposed Port Augusta development,
- participated with the CAO in a discussion regarding the formation of a Comox Valley Situation Table,
- participated in advertising along with Mayor Wells for the Mayor's Cup Charity Tournament,
- met with a gentleman interested in a hotel development in Town,
- attended the governance training session,
- attended the economic development workshop, and
- participated in a first aid presentation at the Community Centre.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday March 15, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:

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

(2023.101) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:03 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 6:50 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

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

CARRIED

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

MAYOR

CORPORATE OFFICER

Shafesides - A Matter of Trust
Reprinted from Original Artwork by Barbara Martin
Barbara Martin enjoys painting with watercolour in Comox, BC
Contact bmartinb@telus.net

RECEIVED

10Mar23

LOG: 23-071	REFER:	AGENDA: RCM 05Apr23
FILE: 6800-01	ACTION: MR	

TOWN OF COMOX

o - cfile 6800-01
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March 10, 2023

Dear Mayor and Council

We are writing to encourage the Council of Comox to consider forming a Heritage Committee to assist in the identification and recognition of heritage sites in Comox. Educational and promotional strategies might also be assisted.

Many communities in British Columbia benefit from having created Heritage Committees. Both Cumberland and Courtenay Councils have functioning Heritage Committees. The "Terms of Reference" for their committees are viewable online at their websites. At 5 pages, the

Cumberland Terms of Reference are an easier read versus the more detailed 20 page Courtenay document. The composition of the committee in Cumberland suggests 6 to 9 community members, at least one being a representative of an indigenous community. Individuals on their committee may represent a community group. Committee decisions are subject to Council approval.

Mack Laing Heritage Society would like to offer our support in promoting and participating in a Comox Heritage Committee.

Sincerely

Gordon Olson, co-chair
for M.L.H.S.



TOWN OF
COMOX


RECEIVED
13Mar23
TOWN OF COMOX

LOG: 23-078	REFER:	AGENDA: RCM 05Apr23
FILE: 4900-01	ACTION: MR	

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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: Save Your Skin Foundation		
Primary purpose of Organization: Public Awareness		Number of members:
Mailing address of Organization: #28 54380 Bridal Falls Road, Rosedale BC		Contact Name: Ani Davidson
		Phone: 7782404532
City: Rosedale	Postal Code: V0X1X1	Email: ani@saveyourskin.ca
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input checked="" type="checkbox"/> Proclamation May 2023 (Dates – day, week or month)	<input type="checkbox"/> Flag-Raising (Dates - maximum 7 days)	<input type="checkbox"/> Building Lighting (Colours - maximum 2 colours) (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion <input type="checkbox"/> Arts and Cultural Celebration <input checked="" type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Special Honour of Individual <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Other (specify):		
Description of Organization and relevant information related to your request (attach additional page if needed): We are requesting that the month of May be proclaimed 'Melanoma and Skin Cancer Awareness Month' in your municipality to support the prevention and early detection of skin cancer, the most common form of cancer in Canada.		
Has a similar request been submitted in the past five years? <input type="checkbox"/> YES (provide date of previous request): _____		<input type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: We' ll launch a public service announcement to be aired on Shaw Cable TV, we' ll run a national campaign to train hair professionals to detect potential skin cancers, and we will end the month with a bang thanks to our annual Giving Hope Gala		
Date of application: 13-Mar-2023	Signature of applicant: 	Print name: Ani Davidson

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 outline the local significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW, THEREFORE the month of May 2023 will hereby be proclaimed as

MELANOMA AND SKIN CANCER AWARENESS MONTH

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.

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13Mar23

TOWN OF COMOX

LOG: 23-081	REFER:	AGENDA: RCM 05Apr23
FILE: 4000-01	ACTION: MR	

o - cfile 4000-01
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-JW/SR/Bylaw/LP

From: Laura Reilly [REDACTED]
Sent: Monday, March 13, 2023 1:42 PM
To: council <council@comox.ca>
Subject: Proposal for cat licensing by-law

Greetings to the Town of Comox Council,

I am writing to request that the Town of Comox consider a by-law to license domestic cats, similar to the existing by-law for dogs.

The licensing proposal would be somewhat different in that the Town of Comox could use the cat owner database to contact and educate cat owners on the perils of letting cats run loose (peril to the cat, other pets in their own yard, neighbours, and song birds) and suggest ways to enhance the daily lives of stay-at-home cats (for example exercise enclosures).

Canadian cities such as Toronto, Edmonton and Calgary have cat licensing programmes in place.
(CTV News Jan. 18, 2019)

The Town of Cranbrook had recently implemented a cat licensing program.
(Cranbrook Daily Townsman Nov. 22, 2022)

Nanaimo has updated its Animal Responsibility By-law to include regulation of domestic cats. The cat roaming rule is enforced on a complaint basis.
(Times Colonist Sept. 25, 2021)

Cats running loose are subject to dangers of attack by wild animals, dogs and other cats as well as being injured or killed by traffic.

Licensing would assist in determining whether a roaming cat is domestic or feral.
(TVO documentary 'Running Wild:Cats of Cornwall. Nov 24. 2020)

It is a well established fact that cats, domestic and feral, are major contributors to the decimation of song birds
(Cats the No.1 killer of birds in Canada CBC June 27 2015)
(Helping cats and birds live safe in BC, Avian Conservation &Ecology 2013 Ace-eco.org, Birdscanada.org)
(Keep cats safe and save birds lives. Sarah Cooper project manager. Catsandbirds.ca)

The problem of cats defecating in gardens is not only an irritant to gardeners but may also pose a health risk.
(UBC study of transference of toxoplasmosis in soil to immune compromised gardeners CBC Nov. 14, 2021.)

Thank you for your time and consideration. Please feel free to contact me if you have any questions or comments.
Regards from Laura Reilly



TOWN OF
COMOX

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15Mar23

TOWN OF COMOX

LOG: 23-082	REFER:	AGENDA: RCM 05Apr23
FILE: 0630-20	ACTION: MR	

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COMMUNITY EVENT RECOGNITION REQUEST FORM

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Organization you are representing: Huntington Disease Society of Canada Van Island and Gulf Is		
Primary purpose of Organization: To improve the quality of life for those affected by HD through support, education, awareness, advocacy and research.		Number of members: 90 chapter
Mailing address of Organization: Vancouver Island and Gulf Islands Chapter c/o 173-453 Head Street		Contact Name: Susan Nickerson Phone: 250-580-9358
City: Victoria	Postal Code: V9A 5S1	Email: nickersonsh@gmail.com
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input checked="" type="checkbox"/> Proclamation Month of May (Dates - day, week or month)	<input type="checkbox"/> Flag-Raising (Dates - maximum 7 days)	<input checked="" type="checkbox"/> Building Lighting Blue and Purple (Colours - maximum 2 colours) May 5 to 11, 2023 (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion <input checked="" type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Special Honour of Individual <input type="checkbox"/> Other (specify):		
Description of Organization and relevant information related to your request (attach additional page if needed): This campaign is about increasing awareness for Huntington Disease in Canada. The more people understand the disease, the more they can extend support to individuals and families facing HD. The month of May designated HD Awareness Month.		
Has a similar request been submitted in the past five years? <input type="checkbox"/> YES (provide date of previous request):		<input checked="" type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: At this time, there are no other events planned in the Town of Comox. If this application is approved, we are hoping to have a chapter member present at the Light Up. The Chapter is working hard grow throughout our region.		
Date of application: March 15, 2023	Signature of applicant: 	Print name: Susan Nickerson

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 outline the local significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

WHEREAS Huntington disease (HD) is a hereditary, neurodegenerative illness with physical, cognitive and emotional symptoms for which there is no cure; and

WHEREAS one in every 7,000 Canadians has HD and approximately one in every 5,500 is at-risk for developing the disease. Many more are touched by HD as a caregiver, family member, or friend; and

WHEREAS HD causes cells in specific parts of the brain to die. The disease leads to incapacitation and, eventually, death. It is likened to experiencing the symptoms of Alzheimer's disease, Parkinson's disease, and schizophrenia all in one disease; and

WHEREAS Huntington disease Awareness Month reflects the Huntington Society of Canada's (HSC) mission, which is to aspire to a world free from HD. HSC celebrates the resilience and hope demonstrated by the HD community. HSC aims to maximize the quality of life of people living with HD by delivering support services; enabling others to understand the disease; and supporting further breakthroughs in research to find treatments that address the root cause of HD; and

WHEREAS HSC works with health and social services professionals to enable them to better serve people living with HD; and

WHEREAS HSC is a respected leader in the worldwide effort to end Huntington disease. HSC is the only national health charity dedicated to providing help and hope for families dealing with HD across Canada.

NOW, THEREFORE I do hereby proclaim the month of May 2023 as "HUNTINGTON DISEASE AWARENESS MONTH" on the TRADITIONAL TERRITORIES of the XXX

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:

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20Mar23

TOWN OF COMOX

IslandRail

www.islandrailcorp.com

o - cfile 8640-01
Copies - Council
-JW/SR/SA/LP

PRESS RELEASE

LOG: 23-090	REFER:	AGENDA: RCM 05Apr23
FILE: 8640-01	ACTION: file	

International Interest in the Island Rail Corridor

Island Rail Corp. a privately held corporation, seeks to assist First Peoples, the Island Corridor Foundation, Vancouver Island residents and businesses, Provincial and Federal governments, and all stakeholders in realizing the goal to rebuild the Island Rail System to a modern standard and realize its full potential for the next millennium and beyond.

The Island Rail Corridor can accommodate a contemporary modern rail system for domestic, national, and international rail freight; as well as local and tourist passengers alike while simultaneously supporting existing and future parallel hiking and biking pathways.

Currently Underway:

A comprehensive business plan that addresses the complete rebuilding of the Island Rail Corridor in a phased approach. **An expected total capital investment of \$1 billion.**

To continue our engagement with First Peoples; support the need to address the unceded territory that the rail corridor resides on; and to extend First Peoples an open invitation to partner in the operation of a contemporary Island Railway.

Phase I – To rebuild Island Rail infrastructure between the ports of Port Alberni and Nanaimo.

Phase II – To establish the associated and required port infrastructure within the Port-to-Ports corridor for the receipt and handling of domestic, national, and international cargo.

Phase III – To establish a rail terminus for the management of rail cargo on behalf of its customers. **This will be based on Vancouver Island.**

Phase IV – To build custom-designed world-class rail barges that will accommodate up to one hundred rail cars of cargo per sailing, thereby providing seamless rail transport between Port-to-Ports with direct access to three North American Class 1 rail networks within Metro Vancouver (CN/CP/BNSF). **We refer to this as the 'Iron Highway.'**

Phase V – To confirm the domestic, national, and international cargo available for handling on the 'Iron Highway'. **This is underway with some 144,000+ rail carloads identified to date.**

“As President of Island Rail Corp. my 35+ years of railway operational experience

IslandRail

www.islandrailcorp.com

can confirm a bright future is ahead for Vancouver Island with rail. Contemporary rail provides a cost-effective and environmental means to move cargo, people, and support tourism. Having Vancouver Island recognized as a Foreign Trade Zone will open the door to the Island, the First Peoples and all others to global commerce.”

Mr. Dave Hayden, President — Island Rail Corp.

Contact@Islandrailcorp.com

The opportunities associated with having Vancouver Island re-establishing rail service provides my company with the continued growth of multiple business opportunities between Mexico & Canada. Having hosted ten businesses from Mexico to Vancouver Island, interest is keen to expand the marketing, manufacturing, and reciprocal trade between our two countries.

Mr. Juan Navarro, President – CMX Partnerships

juan.navarro@cmxpartnerships.com

There has been much discussion surrounding the opportunity for rail on Vancouver Island. Vancouver Island will continue to grow above the national average. First Peoples need to have the unceded territory that make up the rail corridor resolved, within the framework of rail providing their communities with sustainable, manageable and an environmental socio-economic means that meets their needs and those of Vancouver Island as a whole.

20Mar23

Town of Comox – Administration

TOWN OF COMOX

From: AVICC <avicc@ubcm.ca>
Sent: March 17, 2023 5:59 PM
To: AVICC
Cc: Theresa Dennison
Subject: 2023 AVICC AGM & Convention Program and Early Bird Deadline Reminder

Please distribute to all AVICC elected officials, the Chief Administrative Officer, Corporate Officer and their support staff.

The 2023 AVICC AGM & Convention is being held as an in-person event in Nanaimo from April 14-16 at the Vancouver Island Conference Centre. Thank you to City of Nanaimo Mayor Leonard Krog and Council and Regional District of Nanaimo Chair Vanessa Craig and Board for hosting this year's event, and to the staff who have been helping with planning the Convention.

The first draft of the 2023 AVICC AGM & Convention Program is now available online. The program will remain in draft status until shortly prior to the convention to allow for modifications due to speaker availability and potential emergent issues. [CLICK HERE FOR THE PROGRAM.](#)

Early Bird Registration closes on **March 22, 2023**. [CLICK HERE TO REGISTER.](#) If you have not yet booked your accommodations, the Marriott has extended the AVICC group rate until March 22 (the booking link is available on the AVICC Website).

Convention updates, including updates to the program, hotel information, and other information will be posted on the [AVICC Website](#).

We look forward to seeing you in Nanaimo in 4 weeks!

Association of Vancouver Island and Coastal Communities
 604-270-8226 ext 221
avicc@ubcm.ca
www.avicc.ca

LOG: 23-091	REFER:	AGENDA: RCM 05Apr23
FILE: 0400-03	ACTION: file	

Copies - Council
 -JW/SR/LP



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

RECEIVED

21Mar23

TOWN OF COMOX

LOG: 23-100	REFER:	AGENDA: RCM 05Apr23
FILE: 8100-20	ACTION: MR	



o - cfile 8100-20
Copies - Council
- JW/SA/RN/SR/LP

March 18, 2023

The Nautical Days Festival would like to use the small park across the street from the Town Council Chambers on Beaufort Ave for a bike lock up during Nautical Days. The dates would be August 5-7. The times would be roughly 9-9 per day. We will have temporary fencing and will be supervised by our volunteers for the duration of the festival.

Thank you,
David Stevenson
Producer
Comox Nautical Days Festival

Subject: We won - Thanks from AccessBC

TOWN OF COMOX

From: Jessica Jimmo <jesjimmo@gmail.com>

Sent: Monday, March 27, 2023 3:07 PM

To: council <council@comox.ca>; Steve Blacklock <sblacklock@comox.ca>; K Grant <kgrant@comox.ca>; Chris Haslett <chaslett@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Jenn Meilleur <jmeilleur@comox.ca>; Nicole Minions <NMinions@comox.ca>

Subject: We won - Thanks from AccessBC

LOG: 23-122	REFER:	AGENDA: RCM 05Apr2023
FILE: 4900-01	ACTION: file	

Dear Comox Mayor and Councillors,

WE WON!

Copies - Council
- JW/CF/SR/LP

We couldn't have done it without your support, thank you!

In case you missed it - which I'm sure no one in BC did, on Tuesday, February 28th, 2023, the provincial budget was announced and we are overjoyed that it included free prescription contraception. A policy that our grassroots campaign has been pushing hard for over the past six years. These efforts included mobilizing endorsements from 36 BC municipalities and districts.

My name is Jessica L. Jimmo, I am the Municipal Outreach Coordinator for AccessBC, 2023 budget consultation presenter, and most importantly a New West resident. It is with the most heartfelt gratitude, I want to personally say, thank you!

The endorsements from municipalities and districts was incredibly important, and helped us keep the pressure on the government to ensure that it followed through with its commitment to this policy.

Together, we raised the voices of British Columbians in every corner of the province. Resulting in this government committing to spend almost \$120 million dollars on a cost saving policy that will benefit all British Columbians, but especially those women, young-adults, and individuals who can get pregnant. This policy will provide free access to prescription contraception, including a wide range of pills, contraceptive injections, copper and hormonal intrauterine devices (IUDs), implants, and Plan B (also known as the morning after pill). We didn't even ask for free access to Plan B, that was a bonus!

The announcement also included expanding prescribing powers to allow pharmacists to prescribe some forms of contraception. This helps remove another significant barrier and will take pressure off our healthcare system.

The policy made a huge splash in the budget and in the media around the province, country, and even around the world. For Canada this is a precedent setting policy, as BC has become the first province to remove cost of prescriptions as a barrier to utilizing reproductive human rights.

AccessBC's work is not done, we will continue to monitor the implementation of this policy to make sure that everyone in BC can access their choice of prescription contraception without having to pay a cent. There is a growing movement for free prescription contraception across the country and we are doing what we can to help activists across the country. We are supporting sister campaigns in Manitoba, Ontario, Nova Scotia, and New Brunswick, and working to support activists to launch campaigns in other provinces as well.

For me, this victory means so much more than achieving reproductive justice never before seen in BC, but it also serves as a timely reminder of what can be achieved when individual voices unite and the reach that this collective voice has. When I heard the Honourable Katrine Conroy announce the budget, I was completely overcome with emotion. I have worked with some of you directly, and others indirectly but as a member of this grassroots campaign felt like I was sharing this moment with all of you. I struggle to find the words to express my profound appreciation for your efforts to raise your community's call for free prescription contraception to the municipal, provincial, federal and global level. The message was clear, BC stands to recognize and protect reproductive rights as human rights. Period.

AccessBC's co-founder and Campaign Chair Dr. Teale Phelps Bondaroff wanted to share the following:

Thank you so much for your support of free prescription contraception. I am so grateful that your councils took the time to adopt motions endorsing this important policy. There is still more work to be done in the struggle for reproductive justice.

There are a couple of quick and cost-effective actions your council can take to help support reproductive justice in your district.

1. The first is work to address period poverty - please consider making free menstrual products available in washrooms in all municipal buildings and parks. You can learn more and take the [Period Promise here](#).

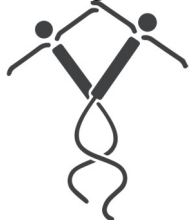
I was recently elected to Council in the District of Saanich and I worked with my colleagues to include funds to make menstrual products free in all 281 of our municipal washrooms. Staff calculated the cost of doing this would be ~\$20K, which is a tiny portion of the budget. For contrast, we spend about \$27K a year on toilet paper for these same washrooms. Get in touch if you would like to talk about implementing this policy in your municipality (teale.phelps.bondaroff@saanich.ca).

2. Provide free condoms (external, internal, and lubricant) in municipal facilities - I got my start in politics sitting on the University of Calgary Students' Union. We always had a dish of free condoms at our office and they were always very popular. Bulk condoms are very cheap and it is not difficult to have a small dish out near all the community brochures at the rec centre or municipal hall. Get in touch if you'd like to get connected with bulk condom companies. I'll be exploring this policy in Saanich next year.

Thank you again for your support and I'm looking forward to seeing many of you at UBCM - Teale

Stay safe and well,


Jessica L. Jimmo
(She/her)
Municipal Outreach Coordinator



AccessBC

With gratitude, I respectfully acknowledge that I live and learn on the traditional, ancestral and unceded territories of the Coast Salish peoples— sq̓əciyaʔl̓ təməx^w (Katzie), Qayqayt, Sk̓wx̓wú7mesh (Squamish), Stó:lō, Səl̓íl̓wətaʔ/Selilwitulh (Tseil-Waututh), and x^wməθk^wəy̓əm (Musqueam) Nations.

To: Mayor and Council	File:
From: Ted Hagmeier, Recreation Director	Date: April 5, 2023
Subject: Regional Recreation Assistance Program: LEAP - Youth	

Prepared by: _____ <i>Ted Hagmeier, Recreation Director</i>	Prepared by: _____ 	Financial Approved: _____ <i>Clive Freundlich, Finance. Director</i>	Report Approved:  <i>Jordan Wall, CAO</i>
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RECOMMENDATION

That Council formalize the establishment of the regional Leisure for Everyone Accessibility Program (LEAP) to offer subsidized recreation for youth (18 years and younger) in low-income families subsidized, based on the one-year pilot program.

PURPOSE

To provide Council with information on LEAP - Youth.

BACKGROUND

The Town of Comox offers TRIP - Town of Comox Resident Inclusion Program – which exclusively supports Comox residents with low income to participate in Comox recreation. Applicants must complete an intake form and show proof of Comox residency. Each family member annually receives the value of \$250 towards 50% discount on registered, non-contract programs and Fitness Studio memberships. Contract programs are exempt from TRIP.

In 2019, the Town of Comox, Village of Cumberland, City of Courtenay and Comox Valley Regional District recreation departments established a working group to discuss how collaborative improvements might increase the efficacy of our respective recreation assistance programs. That work culminated in two pilot programs to support persons with low income.

At RCM, December 1, 2021, Council adopted the first of these with administration's recommendations that Comox:

1. Participate in a one-year pilot of the regional Leisure for Everyone Accessibility Program (LEAP) for Comox Valley youth (18 years and younger) in low-income families. Recipient annually receive 52 free, drop-in passes to each regional recreation department. For example, they get 52 drop-in passes for the Community Centre which includes Fitness Studio, open gym drop-in, and children and youth drop-in programs at the Comox Community Centre. They also receive 52 visits to the Courtenay, which could be used at the Outdoor Pool, 52 visits to be used between skating and swimming at the CVRD and 52 visits to the Cumberland Recreation Centre.

Drop-in passes expire at the end of the calendar year. Applicants can reapply to receive another 52 drop-in passes for each recreation department.

2. Unify how applicants are judged on their financial need across Comox Valley recreation departments by switching to Statistics Canada Low-Income Measure Rates (LIM) from Low-Income Cut Offs (LICO).

Establishing the same measure of income across the Comox Valley is fair and transparent. The LIM measurement is higher than LICO so more applicants can apply. See the table below for a comparison of the two measures.

Family Size	LICO	LIM
1 person	\$14,430	\$26,570
2 persons	\$17,560	\$37,575
3 persons	\$21,870	\$46,020
4 persons	\$27,280	\$53,140
5 persons	\$31,070	\$59,415
6 persons	\$34,460	\$65,080
7 persons or more	\$37,845	\$70,300

Administration presented the second pilot program, LEAP Adult, at Regular Council Meeting July 6, 2022, and will present a report to Council at the end of its one-year trial period.

Cumberland and Courtenay have or will formalise LEAP for youth in 2023 and will provide reports to their respective Councils when LEAP for adults is complete. The CVRD have formalised LEAP for youth and adults.

FINANCIAL CONSIDERATIONS:

Q: What is the anticipated financial impact of offering broader subsidized access to the Community Centre, in particular the Fitness Studio?

A: Comox administration do not anticipate a meaningful decrease to Fitness Studio revenue nor an unsustainable increase in users. LEAP applicants are located throughout the Comox Valley and face the basic transportation

barriers that all persons with low-income face. Most recipients will choose their nearest recreation centre, likely the Lewis Centre or a CVRD facility, when regional population distribution is considered.

The table below shows how LEAP was used in 2022 and from January 1 – March 29, 2023.

	LEAP 2022	LEAP 2023
Total Members Who Requested Comox	129*	174*
Total Members Who Used Comox	27	53
Total Free Visits	160	470
Free Visits to the Fitness Studio	114	448

*This represents all the memberships within the region who requested access to Comox Recreation. The total regional use is much higher, for instance the CVRD 2022 awarded 490 memberships to adults, 102 to seniors and 365 between children and youth.

Q: What are differences between LICO to LIM?

A: Statistics Canada produce LICO and LIM to measure low income. LICO is the income threshold below which a person or family will devote a much larger share of its income than the average family on necessities of food, shelter and clothing. LIM is calculated at 50% of the national household median income.

GOVERNANCE:

Q: What are the respective municipal recreation assistance programs in the Comox Valley?


A: Cumberland: annual 50% deduction on programs up \$350 per person.

Courtenay: annual deduction on programs based on the following schedule:

- Children (0 – 11 years): annual 75% deduction on programs up \$450 per person.
- Youth (12 – 18 years): annual 75% deduction on programs up \$400 per person.
- Adults (19 years and older): annual 50% deduction on programs up \$350 per person

CVRD: The LEAP program for all recipients regardless of age.

To: Mayor and Council	File:
From: Ted Hagmeier, Recreation Director	Date: April 5, 2023
Subject: Comox Recreation Assistance Program: TRIP	

Prepared by: _____ <i>Ted Hagmeier, Recreation Director</i>	Prepared by: _____ 	Financial Approved: _____ <i>Clive Freundlich, Finance. Director</i>	Report Approved:  <i>Jordan Wall, CAO</i>
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RECOMMENDATION

That Council increase the annual value of the Town (of Comox) Recreation Inclusion Program (TRIP) to \$425 per recipient for a 50% discount on registered, non-contract programs and Fitness Studio memberships.

ALTERNATIVES TO RECOMMENDATION

1. That Council increase the annual value of TRIP to \$450 per recipient for a 50% discount on registered, non-contract programs and Fitness Studio memberships.
2. That Council increase the annual value of TRIP to \$400 per recipient for a 50% discount on registered, non-contract programs and Fitness Studio memberships.
3. That Council increase the annual value of TRIP:
 - i. Children (up to 11 years) \$450 per recipient and 75% discount on registered, non-contract programs and Fitness Studio memberships.
 - ii. Youth (12 – 18 years) \$400 per recipient and 75% discount on registered, non-contract programs and Fitness Studio memberships.
 - iii. Adults (19 years and older) \$350 per recipient and 50% discount on registered, non-contract programs and Fitness Studio memberships.

PURPOSE

To provide Council with information on TRIP.

BACKGROUND

The Town of Comox offers TRIP to support Comox residents with low income to participate in recreation through the Community Centre. Applicants must complete an intake form and show proof of current Comox residency. Each recipient receives the annual value of \$250 towards 50% discount on registered, non-contract programs and Fitness Studio memberships. Approved family applications receive \$250 per family member. Contract programs are exempt from TRIP. See Appendix 1 for the TRIP application form.

The value of TRIP has been at \$250 per recipient since the inception of the program in 2012.

Administration recommends an increase to TRIP to keep pace with the increase cost of recreation programs and memberships and the overall increase of all costs of living.

The value of \$425 was determined by using the cost of a five-day Summer Day Camp activity purchased with TRIP as benchmark measure. A child using TRIP can attend Summer Day Camp every second week in an eight-week summer program.

1 Week of Summer Day Camp \$190 (2022 price)	\$190
50% TRIP discount)	-\$95
Total per week	\$95
Total cost to attend 4 weeks (or every second week)	\$380

The difference of \$45 ($\$425 - \$380 = \45) allows for an increase in Summer Day Camps costs (without having to recommend another increase to Council.)

The trigger to increase the TRIP limit will occur when, using the above formula, 4 weeks of summer camp is no longer covered by the program.

GOVERNANCE

Q: Why not give recipients a credit on their account instead of the discount on purchase?

A: Account credits are indistinguishable from cash and cannot be earmarked for selective use. A recipient could use their account credit to purchase a recreation program, withdraw from it before the first class, request a cash refund and then receive a cheque for the cost of the program. It would be easy to abuse TRIP and convert the credit to cash.

Q: What are the respective municipal recreation assistance programs in the Comox Valley?

A: Cumberland: annual 50% deduction on programs up \$350 per person.

Courtenay: annual deduction on programs based on the following schedule:

- Children (0 – 11 years): annual 75% deduction on programs up \$450 per person.
- Youth (12 – 18 years): annual 75% deduction on programs up \$400 per person.
- Adults (19 years and older): annual 50% deduction on programs up \$350 per person

CVRD: The LEAP program for all recipients regardless of age.

FINANCIAL CONSIDERATIONS:

Q: How many annual TRIP recipients are issued and what is the annual amount of total financial assistance?

A: Some data is incomplete because the Recreation Department adopted a new recreation software in 2020 and the legacy information from the old software is limited.

Year	# TRIP Recipients	Total \$ Used
2017	60	No data
2018	59	No data
2019	51	No data
2020	8	No data
2021	13	\$1270
2022	29	\$1850
2023 (YTD)	8	\$425

Q: Do administration take into consideration the number of TRIP registrations when assessing the viability to run a program?

A: Administration do not use the number of TRIP registrations to determine running or cancelling a program and consider a TRIP registration the same as a full priced registration.

Q: Is there a limit to the number of TRIP recipients the Town will annually accept?

A: Some organizations attach a budget line to recreation assistance and will end the program once the total expenses are. To Council's credit they have not done this which means the program is flexible enough to expand to meet the needs of the community and will never turn away a worthy applicant.



ACCESSIBLE RECREATION

Who can apply:

All ages living within Statistics Canada Low Income Measure (LIM) & living in the Comox Valley

How to apply:

Complete attached application and bring everything to one of the designated centres.

Bring the following:

- ✓ Completed application
- ✓ BC Services card(s) for all the applicants or BCID
- ✓ Proof of residency for municipality specific programs

Where to apply:

- Comox Community Centre
- Florence Filberg Centre
- Lewis Centre
- Aquatic Centre
- Sports Centre
- Cumberland Recreation Centre

SCAN ME



TOWN OF COMOX
RECREATION

COMOX COMMUNITY CENTRE | 250-339-2255
info@comox.ca | comox.ca/recreation



follow us
Twitter Facebook Instagram

LEAP

FOR ALL AGES ADULTS & CHILDREN

- 52 FREE admissions per year

WHAT'S AVAILABLE TO YOU BASED ON WHERE YOU LIVE

COMOX

TRIP

- \$250 per year towards 50% discount on programs and fitness studio memberships (for non-contract programs)

TRIP can be used at:

- Comox Community Centre

COURTENAY

RAP

Scholarship amount used to discount programs and services

- Adults: \$350
- Youth: \$400
- Children: \$450

RAP can be used at:

- Lewis Centre, Florence Filberg Centre, Courtenay Pool & LINC Youth Centre

CUMBERLAND

FAIR

- 50% discount on registered programs, up to \$350 per year

FAIR can be used at:

- Cumberland Recreation Centre & Cumberland Cultural Centre

FOR ALL LIVING IN THE COMOX VALLEY

CVRD + LEAP

- 52 FREE admissions
- 1 FREE program
- 4 - 50% OFF regular programs

CVRD's LEAP can be used at:

- Comox Valley Sports & Aquatic Centres

ACCESSIBLE RECREATION

APPLICATION PROCESS

Applications may be processed at:

1. City of Courtenay Florence Filberg Centre - 411 Anderton Ave., Courtenay
2. City of Courtenay Lewis Centre - 489 Old Island Hwy., Courtenay
3. CVRD Aquatic Centre – 377 Lerwick Rd., Courtenay
4. CVRD Sports Centre – 3001 Vanier Drive, Courtenay
5. Town of Comox Community Centre – 1855 Noel Ave., Comox
6. Village of Cumberland Recreation Centre – 2665 Dunsmuir Ave., Cumberland

LEAP BENEFITS FOR ALL ELIGIBLE APPLICANTS

LEAP has been designed to provide healthy lifestyle opportunities to residents of the Comox Valley who face financial challenges.

1. 52 free admissions per calendar year for each family member to drop-in programs/services/activities at each organization (CVRD, City of Courtenay, Town of Comox and Village of Cumberland). This means each family member can have up to 208 free drop-ins per year.
2. 1 free registered program per year plus an additional 4 registered programs at 50% off per family member per year at CVRD recreation facilities.

ADDITIONAL COMMUNITY SPECIFIC BENEFITS

Comox, Courtenay & Cumberland

1. Town of Comox (TRIP Program) – Comox Residents receive \$250 per year towards 50% discount on non-contract programs and Fitness Studio memberships.
2. City of Courtenay (RAP Program) – Courtenay Residents receive the following: Adults: 50% up to the annual amount of \$350, Youth: 75% up to the annual amount of \$400, Children: 75% up to the annual amount of \$450.
3. Village of Cumberland (FAIR Program) – Cumberland residents receive \$350 per year toward a 50% discount on registered programs.



Regional Financial Access to Recreation Services

Leisure for Everyone Accessibility Program (LEAP) is a regional program which provides 52 FREE drop-ins to each municipal recreation department and discounts on CVRD programs for eligible participants living in the Comox Valley! LEAP can be used at: the City of Courtenay, Lewis Centre, Florence Filberg Centre, Courtenay Outdoor Pool and LINC Youth Centre; Town of Comox Recreation Centre; CVRD Aquatic Centre and Sports Centre; and Village of Cumberland Recreation Centre.

Questions:

1) Who is eligible?	City of Courtenay Courtenay Recreation All ages living within Statistics Canada Low Income Measure (LIM) & living in The Comox Valley
2) How do I pick up my LEAP punchcards from each Municipal Recreation Centre?	Your pass may be provided at the time of application, if you applied at one of the partnered Municipal Recreation Centres – you will be responsible for coming into the Lewis Centre to claim your LEAP punchcard. Please be prepared to present proof of ID.
3) How do the punchcards work to check into drop-in programs?	Take your LEAP punchcard with you to your drop-in activity. Upon entry, it will be scanned.
4) What drop-in programs are available at each Municipality?	Visit www.courtenay.ca/rec for up to date options.
	Town of Comox Comox Recreation All ages living within Statistics Canada Low Income Measure (LIM) & living in The Comox Valley
	To complete your LEAP membership we will need to take a photo of each individual on your application. Membership cards will only be issued to those 12+ that would like to use their LEAP membership for the Fitness Studio. All other users will be deducted manually at reception.
	For those using the Fitness Studio, you will scan your membership card for each visit. All other drop-ins will be processed. We have a variety of drop-in programs for different age groups. Please inquire which programs are available.
	The Comox Community Centre offers a variety of programs for different age groups; these programs can change seasonally. For the most current offerings please visit our website at comox.ca/recreation or refer to the Recreation Guide.
	CV Regional District Sports & Aquatic Centres All ages living within Statistics Canada Low Income Measure (LIM) & living in The Comox Valley
	When your application has been approved and processed, you will be notified by phone. Please indicate to the front desk staff where you wish to pick up your membership card and coupon book (Sports Centre on Vanier Dr. or the Aquatic Centre on Lennox Rd. If you applied at one of the partnered Municipal Recreation Centres – you will be responsible for coming into the Sports or Aquatic Centre to pick up your LEAP scan card.
	Each time you visit the Sports & Aquatic Centre for a drop-in swim, skate or weight room visit bring your CVRD scan card with you. Upon entry, it will be scanned and 1 free drop-in will be removed.
	Drop-in swimming, aquatic fitness, ice skating, hockey and weight room visits. Visit www.comoxvalleyrd.ca/rec for more info and schedules.
	Village of Cumberland Cumberland Recreation All ages living within Statistics Canada Low Income Measure (LIM) & living in The Comox Valley
	While we don't issue physical cards, your pass will be created in our system and ready to use immediately upon successful application at the Cumberland Recreation Centre. If you applied at a partnered recreation centre in Courtenay, Comox or the CVRD, your file will be held until you contact us to activate your pass.
	Simply identify yourself when you arrive to use the Fitness Studio or attend an eligible program and our staff will ensure your visit is applied to your account.
	Your LEAP pass is valid for the Fitness Studio, squash courts and all Drop-In Programs, such as pickleball, open climbing, table tennis and more. Drop-In Programs are subject to change, so for a complete list please refer to the current Comox Valley Recreation Guide.

Municipal Financial Access Programs

Please see below for what benefits you may be eligible for based on where you live:

<p>Courtenay Recreation Recreation Access Program (RAP)</p> <p>Eligibility:</p> <ul style="list-style-type: none"> • Proof of residency within the City of Courtenay boundaries (current address on ID, utility bill or other official documentation) • BCD/BC Services cards for each family member • Current family income is within Statistics Canada Low Income Measure (LIM) • Completed and signed application <p>Eligible residents will receive:</p> <ul style="list-style-type: none"> • Adults: \$350 scholarship amount to be used to discount programs and services • Youth: \$400 scholarship amount to be used to discount programs and services • Children: \$450 scholarship amount to be used to discount programs and services <p>RAP can be used at:</p> <p>Lewis Centre, Florence Filberg Centre, Courtenay Outdoor Pool & LINC Youth Centre</p> <p>You qualify for: <input type="checkbox"/></p>	<p>Comox Recreation Inclusion Program (TRIP)</p> <p>Eligibility:</p> <ul style="list-style-type: none"> • Proof of residency within the Town of Comox (current address on ID AND a utility bill or rent receipt) • BCD/BC Services cards for each family member • Current family income is within Statistics Canada Low Income Measure (LIM) • Completed and signed application <p>Eligible residents will receive:</p> <p>Qualified applicants receive \$250/per year towards 50% discount on programs and Fitness Studio memberships. Contact programs are not included unless otherwise determined by the contractor. Post-secondary students are not eligible. TRIP expiry Dec 31 of each year and are only valid for the applicant it was assigned to. Each member of the family is eligible for TRIP. A family consists of parents or guardians and children. Contact the Community Centre for more information.</p> <p>TRIP can be used at:</p> <p>Comox Community Centre</p> <p>You qualify for: <input type="checkbox"/></p>	<p>CV Regional District Leisure for Everone Accessibility Program (LEAP)</p> <p>Eligibility:</p> <ul style="list-style-type: none"> • Proof of residency within the CVRD (current address on ID or on a utility bill or rent receipt) • BCD/BC Services cards for each family member • Current family income is within Statistics Canada Low Income Measure (LIM) • Completed and signed application <p>Eligible residents will receive:</p> <ul style="list-style-type: none"> • 52 free admissions per calendar year for each family member to drop-in programs/services/activities at CVRD recreation facilities. • 1 free registered program per year plus an additional 4 registered programs at 50% off per family member per year at CVRD recreation facilities. <p>LEAP can be used at:</p> <p>Comox Valley Sports & Aquatic Centres</p> <p>You qualify for: <input type="checkbox"/></p>	<p>Cumberland Recreation Financial Assistance in Recreation (FAIR)</p> <p>Eligibility:</p> <ul style="list-style-type: none"> • Proof of residency within the Village of Cumberland (current address on ID or on a utility bill or rent receipt) • BCD/BC Services cards for each family member • Current family income is within Statistics Canada Low Income Measure (LIM) • Completed and signed application <p>Eligible residents will receive:</p> <p>50% discount on registered programs, up to \$350 per person per year.</p> <p>FAIR can be used at:</p> <p>Cumberland Recreation Centre & Cumberland Cultural Centre</p> <p>You qualify for: <input type="checkbox"/></p>
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Pick up: AC ☐ or SC ☐



2023 Financial Access to CV Recreation Services

Please check off which program(s) you are applying for (flip the page for individual program details):

<input type="checkbox"/>	LEAP - Leisure for Everyone Accessibility Program Available to residents of Courtenay, Comox, Cumberland and/or residents of Areas A, B, C of the Comox Valley Regional District
<input type="checkbox"/>	RAP - Recreation Access Program City of Courtenay residents only
<input type="checkbox"/>	TRIP - Inclusion Program Town of Comox residents only
<input type="checkbox"/>	FAIR - Village of Cumberland Village of Cumberland residents only

Please list the names of all family members residing in your household that require financial assistance for recreation.

NAMES (First & Last)	AGE	BIRTH DATE (i.e. Jan. 7, 2022)	FOR OFFICE USE ONLY BCID/BC SERVICES CARD CONFIRMED
Primary Account Holder			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ADDRESS	
CITY/TOWN	POSTAL CODE
PHONE	EMAIL

You are eligible to receive discounts when your combined gross family income is below the following after taxes (net income):

Statistics Canada Low Income Measure (LIM)							
# in Household	1	2	3	4	5	6	7 & over
Income Under	\$26,570	\$37,576	\$46,021	\$53,140	\$59,412	\$65,083	\$70,298

DECLARATION/CONSENT/SIGNATURE OF PRIMARY ACCOUNT HOLDER

I declare that my combined family income (includes my income and spouse or common-law partner, if applicable) currently is estimated per year at \$_____. If requested, I agree to meet with a representative of the CVRD, City of Courtenay, Town of Comox or Village of Cumberland and will at that time disclose financial information based on my Notice of Assessment from the previous year. I also give the above organizations permission to share the information on this form with each other in order to be eligible for LEAP/RAP/TRIP.

I verify all of the information I have provided on this form is accurate and true:

Signature of Primary Account Holder

Date

Program Details & Administration Information

CHECKLIST – Applicants MUST bring the following (or an adjudicator will be required):	FOR OFFICE USE ONLY
Completed Application	
Proof of COMOX VALLEY Residency (Rent receipt or utility bill in the name of the applicant)	
BC ID or BC Services Cards for Each Family Member	

APPLICATION PROCESS

Applications may be processed at:

- 1) City of Courtenay Florence Filberg Centre - 411 Anderton Ave., Courtenay
- 2) City of Courtenay Lewis Centre - 489 Old Island Hwy., Courtenay
- 3) CVRD Aquatic Centre – 377 Lerwick Rd., Courtenay
- 4) CVRD Sports Centre – 3001 Vanier Drive, Courtenay
- 5) Town of Comox Community Centre – 1855 Noel Ave., Comox
- 6) Village of Cumberland Recreation Centre – 2665 Dunsmuir Ave., Cumberland

You may bring your completed application, with supporting documentation, anytime during operating hours to one of the above recreation facilities. A customer service representative will verify your information and then process your application. You will be contacted via phone or email when your recreation cards are ready for pick up (from the same facility that you dropped your application off). To activate your membership at the other organizations please present your ID and obtain your additional recreation cards (your application will be on file with each agency). As soon as you have your cards you can start using your discounts at any of the recreation facilities listed above. Please note each family member will need to be onsite to get their picture at each of the organizations they wish to have a recreation card and they will need to bring their ID the first time.

LEAP BENEFITS FOR ALL ELIGIBLE APPLICANTS

LEAP has been designed to provide healthy lifestyle opportunities to residents of the Comox Valley who face financial challenges.

- 1) 52 free admissions per calendar year for each family member to drop-in programs/services/activities at each organization (CVRD, City of Courtenay, Town of Comox and Village of Cumberland). This means each family member can have up to 208 free drop-ins per year.
- 2) 1 free registered program per year plus an additional 4 registered programs at 50% off per family member per year at CVRD recreation facilities.

ADDITIONAL COMMUNITY SPECIFIC BENEFITS – Comox, Courtenay & Cumberland

- 1) Town of Comox (TRIP Program) – Comox Residents receive \$250 per year towards 50% discount on non-contract programs and Fitness Studio memberships.
- 2) City of Courtenay (RAP Program) – Courtenay Residents receive the following: Adults: 50% up to the annual amount of \$350, Youth: 75% up to the annual amount of \$400, Children: 75% up to the annual amount of \$450.
- 3) Village of Cumberland (FAIR Program) – Cumberland residents receive \$350 per year toward a 50% discount on registered programs.

ADJUDICATOR INFORMATION (if required)

If you are unable to provide proof of income or residency, we will accept your application if signed by a recognized adjudicator. This can include a professional in social work or family services, a school principal or counsellor, a senior recreation administrator, a healthcare professional, a spiritual leader, a lawyer or notary public, a housing assistant or support advocate.

The individual endorsing this form below should be familiar with the applicant's financial situation as their signature verifies the financial need of the family/individual.

Name: _____ Organization: _____ Position: _____

I have thoroughly read and understand the guidelines of the LEAP/RAP/TRIP Programs and agree that the Household Income of this applicant is such that they require financial assistance in order to access recreation opportunities and that they live in the Comox Valley. If required I agree to participate in a brief telephone follow-up interview for verification. I can be reached at the following number at the following time(s).

Phone: _____ Good time(s) to call: _____

Signature of Adjudicator _____ Date _____ Official Stamp _____

OFFICE USE ONLY

Processed by: _____ Date: _____



Economic Development Restart Workshop



TOWN OF
COMOX



BCEDA
BC Economic Development Association

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Introduction

The Town of Comox requested the British Columbia Economic Development Association to develop and facilitate an economic development workshop. The workshop was delivered on March 6, 2023, and included information on economic development basics, including structures, activities and tools. The workshop also provided an economic development capacity and investment readiness self-assessment, SWOT analysis and opportunities for discussion on past economic development efforts.

This document provides an overview of the workshop content and recommendations for Comox to take steps forward on how the Town can re-establish economic development in the community. This document is not intended to be an economic development strategy or investment marketing plan. Instead, it is primarily a summary of the session and recommendations based on what we heard from you and what we saw during our community tour.

What is Economic Development?

Economic development is a group of policies and programs, or activities, that seek to improve a community's economic well-being and quality of life. Ideally, it will create and retain jobs that facilitate growth and provide a stable tax base. Economic development programs can take numerous approaches – in other words, economic development is not necessarily the same in every community. No single strategy, policy, or program can assure success for every community. While some communities will succeed, others must develop different assets to become marketable. It is important, therefore, that you ensure your program fits the needs and realities of your community.

In British Columbia, local governments are controlled by the "Community Charter." The charter identifies some tools that local governments can use to encourage economic development but also defines some activities that can't be done. Communities throughout BC have active economic development programs to encourage new businesses and support existing businesses. These services are to be available to every business seeking assistance and not just select ones. Local governments employ economic development professionals with varying titles and structures. Some are set up as in-house departments, some are community-owned corporations, and others are contracted to other agencies such as the Chamber of Commerce. Regardless of the structure or title of the staff, the operations are essentially the same and must operate under the restrictions of the community charter. The more a community, and the local leaders, understand economic development, the more effective they can be in supporting economic development efforts.

The reasons why a community will engage in economic development activities vary greatly. Each community has its unique characteristics and own reasons. Generally, communities understand that to create economic diversity, maintain and expand infrastructure, create a sustainable economy and increase their ability to meet the needs of residents and businesses; they need to develop their economic development focus and goals.

While there is no single definition of economic development, it is typically the process of building strong, adaptive economies. Strategies driven by local assets and realities, a diverse industry base and a commitment to equality of opportunity and sustainable practices have emerged as strategies that will ensure a strong foundation for long-term stability and growth. Even within the parameters of these principles, what constitutes success in economic development and the specific strategies to accomplish

success, will look different from community to community. Despite these differences, leadership is consistently identified as a critical factor in effective economic development.

Though most leaders will agree that the above-stated economic goals are desirable, not all community members will support economic development. This is why it is so important that elected officials be able to articulate the positive effects of economic development on a community. Dedicated leadership is needed to raise awareness, help develop and communicate a common vision, and motivate stakeholders into action. Mayors, Chiefs, council members, and regional directors all have daily opportunities to effect change and promote a strategic vision of economic growth for their community.

Twelve Things to Know for Successful Economic Development

The reasons why a community engages in economic development activities vary greatly. Each community has unique characteristics and specific reasons for actively engaging in economic development. Generally, communities understand that to create economic diversity, maintain and expand infrastructure, create a sustainable economy and increase their ability to meet the needs of residents and businesses, they need to develop their economic development focus and goals.



1. **It's both community development and economic development.** The old way of thinking that community and economic development are separate things no longer holds. In today's economic development world, you cannot do successful economic development without community development. Use your community partners to strengthen and rebuild your community together. While traditional economic development efforts focus on the retention and attraction of business following a disaster, this expands to work on issues related to housing, workforce and other community development factors.
2. **Understand what economic development is for your community.** The more understanding there is about economic development, the more effective and successful your community can be. Be clear on your goals and vision, and ensure staff and the community knows what they are. For example, when a disaster impacts a community, the economic development staff typically works with businesses during the emergency response. It then works with them to recover from the economic impacts.
3. **Develop strong partnerships.** Economic development and recovery cannot be made in a silo. Strong and mutually beneficial partnerships need to be developed and nurtured. Know who your partners are and how they can assist in the economic recovery process – working together creates a stronger local economy and community.
4. **Engage your business community.** Local officials can help create an environment that supports the growth and expansion of local businesses, primarily by opening lines of communication. Economic development and recovery can only happen when businesses are included and communicated with regularly.

5. **Be realistic about your readiness.** Economic recovery is seemingly always under pressure to deliver more and deliver faster. This tendency can cause short-sighted decisions that lead to long-term problems. Local elected officials must take the time to truly understand their community's level of readiness before economic development attraction activities are implemented after a disaster.
6. **Have an economic development strategic plan in place.** A strategic plan serves several purposes for the community and its elected officials. First, it provides a roadmap for the community's desired future. The strategic plan should have information on economic recovery, including communicating with existing businesses and immediate recovery efforts.
7. **Understand your local and regional assets.** By understanding your community's economic assets, the vision and strategies you create will be based on the true reality of your community. As a result, you will significantly increase the likelihood of economic recovery implementation and success.
8. **Measure your success.** Performance measures should flow from the community's strategic plan with the specific metrics selected to measure the progress toward the plan's objectives. If you can't measure it, you can't manage it. Take economic recovery one piece at a time to ensure the recovery is on track.
9. **Have your foundational pieces in place.** Think of economic development using an analogy of the structure of a house. Important information is required (the foundation) to ensure that future economic development goals, such as investment attraction, can succeed. A key foundational piece is the business community –which is essential to rebuilding the economy after a disaster.
10. **Foster an Entrepreneurial Environment.** Entrepreneurs create jobs. Local officials can play an important role in promoting entrepreneurship in their communities. Work with your existing partners to support and increase entrepreneurship in the community after a disaster.
11. **Celebrate the small wins.** There is a tendency only to celebrate "big" successes during the economic recovery phase. However, it is important for every win, regardless of size, to be celebrated. For example, an economic recovery win can mean residents returning to the community, a closed business announcing its reopening, etc.
12. **Use your tourism assets.** Local leaders can better support economic development efforts and realize greater benefits by knowing how tourism assets can effect change in a community. For example, recognizing that when a disaster impacts your community, it also impacts your tourism assets. This could include tourism infrastructures such as trails, parks, and accommodation providers, who may now provide short-term accommodation for impacted residents. Unfortunately, this restricts the ability of the community to attract visitors.

Economic Development in British Columbia

In June 2021, economic development practitioners, elected officials and local government staff across the province were surveyed to understand how approaches to economic development work were structured across communities. The survey collected information on the level of support and resources accessible, the types of local economic development activities undertaken and ways of collaborating. The British Columbia Economic Development Association (BCEDA) completed the survey.

Structure

54% of respondents indicated that the economic development function is a municipal department. Another 20% indicated a stand-alone organization such as a non-profit or Economic Development Corporation. The balances were community futures, chamber of commerce, or contracted positions. 82% of all economic development functions have more than one staff member.

Funding

Funding for economic development work tends to come from the local government (55%). However, smaller communities divide their funding sources between local government (42%) and economic initiative trusts (24%). The average budget for an economic development office is \$388,968, not including Tourism.

Economic Development Structures and Organizations

There are accepted and agreed upon structures and strategies that most economic development organizations would agree upon. However, the economic development structure depends upon answers to several questions, including how ready a community is, what outcomes a community wants and how involved a community wants to be. Once questions are answered and the community is committed to long-term economic development, the structure will generally fall into one of the following categories:

- Economic Development Department with Advisory Committee
- Economic Development Department (in-house)
- Economic Development Department with sub-regional committees
- Economic Development Corporation or Society (arm's length)

Any economic development structure will rely heavily upon answers to some questions, including:

- How ready is the community – past attempts, current status, resources, etc.?
- What outcomes do the regional communities want?
- How involved do the regional communities want to be?
- What is most feasible for long-term success?

Once questions are answered, and the community is committed to long-term economic development, the structure will fall into one of the above categories.

The Activities of Economic Development

There is no standard list of functions and responsibilities carried out by every economic development organization in Canada. Economic development means different things to different people; as such, the

approach and individual functions and activities will differ from organization to organization. However, the following are the major functions typically addressed by an economic development organization:

- Business Retention and Expansion
- Business/Investment Attraction
- Entrepreneurial Development
- Collaboration with other Groups
- Workforce and Sector Development
- Tourism

Business Retention and Expansion

Business retention and expansion (BRE) encompasses anything and everything a local economic development organization does to ensure that local businesses stay in the community (retention) and grow over time (expansion). For example, working with a local education institution to arrange training for an existing business so that it can pursue a new product line is a retention and expansion strategy.

It is generally agreed that BRE activities should be the number one priority of a local economic development organization. There are several reasons for this:

- In most communities, existing businesses account for the majority of available jobs
- Losing businesses to another community can make it even more difficult to attract new businesses
- It costs less time, money and energy to expand a local business than to attract a new one

Local communities need to maintain an environment conducive to local businesses' long-term success. Specific purposes of BRE include:

- Retaining and expanding the local employment base
- Maintaining a stable local tax base
- Maintaining a stable local economy
- Continually improving the local business environment
- Contributing to the success of the business attraction program
- Capturing and sharing data and other information

Business/Investment Attraction

Business/investment attraction is the component of economic development that usually gets the most attention. Many people think economic development is business or investment attraction; however, it is only one of the building blocks of a comprehensive economic development program. The overall purpose of business/investment attraction involves the following:

- Understanding what your community has to offer prospects
- Targeting businesses or investment in a selected sector
- Marketing the community or region directly to targeted sectors
- Establishing positive working relationships with site selection consultants that specialize in targeted sectors

- Maintaining comprehensive prospect files for ongoing follow-up and relationship building
- Hosting on-site prospect visits
- Facilitating the relocation of prospects that choose your community or region

Regardless of the business sectors targeted by your community, business/investment attraction is an economic development strategy that can serve the following purposes:

- Create new high-value jobs
- Enhance the local tax base
- Diversify and help stabilize the local economy
- Enhance the quality of life
- Mitigate the emigration of educated or talented individuals (brain drain) that many communities experience

Entrepreneurial Development

Local economic development organizations can play an important facilitating role in promoting entrepreneurship in their community. As with the expansion and retention of existing businesses, the role of the local economic development organization is one of facilitation. The organization can facilitate entrepreneurship and the resulting business start-ups by:

- Connecting entrepreneurs with the technical assistance they need to transform an idea into a business
- Connecting entrepreneurs with lending institutions and venture capital firms that are open to providing financing for business start-ups
- Creating opportunities for entrepreneurs to interact with other entrepreneurs, professionals who provide business start-up assistance, financiers and other potential partners that can help the entrepreneur navigate
- Providing data/information
- Connections with government, bylaws, etc.

Entrepreneurship and the business start-ups that can result from it contribute to enhancing the economy of a community in several important ways, including:

- Creating new jobs
- Helping to diversify the local economic base
- Helping to prevent the emigration of educated or talented individuals (brain drain)
- Enhancing the stability of the local economy
- Requiring less infrastructure support than larger businesses

Collaboration with Other Groups

An important part of the economic development role is to assist local groups in collaborating on initiatives related to economic development. Regional governments and organizations are beginning to realize that they are limited in what they can achieve as individual organizations. This has made collaboration at a regional or sub-regional level attractive. In addition, it is increasingly important to understand that external audiences prefer to interact with one entity at a regional level.

This can be done in many ways, including networking, offering physical space to work in, and creating opportunities for organizations to pool resources, including staff. In addition, helping to facilitate initiatives amongst organizations can lead to less confusion and increased success.

Workforce and Sector Development

A community's labour force can be its best economic development asset or worst liability. From an economic development perspective, there are four important factors relating to a community's labour force:

- Availability
- Quality
- Affordability
- Union or non-union

The economic development organization needs to understand how these factors figure into the thinking of companies making location or expansion decisions. The economic development strategy should have goals and objectives to meet these needs. In addition to ensuring workforce availability, an economic development organization must be clear on the specific sectors that are their target. This approach starts with the industries and assets already present in the region. Sector development strategies include improving the overall business environment conditions and identifying the need to upgrade skills and infrastructure.

New Trends

More and more, we are seeing economic development functions taking on new tasks, which at one time were not part of the normal day-to-day activities. These new tasks, however, address the immediate needs of an increasing number of communities. These include:

- Housing (attraction, encouraging developers, highlighting needs)
- Medical recruitment (including physicians, chiropractic, etc.)
- Community Development (grant applications for community infrastructure, including bike lanes, dog parks, etc.)
- Land Development (incorporating the marketing and selling of municipal-owned land)

Core Activities of the Economic Development Function

In addition to implementing an economic development strategy, the economic development function is responsible for day-to-day activities and considerable time is devoted to the following core activities that take place on an ongoing and/or daily basis. Some of these activities may be built into a strategy, while others involve additional time and resources:

- Respond to public inquiries daily (phone, mail and walk-in)
- Collection and distribution (clearing house) of information.
- Data updates (community profiles, website, customized requests)
- Collaboration with regional initiatives
- Work with companies or individuals seeking to locate in the community
- Work with groups of companies in specific industry sectors to ensure new markets developed

- Communications – community, business, government, organizations
- Support events and promotional activities

Tourism

Typically, tourism is not a component of economic development organizations; however, some organizations combine economic development and tourism activities. Over the past number of years, more economic development organizations, particularly rural communities, are combining tourism into their economic development structure to reduce costs and, at the same time, increase accountability.

Core tourism activities include:

- Marketing, including visitor guides, activities, events, etc.
- Providing information to visitors
- Product development
- Partnership development
- Providing information regarding community assets and attractions

Economic Development and Investment Readiness

The importance of a community having economic development capacity and investment readiness is often overlooked until it's too late. Most communities assume they are ready to initiate economic development activities immediately and attract investment from the outside. However, seldom do communities look at what is needed to be successful. As a result, a community may fail in their economic development efforts or lose an opportunity because it lacks the pieces to support and secure investment.

With economic development capacity, a community is better prepared to respond promptly and efficiently to all development opportunities. And it contributes significantly to building sustainable, resilient communities. And investment readiness impacts many economic development activities. It complements economic development efforts for existing businesses by making it easier for a community to retain and expand businesses. It contributes to entrepreneurial attraction activities by ensuring business-friendly processes are in place. When it comes to attracting investment from outside, being investment ready will give you a greater ability to respond and be successful in your efforts.

During the workshop Council completed an economic development and investment readiness self-assessment. The assessment was developed to assist communities evaluate and identify gaps, determine the effectiveness of existing planning and economic development processes and identify ways to add value to those processes. The assessment is made up of over 100 questions that address five areas relating to economic development and investment readiness:

- Basic Community Profile and Information
- Land Inventory
- Investment Marketing Toolbox
- Community and Land Use Planning
- Economic Development Capacity

SWOT

The image shows three flipcharts with handwritten notes in a meeting room. The first flipchart (left) lists various topics like 'Output', 'Medium', 'Olefin', 'NIC', 'Lifestyle', 'Weather', 'Plasma Bank', 'Futurals', 'prior to 1970', 'High standard interface', and 'Screen options'. The second flipchart (middle) lists 'Holds', 'no individual', 'no commercial (no)', 'Large chip spec', 'Identify (no)', 'spec on all phase', 'J. very dangerous', 'Power diff', 'Change change', 'no change', 'perception', and 'con. structure'. The third flipchart (right) lists 'D', 'alt can rent', 'wiring', 'abstracting new population', 'expanding output', 'rescue', 'cycling', 'lost from', 'high carbon', 'gelling', 'transformation', 'variability', 'strong', 'fundamental', 'spatial', 'secondary expansion', and 'Bik expansion'. The background shows a modern meeting room with large windows, a blue screen displaying 'SWOT ANALYSIS', and a table with chairs.

Recommendations

The following recommendations are based on the economic development and investment readiness self-assessment results and the SWOT completed during the workshop. They are also based on economic development principles and the foundational pieces required for successful economic development. Each recommendation provides a suggested timeline, estimated budget and potential partners and funders. These recommendations should be completed by the end of 2023.

1. **Economic Development Capacity** – At this time there is no active economic development program in the Comox Valley. However, there appears to be interest in exploring a scaled down economic development program in the Town and Council has approved a budget of \$140,000 toward economic development activities. It is recommended that Council use the budget to implement the recommendations in this report. It is also recommended that, at this time, the projects or initiatives be completed by a third-party consultant with support from staff that may be able to add additional economic development duties to their portfolio. Once some of the initiatives are completed, it is recommended that Council review the budget for 2024 and to determine if a dedicated economic development position is required or form an economic development committee. The committee should be a mix of local government representation, local business, and key stakeholders, including the BIA.

<i>Timeline Completion</i>	Immediate
<i>Budget</i>	No budget implication
<i>Partners</i>	Local businesses and key stakeholders

2. **Community Profile** – A community profile is the first place an investor, business or resident will look at when considering a community's potential suitability. Unfortunately, Comox does not have a profile that provides the necessary information, and creating the profile is a foundational piece of successful economic development. A profile for Comox would consist of approximately 25-30 pages of textual information, photos, and data and would be professionally designed and added to the economic development portion of your website.

<i>Timeline Completion</i>	3 – 6 months
<i>Budget</i>	\$20,000
<i>Partners</i>	PacifiCan/Province of BC

3. **Increase Economic Development Web Presence** – Research shows that an economic development organization's website is its most effective marketing tool and supporting studies show over 95% of investors and site/location selectors use the internet to qualify a community. The website should include demographics and statistics on the area and highlight the advantages and market opportunities in Comox. A recommended URLs include destinationcomox.com or investcomox.com. It is important to note this does not need to be a separate website but instead only have the unique URL automatically link to an existing page of the Town's municipal website. Unique URL's are a cost effective way to direct investors and businesses to the information they need to make decisions.

<i>Timeline Completion</i>	3 – 6 months
<i>Budget</i>	\$1,000 – \$5,000
<i>Partners</i>	N/A

4. **Business Retention and Expansion Program (BRE)** – Engaging with local businesses is the cornerstone of successful economic development. It is critical that local companies are communicated with regularly to make sure their voices are heard, and any issues or concerns are addressed promptly. Through business visitation, challenges can be addressed, and the opportunities can be capitalized on to encourage new and sustainable job creation. It is recommended that a third-party consultant be brought to the community to kick-start a BRE program, utilizing the BCEDA BC BusinessCounts program, that the Town currently has a license. It is suggested up to 100 businesses, including some from all sectors, be interviewed to collect information on doing business in Comox, strengths and challenges, labour needs and forecast, etc. This information can be used to develop future economic development activities and will provide a good understanding of the current business climate in Comox.

It is also recommended an event be held after the data has been collected and analysed. All businesses that participated in the BRE would be invited to the event, along with Council and other key stakeholders, i.e. BIA, Community Futures, etc. The event would be an opportunity for the businesses to be thanked for their participation and provide information on the results of the data collected.

<i>Timeline Completion</i>	3 – 6 months
<i>Budget</i>	\$30,000 - \$40,000
<i>Partners/Funders</i>	ICET/PacifiCan/Province of BC/BIA

5. **Relocation Guide** – New resident attraction targets individuals with knowledge, skills and/or disposable income to support and contribute to the community. Making an area attractive to people interested in relocating to a community involves having or developing amenities they find desirable and a community that offers an attractive quality of life. In the case of Comox, the challenge in attracting residents is that outsiders are not necessarily aware of all the community has to offer. Working with businesses, developers and local real estate companies, efforts should be developed to coordinate activities to attract new residents. Use of the BRE program, community profile and expanded web presence can all work towards new resident attraction.

<i>Timeline Completion</i>	4 - 8 months
<i>Budget</i>	\$10,000 - \$15,000
<i>Partners</i>	PacifiCan/Province of BC

6. **Identify Your Partners** – One of the most important activities in supporting economic development, regardless of capacity, is the forging of relationships with local organizations and various levels of government. Comox should identify all existing and potential local, regional, and provincial partners. This can include Community Futures and other entrepreneurial agencies, workforce organizations, business and sector associations, and provincial ministries, including the Regional Manager from the Ministry of Jobs, Economic Development and Innovation. Community Futures should be invited to the community to discuss the- 8 activities that they are involved in and discuss ways to help the community achieve economic development goals. In-person visits to Victoria to talk with Ministry representatives and potentially Vancouver could benefit in informing the BC Investment representatives on the goals and opportunities for the community.

<i>Timeline Completion</i>	6 - 8 months
<i>Budget</i>	\$1,500 (travel)
<i>Partners</i>	N/A

7. **Continuation of Existing Economic Development Initiatives** - The Town of Comox has a limited industrial land supply near the Comox Airport, and only two parcels remain. To maximize the benefits of these properties, they should be offered to those who can generate employment and increase the Town's tax revenue. It's crucial to take the necessary measures to seize these opportunities. Additionally, the Town's waterfront has immense potential, and plans are underway to construct new buildings and expand the existing ones to support existing businesses. To attract more tourism and revitalize the docking system, the Marine Services Building needs to be developed, providing new retail and community service space.

However, as no permanent economic development team is in place, the Town should consider hiring an experienced economic developer under a service contract to market and facilitate these initiatives. This would help attract specific industrial users and bring retailers and users to the newly constructed Marine Services Building, which could lead to revitalizing the current dock facilities.

<i>Timeline Completion</i>	Ongoing
<i>Budget</i>	TBD
<i>Partners</i>	TBD

8. **Review and Development of a Two-year Economic Development Work Plan** – While the above initiatives will help create momentum around economic development, the Town of Comox should consider hiring an external consultant to conduct a review of the recommendations above that will have been implemented by the end of 2023. The consultant should work with Council to gather community input and develop a longer two-year action plan for the economic development of the community. The report could further incorporate some additional items identified during the SWOT exercise of the Council session, including:

- Economic development committee training
- Downtown Revitalization
- Expanding airport and industrial lands
- Waterfront Visioning
- Hotel attraction
- Expansion of the BIA
- Retake investment readiness assessment

While not a comprehensive economic development strategy, the work plan could help expand on the initiatives identified above and identify new ones.

<i>Timeline Completion</i>	7 - 9 months
<i>Budget</i>	TBD
<i>Partners</i>	TBD



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: April 5, 2023

TO:	Mayor and Council	FILE:
FROM:	Gord Schreiner, Fire Chief	DATE:
SUBJECT:	2023 Firesmart Community Funding and Support	

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
<i>Shelley Ashfield</i>	<i>Jordan Wall</i>	<i>Clive Freundlich, Fin. Director</i>	<i>Jordan Wall, CAO</i>

RECOMMENDATION(S) FROM THE FIRE CHIEF

THAT; Council provides support for the Town to participate in a joint Comox Valley application to UBCM for 2023 Firesmart funding.

ALTERNATIVES TO THE RECOMMENDATION:

PURPOSE

To seek Council support for a joint application for funding from a UBCM, Community Resiliency Investment fund in partnership with K'omok First Nations (KFN), the Village of Cumberland, the City of Courtenay and the Comox Valley Regional District (CVRD).



Point Holmes area...

STRATEGIC PLAN LINKAGE

Supports public safety.

BACKGROUND

The partnership between the Town of Comox, K'omok First Nations, the Village of Cumberland, the City of Courtenay and the Comox Valley Regional District looks to maximize the available grant funding available to further common Firesmart objectives in the Comox Valley.

The goal of the Community Resiliency Investment fund is to provide funding for activities that reduce the risk of wildfire, improve our communities' resiliency to the effect of wildfire, and empower our communities to participate in wildfire risk reduction and resiliency. This report seeks authorization from the Town of Comox, Council to submit a joint, 2023 Firesmart Community Resiliency Investment grant application along with KFN, the Village of Cumberland, City of Courtenay and CVRD.

SCOPE

The 2023 Firesmart Community Resiliency Investment plan would include:

- Update our regional community wildfire resiliency plan (CWRP);
- Provide Firesmart education and activities to the public;
- Implement the firesmart BC plant program;
- Deliver Indigenous cultural safety and humility training to first responders;
- Offer specialized training for local Firesmart representatives and local first responders;
- Provide for a one-time, curbside woody debris pick-up for KFN and fire protection districts where they do not currently have curbside pick-up.

FINANCIAL IMPLICATIONS

There should be no financial commitment from the Town. Some of our existing fire department staffing will be participating, which we have done for several years on our own.

We are not recommending a service area establishment or an on-going commitment of community resources.

GOVERNANCE CONSIDERATIONS

Q & A

Q: Is this new?

A: This funding model has been around for a couple of years, but this is the first time all communities in the Comox Valley are applying together to try to maximize our chance of getting a grant.

Q: What have we done in the past?




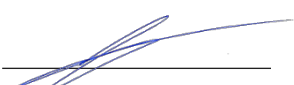
A: In the past our fire department did many of the things listed here with our grant requests, the difference now is we are hoping for some provincial funding to assist us.

Q: Why a joint application?

A: It is felt we will have a better chance of getting a reasonable grant from UBCM by applying together and also know that we all need to be in this together to reduce the risk of wildfire in our area.

Also all Comox Valley fire departments are part of a mutual aid agreement whereas we can call on each other to assist with larger fires, like wildfire. Taking a joint approach to managing the risks of a wildfire here in the Valley is mutually beneficial.

To: Mayor and Council	File: PR 20-5
From: Marvin Kamenz, Director of Development Services and Elliot Turnbull, Planner II	Date: April 5, 2023
Subject: Extension of Temporary Patio and Parklet Program	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Marvin Kamenz, Director Devel. Serv.	Financial Approved:  Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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PURPOSE

The purpose of this report is to propose an extension of the temporary patio and parklet program (the program) which was created by Council at the May 20, 2020 Regular Council Meeting.

The program:

1. suspends enforcement of:
 - a. Comox Zoning Bylaw 1850 setback and parking requirements; and,
 - b. Comox Official Community Plan Bylaw 1685 Development Permit Area requirements to permit on-site temporary outdoor seating; and,
2. waives the design requirements in the permanent Parklet Program (such as concrete planters, a deck) and bike parking requirements to allow businesses located downtown to easily install a temporary parklet in the road dedication.

REPORT SUMMARY

Subject Property:

All commercial zoned properties within Town

Key Issues:

COVID-19

The program was created in response COVID-19 related regulations which impacted food/liquor businesses who experienced an extended period of reduced revenue.

Provincial Regulations

The program aligns with provincial Temporary Expanded Service Area (TESA) program which expands liquor license service areas into temporary service areas such as temporary patios or parklets in response to COVID-19 related regulations.

Previous Extensions

The program has been extended four times in step with each extension to the TESA program. The purpose of the extensions are to encourage business recovery and allow planning time should any business wish to convert their temporary space into permanent space.

Current Proposed Extension

The proposed extension is to December 31, 2024 which is the date that the TESA program was extended to by the province.

Council Decision

To extend or not extend the Temporary Patio and Parklet program.

Decision options

Implications

Recommended

1. Council grants extension of the program



Will allow food/liquor businesses to replace on-site parking with a temporary patio and allow food/liquor businesses located downtown to create a temporary parklet within the road dedication.

2. Council denies extension of the program



The current temporary parklet at Toscanos will have to be removed or converted into a permanent parklet. Businesses will not be permitted to replace on-site parking with a temporary patio or create new temporary parklets located downtown, which has been popular during the warmer months.

3. Council proposes a different extension date for the program



The proposed date aligns to the extension of the provincial TESA. Enforcement would be required to close down any operating temporary patios and parklets. This would conflict with businesses' TESA licenses.

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Town of Comox suspends until December 31, 2024 enforcement of:
 - a. Comox Zoning Bylaw 1850 setback and parking requirements; and,
 - b. Comox Official Community Plan Bylaw 1685 Development Permit Area requirements.

In respect of restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to place temporary outdoor seating on existing on-site open space and parking areas provided that:

- c. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;
 - d. temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces whichever is greater;
 - e. no structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing and serving facilities;
 - f. no existing trees are impacted, and any landscaping alterations are temporary; and,
 - g. use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.
2. That the Town of Comox extend the temporary parklet program until December 31, 2024 provided that:
 - a. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;
 - b. applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town.

BACKGROUND

The program was adopted by Council in response to the COVID-19 pandemic which impacted the restaurant industry. Restaurants and pubs experienced a period of limited or no revenue as COVID-19 restrictions reduced seating capacity.

To date, five businesses downtown and three businesses outside of downtown have taken advantage of the program and no complaints regarding temporary patios or parklets have been received.

Currently there is only one active parklet located downtown and one on-site patio outside of downtown. However, it is expected that additional establishments will begin utilizing the program again once the weather warms up.

ANALYSIS

The LCRB has informed municipalities that they intend to extend their program to December 31, 2024. All of the businesses that have taken up the Town's program have also taken up the LCRB's program. As such, extension of the Town's temporary patio and parklet program to December 31, 2024 would align it with the LCRB's program.

The purpose of the LCRB's extension is to allow businesses sufficient time to apply for a change to their liquor license should they wish to continue operating their existing temporary patio/parklet on a permanent basis.


For liquor primary establishments (e.g. Land & Sea Brewing, New Tradition Brewing) who wish to convert temporary patios to permanent patios, an amendment to an existing liquor license would be required which would trigger public engagement and Council review. For food primary establishments (e.g. Martine's Bistro, Sushi Wara) who wish to convert temporary patios to permanent patios, Town review would not be required provided that the patio meets all Zoning and Development Permit Area regulations.

Any business who wishes to operate a parklet on a permanent basis would be required to submit an application for a permanent parklet. The main difference between a temporary and permanent parklet is as follows. Permanent parklets:

- are reviewed and approved by Council every three years (as opposed to staff review for temporary);
- must provide either a wooden deck with railing (e.g. the Grind Café) or delineate the parklet with concrete planters (as opposed to a light rail for temporary);
- must provide at least 2 bicycle parking spaces, like a bike rack (as opposed to no bike parking for temporary).; and,
- require an annual \$50 fee (as opposed to a fee each time agreement is renewed for temporary).

MK /ET

To: Mayor and Council	File:
From: Ted Hagmeier, Recreation Director	Date: April 5, 2023
Subject: Comox Bay Sailing Club Sail Building Rental Request	

Prepared by: _____ <i>Ted Hagmeier, Recreation Director</i>	Prepared by: _____ <i>Clive Freundlich, Finance. Director</i>	Financial Approved: _____ <i>Clive Freundlich, Finance. Director</i>	Report Approved:  <i>Jordan Wall, CAO</i>
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RECOMMENDATION

That Council receive this report for information re Comox Bay Sailing Club letter to Council, March 22, 2023.

ALTERNATE RECOMMENDATION

That Council grant the Comox Bay Sailing Club a 25% rental rate discount (or a rate determined by Council) for one Marina Park Sail Building for bookings Monday to Friday, 0900-1600 hours, July 3 – August 25, 2023.

PURPOSE

To provide Council with information on the Comox Bay Sailing Club's letter to Council of March 22, 2023.

BACKGROUND

The Comox Bay Sailing Club is a not-for-profit organization that promotes competitive and recreational sailing in dinghies and keelboats in the Comox Valley. These activities are supported by club owned dinghies, and dinghies and keelboats owned by members. Club members' ages range from young children to seniors. Sources of income are memberships, the sailing school, race team fees, and their

summer sailing regatta. The Club applies for grants where possible and applies annually for the Federal Government's summer student job grant to support their programs.

The Sailing Club requested a rental discount in 2021 for summer rentals of a sail building. Administration awarded a 35% discount based on provincial gathering restrictions of the day which limited the size of the Club's sailing classes. The Club requested the same discount in 2022. At RCM April 20, 2022, Council awarded a 25% discount for Spinnaker bookings July 4 – August 26, 2022.

The following table shows Spinnaker and Genoa July and August 2022 rental hours and the hours used by the Sailing Club.

	Total Rented Hrs Jul 4 – Aug 26	Total Rented Hrs Jul 4 – Aug 26, M-F, 0900-1600 (will be impacted)	Total Rented Hrs M-F, 0900-1600 Less Sailing Club Rental Hours
Spinnaker	575	260	49.75
Genoa	280	110	108

GOVERNANCE

Q: What are implications of a one-to-two-month, Monday to Friday, exclusive Sail Building rental?

A: Compass Adventure is renting the Spinnaker building until sometime this summer when they switch to the Marina Service Building. This, along with the Sailing Club's request, will reduce the available time for one off, private rentals to the public. Additionally, Council awarded free Sail Building rentals to the Comox Valley Ukrainian Cultural Society (currently authorised until June 30, 2023).

Q: What is the appropriate mix of short and long-term commercial, non-profit and private renters for the Sail Buildings and in Marina Park?

A: The answers to the above questions will be informed by:

1. Determining what businesses or organizations will rent space in the new Marine Services Building.
2. After #1 is answered, how Council decides to regulate extended rentals of the Sail Buildings. (Council accepted administration's recommendation in a report for RCM April 7, 2021, that the decision to regulate Sail Building rentals be deferred until the Marine Services Building is constructed.)
3. How Council balances requests from groups like the Comox Valley Ukrainian Cultural Society for free access to facilities with other groups who pay full or discounted rental rates.
4. How Council prioritizes public access to the Sail buildings

Council do not need to answer these questions in granting a discount to the Comox Bay Sailing Club but they may be elements to include in a Parks and Trail Master Plan (2024), Marina Park master plan or facility use allocation policy.

FINANCIAL CONSIDERATIONS:

Q: What the regular rental rates for the Sail Buildings?

A: See the table below. A discount for non-profit groups is included into regular facility booking rates. Comox Bay Sailing Club request a further discount for July to August block bookings.

	Commercial		Private		Non-Profit	
	Hourly	Daily	Hourly	Daily	Hourly	Daily
Sail Building	\$35	\$209	\$26.25	\$184	\$21	\$137

RECEIVED

23Mar23

TOWN OF COMOX

March 22, 2023

LOG: 23-107	REFER:	AGENDA: RCM 05Apr23
FILE: 0860-02	ACTION: MR	

o - cfile 0860-02
Copies - Council
- JW/TH/SA/SR/LP



Dear Mayor and Council:

The Comox Bay Sailing Club (CBSC) is a non-profit organisation that operates an all-ages Cansail Sailing School, organises weekly recreational and competitive sailing events, and hosts an annual dinghy regatta which attracts sailors from all across BC and Alberta.

The public use of the Marina Park and Municipal Marina is enhanced by the CBSC Sailing School which helps bring the energy and interest of young people to the water! The Spinnaker and Genoa Buildings are in the ideal location for the sailing school to use for its ground school, and along with our dinghy moored dock (Municipal and GasnGo) we provide the needed space from which to teach as properly as possible.

As our Sailing School grew in the past few years, it has been apparent that we needed a shelter from which to conduct “ground school” and/or remove our students from the elements at times. The spinnaker room filled the need in 2021, 2022 and we are so happy that the Town granted a reduction in price due to the “bulk” booking for the summer!

This 35% reduction in rate for booking the Spinnaker Room last year, (used weekdays Monday-Friday (0900-1600)), combined with our 2021, 2022 Canada Summer Jobs grant enabled us to keep the costs as affordable as possible for our participants! Our participants are from ages 5-65 or more, and from all walks of life.

Being a non-profit, long standing organisation in Comox (1965-present) we would like to continue providing quality instruction with our Cansail certified instructors, using quality equipment while keeping the costs down and provide as affordable an activity as possible to as many families and individuals, schools and groups as we can. As we all know, inflation is rampant and the cost of qualified/skilled labour is rising. This fact is contributing to our urgency with this request for assistance again this year.

Therefore, on behalf of the CBSC, I am requesting a reduced rental rate (35% discount) for the Spinnaker Room, and to pre-book it weekdays (Monday-Friday) from July 4 to August 26, 2023.

Further details re: the Sailing School:

The CBSC sailing school's use of the Spinnaker Building would be limited to weekdays, excluding statutory holidays, during the morning and afternoon. These sailing school programs are organised into two groups: kids (aged 5 to 13) and teens (aged 13-17) with classes taking place in the building and on boats on the water between 9:30 am to 3:30 pm Monday through Friday under the supervision of CANSail-certified instructors.

Sincerely,

Robert Johnson
Commodore Comox Bay Sailing Club
250 889-6551 (cell)

13Mar23

Town of Comox – Administration

TOWN OF COMOX

From: Glen Sanford <director@comoxvalleyartgallery.com>
Sent: March 11, 2023 12:17 PM
To: Town of Comox – Administration
Subject: Gratitude from The Comox Valley Art Gallery

LOG: 23-077	REFER:	AGENDA: RCM 05Apr23
FILE: 1850-30/23	ACTION: MR	

Follow Up Flag: Follow up
Flag Status: Flagged

o - cfile 1850-30/23
 Copies - Council
 -JW/SR/CF/LP

Dear Mayor and Council,

On behalf of the Comox Valley Art Gallery, I want to express our appreciation to the Town of Comox for your annual contribution of \$5,000 to support our programming.

Your 2022 contribution went toward our community engagement programming. Specifically, it helped us to provide no-cost artmaking workshops to people of all ages and abilities throughout the year, and to host school visits to the Gallery. We look forward to continuing these activities in 2023, in part thanks to the annual contribution we receive from the Town of Comox.

It's worth noting that the contributions and support we receive from municipal governments have deep impacts that go further than the programs they directly fund. The local support we receive provides us with the foundation we need to acquire funding from other levels of government and foundations. Your contribution is multiplied into tens of thousands of dollars we bring into the Comox Valley to support local artists, hire cultural workers, deliver job training and internship projects, run youth skills development programs, and purchase goods and services from local businesses. In other words, in addition to supporting cultural activity in the Comox Valley, your contribution translates into a significant boost to the local economy.

The Comox Valley Art Gallery is a non-profit society and registered charity, run by a volunteer Board of Directors. Every May we present financial statements and a review programming for the previous year at our Annual General Meeting. We will provide you with the 2022 Annual Report as soon as it is approved by the membership in May, and we welcome any questions or feedback you may have.

You can stay informed about the Gallery's exhibitions and programming by:

- Visiting our website at www.comoxvalleyartgallery.com
- Following us Facebook and/or Instagram
- Subscribing to our e-newsletter: <https://us2.list-manage.com/subscribe?u=59468ad4fdd5985c862348b6e&id=931258f0c7>

Again, thank you for your ongoing support.

Sincerely,

Glen Sanford
 Executive Director, Comox Valley Art Gallery
www.comoxvalleyartgallery.com

250.334.7156

Grateful to operate on the unceded territory of the K'ómoks First Nation

24Mar23

TOWN OF COMOX

LOG: 23-111	REFER:	AGENDA: RCM 05Apr23
FILE: 3010-01	ACTION: MR	



March 24, 2023

o - cfile
Copies - Council
- JW/MK/SR/LP

Dear Mayor and Chief Administrative Officer,

In a spirit of continued partnership with the provincial government to address the issue of housing, which is pressing in so many of our member communities both rural and urban, we are writing to convey a voluntary request on behalf of the Ministry of Housing. The Ministry is seeking your assistance with respect to documenting potential municipal land for housing as the Province rolls out and implements its refreshed housing strategy in the coming months and years.

The provincial government is currently undertaking an inventory of provincial lands that could potentially be used for the creation of affordable housing of all sorts: co-ops, non-profits, affordable home ownership and other opportunities to get more people into housing they can afford.

At the same time, the Ministry of Housing would like to invite willing local governments to provide a list of municipally owned land that could potentially be used for housing. This can include bare land. And they are also encouraging local governments to think ahead for the next five to ten years: in addition to potential bare land, is there a community centre, library, firehall or other municipal infrastructure that you plan to build or rebuild where, through partnership, housing could be part of the development or redevelopment?

Providing a list to the Ministry creates no obligation on behalf of the Province or the local government to take any further action. The purpose at this point is to get a sense of public land available for housing and understand which municipalities might be interested down the road in partnerships to create more housing in their communities. All information shared with the Province will be kept confidential.

To make it simple, the Ministry is providing an example (see Appendix A) of the kind of information they are seeking. All that is being requested at this point, as per the Appendix, is a simple description of the lot or lots and any maps or information easily available to share.

Please submit any information you wish to share in confidence with the Ministry by July 31st 2023 by email to housing.policy@gov.bc.ca

In Minister Kahlon's words, "The Province and local governments have been working together to address the housing crisis and together we've had success. In 2017, our government committed \$7 billion to get housing built for people and today we see new affordable housing opening in communities across the province. Yet still with a strong economy and high quality of life, our province, and your communities, continue to grow. That's why in budget 2023 our government is

committing another \$4.2 billion to continue to work with you to build housing that working people, families and seniors can afford, so they can make a good life and have a good home in your cities and towns.”

Sincerely,

A handwritten signature in dark ink that reads "JCFord". The letters are cursive and fluid, with the "J" and "C" being particularly prominent.

Jen Ford
UBCM President

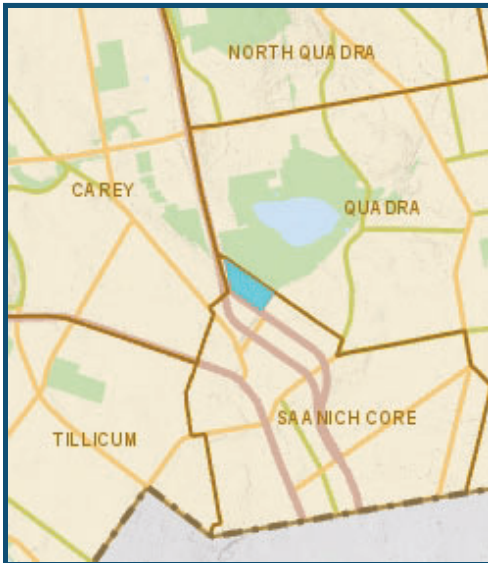
APPENDIX A

770 Vernon Avenue (C-4 Office and Apartment Zoned) 366,775 sq ft. This property houses the District of Saanich Municipal Hall, Fire Station and Police Station, which would all need to be incorporated into a redeveloped building on the site (unless suitable alternate location(s) are found).



District of Saanich Property Information Report

Report generated 3/14/2023 2:01:10 PM



Property location within District of Saanich



Property Map

770 VERNON AVE

Property Information

Folio: 65-2046-999

PID: 004-317-211

Status: ACTIVE

Property Number: 114568

LTO Number: EM6832

Legal: LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

Land Attributes

Exemption/ Taxation Code:	SAANICH OWNED PROPERTY
School District:	SCHOOL DISTRICT 61
BCAA Lot Size:	366775 SQUARE FEET
BCAA Manual Class:	WAREHOUSE - STORAGE
BCAA Neighbourhood Code:	SWAN LAKE/CREASE-CADILLAC
Development Cost Charge Area:	----
Municipal Parks DCC Area:	----
Year Built:	1962
Zoning:	C-4 OFFICE AND APARTMENT
Local Area:	SAANICH CORE
Development Permit Area:	SAANICH CORE

Property Tax Levies and Assessments Summary

Notice Date	Total Levy	Class	Gross Land	Gross Improvement	Gross Assessment	Net Assessment
May 11, 2022	0.00	6-Bus/Other	41,627,000	175,000	41,802,000	0
May 11, 2021	0.00	6-Bus/Other	36,423,000	179,000	36,602,000	0

Property Activity

Building Permits: (any)	YES
Engineering Permits: (any)	YES
Active Tree Permits:	NO
Active Development Applications:	NO
Active Business License:	NO
Active Bylaw Calls:	NO
Covenants on File With Saanich:	NO

It is the responsibility of the client to confirm through a title search at the Land Title Office whether there are covenants or other charges on title. A YES or NO in this field only indicates that the District of Saanich does or does not have a copy of a covenant on file.

If you require additional information, call 250-475-5457 (Inspection Enquiries).

Local Service / Business Improvement Areas

There is no additional information.

Additional Comments

Category	Date	Details
PLANNING	Dec 19, 2011	STREAMSIDE DP AREA
PLANNING	Jul 29, 2003	DEVELOPMENT PERMIT NUMBER DPR2003-00001 proposed construction of a single storey addition for vehicle maintenance bays, with basement, at the north end of the existing municipal fire hall.
PLANNING	Jul 29, 2003	VARIANCE PERMIT DVP97-00007; DVP93-00008 DVP99-00007
PLANNING	Mar 29, 2007	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	DEVELOPMENT PERMIT NUMBER DPR2003-00001 - PROPOSED CONSTRUCTION OF A SINGLE STOREY ADDITION FOR VEHICLE MAINTENANCE BAYS, WITH BASEMENT, AT THE NORTH END OF THE EXISTING MUNICIPAL FIRE HALL
PLANNING	Sep 02, 2008	VARIANCE PERMIT DVP97-00007 DVP93-00008 DVP99-00007

RECEIVED

27Mar2023

TOWN OF COMOX

March 27 2023

Town of Comox
Attn: Mayor & Council
1809 Beaufort Ave
Comox, BC V9M 1R9

LOG: 23-131	REFER:	AGENDA: RCM 05Apr23
FILE: 3320-20/22	ACTION: MR	

o - cfile 3320-20/22-01
Copies - Council
- JW/MK/SA/SR/LP



SIMBA
INVESTMENTS

Sent via email to: town@comox.ca

Dear Mayor & Members of Council,

RE: PLR extension requests - 1000 Pritchard Road (SD 22-2) & 1194 Pritchard Road (SD 22-3)

We are writing to request that the Preliminary Layout Review letters (PLRs) issued for the above-noted projects be extended to a date that is reasonably matched to the nature & extent of the conditions required by the Town. We understand that a bylaw amendment is required to facilitate this.

The Town's Subdivision and Development Servicing Bylaw serves to limit the term of PLR letters to 90 days with the potential for 2 extensions, as per the excerpt below:

- 4.7 A letter issued by the Approving Officer under section 4.5(b)(ii)**
- (a) is valid for not more than 90 days from the date of issuance, and**
 - (b) may be renewed not more than twice upon written application of the Owner, so as to be valid for not more than 270 days in total, and shall not be further renewed unless the Owner first submits a new form under section 4.1 and, other fee under section 4.2.**

To illustrate, using 1000 Pritchard Road as an example, a PLR was issued on December 19 2022 containing 37 conditions which must be fulfilled before we can apply to the Approving Officer for (final) subdivision approval. These conditions include tree clearing, which can in no event occur prior to September 2023 (reflecting the post-nesting season window) and the subsequent construction of services, which will then take 10-12 months. As a result, it is not even remotely possible that we will be in a position to apply for subdivision until July 2024 and, in the meantime, we need to rely on the current PLR conditions remaining valid.

In contrast, the PLR has already expired (on March 19 2023); we have applied for and received an extension to June 17 2023; it is possible (but in no way guaranteed) that the Town may grant a final extension to Sept 15 2023; and we have been informed that, following this, we would need to submit a new subdivision application, effectively re-applying for PLR.

This mismatch creates a situation where there is significant uncertainty that the PLR will remain valid for the time reasonably required to fulfil its conditions. A similar situation exists for the 1194 Pritchard Road project (SD 22-3, PLR issued Feb 19 2023).

As I hope you can appreciate, the associated risk & uncertainty serves to frustrate business decisions for us as the developer, as well as underwriting for lenders, etc. It also creates significant and unnecessary administrative work for both the applicant and staff.

3455 CUMBERLAND ROAD
COURTENAY, BC V9N 9N6
(250) 898-8824

The current bylaw provision was created some 20 years ago and, while local governments still need to ensure that developers act in a timely manner and to minimize the potential for approved projects to lag behind new regulation changes, the fact is that subdivision requirements (particularly in Comox) have become significantly more extensive and complex, requiring more time to satisfy them. We believe this is exactly the sort of provision that was recommended for revision in the Town's January 2022 Development Process Review Report (s5.1.6).

Comparable jurisdictions with more up-to-date bylaw provisions include Nanaimo, Campbell River & Courtenay. Each of these provide that PLRs (or PLAs) have a term of 1-year, with the potential for 1-year extensions where the applicant can demonstrate that progress has been made toward addressing the conditions.

While we appreciate that the Town may intend to comprehensively consider this and other related bylaw revisions, we understand the timeline for this is too far out to alleviate the issue current faced by the two PLRs in question, and staff have indicated that a "one-off" bylaw amendment to this provision would not be an overly burdensome task.

Accordingly, **we are writing to request that:**

1. Council amend Section 4.7 of the Town's Subdivision & Development Servicing Bylaw to the following (for convenience, amendments to the current provision are shown in **redline**):
4.7 A letter issued by the Approving Officer under section 4.5(b)(ii)
 - (a) is valid for not more than ~~90 days~~**1-year** from the date of issuance, and
 - (b) ~~may~~**shall** be renewed not more than twice **for up to 1 year** upon written application of the Owner, so as to be valid for not more than ~~270 days~~**3-years** in total, and shall not be further renewed unless the Owner first submits a new form under section 4.1 and, other fee under section 4.2.
2. Staff be directed to issue letters extending the term of the PLRs for 1000 Pritchard Road (SD 22-2) & 1194 Pritchard Road (SD 22-3) to 1-year.

Thank you in advance for your consideration of this request.

Sincerely,

SIMBA INVESTMENTS LTD.



Shawn Vincent, President

250.702.3700 | shawn@simbainvestments.ca

cc: Russell Tibbles, Island Places Property Corporation

THE CORPORATION OF THE CITY OF COURTENAY

Mayor's Office
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

RECEIVED

28Mar2023



Phone 250-334-4441
Fax 250-334-4241
email: mayor@courtenay.ca

March 23, 2023 **TOWN OF COMOX**

File No. 0470-20

Comox Valley Regional District
Town of Comox
Village of Cumberland

LOG: 23-121	REFER:	AGENDA: RCM 05Apr2023
FILE: 0400-60	ACTION: MR	

Sent via email only:
ldennis@comoxvalleyrd.ca
jmartens@comoxvalleyrd.ca
srusswurm@comox.ca
rparker@cumberland.ca

Dear Mayors, Chair, Councils and Board: Copies - Council
- JW/SR/LP

Re: Equitable access to Mental Health & Substance Use Services in Comox Valley

Please be advised that the following resolution was adopted by Courtenay Council at its regular Council meeting held March 22nd, 2023:

WHEREAS the BC government has committed to utilize surplus and additional funding in Budget 2023 for mental health & substance use services; and

WHEREAS the Comox Valley currently lacks the continuum of mental health and substance use services locally including medical detox, inhalation overdose prevention services, mental health treatment facilities, managed alcohol programs, Indigenous healing services, substance use treatment facilities, and second stage housing;

THEREFORE BE IT RESOLVED that the City of Courtenay advocate to the Premier, Ministers of Health and Mental Health & Addictions to increase funding to Island Health, local non-profits and private providers for the purpose of filling the gap in mental health and substance use services in the Comox Valley; and

BE IT FURTHER RESOLVED that the City write to regional local government partners to seek interest in submitting a shared regional letter to the BC Government.

We invite and encourage you to join us in our efforts by supporting and collaborating with us in submitting a shared regional letter to the BC Government. Please confirm your interest in submitting a shared letter by emailing Corporate Officer Adriana Proton at aproton@courtenay.ca.

Yours truly,

Mayor Bob Wells
City of Courtenay

*We respectfully acknowledge that the land on which we gather is the
Unceded traditional territory of the K'ómoks First Nation*