

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MAY 3, 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 Agenda for the May 3, 2023 Regular Council Meeting be Adopted.

3. DELEGATIONS:

- a. [Alana Mullaly \(CVRD\) - CVRD Transportation and Active Transportation Networks](#)
b. [Trevor Dickie \(Broadstreet Properties\): Request to reconsider Development Approval Information Requirements for 2123 Hector Road](#)

- (7) c. [Residents of Acadia, Hector and Aspen Roads: Encouraging considerate, innovative and sustainable development](#)

- (8) d. [Haeley Dewhirst \(Comox BIA\): Promoting business in downtown Comox area](#)

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 April 19, 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:

- a. *Jesse Ketler, CVRD, April 21, 2023, invitation to Elected Officials Forum for information sharing and discussion on the key infrastructure projects in the Comox Valley*

- (15) a. [Consent Agenda](#)
- b. *Belinda Migue, April 24, 2023, water meter billing*
- c. *Eddie Dearden, GNAR Sustainable Home Design, April 24, 2023, requesting a resolution to update language from natural gas to fossil gas*
- d. *Cathy Peters, April 24, 2023, Human Sex Trafficking, Sexual Exploitation and Child Sex Trafficking*
- e. *Phil Harrison, April 24, 2023, Concerned about the visible increase in unhoused*
- f. *Marie Jacobs, April 26, 2023, Request that Council consider cumulative housing data when considering future housing proposals*
- g. *Lise Maltais, April 28, 2023, Suggestion that there be no parking at the end of Bambrick Place*

7. UNFINISHED BUSINESS: NIL

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

- (40) a. [Notice to reconsider preliminary Development Approval Information requirements issued for 2123 Hector Road](#)
- That Council confirm the preliminary Development Approval Information (DAI) requirements, as issued by Municipal Planner on March 3, 2023, and contained in Attachment 1 to the May 3, 2023 Planning Report PR 23-10.*
- (69) b. [Sale of Advertising Policy](#)
1. *That Policy No. ADM-006 (Banner Installation) be repealed.*
 2. *That the Sale of Advertising Policy No. CCL-074, included in the May 3, 2023 Regular Council Meeting report from the Director of Corporate Services, titled "Sale of Advertising Policy", be Adopted.*
 3. *That Comox Fees and Charges Bylaw No. 2016, 2023 be given First Reading.*
 4. *That Comox Fees and Charges Bylaw No. 2016, 2023 be given Second Reading.*
 5. *That Comox Fees and Charges Bylaw No. 2016, 2023 be given Third Reading.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MAY 3, 2023

- (77) c. [Development Variance Permit Application: DVP 23-3 \(variance to permit a single-family dwelling at 2028 Beach Drive\)](#)

That Development Variance Permit DVP 23-3 for 2028 Beach Drive be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the May 3, 2023 Planning Report on DVP 23-3.

- (97) d. [Preliminary Layout Review Expiry Date Extension](#)

1. *That Town of Comox Subdivision And Development Servicing Amendment Bylaw 2017 be given First, Second and Third Readings.*
2. *That Comox Planning Procedures Amendment Bylaw 2018 be given First, Second and Third Readings.*

- (109) e. [Comox Financial Plan Bylaw No. 2019, 2023](#)

That Comox Financial Plan Bylaw No. 2019, 2023 be given First, Second and Third Readings.

- (113) f. [Comox Tax Rates Bylaw No. 2020, 2023 - BYLAW PROVIDED ON MONDAY](#)

That Comox Tax Rates Bylaw No. 2020, 2023 be given First, Second and Third Readings.

11. NOTICES OF MOTION:

- a. [Notice of Motion from April 19, 2023 RCM: Tree Protection Covenant \(Mayor Minions\)](#)

That the registration of a section 219 Tree Protection Covenant, for the retention and longterm protection of two mature Douglas fir trees (and their replacement trees, in the event of their removal) in the rear yard of 237 Denman Street, be cancelled.

12. CORRESPONDENCE: NIL

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



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca
Comox BC V9M 1R9 Fx: (250) 339-7110

RECEIVED

26Apr2023

TOWN OF COMOX

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

Name(s) of person(s) speaking: Residents of Acacia, Hector and Aspen Roads		
Organization you are representing: Residents of Acacia, Hector and Aspen Roads		
Primary purpose of Organization: To encourage considerate, innovative and sustainable development		Number of members: 1-2
Mailing address of Organization: aspenhectorproperties@gmail.com		Contact Name: J. Micksch, W. Matkoski, J. Groundwater Phone: 2507920297
City: Comox	Postal Code: V9m 3y6	Email: Aspenhectorproperties@gmail.com
Subject matter: High density development, access and traffic along the 900 Blk Aspen Road and 2000 Hector Road		
Specific request of Council, if any (i.e., letter of support, funding):		
Requested meeting and date: May 3 Council Meeting		AV equipment required: Yes
Date of application: April 27, 2023	Signature of applicant: 	Print name: Julie Micksch

Please Note:

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

LOG: 23-174	REFER:	AGENDA: RCM 03May2023
FILE: 3040-20/22	ACTION: MR	

o - cfile 3040-20/22-01
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Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be obtained in its entirety with public meeting agendas, which are also posted on the Town website.

26Apr2023



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca
Comox BC V9M 1R9 Fx: (250) 339-7110

TOWN OF COMOX

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

Name(s) of person(s) speaking: Haeley Dewhirst		
Organization you are representing: Comox BIA		
Primary purpose of Organization: To promote business in the Downtown Comox area		Number of members: 100+
Mailing address of Organization: PO Box 1624 RPO Stn A		Contact Name: Haeley Dewhirst
		Phone: 250 650 2015
City: Comox	Postal Code: V9M 8A2	Email: haeley.events@gmail.com
Subject matter: Street Closure Request for Summer Fest - Saturday June 24		
Specific request of Council, if any (i.e., letter of support, funding): To request Council to approve the use of Old Lorne Site and the following Street Closure: Option A: Comox Ave from Port Augusta to Church Street + Church Street to Ellis Street Option B: Comox Ave from Port Augusta to Nordin Street		
Requested meeting and date: May 3, 2023		AV equipment required: NO
Date of application: April 26, 2023	Signature of applicant:	Print name:

Please Note:

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2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
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LOG: 23-175	REFER:	AGENDA: RCM 03May2023
FILE: 5400-04	ACTION: MR	

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday April 19, 2023

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
C. Freundlich, Director of Finance
G. Schreiner, Fire Chief

Call to Order:

The meeting was called to order at 5:08 p.m. with 1 member 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 April 19, 2023 Regular Council Meeting agenda be Adopted.

(2023.125) -- CARRIED

3. DELEGATIONS:

a. Mike Keohane (Comox Valley Cycling Coalition): Update on education and mapping projects as well as discussion on future infrastructure

Cycling Coalition Update

Mike Keohane provided an update on the Cycling Coalition's work, including a discussion on their local priorities and projects.

b. Mark Blandford, Scott McCarten, Chris Kelsey and Sharon Parkes (Providence Living Society): Business Plan/Site Master Plan for The Views at Providence Living

Providence Living Update

The delegation provided an update on their project, including a discussion on their unique model of care. They advised that the home will be open in July 2024.

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 April 5, 2023, be Adopted.

(2023.126) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

SPC Meeting Minutes

That Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday April 12, 2023, be Received.

(2023.127) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

.01 April 6, 2023, John Thornton, Follow up to April 5, 2023 delegation to Council.

(2023.128) -- CARRIED

7. UNFINISHED BUSINESS: NIL

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Drainage Infrastructure Protection Bylaw No. 1824.01, 2023

**Drainage Infrastructure
Protection Bylaw**

That Drainage Infrastructure Protection Bylaw No. 1824.01, 2023 be Adopted.

(2023.129) -- CARRIED

10. NEW BUSINESS:

a. Review of Council Correspondence Policy No. CCL-006

**Council Correspondence
Policy**

The Council Correspondence Policy No. CCL-006 was received for information.

b. Disposal of Assets at Old Fire Hall – 266 Gladstone

Disposal of Assets

1. *That Administration be directed to review information on the options for and value of disposal of the 1909 McLaughlin Buick.*

(2023.130) -- CARRIED

2. *THAT Council authorize the disposal of surplus, obsolete and underused assets stored at 266 Gladstone Avenue (the Old Firehall), including miscellaneous office furniture and equipment.*

(2023.131) -- CARRIED

c. Disposal of Surplus, 1948 Fire Engine

Disposal of Assets

That Council authorize the donation of Comox Fire Rescue's 1948 Dodge fire engine, Engine #31, to the Comox Firefighter Association.

(2023.132) -- CARRIED

d. Regional Application for UBCM Grant: Emergency Operations Centre and Training, 2023/24

**Emergency Preparedness:
EOC and Training**

THAT Council approves of the Comox Valley Regional District's application to the Union of BC Municipalities Community Emergency Preparedness Fund (Emergency Operations Centre & Training 2023) for \$150,000.00 (\$30K of which would be applied for on behalf of Town of Comox) to be used in 2023-2024;

AND FURTHER, THAT as a joint applicant, the Town of Comox agrees that the CVRD will apply for, receive, and manage the grant funding on the Town of Comox's behalf.

(2023.133) -- CARRIED

e. Regional Application for UBCM Grant: Public Notifications & Evacuation Route Planning 2023

**Emergency Preparedness:
Public Notifications**

THAT Council approves of the Comox Valley Regional District's application to the Union of BC Municipalities Community Emergency Preparedness Fund (Public Notification & Evacuation Route Planning 2023) for \$150,000.00 (\$30K of which would be applied for on behalf of Town of Comox) to be used in 2023-2024;

AND FURTHER, THAT as a joint applicant, the Town of Comox agrees that the CVRD will apply for, receive, and manage the grant funding on the Town of Comox's behalf.

(2023.134) -- CARRIED

f. Comox Valley Fire and Rescue Services Mutual Aid Agreement

Mutual Aid Agreement

THAT; the Town of Comox renew, for five years (May 9, 2023, to May 10, 2028), our long standing, Comox Valley Fire and Rescue Services Mutual Aid agreement as included in the April 19 report from the Fire Chief titled "Comox Valley Fire and Rescue Services Mutual Aid Agreement".

(2023.135) -- CARRIED

g. Tax Rate Setting for 2023-2027 Financial Plan

2023 Tax Rates

1. *THAT Council authorize the recruitment and hiring of an additional permanent full time Corporate Services staff member in 2023.*

(2023.136) -- CARRIED

2. *THAT Council set tax rates to increase the total tax revenue collected from property taxation in 2023 by 8.85% over 2022 tax revenue.*

(2023.137) -- CARRIED

g. Tax Rate Setting for 2023-2027 Financial Plan

2023 Tax Rates

3. That the following class multiples for 2023 be approved:
- \$ 19.8177 for Class 2 (utilities)
 - \$ 3.2030 for Classes 5 (light industry)
 - \$ 4.6820 for Class 6 (business & other)
 - \$ 4.1140 for Class 8 (recreation & non-profit) and
 - \$ 2.2020 for Class 9 (farm)

(2023.138) -- CARRIED

11. NOTICES OF MOTION:

a. Notice of Motion: Tree Protection Covenant - 237 Denman Street (Mayor Minions)

Notice of Motion

Mayor Minions provided a Notice of Motion as follows:

"That the registration of a section 219 Tree Protection Covenant, for the retention and long-term protection of two mature Douglas fir trees (and their replacement trees, in the event of their removal) in the rear yard of 237 Denman Street, be cancelled."

12. CORRESPONDENCE:

a. Jessica Jimmo (Access BC): Actions to help support reproductive justice

Reproductive Justice

That the March 27, 2023 email from Jessica Jimmo of Access BC, requesting that Council consider making free menstrual products available in washrooms in all municipal buildings and parks, as well as free condoms in all municipal facilities, be received; and further,

That a staff report be provided on the applicable locations in Comox and potential cost of the request.

(2023.139) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised that he attended:

- the AVICC conference, and
- the Community Justice Centre's retirement for Bruce Curtis.

c. Councillor Swift

Councillor Swift advised that she attended:

- the Filberg Heritage Lodge and Park Association AGM,
- the Filberg Easter event,
- the Comox Valley Early Years Collaborative, and
- the Community Centre's 1 millionth visitor event.

d. Councillor Kerr

Councillor Kerr advised that he:

- attended a Nautical Days committee meeting,
- attended a Building Connections Project – Early Years Collaborative workshop,
- participated in coffee chats with 2 residents discussing various topics,
- attended the announcement with the K'omoks First Nation on the south sewer extension,
- attended the Comox Community Centre's 1 millionth visitor event,
- attended the Bat Talk by Comox Parks Department,
- attended the AVICC conference, and
- attended the CVRD Board meeting.

Councillor Haslett

Councillor Haslett advised that he attended:

- a Nautical Days meeting, and
- a d'Esterre Seniors' Society board meeting.

e. Councillor Grant

Councillor Grant advised that he attended:

- a CVRD board meeting,
- the AVICC conference,
- an eComm 911 meeting, and
- the Community Centre's 1 millionth visitor event.

f. Councillor Meilleur

Councillor Meilleur advised that she:

- attended an online workshop regarding peace and reconciliation,
- attended a food policy council meeting,
- participated in a chat with a resident, and
- attended the AVICC conference.

g. Mayor Minions

Mayor Minions advised that she:

- had a discussion with MLA Leonard regarding an upcoming meeting,
- spoke at a Sunrise Rotary Club meeting,
- attended the AVICC conference,
- participated in meetings with some property management developers,
- attended the Comox Community Centre's 1 millionth visitor event,
- attended the Housing Summit in Vancouver,
- attended the Community Justice Centre's retirement for Bruce Curtis, and
- participated in a Mack Laing media interview.

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 April 19, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:

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

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

(2023.140) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:44 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 8:11 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 8:11 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

Office of the Chair

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



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21Apr2023

File: 0360-20

April 21, 2023

TOWN OF COMOX

Sent via email only: russwurm@comox.ca

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

LOG: 23-165	REFER:	AGENDA: RCM 03May2023
FILE: 0400-60	ACTION: MR	

o - cfile 0400-60
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Dear Mayor and Council:

Re: Elected Officials Forum Invitation – May 16, 2023

On behalf of the Comox Valley Regional District (CVRD) board, I formally invite the Town of Comox Mayor, Council and senior staff to participate in an elected officials' forum on Tuesday, May 16, 2023 at 2:00 pm in the CVRD Civic Room. This forum will provide a valuable opportunity for information sharing and discussion on the key infrastructure projects being planned or under construction to enhance and strengthen all communities within the Comox Valley.

From major road works, trails and utilities to new outdoor recreational facilities, significant investments in our critical public infrastructure and amenities is underway. These strategic investments in capital infrastructure play a vital role in supporting our growing population, enhancing our climate resiliency and ensuring that the Comox Valley remains a vibrant place to live, work and play.

This forum will showcase this important work through two brief sessions. The first will focus on the recent work completed by the Comox Valley Recreation Commission to identify its vision and define the pathway for the coming years for investment in the regional recreation infrastructure. Staff will provide an overview of these outcomes and the community partnerships to follow. This will also include an opportunity for dialogue about some of the findings and the varied recreational opportunities that are so valuable to our communities.

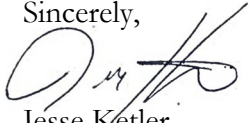
The second part of the forum will provide a snapshot of each of the local jurisdiction's upcoming key capital projects. Such information sharing will ensure awareness and understanding but may also elicit opportunities for collaboration or support in the delivery of such projects. Given the geographic proximity of our communities and close-knit nature of the Comox Valley, we are confident that this will be a valuable and insightful session for all participants.

As an Elected Officials' Forum, no decisions are to be made at these gatherings. Instead, the goal is to bring Comox Valley elected officials together to collectively receive information on topics of interest and to share perspectives and ideas. We expect the forum to conclude by approximately 4:30 pm. Virtual attendance via zoom will be available.

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

Please RSVP to Lisa Dennis, Manager of Legislative Services, at ldennis@comoxvalleyrd.ca or via phone 250-334-6052 by May 10, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jesse Ketler', with a stylized flourish at the end.

Jesse Ketler
Chair

cc: Jordan Wall, Chief Administrative Officer

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24Apr2023

TOWN OF COMOX

LOG: 23-168	REFER:	AGENDA: RCM 03May2023
FILE: 5600-03	ACTION: MR	

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From: Belinda Migue [REDACTED]
Sent: Sunday, April 23, 2023 1:56 PM
To: council <council@comox.ca>
Subject: Water bill # 3106

We are paying our “excessive” water bill with great resentment as we do not consider ourselves as abusers of water and have never had a bill before. The only thing different last year was your water restrictions were less because water levels were much higher which enabled us to water our plants more often as per your water restrictions. Our biggest complaint is that not everyone has a water meter and this is grossly unfair. We are shocked that the Town of Comox would allow this. Our neighbors can water all day long with antiquated sprinklers that have huge consumptions of water with no consequence. Therefore until it is a fair playing field we feel no one should be charged extra water usage or charge every home an additional flat rate until everyone has a water meter installed. Hubert and Belinda Migue

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24Apr2023

TOWN OF COMOX

LOG: 23-169	REFER:	AGENDA: RCM 03May2023
FILE: 5500-03	ACTION: MR	

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From: Edgar Dearden <eddie@gnarinc.com>

Sent: Friday, April 21, 2023 8:12 PM

To: council <council@comox.ca>

Subject: Simple Language Update to Boost Climate Awareness & Drive Immediate Action

To the Mayor and Council,

Imagine hearing the term "natural gas" for the very first time. What might it mean? Logically, one might assume it refers to any gas naturally emitted, such as oxygen (O₂) produced by plants, carbon dioxide (CO₂) produced by animals, or radon (Rn) produced by rocks.

There are, in fact, hundreds of naturally occurring gasses on Earth, including: ammonia (NH₃), argon (Ar), carbon monoxide (CO), chlorine (Cl₂), helium (He), hydrogen (H₂), hydrogen sulfide (H₂S), krypton (Kr), neon (Ne), nitrogen (N₂), nitrous oxide (N₂O), ozone (O₃), sulfur dioxide (SO₂), water vapor (H₂O) and xenon (Xe) to name a few.

However, the term "natural gas" as you use it specifically refers to just one, methane (CH₄), a product of anaerobic decomposition of organic matter.

I am writing to express my concern that many residents of your municipality may not be aware that "natural gas" is a fossil fuel. I have attached a PDF containing transcripts of conversations with five working professionals in BC who could not correctly define "natural gas."

Now, consider hearing the term "fossil gas" for the very first time. One might logically deduce that it refers to a gas that is a fossil fuel, which is accurate. The term "fossil" means "preserved from a past geologic age," and "fossil gas" aptly describes the combustible gas obtained through hydraulic fracturing or "fracking" from shale rock formations under the ground in Northern BC.

I request that your organization update its style guide to replace the term "natural gas" with "fossil gas" when referring to the gas supplied to consumers. This change would clarify that the subject is fossil fuel that we must urgently reduce.

This simple, impactful climate action can be enacted immediately by updating documents using the Find & Replace function in most word processing applications. Please consider the following motion to direct municipal staff to make this change:

"WHEREAS the term 'natural gas' may lead to confusion about its nature as a fossil fuel, BE IT RESOLVED that the Council directs municipal staff to replace the term 'natural gas' with 'fossil gas' in all municipal documentation, thereby improving public understanding and promoting urgency in addressing climate change."

Kind Regards,



EDDIE DEARDEN

CEO & Founder

📍 206 - 1420 Alpha Lake Rd Whistler BC V8E 0R8

🌐 www.gnarinc.com

☎ 604.962.1611



BE GREEN
KEEP IT ON
THE SCREEN

We gratefully acknowledge the land, now known as Whistler and Revelstoke, where we live create and play, in the unceded traditional lands of the Skwxwú7mesh and Liłwat7úl, the Sinixt, Ktunaxa, Secwepemc and Syilx.

APPENDIX A: TRANSCRIPTS ASKING: 'DO YOU KNOW WHAT NATURAL GAS IS?'

Conversation 1 (two people present):

Eddie: Do you know what natural gas is?

Person 1: I think natural gas is like the actual air gas

Person 2: No, not really. Why?

Eddie: I'm just curious, do you know what it is?

Person 1: I don't know if its like liquid or actual air gas

Person 2: I think it's like a fuel and you like, put it in a tank and burn it?

Eddie: Sure that's close enough

Person 2: Yes, nailed it!

Conversation 2:

Eddie: Do you know what natural gas is?

Person 3: Gas that comes from the earth naturally

Eddie: Could you tell me more about that?

Person 3: No I don't know

Eddie: Do you know where they get it from?

Person 3: No

Eddie: Do you know what it is?

Person 3: No I don't know, it's a long time since I've been in science class

Conversation 3:

Eddie: May I ask you the question I ask everyone who starts here?

Person 4: Yes

Eddie: Do you know what natural gas is?

Person 4: I don't want to say yes but I don't want to say no

Eddie: Say whatever you think

Person 4: No not really

Eddie: I keep telling everyone that people don't know what natural gas is.

Person 4: I don't think I really know, maybe if I looked it up.

Conversation 4:

Eddie: You seem like an informed fellow, I have a question that I have been asking people, do you know what natural gas is?

Person 5: Natural?

Eddie: Natural gas.

Person 5: Where it actually comes from, or what it actually is?

Eddie: Yeah, what is it?

Person 5: I know it's not propane, but I know it is something similar to it. But, I wouldn't actually know to tell you the truth what actual real natural gas is and where it comes from.

Eddie: That's a perfect, great answer. I'm finding most people don't know.

Person 5: I know natural gas is similar to propane, but I know it is not the same. I know that what we have in our houses is natural. Where they get it from and all that I don't know.

Eddie: Do you know what fossil gas is?

Person 5: No.

Eddie: Can you figure it out?

Person 5: Gas that's a fossil fuel?

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LOG: 23-170	REFER:	AGENDA: RCM 03May2023
FILE: 0400-03	ACTION: MR	

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24Apr2023

Town of Comox – Administration

TOWN OF COMOX

From: [REDACTED]
Sent: April 23, 2023 2:37 PM
To: Town of Comox – Administration
Subject: Cathy Peters update- Child Sex Trafficking in BC and How to Stop It
Attachments: Okanagan Native Alliance.pdf

Dear Mayor Nicole Minions, Comox Town Council and staff,
My name is Cathy Peters.

I have been raising awareness about Human Sex Trafficking, Sexual Exploitation and **Child Sex Trafficking and How to stop it**.

I have presented to BC politicians, police and the public for the past 10 years.
I presented March 3, 2021 to Council.

BC has the most notorious cases in Canada:

Amanda Todd (victim), Reza Moazami (sex trafficker) and Robert Pickton (sex buyer and serial killer).

British Columbia is a magnet for criminals, organized crime and International crime syndicates.
The current Federal Law, "**The Protection of Communities and Exploited Persons Act**" is not enforced in BC, so sex buyers and sex traffickers act with impunity.
BC urban centers have become sex tourism destinations.
Indigenous women and girls are first casualties.

Attached is my updated brochure and biography.
My website is upgraded. Please view.
beamazingcampaign.org

The **Canadian Sexual Exploitation Summit** is May 3-5. It is virtual and free.
Global experts will be participating.
<https://sexualexploitationsummit.ca>
I will be presenting on "Child Sex Trafficking in Canada and How To Stop It".
Please attend.

I will be at **UBCM in September with a booth** for the "Be Amazing Campaign- To Stop Sexual Exploitation".

Please alert the Provincial Government, Premier, Attorney General and Solicitor General that this issue is a priority in British Columbia.
All emergency services staff need training in this area (police, fire, ambulance, etc).
A Provincial public awareness program is needed.

ASK: Please share this information with your staff, stakeholders, law enforcement, educators, health providers, emergency service and frontline service providers.
Please contact me for follow up information. Please confirm you have received this email.

Sincerely, Cathy Peters
BC anti human trafficking educator, speaker, advocate
beamazingcampaign.org

[REDACTED] North Vancouver, BC V7J 0C3

cell: [REDACTED]

Queen's Platinum Jubilee Medal Recipient for my anti human trafficking advocacy work

Okanagan Native Alliance- Syilx Nation
Drug and Human Trafficking FORUM
Penticton- April 19-20, 2023

Hand out recipe cards.

Thank you very much for this opportunity to speak to you today about human sex trafficking and how to stop it. It does connect to drug trafficking- sex trafficking and drug trafficking typically go together.

Please check out my website: **beamazingcampaign.org**. You will find resources, research, handouts, help lines, teaching videos. It is an excellent place to start and get help.

The most notorious cases in Canada for human sex trafficking are from British Columbia and the Lower Mainland: Amanda Todd (victim), Reza Moazami (trafficker), Robert Pickton (sex buyer and serial killer).

All communities in BC are becoming less safe for youth, children and the vulnerable. Why? Organized crime and international crime syndicates are active and undeterred in British Columbia; little is being done to stop their growth and they are making significant inroads into every BC community. And this must stop.

The Provincial government in BC is the place to start- they need to address crime with their laws, policies, mandates, and funding. Mayors and City Councils, Band leaders, Indigenous leaders can all influence and guide Provincial leaders towards the goal of community safety with a **zero tolerance for drug trafficking and human sex trafficking**. Alert your leaders that this is a priority. Indigenous populations are most vulnerable and are first casualties. (NOTE: I have template letters to SG and AG).

Lately I have presented to a lot of high school students around BC, although ideally we need to reach younger youth BEFORE they get pulled into drugs and the sex industry. This is what I tell students:

1. You are unique. There is no one like you. You are amazing and you can choose to be the best version of yourself. Have a vision. Take responsibility for your decisions and actions. Give your best to the world, where you do good- and have the adventure of your life.
2. Sexual exploitation is real and usually begins online, and then can switch to offline and in person. Understanding SAFETY online is important.
3. We all want LOVE and to be loved. So, it is important to know what Healthy relationships look like. (NOTE: my handout).
4. Parents, family members, teachers, school counsellors, frontline service providers, police are your allies and will help you. Find the safe people in your life who can help you.
5. You can get help. There is always HOPE.

I am going to start with the **International HELP hand signal**- Do you know it? (Demonstrate).

What is human trafficking? It is the recruiting, transporting, transferring, receiving, holding, concealing, harbouring, or exercising control over a person for the purpose for exploiting them. The key word is Exploitation.

I focus on sexual exploitation, which is making people have sex for money or anything of value including a place to stay, cigarettes, hoodies, cell phones, food, drugs, alcohol. Indigenous girls are targeted aggressively and offered free drugs and alcohol. Indigenous girls as young as 8-11 years are targeted by sex traffickers. If those girls have been sexualized at a young age, they are vulnerable for the sex industry. Childhood sexual assault and incest grooms young girls and now some young boys for prostitution and sex trafficking later. Healthy communities are the key. Healthy role models are important.

Canada is known as a destination for Child Sex Tourism (**Trafficking in Persons** report by USA State Department). And this must stop. How? Enforce the laws we have and **Education**.

Dr. Ingeborg Kraus is the top trauma doctor in the world who states, **“Sexual violence is the worse form of trauma a human being can experience.”**

Children who are sexualized are vulnerable, live with CTSD (Complex Trauma

Stress Disorder). There is a connection between childhood experiences and physical and mental health of adults. Childhood trauma is associated with chronic diseases later in adulthood.

The sex industry grows because it preys on **vulnerability**. Know your vulnerabilities. ACEs or **Adverse Childhood Experiences** make an individual vulnerable: abuse (physical, emotional, sexual), neglect, household dysfunction (mental illness, domestic violence, divorce, a relative in jail, substance abuse). Get help if you have experienced these.

The sex industry is lucrative whether it is prostitution or pornography. There is a LOT of money involved and crime follows the money.

One survivor states, “It is easy to get in to the sex industry, but hard to get out.”

Why is sex trafficking growing so quickly? 4 factors: Globalization, unregulated technology, limited law enforcement and very little prevention education.

Strategy for communities: Reduce Demand, Diminish Supply.

The main businesses involved: unregistered massage and body rub parlours, nail spas, day spas, wellness centers, modelling agencies, tattoo parlours, escort services, cheap bars and hotels, men’s clubs, AirBnb, VRBO, casinos, strip clubs, organized crime club houses, bus stops, train stations, homeless camps, tent cities, work camps, pool halls, community centers, wherever youth congregate.

To diminish Supply the best model is a compassionate, trauma-informed well supported **law enforcement** and an ongoing **public awareness campaign**. I always encourage the public to report, report, report.

You can call the **National Human Trafficking Hotline Number: 1-833-900-1010** where there is help 24/7 in multiple languages.

Strategy for the public: Learn, Share, Alert.

Learn about the issue.

Share with your family, friends, contacts.

Alert your leaders, mayors, City Councils, MLA's, MP's, Indigenous Chiefs, AFN.

Pornography is the fuel and creates the market for commercially paid sex. Pornography is highly addictive and distorts what men/women relationships look like. Porn show women as objects and dehumanizes both men and women.

Porn harms. Porn kills love. Fight the new Drug is an organization that helps people to stop watching porn. (NOTE: my handout on porn).

Traffickers use **social media** to lure and groom victims for the sex industry. Children are at risk from being groomed online because most children have access to the internet. Boys are now targeted on gaming sites.

Sexting has become a problem. It is child pornography and sharing it is illegal. Peer pressure causes youth to do it. It is a form of cyberbullying. Sextortion is a concern- girls are asked for nudes, boys are asked for nudes and money. It is really important this stops. (NOTE: my handout on sexting).

5 ways to be trafficked:

1. Lover-boy or Romeo pimp- the girl falls in love and she thinks he is her boyfriend- when these girls are sexualized they develop TRAUMA BONDS or Stockholm Syndrome which makes it very hard for them to get out especially if they are young.
2. Snatch and grab (gangs use this).
3. Renegade (the girl wants to make money).
4. The runaway (unhappy home and the girl is approached within hours).
5. Female friend introduces her to "The Game"- this recruiting occurs in schools- even middle schools and elementary schools.

All 5 ways start differently, but the result is the same. The girl is promised a dream, but it is all a lie.

Signs of sex trafficking: the girl becomes secretive, there is an older boyfriend (that you may or may not meet), she has new clothes and change in dress, jewellery, gold chains are popular, frequent sleepovers at a friends' house, change in attitude to school/friends/family, grades drop, exhaustion, 2 cell phones, cuts and bruises, tattoos of crown, diamonds, initials, strangulation marks on the neck. (NOTE: my handout on human trafficking indicators).

One survivor told me she wishes she had been taught that **"Sexuality is sacred. We must value ours and others sexuality"**.

Men and boys are the key to end sexual exploitation and trafficking. We need to reach them and teach them to **"treat others the way they would want to be treated"** so they think about their behaviour and the consequences of their behaviours. They need to be taught that girls have value and worth and that every woman and girl has the right to be free of violence. Men's groups would be important. Men mentoring men and boys would help. The Moosehide Campaign comes to mind.

Dr. Jennisue Jessen is a survivor and member of the USA Advisory Council on Human Trafficking. She was trafficked by her grandfather from age four to seventeen. She states, "We need men who are courageous in their masculinity. We need men who are co-equal, co-leaders to partner within our families. We need to teach men and boys their inherent worth and value. We need good strong Dads raising their children to be good strong people."

Places to get help:

National: Federal Public Safety website
National Hotline number
Cybertip.ca

Prevention:

Children of the Street
Sexual Exploitation Education
Joy Smith Foundation
Defend Young Minds

Protect Young Eyes
Parents Against Child Abuse- P.A.X.A.

BC: VictimLink

Office to Combat Trafficking in Persons- new free training course online

My website and new book coming out.

Most common question I get from youth is **what do healthy relationships look like?** There is kindness, trust, courtesy, consideration, respect, honesty, reliability, good communication. With these qualities there can be emotional closeness and connection. People who care for each other respect each other's decisions and boundaries. Violence is never okay.

QUOTE: *"Everybody needs four things in life: something to do, someone to love, something to hope for, and someone to believe in."*

GO OVER HANDOUTS- parenting, preventing Child Sex trafficking, Pornography, Healthy relationships, What you can do, posters, HT Indicators, Definitions.

GO OVER TEMPLATE LETTERS- Federal Minister of Justice David Lametti, Provincial Solicitor General Mike Farnworth, Attorney General Niki Sharma.

GO OVER PETITION and importance of PCEPA- so Canada does not become America's brothel. Indigenous will be first casualties. Pass around the clipboards.

Collect recipe cards.

Advice from survivors- 10 points:

1. You can't change certain things about your life, but you can make choices now that positively impact your future.
2. You were created to be unique and with purpose. Who are your champions and who can help you overcome challenges? Find a mentor and safe adult.
3. Perspective will give you a way to look at things from a positive angle. You can look at difficult things and see them as stepping stones.
4. Be grateful and show gratitude.

5. Don't dwell on the past. Dwell on the future.
6. Commit to a path of wellness, making no excuses.
7. Hang around healthy people.
8. Take care of your body. Eat healthy and exercise. Develop good habits.
9. Ask: what is your foundation? Drugs and drinking do not make a good foundation for success. I wanted a firm foundation with the basics of life, education, marriage, family and a home.
10. Don't give up. Find and do what you love. Find a skill you can do.

I recently spoke with an **Indigenous Master-Carver** (former drug addict and alcoholic involved in crime) and told him about my advocacy work. I asked for his advice and what he would want me to share with you:

He said this:

- How do you want to be remembered by your family and loved ones?
- Stop the drugs and alcohol- none of us can keep up with the funerals.
- You are loved, but maybe people around you do not like what you are doing.
- Have purpose. Work hard. Be grateful.
- Learn manners- this is really important.
- Get off phones- that is a fantasy world. Get into nature.

Time for Questions?

Questions from youth I have received:

1. **What would be a way that normal people could help in the fight against human trafficking and the sex trade?**
Learn, Share, Alert. Handout on what to do.
2. **What are some of the key indicators that someone may be a victim of trafficking, and how can the general public learn to recognize these signs?**
Handout with Indicators. Go to Public Safety website, my website to see lists. I went over some of them.
3. **What is it like once you get people out of the industry, meaning what are the first steps taken to help that person move forward?**
Depends on what age they were when they got in. The younger, the deeper the trauma and they will need professional help. Under 18 years get professional help- Provincial Ministry of Child and Family Development. Over 18 years use VictimLink, Hot line number. Teen Challenge, Covenant House, Salvation Army- Illuminati program one of the best in North America.

4. **Do you know what the process is like to get girls out of human trafficking, can you walk us through how you would go about rescuing someone?**
5% get out- it is very difficult to get out. Trauma bonds with the trafficker, he threatens their lives and their family. KEY: do not get into it in the first place.
5. **Have you seen the movie “Taken”? Is there any truth behind it?**
Abduction is one way youth are pulled into the sex industry.
6. **Can you just leave the job? How long does she have to work for or is she stuck with this for a while if she succeeds in seeking help?**
Traffickers make too much money to allow their girls to leave. If not trafficked that leaves only 2-3% of women in prostitution- they make a lot of money and find it difficult to leave.
7. **Are there any particular populations or regions of the world that are especially vulnerable to trafficking?**
Southeast Asia, Germany and Netherlands, Nevada, New Zealand- anywhere that prostitution is legalized or fully decriminalized.
8. **What role do international policies and cooperation play in combating human trafficking, and what can individuals do to support these efforts?**
*Valiant Richey is the global expert with the OSCE or Organization for the Security and Cooperation of Europe which includes 3 continents including Asia and North America and one billion people. He trains these countries and reminds countries there is mandatory legislation globally to discourage the DEMAND for buying sex. The **Palermo Protocol** is legislation that most countries in the world (177 countries) have signed that gives the definition of human trafficking and this is the commitment to stop it. Also there is the **Universal Declaration of Human Rights** from 1948 that enshrines the rights and freedoms of all human rights. Articles 1-6 state these clearly. (READ FROM MY BOOK). And the Canadian Charter of Rights and Freedoms.*
9. **What made you become an advocate for those affected by sex trafficking?** *Karen- a survivor who told me her story.*
10. **Do you think that it would help reduce human trafficking and crimes like rape if prostitution were to be made legal and more accessible?**
Countries that legalize prostitution and make it more accessible have out of control human trafficking, rape, sexual violence, child sex trafficking, and murder. Give Rhode Island as example.
11. **What does the recovery process for human trafficking victims look like?**
It has to be a full wrap around program addressing the complex trauma, and providing basic care, then basic life skills, learn to drive, finish education, learn to provide for themselves so they do not go back. It is tempting for many to go back- traffickers will lure them back.
12. **How many traffickers are caught and charged a year?**
Look up Public Safety for Canada- the numbers are low, but the trends are increasing. It is not a reported crime- girls are afraid to report. It is the buyers who cause the HARM- no buyers, no business. Very few buyers are charged in Canada, even though

that is the law. Sex buyers are typically professional men, with families, children and make a good income- so they can afford to buy sex. They buy sex with vulnerable, poor girls. There is a power dynamic here that is extreme.

More Questions from students:

1. Is it legal to defend yourself in a situation that could end in human trafficking (using force to get away)?
2. Are women forced to have children in a sex trafficking/human trafficking setting?
3. Is it possible to safely remove myself from human trafficking?
4. Is it safe to call the police?
5. Should we talk to boys about being trafficked, too?
6. How many traffickers work together?
8. How common are trafficking incidents in our local communities?
9. How many people have been killed because of human trafficking?
10. Are there ways to prevent being taken to a different country?
11. What is the likelihood a Grade 8 girl will get trafficked?
12. How long does it usually take for help to arrive after I call the police or a hotline?
13. What are the different stats between men and women sex trafficking?
14. Why and when did people decide to start to traffick people?
15. How can we help others?
16. What are the main signs I should look for in someone who is trafficking? Where and how would I find these people? Because it may be hard to differentiate someone trafficking/grooming to someone you trust.
17. What is trauma?
18. What is a love bomb?
19. Why is it mostly young girls and women who get trafficked?
21. What is the age group that is at highest risk for trafficking?
22. Is it mostly grown men who decide to traffic people?
23. Is sexual exploitation on social media or in person?

Human sex trafficking and sexual exploitation for the purpose of prostitution is the fastest growing crime in the world. It is a lucrative crime targeting our youth, children, and the vulnerable.



You can help stop sexual exploitation starting in your community:

Learn about the issue.

Share it with others.

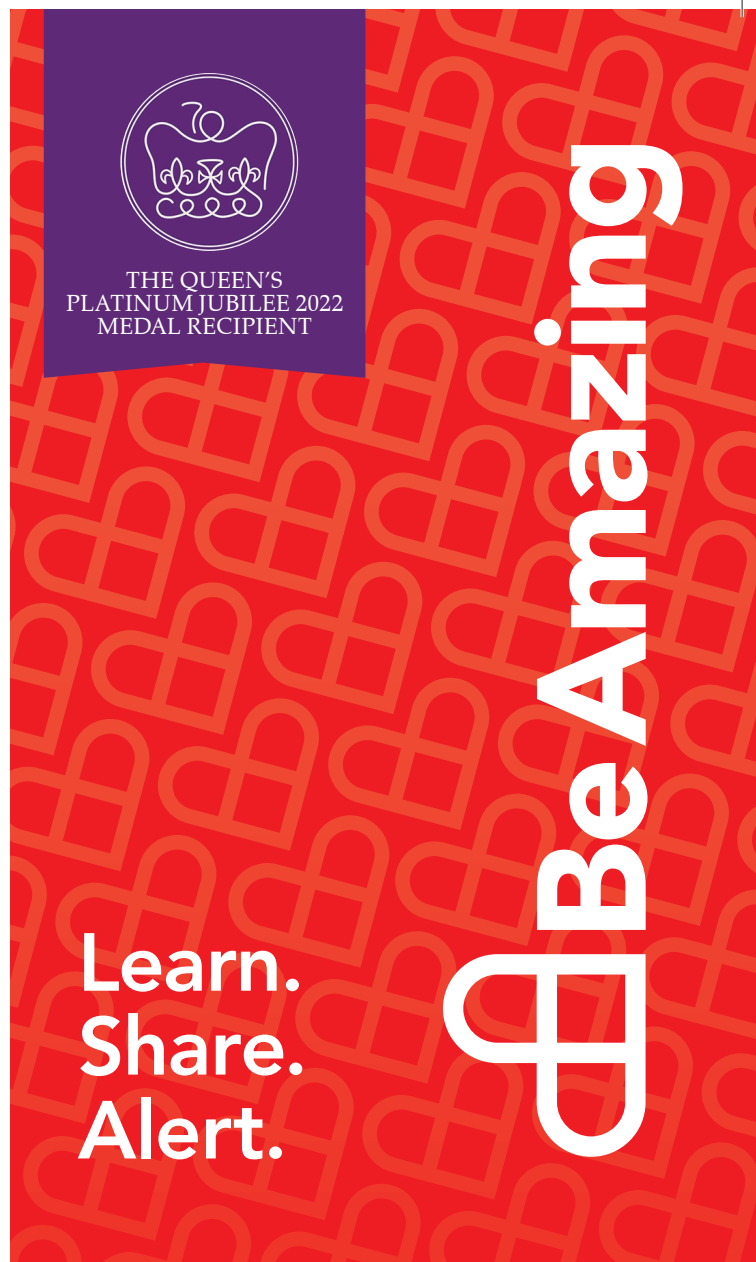
Alert your politicians that sexual exploitation must stop.

An Anti-Human Trafficking Initiative

BeAmazingCampaign.org

.....
Canadian National Human Trafficking Hotline

1-833-900-1010



An Anti-Human
Trafficking Initiative

PRESENTED BY

Cathy Peters

BeAmazingCampaign.org

A modern equal society does not buy and sell women and children.

Cathy Peters raises awareness about the issue of human sex trafficking, sexual exploitation and child sexual trafficking which is for the purpose of prostitution. She speaks and presents to politicians, police and the public.

Today's slavery has low costs and huge profits; a trafficker can make hundreds of thousands of dollars **per victim** per year.

The average age of entry into prostitution is 12–14 years of age in Canada, although traffickers are targeting children as young as 8. There has been a dramatic increase in child exploitation along with the production and consumption of child pornography. Unregulated technology has increased the demand for commercially paid sex.

The biggest problem in Canada is that the public is unaware of the issue. Women, youth, children, the marginalized and vulnerable will become potential targets and victims unless we do something to stop it.

Learn. Share. Alert.
BeAmazingCampaign.org



Cathy Peters is a former inner city high school teacher and, since 2014, has made over 600 presentations to more than 20,000 people.

She has received 14 Challenge Coins from Victoria, Kitimat, North Vancouver, Coquitlam, Richmond, Surrey, and Chilliwack RCMP detachments, RCMP HQ Counter Exploitation Unit, New Westminster Police Department after presenting at the Justice Institute, Federal Corrections, Delta, Abbotsford, and the Vancouver Police Department.

Cathy's work was introduced in the BC Legislature and she was asked to three Federal Justice Committees on human trafficking. She has been a speaker to three MMIWG gatherings, numerous Indigenous groups, and had a booth at the July 2022 Assembly of First Nations Convention where she met hundreds of Indigenous leaders.

Cathy was nominated for an Order of BC Award and for the Carol Matusicky Distinguished Service to Families award. In 2022 she presented at the Global Summit *Connecting to Protect: Addressing the Harms of Porn on Youth from a Public Health Perspective* (University of Calgary) and presented at the first RCMP Human Trafficking webinar for law enforcement across Canada. Cathy received a Queen's Platinum Jubilee Medal for her anti-human trafficking advocacy work.

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25Apr2023

TOWN OF COMOX

LOG: 23-171	REFER:	AGENDA: RCM 03May2023
FILE: 4810-01	ACTION: MR	

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Phil Harrison

Comox, B.C. [redacted]
Denna [redacted]
Courtney, B.C. [redacted]
April 20/23.

Hear *NICOLE MINIONS*

We are very concerned about the visible increase of unhoused people in our community.

As seniors, we need access to medical services. We know that the increased number of unhoused, living in unsanitary conditions, will put more pressure on medical services and our hospital.

Although the Province has announced some steps to address violent, repeat offenders in 12 B.C. cities, this will likely increase unhoused migration to communities left out of this approach. This, combined with the B.C. hard drug possession policy is certain to attract more troubled people, from other Provinces to our communities. We see this, the number of unhoused continue to increase.

We ask that Vancouver Island Mayors lobby our Premier for a significant change in addressing the unhoused. The attached article suggests a compassionate, but accountable common sense approach, which requires legislation and resources.

We urge Vancouver Island Mayors to work together to protect the safety and health of their tax paying citizens and improve the lives of those unhoused.

Sincerely,

Phil Harrison
[Signature]

COMMENT

165TH YEAR • NO. 104 The Colonist: Founded 1858 | The Times: Founded 1884

Dave Obee
Editor and Publisher
Phillip Jang
Bryna Hallam
News Editors

Try these ideas to reduce vandalism and violence

SCOTT WHYTE

A commeniary by a retired police officer who lives in Ladysmith.

Here's an idea that could answer some problems being experienced with vandalism and violence at the hands of some "unhoused" and "mentally ill" people.

Provincial legislation could create a new act that would make illegal any camping outside of designated areas or the wilderness.

Police could be given the authority, within the Mental Health Act, to detain and present a vagrant to a dedicated system for assessment. I recommend a dedicated court setting.

At the moment we are attempting to house everybody, the good and the bad, under one roof! Residents are being victimized from within. I've also noticed that for every emptied business porch or vacant park space — it doesn't take long for the next street resident to

move on in.

These folks need housing, protection and social services. All three need to be happening in harmony, otherwise we are only paying to temporarily remove an "eyesore" from one place and put it somewhere else.

This is known as a "displacement outcome," in terms of community policing practices, and the result never solves the core problem effectively.

I think it might be widely supported if two classes of facility could be created to improve on the outcomes we are seeing — one open setting and the other one locked.

• The open option would be for people who want to find a way forward and are trapped by their circumstance. This option can offer full services being readily available.

These folks should be free to come and go, and not be subjected to the rules and limitations of our current shelter systems. We've already got provincially operated properties (motel units) to house a cohort

of these willing participants. (No new expenses there.)

• The locked option is for those we find committing the vandalism and confrontational violent acts. These residents would not come and go at will and we absolutely need rules and restrictions to govern this collective — thus protecting our own communities from their toll.

Such a facility should have on-site services available to a captive audience. Yes, we could define this place as a jail. Presently the homeless and or mentally ill/addicted, if convicted, are either released back onto the streets or locked up with "ordinary criminals."

Again, the province has a number of locked settings already available. Rather than using them all for crooks, couldn't we dedicate a couple of these sites to humanely serve this special-needs population?

People going into "homeless" lockdown need to be placed there by a court authority. These residents then work toward extinguishing the criminal

charge that brought them in. They show their progress through participation in the services being offered.

Residents can earn a transition over to the open accommodation, where movement to employment and public education is facilitated. Such a transition is earned and recognized as a step forward for the sponsored resident.

Our neighbours to the south have exactly the same problems we do, only their numbers are much larger. I can speak from experience about Orange County, California where they have championed a specialized court system.

They have a Veteran's Court, a Homeless Court, a Mental Illness and Addictions Court, all in addition to their Criminal Court system. A dedicated judge oversees the special needs of each sorted client.

Everyone passing through the court is then placed onto a probation order that will hold the participant accountable for attainable goals. The system

works in partnership with community resources, non-profit organizations, and social services, all addressing an individual's needs.

There is even a graduation ceremony for successful clients who publicly celebrate their accomplishments. For those who do not comply: a sentence is delivered for the original criminal charge — it's just a delayed result for a deserving sort.

The Orange County Courts are demonstrably effective and have been recognized nationally as a best practices initiative. Can we learn from this and adapt it for our needs?

It pains me to see our "good guys" paying through the nose with both money and emotion for countless broken windows, lost business, and the vengeful acts of those who seem to have us over a barrel.

I put this out there in the hope that we can look outside of the box and find solutions that can move us back toward feeling safe on our streets at night (and during the day).

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25Apr2023

April 25, 2023

TOWN OF COMOX

LOG: 23-173	REFER:	AGENDA: RCM 03May2023
FILE: 3010-01	ACTION: MR	

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It defies belief that Comox staff do not provide, nor does Council request, a running total of housing units approved year-to-year before making decisions, instead considering each proposal in isolation of the others.

Without such data, how can Council properly determine whether housing needs are being met or what level of additional services will need to be provided for new developments? In the past, when there were few new developments, perhaps this was not as important. However, there has been substantial residential development in the Comox Valley over the last few years, with much more in the 'pipeline'. Residents within a 1.5 km radius of Aspen and Guthrie Roads are acutely aware of this and now see proposals for at least an additional 1000 more units in the area moving through the approval process.

The problem of lack of cumulative past data is compounded by the fact that independent development decisions are being made by adjacent jurisdictions, although these decisions affect all Valley residents. While Comox data can be calculated by consulting the available list of approvals one-by-one and adding up the residential units in each, surely neither Councillors nor residents should be required to take such steps to determine what should be readily available public information.

I respectfully request that Council direct staff to compile the cumulative housing unit information – e.g., from 2019 to the present - as soon as possible and make it available to inform decision-making on future development proposals. Assuming unlimited capacity for development surely is no longer the way to proceed. Recent hefty tax increases proposed or passed by Island municipalities, including Comox, also demonstrate clearly that development does not “pay for itself”, as is frequently claimed.

Marie Jacobs

[REDACTED]
Courtenay, BC [REDACTED]
[REDACTED]

LOG: 23-173	REFER:	AGENDA: RCM 03May2023
FILE: 3010-01	ACTION: MR	

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26Apr2023

Town of Comox – Administration

TOWN OF COMOX

From: Marie [REDACTED]
Sent: April 25, 2023 7:52 PM
To: council; Marvin Kamenz; Town of Comox – Administration
Subject: Housing data - my error

O - cfile
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Re: My correspondence of April 25, 2023

I must correct my own error and apologize to staff, who indeed *have* provided monthly and annual data on new housing units approved, which I have now found on the Comox website. It appears that 511 units were approved from 2019 to 2022 inclusive, creating housing for at least 1000 people (at even a minimal occupancy rate of 2 per household) in a town with a population of just over 14,000 people at the time of the 2021 census. The number of units in just two development proposals that have recently completed the “Open House” phase then represent more than double the already substantial total of the previous 4 years combined and a potential population increase of close to 15% over a short period.

Cumulative housing data, then, are available to Council and should inform decision-making concerning development proposals.

Marie Jacobs

[REDACTED]
Courtenay, BC [REDACTED]
[REDACTED]

28Apr2023

Town of Comox – Administration

TOWN OF COMOX

From: DOVE CLINIC [REDACTED]
Sent: April 28, 2023 10:41 AM
To: Town of Comox – Administration
Subject: To Mayor and councillors to consider for next meeting

LOG: 23-178	REFER:	AGENDA: RCM 03May2023
FILE: 5480-02	ACTION: MR	

Hello

I was wondering if I could make a comment on the parking situation at my cul de sac street.

I think that there should be no parking on the entire circle (at the end of Bambrick Place).

For the main reason that emergency vehicles could not engage if they need to attend to an emergency in this area of the street.

Other utility vehicles could not get by if big trucks are parked there.

I have contacted the Town public works manager on 2 occasions.

The first time I was told that the size of the street allows for parking.

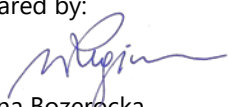

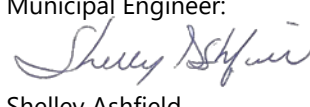

The second time I asked that someone actually comes out and see how this situation is in reality. I have not had any follow up despite me asking.

Thanks for your consideration.

Lise Maltais
[REDACTED]

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To: Mayor and Council	File: PR 23-10
From: Marvin Kamenz, Director of Development Services Regina Bozerocka, Planner II	Date: May 3, 2023
Subject: Notice to reconsider preliminary Development Approval Information requirements issued for 2123 Hector Road	

Prepared by:  Regina Bozerocka, Planner II	Supervisor:  Marvin Kamenz, Director Development Serv.	Municipal Engineer:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council confirm the preliminary Development Approval Information (DAI) requirements, as issued by Municipal Planner on March 3, 2023, and contained in **Attachment 1** to the May 3, 2023 Planning Report PR 23-10.

ALTERNATIVES TO THE RECOMMENDATION:

Alternative 1 – Modification of DAI to not require consideration of new east-west road, nor development impacts on rural roads (Hector Road - scope of works, cost allocation, and process to address road concerns and Aspen Road - connection of Town and CVRD portions allowing through traffic to Idiens Way).

That the March 3, 2023 Preliminary DAI requirements as contained in Attachment 1 to the May 3, 2023 Planning Report PR 23-10 be modified to remove the requirement for consideration of scenario with a new east-west road and development impacts on rural roads (Hector Road - scope of works, cost allocation and process to address road concerns and Aspen Road – connection of Town and CVRD portions allowing through traffic to Idiens Way), in accordance with developer's request.

Alternative 2 – Modification to not require consideration of new east-west road, but retain consideration of development impacts on rural roads (Hector Road - scope of works, cost allocation and process to address road concerns and Aspen Road - connection of Town and CVRD portions allowing through traffic to Idiens Way).

That the March 3, 2023 Preliminary DAI requirements as contained in Attachment 1 to the May 3, 2023 Planning Report PR 23-10 be modified to remove the requirement for consideration of scenario with a new east-west road.

PROPOSAL

Broadstreet Properties Ltd. is in the process of preparing development applications for a 192 unit, multi-family development at 2123 Hector Road and has requested Council's reconsideration of the preliminary Development Approval Information requirements to reduce the scope of the requested traffic impact assessment.

Subject Property

2123 Hector Road

Legal Address:

Lot 4 DL 170 Comox District Plan VIP60685

Owner: Broadstreet Properties Ltd

[1354279 BC Ltd. And 1354284 BC Ltd]

Property Size: approx. 49,400 m² (4.9 ha)

Property is currently undeveloped.

Surrounding Land Uses:

Residential development to the south and west, large undeveloped properties to the north and east, CVRD residential lots further north and east.



BACKGROUND

In 2021, two developers independently approached the Town with multi-family residential proposals on the subject property at 2123 Hector Road (Broadstreet) and adjacent properties at 941 Aspen and 2077 Hector Rd (Highstreet).

Both developers were provided information by Town staff **prior to their purchase of the properties** on municipal services, road and greenway networks for the neighbourhood, and that **a new east-west public road from Aspen to Anderton** would be sought, with south-north pedestrian connections to greenway along Hector Road. The developers subsequently purchased the properties and in 2022 & 2023, both conducted 2-step pre-application community consultations.

Broadstreet prefers not to construct the east west road for a number of reasons including the cost of the road, the loss of developable land, and a belief it is not needed to accomplish the goals of efficient traffic disbursement. Administration wishes to consider the installation of the road because it allows for further disbursement of traffic decreasing impacts on Hector Road, for allows for a continuous greenway along Hector, and provides for the potential of optimal connectivity as the area further develops.

Administration is willing to consider not requiring this road but has asked for a traffic study to show the traffic impacts of 2 scenarios: one with the road and the other without. Broadstreet is appealing to Council to not require as expansive a study as requested by Administration. Administration believes this information is necessary to properly evaluate whether the east-west road from Aspen to Anderton can be removed. Administration also believes the cost and time required to provide the full scope assessment requested is minimal.

As of the date of writing this report, Broadstreet has not submitted its applications. Highstreet applications for Official Community Plan (OCP) amendment and rezoning have been submitted and are currently being reviewed by staff. Highstreet proposal includes a new east-west public road for 2077 Hector Rd property.

Key Issues	
No road network plan exists to accommodate the urban development of the area.	The existing road network in the Hector & Aspen neighbourhood was created by the Ministry of Transportation and Infrastructure (MOTI) to accommodate rural development. Inquiries proposing multi-family residential development were received in advance of Town adoption of an urban road network plan.
Provincial guiding principles for efficient and effective development approval process include: certainty, flexibility and collaboration.	To accommodate processing of development applications in the absence of an urban road network plan for the area staff provided direction based on existing Town policies. Prior to the land purchase, the developer of the subject property (Broadstreet), and the parcel immediately east at 2077 Hector (Highstreet), were advised that a new east-west public road from Aspen to Anderton would be sought, approximately in the middle of the parcels, and encouraged to work collaboratively with each other and the Town, in establishing its alignment. Typically, rezoning application submissions for large developments include traffic impact assessments.

Provincial guiding principles for efficient and effective development approval process include: achieves outcomes in the public interest and balance.	In evaluating road network service level requirements associated with rezoning applications, Councils may consider community expectations and Town cost implications.
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Council Decision		
Council may either confirm the preliminary DAI requirements as issued, modify them, or set them aside.		
Decision options		Implications
Recommended: Council confirms preliminary DAI requirements as issued.	→	The traffic impact assessment for 2123 Hector Road shall include a comparison of 2 road network scenarios: with and without a new east-west public road between Aspen and Anderton. The comparison will allow Council to consider the service level implications of the two scenarios including rural roads: Hector Road - scope of works, cost allocation and process to address public concerns and Aspen Road – connection of Town and CVRD portions allowing through traffic to Idiens Way.
Alternative 1: (Developers Request) Modification of DAI to not require consideration of a new east-west road, nor development impacts on rural roads.	→	The traffic impact assessment for Council consideration of service level implications will be limited to the existing road network and will not include CVRD portion of Hector Road – scope of works, cost allocation and process to address public concerns and Aspen Road - connection of Town and CVRD portions allowing through traffic to Idiens Way. If this alternative is chosen staff would seek to have the additional assessment undertaken at Town cost.
Alternative 2: Modification to not require consideration of new east-west road, but retain consideration of development impacts on rural roads.	→	The traffic impact assessment for Council consideration of service level implications will be limited to the existing road network but will include CVRD portion of Hector Road – scope of works, cost allocation and process to address public concerns and Aspen Road - connection of Town and CVRD portions allowing through traffic to Idiens Way.

STRATEGIC PLAN LINKAGE

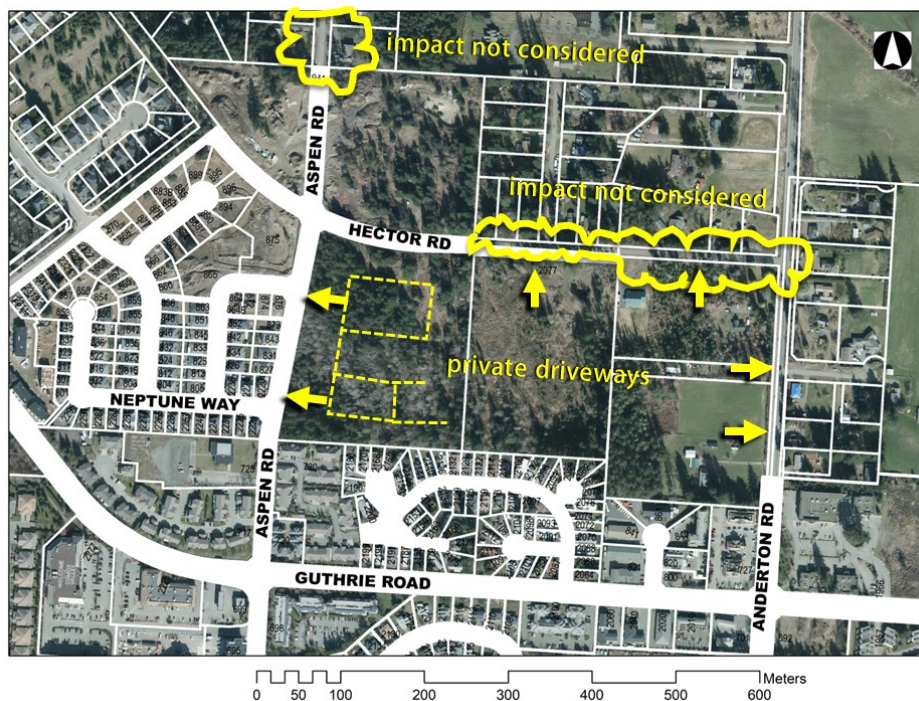
This report addresses the following tasks identified in the 2023 Strategic Priorities Chart for Planning Services: Major Development Applications.

ISSUES' ANALYSIS

Map 1 below illustrates preliminary DAI requirements for traffic in the neighbourhood



Map 2 below shows DAI scope modification as requested by Boradstreet



No road network plan exists to accommodate urban development in the neighbourhood

The existing road network in the Hector & Aspen neighbourhood was created by the Ministry of Transportation and Infrastructure (MOTI) to accommodate rural development. Currently, the Town does not have a road network plan for urban density development within this area. In addition to commonly expected amenities of urban roads, such as sidewalks, bicycle lanes and adequate lighting, their geometric design, and block sizes differ from rural roads. Road network characteristics shape user behaviour and travel mode preferences.

Provincial guiding principles for efficient and effective development approval process include: certainty, flexibility and collaboration

Certainty of municipal requirements for approval is important to ensure that expectations remain consistent throughout the approval process, and that it occurs on timeframes appropriate to the level of complexity.

In the absence of an urban road network plan staff advised the developers at initial discussions that a new east-west public road from Aspen to Anderton would be sought. Provision of this new road would disperse vehicle traffic by providing alternative routes and provide safe connections encouraging pedestrian and bike use. Requirements were based on OCP objectives and policies¹, a traffic impact assessment report completed for the area in 2018, and strong community desire to maintain pedestrian connectivity, as expressed in public submissions for 2309 McDonald Road development application, on the west side of Aspen Road from the subject property.

Flexibility in meeting municipal requirements facilitates development and allows for innovation. Staff advised that a new east-west public road should have an access point on Aspen Road in accordance with good engineering practices and that road alignment should be approximately in the middle of the properties, to suit both developers needs in their site layouts. Developers were encouraged to work collaboratively with each other and the Town, in establishing the exact alignment of the east-west road.

¹ OCP 2.4.1.1 General Transportation Objectives

2. To reduce dependence on private motor vehicles and increase transportation choice through public transit, walking and bicycling.

OCP 2.4.1.4 Supporting Policies for Roads

- e. The use of the road network by multiple users is encouraged. This includes private and transit vehicles, cyclists, and pedestrians.
- l. Neighbourhood roads must provide safe and at the pedestrian level visually interesting and attractive street environments and where practical, convenient route connections and integration with greenways and the bikeway network.
- p. Access to arterial roads shall be limited in order to protect their traffic capacity.

2.4.1.15 Pedestrian Objectives

1. To provide a safe and comprehensive network of sidewalks and off-street trails for pedestrians; and
2. To give priority to pedestrians in the provision of transportation options.

Broadstreet request for Council reconsideration of DAI requirements

As requested by Broadstreet, a preliminary Development Approval Information² letter was issued on March 3, 2023 (a copy of preliminary DAI is included in **Attachment 1**). A preliminary DAI was also requested and issued earlier to Highstreet. As Broadstreet did not agree with vehicular road and greenway networks proposed for the neighbourhood by Town staff, their preliminary DAI letter included a request for comparison of 2 alternative road scenarios.

Comox Planning Procedures Bylaw 1780 s. 12(7) states that applicants may provide a notice objecting to development approval information requirement and refer the matter to Council. Broadstreet notice is included in **Attachment 2**. It requests that preliminary DAI be modified to:

- remove the requirement for two scenarios comparison, i.e. only impact on existing road network will be provided and no assessment of a new east-west public road scenario would be completed; and
- remove the requirement to assess the need for any upgrades to the rural section of Hector Road, i.e. no assessment of development impacts on road section outside of Town boundary, no scope of works to address public concerns, no process or cost allocation method will be provided.

Provincial guiding principles for efficient and effective development approval process include: achieves outcomes in the public interest and balance

Final report from a province-wide stakeholder consultation, Development Approvals Process Review (September 2019) identified qualities of an efficient and effective development approval process:

1. Achieves outcomes in the public interest
7. Balanced

Public interest is achieved with projects strategically aligned with adopted community plans, supporting community values and resulting in high-quality built environments. The fairness is achieved when the developers' costs and gains are balanced with public benefits.

In evaluating road network service level implications associated with rezoning applications, Council may consider community expectations; weigh public interest such as maintenance costs; public benefits such as pedestrian connectivity and developers' costs such as design, construction, and timely processing of applications.

Sections of Hector and Aspen Roads that are currently within town boundaries are required to be built to urban standards by developers³, but on the regional district side of the boundary these roads have limited pavement width, no sidewalks and no bike lanes. Given the proposed residential densities, there

² Under sections 486 and 487 of the *Local Government Act*, Comox OCP designates areas and specifies circumstances under which development approval information may be required, and Comox Planning Procedures Bylaw 1780 authorizes the Municipal Planner to issue such requirements, including preliminary DAI.

³ During development, Town may only require road improvements up to the road centerline.

will be substantial impact on the existing networks, including roads and intersections outside of Town boundaries.

Public Interest

- Safety
- Support for walking and biking
- Impact on existing service levels
 - acceptable or unacceptable, from the perspective of good engineering practices
 - perceived, as a degree of change resulting from proposed development, even if it may be acceptable from the engineering point of view

Balance

- Cost and process to address concerns (rural roads outside Town boundaries, under MOTI)
- Cost allocation for any required upgrades and maintenance (Town, developers, CVRD, MOTI)

GENERAL QUESTIONS

- Why does Town issue **preliminary** DAI requirements?
Review and processing of complete applications, including traffic assessments, is less burdensome for the Town, however if any major changes are required after submission, developers bear the costs of redesign and processing delays. Preliminary DAI allow to address major concerns early in the inquiry process and prior to finalizing development proposals.
- Have the two developers been introduced and provided contact information to coordinate development proposals?
Yes
- Is Highstreet aware of this notice to reconsider DAI requirements?
Yes
- Which road network scenario was presented to the community during pre-application consultation?
The developers presented their current proposals: Highstreet included a new east-west public road access on 2077 Hector and Broadstreet did not include east-west road on its plans.
- Have MOTI been consulted about proposed developments?
As of the date of this report, Highstreet applications have been referred to external agencies, including MOTI. When a complete application is received from Broadstreet, respective referrals will be sent out. One of the preliminary DAI requirements for Broadstreet was that Traffic Engineer seek MOTI input specifically about impact on rural section of Hector Road.
- What are anticipated processing steps and timelines after Council's consideration of DAI requirements?

Broadstreet will continue to prepare their application submission. Staff have not been advised about anticipated timelines.

Highstreet application includes an OCP Bylaw amendment, as the properties have CVRD zoning and land use designations: therefore prior to introducing proposed bylaws for Council readings, the legislation requires that Council specifically consider appropriate consultation with persons, organizations and authorities it considers will be affected. This processing step may not be affected by DAI issues discussed in this report, and staff anticipate to bring forward an introductory report in the near future.

Depending on Council's decision on traffic DAI, Highstreet may need major revisions to the site layout for 2077 Hector Rd property, which may affect the proposed zoning regulations. 2077 Hector site is the proposed first phase of development, as the storm water detention pond serving all phases must be constructed on this site for technical reasons.

MK/AS/RB

Attachments:

1. Preliminary Development Approval Information letter (DAI)
2. Developer's notice to reconsider DAI requirements



DEVELOPMENT APPROVAL INFORMATION NOTICE

File: No. Pre-Application
March 3, 2023
Revised March 6, 2023 (blue text)

Trevor Dickie
Broadstreet Properties Ltd.
VIA email only: trevor.dickie@broadstreet.ca

Dear Mr. Dickie:

RE: NOTICE TO PROVIDE TRAFFIC AND CONNECTIVITY STUDY

In relation to a proposed development at:
Lot 4 District Lot 170 Comox District Plan VIP60685 (PID 023-020-148)
2123 Hector Rd, Comox, BC (the subject property)

This notice is provided in accordance with the Comox Planning Procedures Bylaw 1780, Section 8, per your request dated February 27, 2023. The following is required in relation to the proposed development at 2123 Hector Road: a **Traffic Study** prepared and certified by a Professional Traffic Engineer experienced in traffic analysis and road design, and registered in the Province of British Columbia.

[Comox Planning Procedures Bylaw 1780 delegates to the Municipal Planner the authority to require an applicant to provide Development Approval Information. An applicant who is required to provide Development Approval Information is entitled to have Council reconsider such decision. Attachment 4 contains an excerpt of Bylaw 1780 s. 12, including s.12\(7\) that sets out the procedure and timeline limitations for reconsideration of the Municipal Planner decision by Council.](#)

This is a preliminary Development Approval Information (DAI) letter based on pre-application discussions and concept site plan provided on January 8, 2023 by Broadstreet Properties Ltd., for a multi-family residential development proposal¹ (**Attachment 2**), therefore, additional DAI requirements may be issued upon submission and town review of the rezoning and development permit applications.

The abutting unconstructed portions of Aspen Road (Major Collector) and Hector Road (Local) will be completed as part of development of the subject property. For reference, Major Collector and Local road cross-sections per Subdivision and Development Servicing Bylaw 1261 and alternative cross-sections acceptable to the Town are provided in **Attachment 3**. Note that west side of Aspen Road has been recently constructed to the alternative Major Collector road standard. The construction of road upgrades outside of the Town boundaries is subject to MOTI approvals.

¹ The proposal is for 52 townhouse units and 140 apartment units, surface parking, and a stormwater management pond (land required for pond is to be dedicated as municipal road).

The Traffic Study is to provide a detailed analysis of the impacts the proposed development will have on the Town's and Comox Valley Regional District (CVRD) transportation networks and connectivity by evaluating two potential road network scenarios described below and shall address concerns raised by community via pre-application consultation with residents in Town and CVRD.²

The Study shall provide recommendations to ensure good vehicular connectivity and safe, direct routes for pedestrians and cyclists in the neighbourhood, including a list of upgrades required for the MOTI portion of Hector Road up to and including intersection with Anderton Road to accommodate increasing residential traffic in the neighbourhood.

1. Scenario

Per concept site plan submitted by Broadstreet, properties at 2123 (the subject property) and 2077 Hector Road each provide individual access to public roads (Aspen and Hector, respectively) and no vehicular connection between these properties is constructed (unless required for emergency access); and

2. Scenario

A new east-west Local road connecting Aspen to Anderton is constructed and provides access to 2123 and 2077 Hector Road properties, while a new greenway along Hector Road remains uninterrupted by vehicle traffic (except Town maintenance access to the ponds and any emergency vehicles access, if required).

The Traffic Study shall review the Comox Official Community Plan Bylaw 1685; 2309 McDonald Road Traffic Impact Study by McElhanney Consulting Services Ltd. dated June 25, 2018; Highstreet Development Traffic Impact Assessment (695 Aspen Rd) by McElhanney dated August 18, 2019; Comox Transportation Study 2011 prepared by Boulevard Group, 2020 Transportation Master Plan Update by WATT Consulting Group, and incorporate residential traffic generated by development at 2309 McDonald Road (as if fully built out)³ as current conditions.

<https://www.comox.ca/sites/default/files/2022-04/ASP%20-%20TIA%20FINAL%20SEALED%20-%202019.08.18.pdf>
<https://www.comox.ca/sites/default/files/2022-04/2011%20Transportation%20Study.pdf>
<https://www.comox.ca/sites/default/files/2022-04/2020%20Transportation%20Master%20Plan%20Update.pdf>

The previously completed reports and data may be used as a reference, including to extrapolate traffic volumes data using linear growth at 1% annual rate up to 2023, provided that traffic generated by 2309 McDonald Rd is incorporated into current conditions.

In accordance with standards generally accepted as good engineering practices and ensuring neighbourhood connectivity, the Traffic Study must provide the following:

1. Detailed analysis, which will address safety, speed and traffic volumes, level of service, identify measures to mitigate and reduce impacts of the proposed developments within the focus area comprised of the following intersections:
 - Guthrie & Aspen;

² Residents' letters submitted to-date were collected by Broadstreet and also available at the Comox planning department. Tentatively, Open House meeting is scheduled in March, 2023 and may result in more written submissions.

³ 2309 McDonald Road is a residential development consisting of 8 two-dwelling, 52 single-family (potentially with secondary suites) and 22 townhouse units.

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- Aspen & Hector;
 - Hector & Anderton;
 - Anderton Road with the new east -west Local road (under scenario 2);
 - Aspen & Idiens;
 - Grumman Place and Aspen Road; and
 - Neptune Way and Aspen Road
2. Identify problem areas, options to address any deficiencies. Include potential problems beyond the focus area, if any are anticipated.
 3. Identify the baseline information as the current conditions (traffic volumes in 2023 shall include residential development traffic from 2309 McDonald Rd, as if fully built).
 4. Provide assessment of current conditions including:
 - the impact of proposed development on the subject property; and
 - the impact of the neighbouring development's at 941 Aspen Road and 2077 Hector Road⁴.
 5. Provide assessment of future traffic conditions and connectivity patterns under the two road network development scenarios: over 20 years horizon (2043), including build out on the subject property, 2077 Hector Rd and 941 Aspen Road, and the cumulative effect of the development contemplated by the Town's Official Community Plan via boundary extensions to the north. Provide comparison with the findings of the 2018 McElhanney report for the focus area.
 6. Review residential development proposed in the area and provide recommendations, listing "pros and cons" of the two road network development scenarios:
 - a. Regarding greenway alignment: no vehicular access to Hector Road for the subject property is supported due to the desire for greenway along Hector Road to continue uninterrupted as much as possible.
 - b. Specifically, provide pedestrian and bicycle connectivity analysis (including pedestrians and cyclists from surrounding neighbourhood and from the subject property), to connect to roads and major greenways envisioned in OCP.
 - c. Review proposed driveways pattern on the subject property for large vehicles turning paths (garbage, moving and service trucks, emergency vehicles).
 - d. Provide firm recommendation with supporting rationale of the proposed vehicle access location(s) for the subject property under both scenarios, including:
 - any required public road upgrades and greenway alignments;
 - as needed, a revised subject property concept layout plan with access location(s), internal driveways, property lines and tree retention areas.

⁴ Multi-family residential development of approximately 720 residential units is proposed on the neighboring sites, consisting of apartments, townhouses and approximately 2,000 square metres of neighbourhood commercial uses, such as personal services, childcare, corner store, coffee shop, serving mainly the proposed residential development. This information is preliminary and subject to change, as there are no complete applications received by the Town for these properties.

7. For the Hector Road works outside of the Town boundary required to address Town and public concerns (these are in addition to the upgrades along the property frontages of the subject property, 2077 Hector and 941 Aspen), the Professional Engineer shall:
 - a. Consult with MOTI regarding the upgrades within Hector Road and provide a list of conditions and requirements to obtain permits for construction;
 - b. Propose the scope of works and cost allocation method; and
 - c. Comment on implications of constructing the Hector Road upgrades at the time of subject property development vs. incrementally, as the development of the focus area proceeds over time.
8. In accordance with standards generally accepted as good engineering practice, the Professional Traffic Engineer shall provide and certify the following statement in relation to traffic movement and safety:

"The lands identified as <legal description> and proposed road, greenway and driveway alignments may be safely used for the intended use <state the intended use, and under which road network scenario, or both>, provided that it is used in accordance with the conditions and recommendations specified in the Study",

OR

"The lands identified as <legal description> may not be safely used for the intended use < state the intended use, and under which road network scenario, or both>".

The Traffic Study shall:

1. Stipulate the qualifications and accreditation of the professionals (Qualified Professionals) who are to prepare the preliminary Development Approval Information and state that the Qualified Professional(s) is/are members in good standing with their respective professional regulatory association(s) described in the requirements issued under this notice;
2. Disclose the source of all information and describe and explain the methodology used to compile and to test the accuracy and reliability of the Development Approval Information. Please provide the software outputs (as attachments to the study);
3. Contain certifications from each Qualified Professional that the Development Approval Information was prepared by them and is true and accurate to the best of their knowledge; and
4. Include with the Study or Report, the "Declaration" page in the form set out in Schedule B of Bylaw 1780 and contained in **Attachment 1** of this notice.
5. Documents required to be prepared by Professional Engineers registered in the province of British Columbia must include the following signature block. This signature block is the only format that will be accepted by the Town, with the exception of drawings where the signed seal of a professional engineer is sufficient.

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When the Study or Report is prepared by a professional engineer:

Submitted by,

J. Smith

ABC Engineering Ltd.

Stamp of Jill Smith PEng

Signature of Jill Smith PEng

I certify this to be a report prepared by Jill Smith PEng.

OR

When a Study or Report is prepared by a junior engineer under direct supervision of a professional engineer:

Submitted by J. Smith, ABC Engineering Ltd.

Stamp of Jill Smith PEng

Signature of Jill Smith PEng

I certify this to be a report prepared under the direct supervision of Jill Smith PEng

At the option of the professional engineer, the following signature block may be added:

Signature Mike Williams

Prepared by Mike Williams, <credentials, e.g. EIT>

Any documents submitted by a professional engineer that raise concerns as to conformance with applicable Town specifications, applicable legislation or professional standards may result in the submission of a formal complaint to EGBC.

Please do not hesitate to contact me if you have any questions on this matter (250 339 2202).

Yours truly,


Marvin Kamenz
Municipal Planner,
Director of Development Services

MK/ RB

Attachments:

1. Declaration page from Bylaw 1780
2. Concept Site Plan
3. Road cross-sections

cc: Shelley Ashfield, Director of Operations
Craig Perry, Public Works Manager
Robbie Nall, Parks Manager
Clive Freundlich, Finance Director
Regina Bozerocka, Planner II

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SCHEDULE "B"

DEVELOPMENT APPROVAL INFORMATION

DECLARATION

The undersigned acknowledge that the Development Approval Information herein is not provided to the Town with any expectation of confidentiality, constitutes a record of the Town of Comox under the *Freedom of Information and Protection of Privacy Act*, and may be made available for public use in connection with the development application to which it pertains, including by posting on the Town's website.

DATED: _____

The Qualified Professionals executing below are the only Qualified Professionals who participated in the preparation of the Development Approval Information.

Applicant:

Name: _____

Address: _____

Signature _____

Qualified Professionals:

Name: _____

Address: _____

Signature _____

Name: _____

Address: _____

Signature _____

ATTACHMENT 2 Concept Site Plan



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Town of Comox

Subdivision and Development Servicing Bylaw 1261

THIS IS A CONSOLIDATED VERSION PREPARED FOR CONVENIENCE PURPOSES ONLY

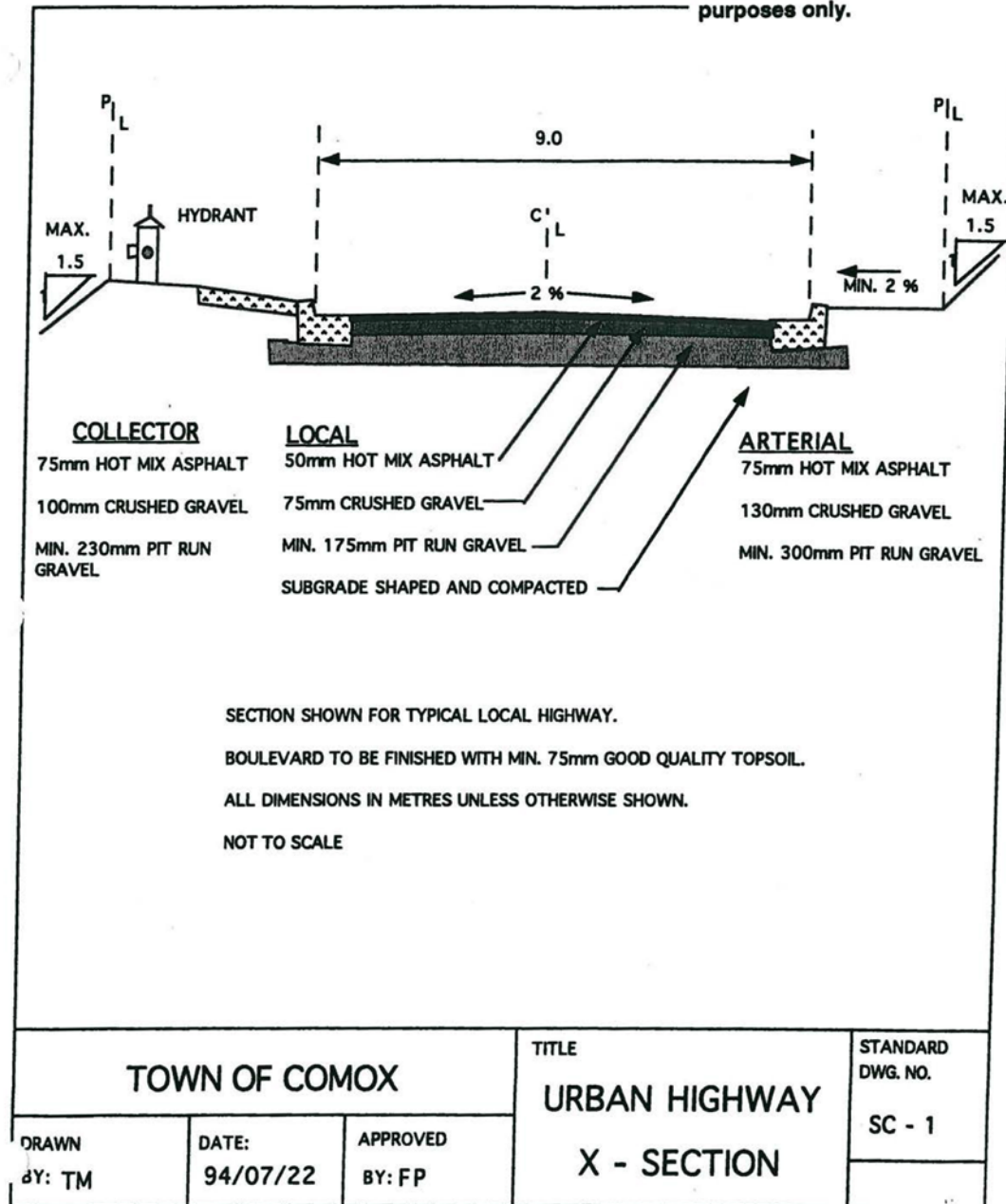
TABLE C-1 (#1612 JAN 20/10)
MINIMUM REQUIREMENTS, ROADWAY WIDTHS, CURBS AND SIDEWALKS

Land Use	Road Allowance Width (m)				Radius of Cul-de-sac (m)	Pavement Width (m)						Radius of Cul-de-sac (m)	Shoulder Width (m)	Type of Curb	No. of Sidewalks
	Cul*	Loc	Coll	Lane		Cul	Loc	Min. Coll	Maj. Coll	Arterial	Lane				
Urban Roads♦♦♦♦	20	20	20	6	17	9.0	9.0♦	11	13	14	5.5	12.5		Roll♦♦♦♦	♦♦♦♦ Commercial, Multi-Family – both sides/Single-Family with secondary suite allowance – Both sides except ones & cul ♦♦♦♦Single family no secondary suite allowance – 1 side ♦♦♦♦ ♦
Industrial	20	20	20	7.5	17		11	13			7			Vert	
Arterials			25							14				Vert	1 side
Pedestrian Connections	required where a cul-de-sac street is longer than 120 m, or where continuous street frontage exceeds 370 metres			2.5							2.5			Asphalt or concrete	
Dedicated Walkways – Map C-2 ♦♦				14–20, avg 15											
Dedicated Walkways – Map C-2 ♦♦♦				6–9, avg 7											

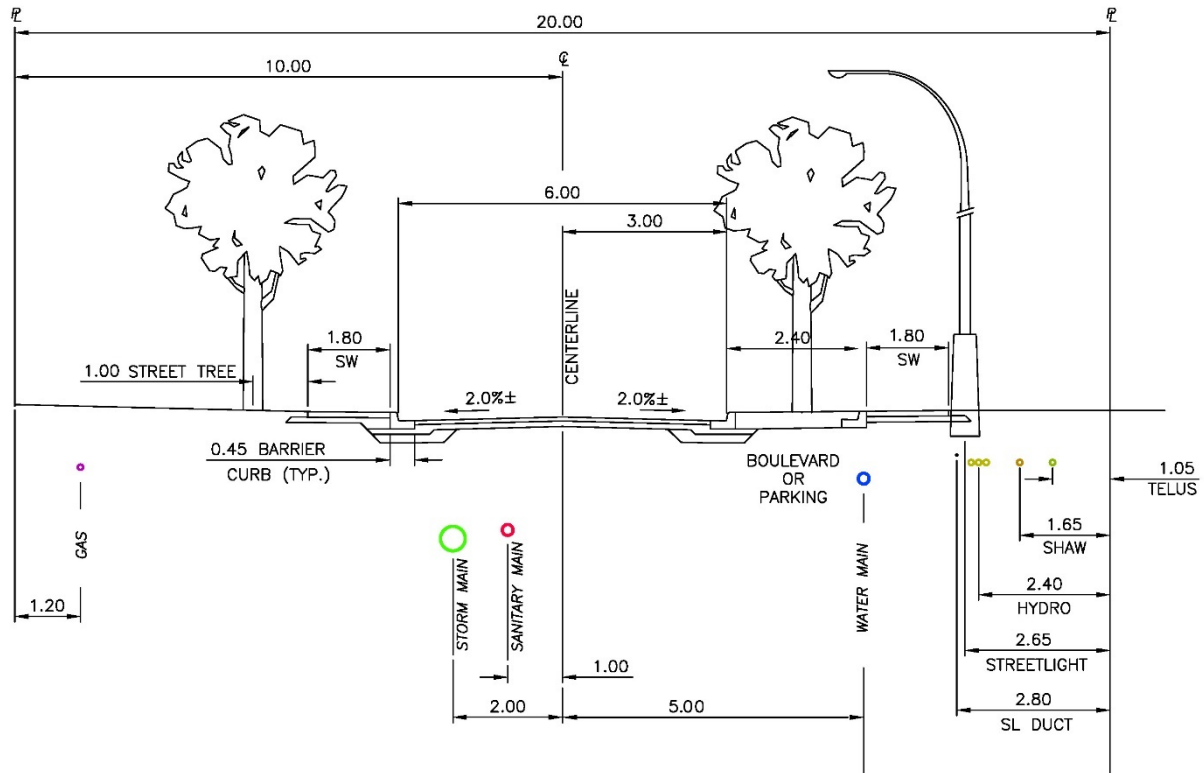
*Highway Classification Cul –Cul de Sac Loc –Local Coll –Collector Lane –Lane	**Curb Type Roll –Rollover Curb Vert –Vertical Face Barrier Curb	***Sidewalk one side on crescent streets which are not an arterial or collector street, all cul-de-sac streets and McDonald Road South of Guthrie Road	****Sidewalk both sides on major collectors and arterials
♦ For the portion of Butchers Road from the intersection of any new road on Lot 18, District Lot 186, Comox District, Plan 449, except that part in Plan VIP75657 (471 Butchers Road) south to Lazo Road, the minimum pavement width shall be 5.5 m and shall have no curb, gutter or sidewalk. The development of the intersection shall be in accordance with Drawing SC-16		♦♦ Where shown on Map C-2 as Dedicated Walkway 14-20 m width, dedication of a highway varying in width from 14 metres to 20 metres, and having an average width of 15 metres is required.	♦♦♦ Where shown on Map C-2 as Dedicated Walkway 6-9 m width, dedication of a highway varying in width from 6 metres to 9 metres, and having an average width of 7 metres is required.
♦♦♦♦ For Kye Bay Road south of Wireless Road, and Simon Crescent road construction standards contained in Standard Drawing SC-2 Rural Highway x-section apply, including no curb, gutter or sidewalk.			

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This is a consolidated version prepared for convenience purposes only.

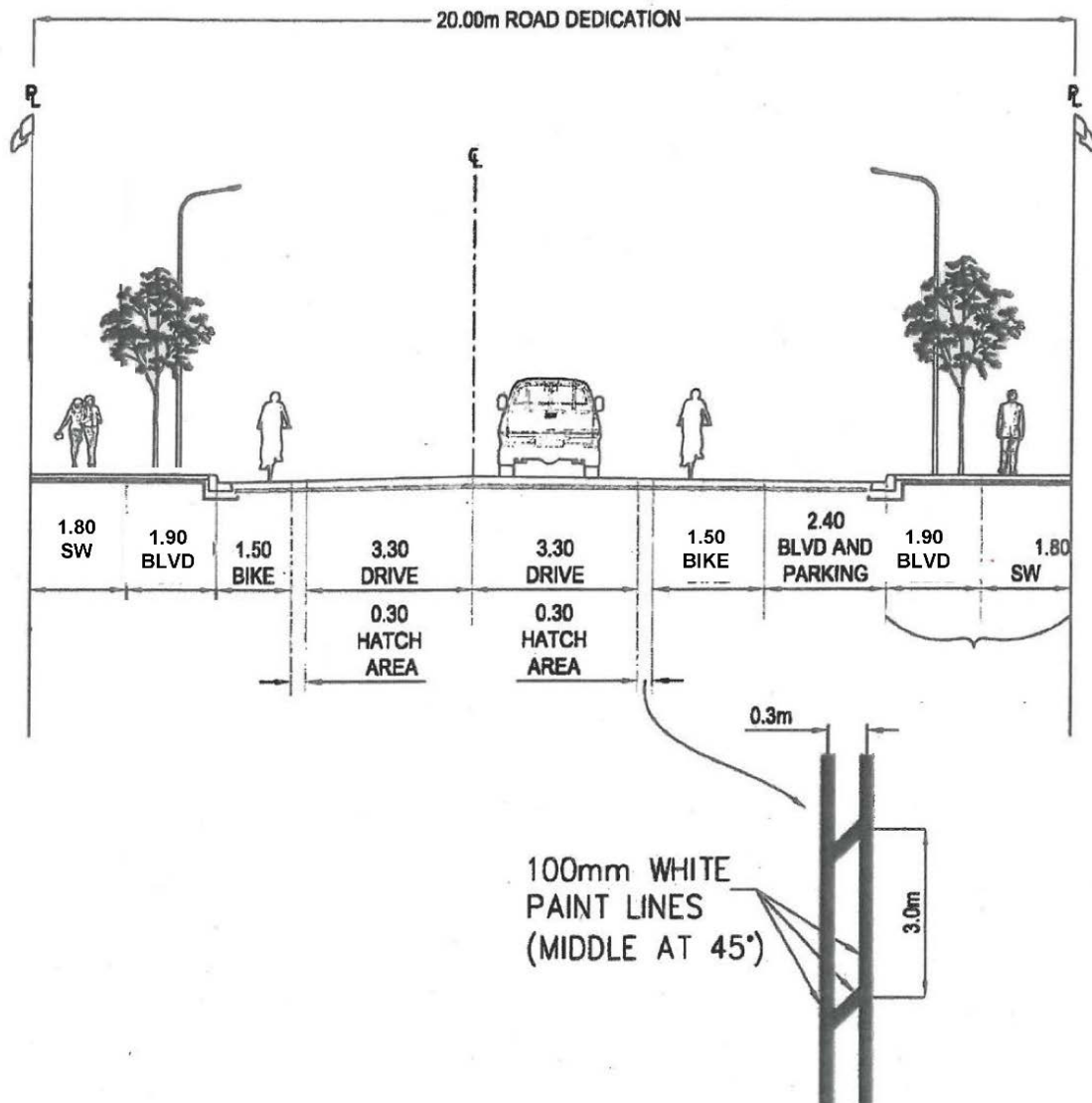


Town of Comox
ALTERNATIVE LOCAL ROAD CROSS-SECTION WITH PULL-OUT PARKING ON ONE SIDE



At time of development, where the subject properties are responsible for the off-site works within dedication of an unconstructed abutting road up to the road centerline (in case of the subject property, it is Hector Road), at a minimum 6.0 metres wide pavement shall be provided for vehicle traffic.

Town of Comox
ALTERNATIVE MAJOR COLLECTOR ROAD CROSS-SECTION



At time of subject property development, the developer will be responsible for off-site works within Aspen Road dedication (the unconstructed portion of this road abutting the subject property).

\\TOCFS02\planning\Dev Inq\HECTOR ROAD\Hector 2123\2023 preliminary DAI letters 2123 Hector Rd\DAI traffic and connectivity_2123 Hector Rd_03.03.2023_REV 06.03.2023.docx

Comox Planning Procedures Bylaw 1780, excerpt

12. Delegation of Authority

- (1) Council delegates to the Municipal Planner:
 - a. the exercise of all of the powers, duties and functions of Council in respect of the issuance of development permits under sections 490 and 491 of the Local Government Act;
 - b. the exercise of all of the powers, duties and functions of Council in respect of the issuance of heritage alteration permits under section 617 of the Local Government Act;
 - c. the exercise of all of the powers, duties and functions of Council in respect of strata conversions under section 242 of the Strata Property Act in the case of conversions of commercial and industrial buildings, and residential buildings containing not more than two residential units neither of which is a secondary suite in a single family dwelling or a coach house; and
 - d. the exercise of all of the powers of Council in respect of the exemption of development from floodplain regulations enacted under section 524 of the Local Government Act.
- (2) Council delegates to the Approving Officer the exercise of all of the powers of Council in respect of the exemption of parcels from the minimum highway frontage for subdivision specified in the zoning bylaw or section 512 of the Local Government Act, as applicable.
- (3) The Municipal Planner may decide, in their sole discretion, not to exercise any delegated authority pursuant to this bylaw where the Municipal Planner considers that, for reasons of complexity, visibility or any other circumstance, the decision ought to be made by Council and where the Municipal Planner makes that determination, the Council shall consider the issue. This decision by the Municipal Planner is not subject to reconsideration by Council.
- (3) The Municipal Planner may decide, in their sole discretion, not to exercise any delegated authority pursuant to this bylaw where the Municipal Planner considers that, for reasons of complexity, visibility or any other circumstance, the decision ought to be made by Council and where the Municipal Planner makes that determination, the Council shall consider the issue. This decision by the Municipal Planner is not subject to reconsideration by Council.
- (4) For certainty, the delegation to the Municipal Planner of the power to issue permits and exemptions within the scope of this bylaw includes all the powers of Council in relation to those permits and exemptions, including the power to vary or supplement a land use regulation bylaw or a bylaw under Divisions 11 of Part 14 or a bylaw or permit under Part 15 of the Local Government Act and the power to impose conditions and requirements and set standards on the issuance of a permit or exemption.
- (5) The authority delegated in section 12(1) includes the authority to sign and issue permits and to amend those permits and to cancel permits if an owner fails to comply with a term or condition of the permit; and in section 12(2) includes the authority to authorize an exemption or cancel an exemption if an owner fails to comply with a term or condition of an authorization.

\\TOCFS02\planning\Dev Inq\HECTOR ROAD\Hector 2123\2023 preliminary DAI letters 2123 Hector Rd\DAI traffic and connectivity_2123 Hector Rd_03.03.2023_REV 06.03.2023.docx

- (6) The Municipal Planner and Approving Officer must provide a notice of any exercise of delegated authority in writing to the Applicant.
- (7) Reconsideration of a Delegated Decision
- a. An Applicant who is notified of a decision of the Municipal Planner under section 12(1) or of the Approving Officer under 12(2), or who is required to provide Development Approval Information under section 8(5) or a review under section 8(10), is entitled to have Council reconsider such decision without charge.
 - b. An Applicant may initiate a Council reconsideration by providing to the Administrator notice in writing, objecting either to the whole of the decision or requirement, or to specifically identified terms or conditions or requirements for provision of Development Approval Information. The notice must specifically state the Applicant's reasons for each objection. The notice must be received by the Administrator within:
 - i. 30 days of the date that the notice of decision is deemed by this bylaw to have been received by the Applicant; or
 - ii. within 60 days of the issuance of the requirement under subsection 8(5) or 8(10).
 - c. Upon receipt of a notice under this section 12(7), the Administrator must
 - i. provide a copy of the notice requesting reconsideration to the Municipal Planner or Approving Officer, as applicable; and
 - ii. refer the matter to Council to reconsider the decision or requirement to provide information.
 - d. Council may, on reconsideration, either confirm the decision or requirement or modify the decision or requirement in whole or in part, or set aside the decision or requirement and substitute the decision or requirement of Council.

From: Trevor Dickie <trevor.dickie@broadstreet.ca>

Sent: Thursday, March 23, 2023 3:27 AM

To: Regina Bozerocka <rbozerocka@comox.ca>

Cc: Rachel Ricard <rachel.ricard@seymourpacific.ca>; Carter Ruff <carter.ruff@seymourpacific.ca>; Marvin Kamenz <mkamenz@comox.ca>; Shelley Ashfield <sashfield@comox.ca>

Subject: RE: REVISED: Preliminary DAI Traffic and Connectivity letter for 2123 Hector Road

Hi Regina

I have had an opportunity to review the DAI letter with our transportation engineers and their initial evaluation is consistent with the summary that I provided in my email of March 3rd below.

For all of the reasons listed in my email of March 3rd, please accept this email as our formal request to have the DAI reconsidered by Council. For clarity, the request for reconsideration is specific to the following requests in the DAI:

1. Remove the Requirement to Evaluate Scenario #2.

2. Scenario

A new east-west Local road connecting Aspen to Anderton is constructed and provides access to 2123 and 2077 Hector Road properties, while a new greenway along Hector Road remains uninterrupted by vehicle traffic (except Town maintenance access to the ponds and any emergency vehicles access, if required).

Scenario #2 does not provide a viable access to the proposed development on the property at 2077 Hector Road. From the description of this scenario, it appears the only reason for this scenario is to create an interrupted greenway along Hector Road. Administration's solution to an "uninterrupted greenway" is by having a single access point via a municipal road through 2123 Hector Road that will create an overloaded intersection at Aspen Road and Neptune Way. It seems efficiency, safety and ongoing municipal costs are being ignored in the interest of maintaining an "uninterrupted greenway" and no alternatives have been explored with the developer of 2077 Hector Road for an interrupted greenway.

2. Remove Point #7 as it appears to be a requirement that was left over from the DAI for 2077 Hector/941 Aspen Development

7. For the Hector Road works outside of the Town boundary required to address Town and public concerns (these are in addition to the upgrades along the property frontages of the subject property, 2077 Hector and 941 Aspen), the Professional Engineer shall:

- a. Consult with MOTI regarding the upgrades within Hector Road and provide a list of conditions and requirements to obtain permits for construction;*
- b. Propose the scope of works and cost allocation method; and*
- c. Comment on implications of constructing the Hector Road upgrades at the time of subject property development vs. incrementally, as the development of the focus area proceeds over time.*

The frontage upgrade on Hector Road that we will be required to complete as part of our development is completely within the Town of Comox and does not impact the section of Hector Road within the CVRD. Our principle access will be via Aspen Road to Guthrie Road with little to no traffic travelling on Hector Road.

Finally, at the Public Open House hosted by the developer of 2077 Hector Road, their site plans showed the only access to the proposed development of their 300 residential units via a road through our property and an intersection to Aspen Road that was offset from the Neptune Way intersection. This has caused confusion and consternation with the surrounding residents as it introduces an unreasonable amount of traffic that is not technically or practically viable. Given that you advised us that you had to review and approve the site plans

before an open house as completed, I can only assume that you reviewed their site (and access) plans and approved them to go forward with this untenable access proposal.

We have commenced with the work on all other components of the Traffic Analysis outlined in the DAI and we look forward to having an opportunity to present these same points to Council for the reconsideration of the DAI.

Regards

Trevor Dickie
Vice President of Real Estate Development

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W. www.broadstreet.ca | www.seymourpacific.ca

From: Regina Bozerocka <rbozerocka@comox.ca>
Sent: March 6, 2023 1:47 PM
To: Trevor Dickie <trevor.dickie@broadstreet.ca>
Cc: Rachel Ricard <rachel.ricard@seymourpacific.ca>; Carter Ruff <carter.ruff@seymourpacific.ca>; Marvin Kamenz <mkamenz@comox.ca>; Shelley Ashfield <sashfield@comox.ca>
Subject: REVISED: Preliminary DAI Traffic and Connectivity letter for 2123 Hector Road

CAUTION: External Email

Good afternoon Trevor,
Thank you for your email.
Please find attached the revised preliminary DAI letter. We are updating the templates, and for applicant's convenience the DAI letter includes an excerpt from Planning Procedures Bylaw 1780 specifically outlining the delegation of authority to the Municipal Planner and procedure for the applicant to initiate a reconsideration of the DAI requirements by Council.
This DAI letter is preliminary, but the process would be the same per s.12(7).

Sincerely,
Regina

Regina Bozerocka
Planner II



Development Services Department
250 331 6462 rbozerocka@comox.ca
250 339 2202
Town of Comox 1809 Beaufort Avenue, Comox B.C. V9M 1R9
comox.ca

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From: Trevor Dickie <trevor.dickie@broadstreet.ca>

Sent: March 3, 2023 4:28 PM

To: Regina Bozerocka <rbozerocka@comox.ca>

Cc: Rachel Ricard <rachel.ricard@seymourpacific.ca>; Carter Ruff <carter.ruff@seymourpacific.ca>; Marvin Kamenz <mkamenz@comox.ca>; Shelley Ashfield <sashfield@comox.ca>

Subject: RE: Preliminary DAI Traffic and Connectivity letter for 2123 Hector Road

Hi Regina

I have received and reviewed the DAI letter and we are reviewing all of this information with our traffic engineer in order to define the scope. I also had an opportunity to speak to Highstreet today and received a copy of their latest plans (that I have attached for reference).

I am still puzzled by the request for Option #2 that contemplates an east-west road connecting Aspen to Anderton. A few points on this:

- In reviewing Highstreet's plans, they show this "connector road" dead-ending at their eastern property line with no other means of access to their property. The extension to Anderton passes through two separate residential properties (and overtop of an existing house) that are both in the CVRD. It could be 20 years before this "connector road" is realized.
- Highstreet's plan shows no access via their existing legal access (i.e. Hector Road) and until the "connector road" extends to Anderton, all of the traffic from their 250 residential units would connect through our development and terminate at the intersection of Aspen Road and Neptune Way. Not only would this create an unreasonably high traffic volume through our new neighbourhood, but it could also over capacitate the intersection at Aspen Road and Neptune Way.
- The "connector road" does not actually remedy a missing connection and it does not provide additional transportation capacity in the area. Hector Road is the connection between Aspen to Anderton and both Aspen and Anderton will ultimately carry the traffic from the developments in the area as people travel to their desired destination (mostly by accessing Guthrie Road).

Just to be clear, our intention for access to the development is as per the plan that we provided. The access will be to Aspen Road at the two existing intersections at Grumman Place and Neptune Way. From there I most all of the trips would be south on Aspen to the intersection of Guthrie Road. There will be some dispersion once Aspen connects north to Idiens Way and Hector Road connects to Anderton, but the preferred path will remain Aspen to Guthrie.

Of all the existing traffic studies that you have referenced in your DAI letter, the most pertinent one is the 2309 McDonald Road Study completed by McElhanney in 2018. This study evaluated the existing traffic as well as a future scenario that assumed the full buildout of the area by 2042. This included the full buildout of 2309 McDonald and up to 548 additional residential units on the "adjacent lands" that included 2123 Hector. Aspen was the main roadway designated to carry this additional development and with the existing and new development (out to 2042) the intersection at Aspen and Guthrie still operates at a Level of Service (LOS) C at AM/PM peaks without any intersection upgrades. This is within the acceptable standards for urban intersection.

Given that we are only 192 units and all other vacant lands in the area have not been assigned a Land Use in the OCP, there is still capacity for another 356 units of residential development should Council determine that the other vacant lands in the area should be designated for residential uses in the OCP.

We understand that as a frontage condition, we will be required to upgrade ½ of Aspen and Hector (even though it has been advised that we cannot access Hector). Our proposed access (and Option #1 TIA) will be completed

Highstreet advised me that they are proceeding to a public open house review with the intention of showing the plan that is attached which I believe will only confuse the public as they don't show a means of access on their plan at all. My understanding from our discussions related to the requirement for the open house was that the plans required approval to ensure they were complete and suitable for public review. I am concerned that this will cause confusion for the discussions during our public engagement and open house.

Regards

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100 St. Ann's Rd, Campbell River, BC V9W 4C4
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W. www.broadstreet.ca | www.seymourpacific.ca



From: Regina Bozerocka <rbozerocka@comox.ca>

Sent: March 3, 2023 11:44 AM

To: Trevor Dickie <trevor.dickie@broadstreet.ca>

Cc: Rachel Ricard <rachel.ricard@seymourpacific.ca>; Carter Ruff <carter.ruff@seymourpacific.ca>; Marvin Kamenz <mkamenz@comox.ca>; Shelley Ashfield <sashfield@comox.ca>

Subject: Preliminary DAI Traffic and Connectivity letter for 2123 Hector Road

CAUTION: External Email

Good morning Trevor,
Please find attached the DAI letter, per your request. Let me now if you have any questions.

Sincerely,
Regina

Regina Bozerocka

Planner II



Development Services Department

250 331 6462 rbozerocka@comox.ca

250 339 2202

Town of Comox

1809 Beaufort Avenue, Comox B.C. V9M 1R9

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

From: Trevor Dickie <trevor.dickie@broadstreet.ca>

Sent: February 27, 2023 2:56 PM

To: Marvin Kamenz <mkamenz@comox.ca>

Cc: Regina Bozerocka <rbozerocka@comox.ca>; Rachel Ricard <rachel.ricard@seymourpacific.ca>; Carter Ruff <carter.ruff@seymourpacific.ca>; Shelley Ashfield <sashfield@comox.ca>

Subject: Preliminary Request for Traffic Engineering Study

Marvin

Following up on our meeting this afternoon, please accept this email as our Preliminary Request to Complete the Traffic Engineering Study. I presume this is analogous the process that I am more familiar with where we engage a Transportation Engineer and they receive the terms of reference for the Traffic Impact Assessment (TIA) from the city's Engineering Department. Please advise in the letter if the "Term of Reference" step will still be required.

To assist in providing direction on the TIA, I have attached the concept plan showing the two proposed access points to Aspen Road that are designed to connect to the existing intersections at Neptune Way and Grumman Place.

Let me know if you require any additional information to complete the above noted letter.

Regards

Trevor Dickie

Vice President of Real Estate Development

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SEYMOUR PACIFIC DEVELOPMENTS LTD.

100 St. Ann's Rd, Campbell River, BC V9W 4C4

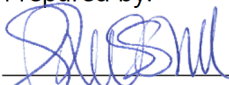

T. 250.850.3370 | **C.** 778.348.2779

W. www.broadstreet.ca | www.seymourpacific.ca



REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	1810-01 / 0340-50
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	April 27, 2023
SUBJECT:	Sale of Advertising Policy		

Prepared by:  Shelly Russwurm, DCS	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
---	----------------------	---	---

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Policy No. ADM-006 (Banner Installation) be repealed.
2. That the Sale of Advertising Policy No. CCL-074, included in the May 3, 2023 Regular Council Meeting report from the Director of Corporate Services, titled "Sale of Advertising Policy", be Adopted.
3. That Comox Fees and Charges Bylaw No. 2016, 2023 be given First Reading.
4. That Comox Fees and Charges Bylaw No. 2016, 2023 be given Second Reading.
5. That Comox Fees and Charges Bylaw No. 2016, 2023 be given Third Reading.

PURPOSE

- To provide a proposed framework for advertising opportunities on Town property that is consistent with the Town's vision, protects the Town's reputation and is able to respond quickly to new advertising proposals.
- To recommend that Council adopt a Municipal Advertising Policy and update the Fees and Charges Bylaw with municipal advertising fees.

BACKGROUND

The Town's Banner Station located on Comox Avenue at the entrance to the Town was installed to allow organizations the opportunity to hang banners bringing attention to certain community

related activities. Policy No. ADM-006 (Banner Installation) identifies the permitted activities, which are:

- a) fund raising,
- b) art/festivals,
- c) community awareness/educational,
- d) civic, and
- e) other, as approved by Council.

The Town regularly receives requests to hang banners from commercial businesses, which are not permitted by the existing Banner Installation Policy No. ADM-006. Replacing the existing policy with a new, broader “Sale of Advertising Policy” that allows the leasing or granting of Town property to third-party businesses and organizations has a number of advantages that will benefit both the Town and third-parties. The Town benefits through additional revenue and third-parties benefit through increased awareness of products, services, events or causes.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The existing Banner Installation Policy No. ADM-006 excludes business from being eligible to hang a banner and would need to be replaced with a broader “Sale of Advertising Policy”. The proposed Sale of Advertising Policy would allow advertising on a number of Town facilities, including:

- (a) the Town Banner Station,
- (b) digital signage on the Marine Services Building,
- (c) digital advertising at the Comox Community Centre,
- (d) physical wall or cabinet display space at the Comox Community Centre, and
- (e) a Community Links page on the Town Website located at comox.ca.

The proposed Policy requires that advertising meet specific conditions, such as:

- (a) shall be consistent with the Town of Comox’s vision,
- (b) shall not reflect negatively on the Town’s public image,
- (c) shall not relate directly to any product or service provided by the Town, and
- (d) shall not include information that is of a political or religious nature.

The proposed Policy also prohibits certain types of advertising, such as:

- (a) pornography;
- (b) alcohol, cannabis or tobacco; or
- (c) weapons and other life-threatening products or services.

As the existing Fees and Charges Bylaw No. 2012, 2023 does not include fees for advertising it is proposed that it be updated with one that includes additional fees for installing banners as well as for the placement of a community link on the Town’s website. It is also proposed that fees be waived for registered provincial or federal non-profit societies.

b. Financial

Allowing third-party advertising on Town property can help to reduce the Town's reliance on property taxes for funding municipal services. Currently, the Town only allows limited advertising through a single service provider through the Community Centre.

The cost to implement a municipal advertising program is minimal, related to advertising costs, additional digital advertising infrastructure (screens, programs) and possibly an additional banner station or a multi-banner station, if Council wishes to expand the Banner Station opportunities.

In terms of additional revenue, estimated fees include:

Advertising Space	Proposed Cost
Banner Station	Daily/weekly fee
Marine Services Building	By agreement with Town
Community Centre	By agreement with Town
Community Links Webpage	Monthly fee

c. Public Relations

A press release will be issued, as well as information will be posted on the Town's Web site and social media channels regarding additional advertising opportunities on Town property. As well, the press release and information will discuss the reasoning behind the Town's change in advertising strategy and what the community can expect to see in terms of commercial advertising on Town


ALTERNATIVES TO THE RECOMMENDATIONS AND GOVERNANCE CONSIDERATIONS

Council may wish to only implement some of the advertising opportunities presented in the proposed Municipal Advertising Policy. If this is the case, it would be best to direct Administration to remove particular opportunities from the framework and bring back revised documents for Council consideration.

Question: Is it common for municipalities to sell advertising opportunities?

Answer: Yes, many of the larger municipalities sell advertising on municipal infrastructure, generating revenue in the multi-hundred of thousands.

ATTACHED: *Draft CCL-074 – Sale of Advertising Policy*
 Draft Fees and Charges Bylaw No. 2016, 2023

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: COUNCIL	Number: CCL-074	Office of Primary Responsibility: CORPORATE SERVICES
SALE OF ADVERTISING		
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted:	Date Last Amended:	Date to be Reviewed:
Manner Issued: Internal Memo		

1 PURPOSE

- 1.01 To establish parameters for advertising on Town property in a way that will safeguard the Town's assets, priorities and reputation while creating an environment that encourages increased revenue generation through the sale of advertising.

2 POLICY STATEMENT

- 2.01 The sale of advertising on Town property supports the generation of non-tax revenue for Town services that benefit residents and businesses in Comox.
- 2.02 Advertising on Town property allows businesses and organizations to promote events or occasions that have a direct and substantial community benefit to Comox businesses and residents.
- 2.03 The placement of an advertisement on Town property does not represent any partnership between the Town and the advertiser, or imply the Town's endorsement of any product, service, company or message contained in the advertisement.

3 DEFINITIONS

- 3.01 **Advertising** the lease or granting of Town property to a third-party for the purpose of promoting a product, service, event or cause.
- 3.02 **Advertising Space** includes the following:
- (a) The Town Banner Station,
 - (b) Digital signage on the Marine Services Building,
 - (c) Digital advertising at the Comox Community Centre,
 - (d) Physical wall or cabinet display space at the Comox Community Centre, and
 - (e) The Community Links page on the Town Website located at comox.ca.
- 3.03 **Town** means the Town of Comox.

3.04 **Town Banner Station** means the banner station located at the entrance to the Town on Comox Avenue.

4 SCOPE

4.01 This Policy applies to all Advertising located on Advertising Space within Town.

4.02 This Policy does not apply to

- (a) any Advertising published by the Town,
- (b) any pre-existing Advertising authorized by the Town, or
- (c) signage authorized in accordance with the Town of Comox Sign Bylaw No. 1197, 1995.

5 POLICY

5.01 Placement of Advertising shall be limited to Advertising Space only.

5.02 Advertising shall meet the following provisions:

- (a) shall be consistent with the Town of Comox's vision,
- (b) shall not reflect negatively on the Town's public image,
- (c) shall not relate directly to any product or service provided by the Town, and
- (d) shall not include information that is of a political or religious nature.

5.03 The Town shall not sell Advertising Space to, or enter into any Advertising agreements with, a company or organization whose business or service is related to:

- (a) pornography;
- (b) alcohol, cannabis or tobacco; or
- (c) weapons and other life-threatening products or services.

5.04 The Town shall not sell Advertising Space to, or enter into any Advertising agreements with, a company or organization with whom the Town is in, or is entering into, litigation.

5.05 Advertising shall adhere to the Canadian Code of Advertising Standards and must comply with federal and provincial statutes, and municipal bylaws and policies.

5.06 The Town shall give preference for advertising of local products, services, events or causes.

5.07 The Town shall have the right to terminate all Advertising should conditions arise that makes it no longer in the best interest of the Town.

5.08 the Town shall not be responsible for any loss of business as a result of

- (a) any changes it may make to this Policy, or
- (b) the termination of any Advertising.

5.09 Advertising proposals not meeting the provisions of this Policy require Council approval.

- 5.10 In the event of an emergency, the Town shall have the right to suspend all Advertising and use Advertising Space for emergency purposes only.
- 5.11 Fees for the sale of Advertising Space shall be established in accordance with the Comox Fees and Charges Bylaw. Fees for the lease or granting of Advertising Space shall be established by agreement with individual businesses and organizations.
- 5.12 The granting of all Advertising Space except banner installations shall be established by agreement with individual businesses and organizations.

6 PROCEDURES

- 6.01 The Corporate Services Department shall determine the prescribed form of application for Advertising proposals.
- 6.02 Applications for Advertising Space received by the Town shall be reviewed by the Corporate Services Department, using the following criteria:
- (a) for space on the Town Banner Station, digital advertising and cabinet display space at the Comox Community Centre, on a first come-first served basis.
 - (b) for digital signage on the Marine Services Building, through agreement with the Town.
 - (c) for links located on the Town Website, as per the guidelines in sections 5.02 and 5.03.
- 6.03 Approved Banner Station applications shall be installed and removed by the Town of Comox or contractor hired by the Town of Comox only, and shall be delivered to the Town at least five business days prior to installation.
- 6.04 Town staff may, at their discretion, choose to bring any advertising proposals to Town Council for their consideration if staff determines circumstances warrant Council's approval before proceeding.
- 6.05 In approving Advertising proposals, staff will be guided by the principles embodied in the Canadian Code of Advertising Standards.

7 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

- 7.01 Town of Comox Sign Bylaw No. 1197, 1995
- 7.02 Town of Comox Fees and Charges Bylaw No. 2016, 2023
- 7.03 Town of Comox Banner Station Application and Specifications Form

Amendment Date	Section Amended or Description of Amendment	Resolution Number

THE TOWN OF COMOX

BYLAW 2016

**A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE STATUTORY FEES
AND CHARGES FOR SERVICES CARRIED OUT BY THE TOWN OF COMOX**

WHEREAS under Section 194 of the Community Charter, a Council may, by bylaw, impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

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

1. Title

- (1) This bylaw may be cited for all purposes as the "Comox Fees and Charges Bylaw No. 2012, 2023".

2. Fees and Charges

Fees charged by the Town of Comox for applications received, services rendered and goods supplied shall be in accordance with the requirements of Schedule A, attached hereto and forming part of this bylaw.

3. Repeal

Comox Fees and Charges Bylaw No. 2012, 2023 is hereby repealed.

4. Adoption

READ a FIRST time this _____ day of _____, 2023

READ a SECOND time this _____ day of _____, 2023

READ a THIRD time this _____ day of _____, 2023

ADOPTED this _____ day of _____, 2023




MAYOR

CORPORATE OFFICER

SCHEDULE “A”

TOWN OF COMOX SCHEDULE OF FEES AND CHARGES	
Description	Fee or Charge
General Photocopying	\$0.55 per page plus GST
Copy of Tax notice or Assessment information	
- current or previous year	\$5.50 per folio per year
- other than current or previous year	\$16.50 per folio per year
Tax Account Status	\$16.50
Mortgage Company Listings	\$10 per folio
Mortgage Company Refunds	\$5 per folio
Title Search/Registry Search (only in conjunction with building permit application)	\$15 per search
Collection Agency Fee	30% of items sent to collections
Freedom of Information Requests	\$10 – non-refundable
Maps	
- Zoning/OCP (full size)	\$22.00 colour
- all others (full size)	\$22.00 colour plus GST
- custom maps	\$22.00 plus \$60.00/hour plus GST (\$50.00 min)
Official Community Plan Bylaw	\$38.50
Zoning Bylaw	\$27.50
Building Bylaw	\$22.00 plus GST
Subdivision Bylaw	\$27.50 plus GST
Subdivision Specifications	\$38.50 plus GST
Building Permit Reports	
- One month report	\$11.00 plus GST
- Monthly reports	\$110.00 per year plus GST
- Weekly reports	\$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request	
- Up to Tabloid size	\$0.55 per plan plus GST
- Greater than Tabloid size	\$11.00 plus \$5.00 per copy plus GST
Application for Boundary Extension	\$1,100.00 per application
Non-Sufficient Funds Cheque	\$20.00 per cheque
Copies of Development and/or Building Permits	
- Up to Tabloid size	\$22.00 plus GST plus
- Greater than Tabloid size	\$0.55 per page plus GST
	\$10.50 plus \$5.00 each plus GST
Comfort Letters	\$110.00 per parcel
Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST
Entertainment Permit	
- Four month period	\$55.00
- Full year	\$110.00
Banner Station Advertising:	
- Registered provincial or federal non-profit society	\$0
- Other	\$50 per day or \$300 per week
Banner Station Installation/Removal	\$100 for both
Community Link on Town Website:	
- Registered provincial or federal non-profit society	\$0
- Other	\$100 per month

To: Mayor and Council	File: DVP 23-3
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: May 3, 2023
Subject: Development Variance Permit Application: DVP 23-3 Variance to permit a single-family dwelling at 2028 Beach Drive	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Development Variance Permit DVP 23-3 for 2028 Beach Drive be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the May 3, 2023 Planning Report on DVP 23-3.

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 to permit a new single-family dwelling.

The applicant's submission is contained in Attachment 1.

REPORT SUMMARY

Subject Property:

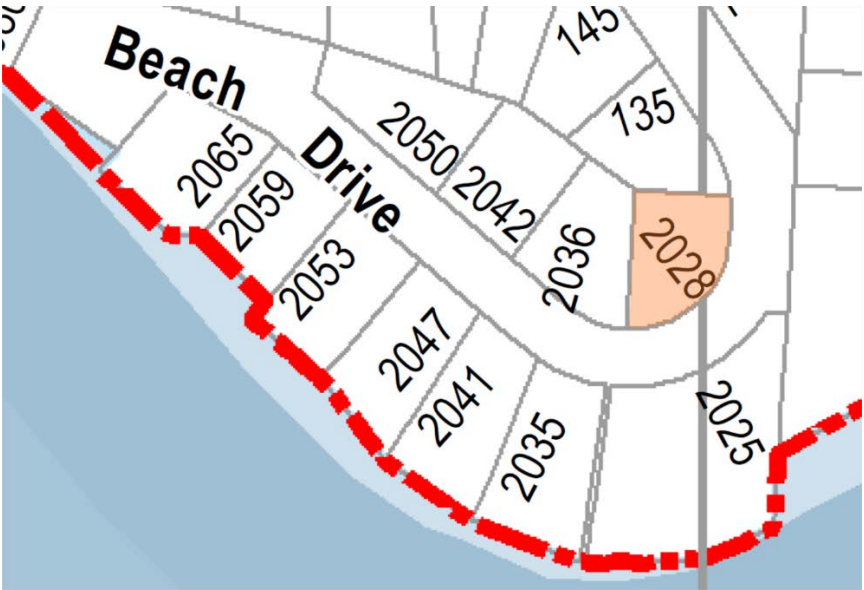
2028 Beach Drive

Property Size: 745 m²

Property Contains: One existing single-family dwelling (removal proposed)

Legal Address: AMENDED LOT 9, (DD 78468W) SECTION 1, COMOX DISTRICT, PLAN 18100

Surrounding Land Uses: Single-family development on all sides



Key Issues:

Lot Shape	Irregular, pie-shape lot which, under the existing zone, has an abnormally large front setback and no real rear yard.
Grading	Subject property is a view property with significant grade change from north downhill to the south with the level area limited to the north portion of the lot.
Existing Variance	A Board of Variance decision dated June 1971 addressed these issues and designated the west lot line as the rear lot line and reduced the front setback to permit the existing single-family dwelling.
Proposed SFD	The proposed single-family dwelling is larger than the existing dwelling and shifted to the west and south.

Council Decision

To grant or deny a development variance permit to allow construction of the proposed SFD in accordance with Attachment 1.

Decision options	Implications
Recommended	
1. Council grants the Development Variance Permit subject to Schedule 1 conditions	Will permit construction of the proposed single-family dwelling in general compliance with the applicant's development drawings.
2. Council grants the Development Variance Permit with additional conditions	If additional concerns are raised, they may be addressed with additional conditions on the permit.
3. Council denies the DVP	Applicant would be required to re-design the home to fit within existing zoning regulations.

STRATEGIC PLAN LINKAGE

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

BACKGROUND

Notification

Notification of Council's intent to consider DVP 23-3 at the May 3, 2023 Regular Council Meeting was mailed to abutting properties owners and tenants.

Correspondence received in advance of the May 3, 2023 RCM will be distributed to Council prior to commencement of the RCM.

OCP IMPLICATIONS

Official Community Plan Land Use Designation: Residential: Detached

Compliance: Development in compliance.

Development Permit Areas

DPA #17 Coach House

DPA #18 Secondary Suites

Development Exempt from DPA?

Exempt under section 3.17.4(B)

Exempt under section 3.18.4(A)

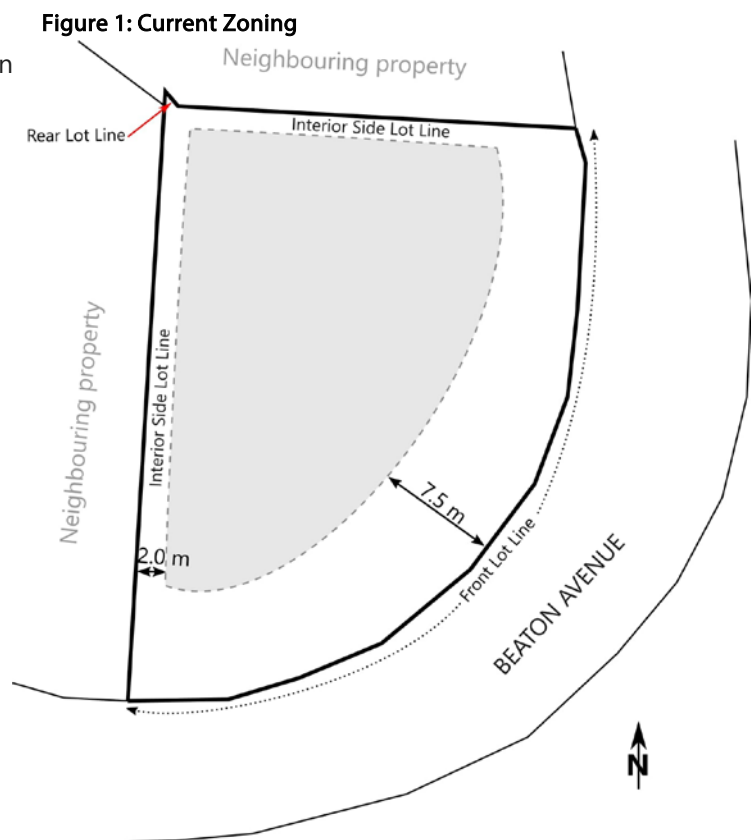
ZONING IMPLICATIONS

Zoning: R1.1 Single-Family

Variance request: Change lot line designations and setbacks to permit a new larger single-family dwelling.

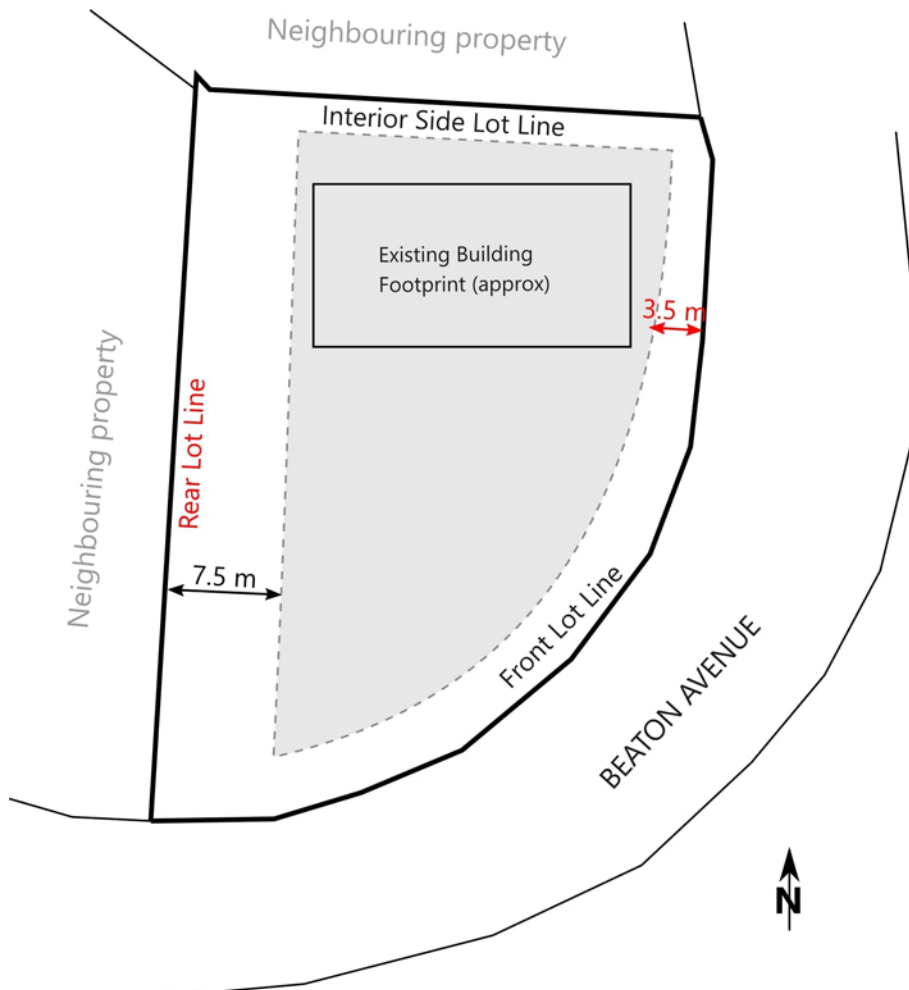
Discussion:

The subject property is an atypical pie shape with a notch in the northwest corner and steep grades which slope downward from north to south. Once lot line definitions and setbacks in the zoning bylaw are applied, the building area becomes difficult to work with for traditional house design as shown in Figure 1.



In 1971, a Board of Variance decision defined the west lot line as the rear lot line and reduced the front setback to permit construction of the existing single-family dwelling unit as shown below (granted variances shown in red):

Figure 2: Board of Variance decision

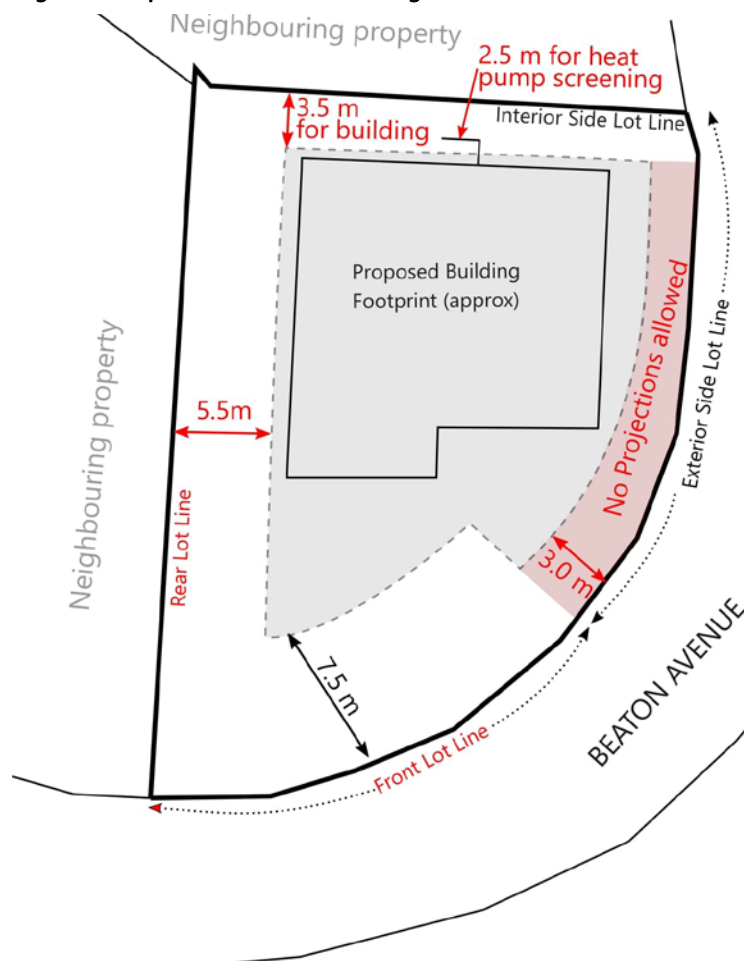


The proposed dwelling as shown in Attachment 1 is larger than the existing dwelling and shifted to the west and south. The **variances as requested by the applicant** propose to amend the lot line definitions and setbacks to define a buildable area that will fit the dwelling as follows:

1. Front lot line: a lot line common with a street extending from the southwest property corner to point 22.8 m to the east along the arc of the front lot line.
2. Rear lot line: the lot line perpendicular to the front lot line.
3. Rear setback shall be not less than 5.5 m.
4. Exterior side setback shall not be less than 3.0 m.

The following discussion is in relation to if the variances as requested by the applicant are approved **subject to the Schedule 1 Conditions.**

Figure 3: Proposed Variances including Schedule 1 Conditions



The proposed variance with Schedule 1 conditions would create a building envelope on the lot that fits the proposed building as shown in Attachment 1. Figure 3 illustrates the proposed buildable area and building footprint if the variance is adopted in accordance with Schedule 1 conditions. All varied requirements are shown in red. In general, buildings change slightly as construction progresses. Over time, additional changes may also be added by current or future owners. As such, it is important to leave leeway in the proposed setbacks for any changes. The proposed front and exterior side setbacks have such

leeway built-in given that any additions or movement of the building in these directions is unlikely to have an impact on neighbours. The proposed rear and interior side setbacks have been left with minimal leeway as additions or movement of the building in these directions would have a greater impact on neighbours (i.e. views and proximity to a building). In addition, Schedule 1 conditions specify only general compliance with Attachment 1 drawings to allow for slight modifications to the building. To further reduce any potential neighbourhood impacts, the following conditions are also proposed:

1. limit building element projections into the proposed exterior side setback;
2. increase the interior side setback from 2.0 to 3.5 m for principal buildings and 2.5 m for heat pump screening; and,
3. reduce the maximum height allowance from 9.0 m to 6.5 m above average grade.

MK/ET

Schedules: 1. Development Variance Permit Conditions

Attachments:

1. Applicant's Submission

SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) This development variance permit is to permit construction of a single-family dwelling unit in general compliance with drawings in Attachment 1;
- (2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850,
 - i. Section 3.2 Definitions

From:

Front Lot Line

A lot line common to a parcel and a street other than a lane. Where a parcel abuts two or more streets, only the street with the shortest length along the parcel shall be used to determine front lot lines. Where a parcel does not abut a street, lot lines from which common vehicle access is provided shall be deemed to be common to a street. Notwithstanding the above, for parcels next to the sea, front lot line is defined as a lot line next to the sea.

Rear Lot Line

The lot line farthest from and opposite to the front lot lines.

To:

Front Lot Line

A lot line common with a street extending from the southwest property corner to point 22.8 m to the east along the arc of the lot line common with a street.

Rear Lot Line

The west lot line.

ii. Section 5.12(3)

From:

In all zones other than the R1.4, R2.3, R3.4, R3.5, R3.6, R3.7, R3.8, R5.1, I2.1, CD16, CD23, CD24, CD27, CD28, CD29, CD30; Area B of the CD 13 zone, as shown in Appendix A1; and Area A of the CD26 zone, as shown in Appendix "W", awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, sunshades or steps may project up to 1.75 metres into a required front, rear or exterior side setback and up to 0.6 metres into a required interior side setback.

To:

Excluding portions of a lot where the minimum required exterior side setback is 3.0 metres, in all zones other than the R1.4, R2.3, R3.4, R3.5, R3.6, R3.7, R3.8, R5.1, I2.1, CD16, CD23, CD24, CD27, CD28, CD29, CD30; Area B of the CD 13 zone, as shown in Appendix A1; and Area A of the CD26 zone, as shown in Appendix "W", awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, sunshades or steps may project up to 1.75 metres into a required front, rear or exterior side setback and up to 0.6 metres into a required interior side setback.

iii. Schedule A,

1. Section 101.8 Height and Stories

From:

Height shall not exceed 9.0 metres.

To:

Height shall not exceed 6.5 metres.

2. Section 101.9(1) Required Setbacks

From:

(1) Rear

Rear setback shall not be less than 7.5 metres.

To:

(1) Rear

Rear setback shall not be less than 5.5 metres.

3. Section 101.9(3)

From:

(1) Side - interior

Interior side setback shall not be less than 2.0 m.

To:

(1) Side - interior

Excluding heat pump screening attached to a principal building, interior side setback shall not be less than 3.5 m.

For heat pump screening attached to a principal building, interior side setback shall not be less than 2.5 m.

4. Section 101.9(4)

From:

(1) Side - exterior

Exterior side setback shall not be less than 3.5 metres.

To:

(1) Side - exterior

Exterior side setback shall not be less than 3.0 metres.

ATTACHMENT 1

APPLICANT'S SUBMISSION

STAFF REPORT TO – MAYOR AND COUNCIL

DVP 23-3 2028 BEACH DRIVE

U:\Dev App\2023\DVP\DVP 23-3 - 2028 Beach Drive\Report

APRIL 11, 2023

Town of Comox
Development Services Department
1809 Beaufort Avenue, Comox B.C. V9M 1R9

RE: SETBACK VARIANCE APPLICATION FOR 2028 BEACH DRIVE, COMOX BC

I am applying for a setback variance on behalf of our clients Kim Cole and Guido Seng, owners of the property located at 2028 Beach Drive. Specifically, we are requesting a relaxation of the front yard setback to facilitate construction of a new single-family residence. As will be explained below, the hardship that we hope to address with this variance derives from the unusual shape and sloping topography of the lot, combined with the setback requirements of the R1.1 Zone



Figure 1. View of existing residence from Beach Drive



Figure 2. View of proposed residence

The proposal.

Our clients wish to move the existing dwelling off-site and construct a new 3 bedroom home with a 1-car garage and 118.2m² of living space on the upper level, and 118.2m² of living/storage space on the lower level. The home will be built to BC STEP Code Level 3 with an energy-efficient building envelope, passive solar design, high-efficiency windows and heat-recovery ventilation. It will also have provision for photovoltaic panels tied with the Hydro grid and a charging station for electric vehicles.

Variance request.

We request that the building setbacks as described in Section 101.9 of the Town of Comox Zoning Bylaw 1850 be varied to match the setbacks in the proposed site plan, in order to permit the proposed home to be located near the top of the lot and closer to Beach Drive than the bylaw allows. The current home on the lot is in a similar location and successfully obtained a variance for this at the time of construction in 1971.

Specifically, we request the following changes:

1. Change of definition**From:**

Front Lot Line

A lot line common to a parcel and a street other than a lane. Where a parcel abuts two or more streets, only the street with the shortest length along the parcel shall be used to determine front lot lines. Where a parcel does not abut a street, lot lines from which common vehicle access is provided shall be deemed to be common to a street. Notwithstanding the above, for parcels next to the sea, front lot line is defined as a lot line next to the sea.

Rear Lot Line

The lot line farthest from and opposite to the front lot lines.

To:

Front Lot Line

A lot line common with a street extending from the southwest property corner to point 22.8 m to the east along the arc of the lot line common with a street.

Rear Lot Line

The lot line perpendicular to the front lot line.

2. Variance request Section 101.9(1)**From:**

(1) Rear

Rear setback shall not be less than 7.5 metres.

To:

(1) Rear

Rear setback shall not be less than 5.5 metres.

3. Variance request Section 101.9(3)**From:**

(1) Side - exterior

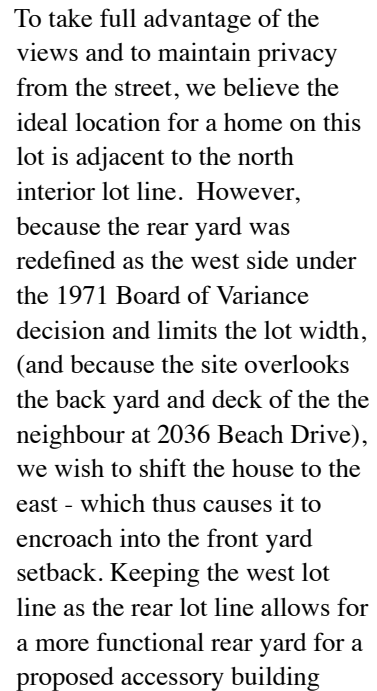
Exterior side setback shall not be less than 3.5 metres.

To:

(1) Side - exterior

Exterior side setback shall not be less than 3.0 metres.

The subject property is located on the inside of a sweeping turn on Beach Drive. As a result of the curve, unlike most other properties with clearly defined front, side and rear setbacks, this property has a 7.5m front yard setback that effectively wraps around the lot on the east and south sides, while the rear yard is non-existent under existing lot line definitions in the zoning bylaw.



Other locations for the new home on the lot were explored, but the fact that the buildable area within the confines of the setbacks tapers to a point at the south end, and that the lot slopes steeply down from north to south in the lower one third, made it difficult to fit a rectangular plan and made it more difficult to take advantage of the lot's special attributes.

The proposed location position leaves a large part of the site undisturbed and open, maintaining the park-like feel of Beach Drive. The large hedge at the north side blocks the view of the house from the uphill neighbours and the street to the north, and allows the new house to “tuck in”, to be less prominent than if it were further down the slope.

When setback regulations that are clearly intended for “average”, rectangular, non-sloped lots are applied to lots such as 2028 Beach Drive they create challenges for house placement, especially when there are unique values such as views and solar access that need to be developed to their full potential. In this case, the builders of the original home placed it where it made most sense.

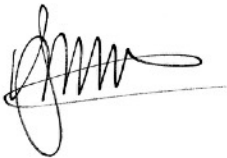
We wish to replace that home with a new dwelling in the same general location, and are reducing the original setback relaxation by situating it slightly further from the property line. Nonetheless, the proposed design encroaches approximately 3.4m into the front yard setback and for this we are requesting a variance. All other bylaw requirements for setbacks, parking, height, site coverage, etc. are met by the proposed design.

During the design phase, we made a visit to the property immediately to the north and saw that the proposed house is prominent in the view from their kitchen and deck. As a result we modified the initial roof design to take .8m from the height, in order to limit the encroachment into their view of the water. Similarly, by maintaining a larger setback on the west side of the lot, the privacy of the lower Beach Drive neighbour is protected.

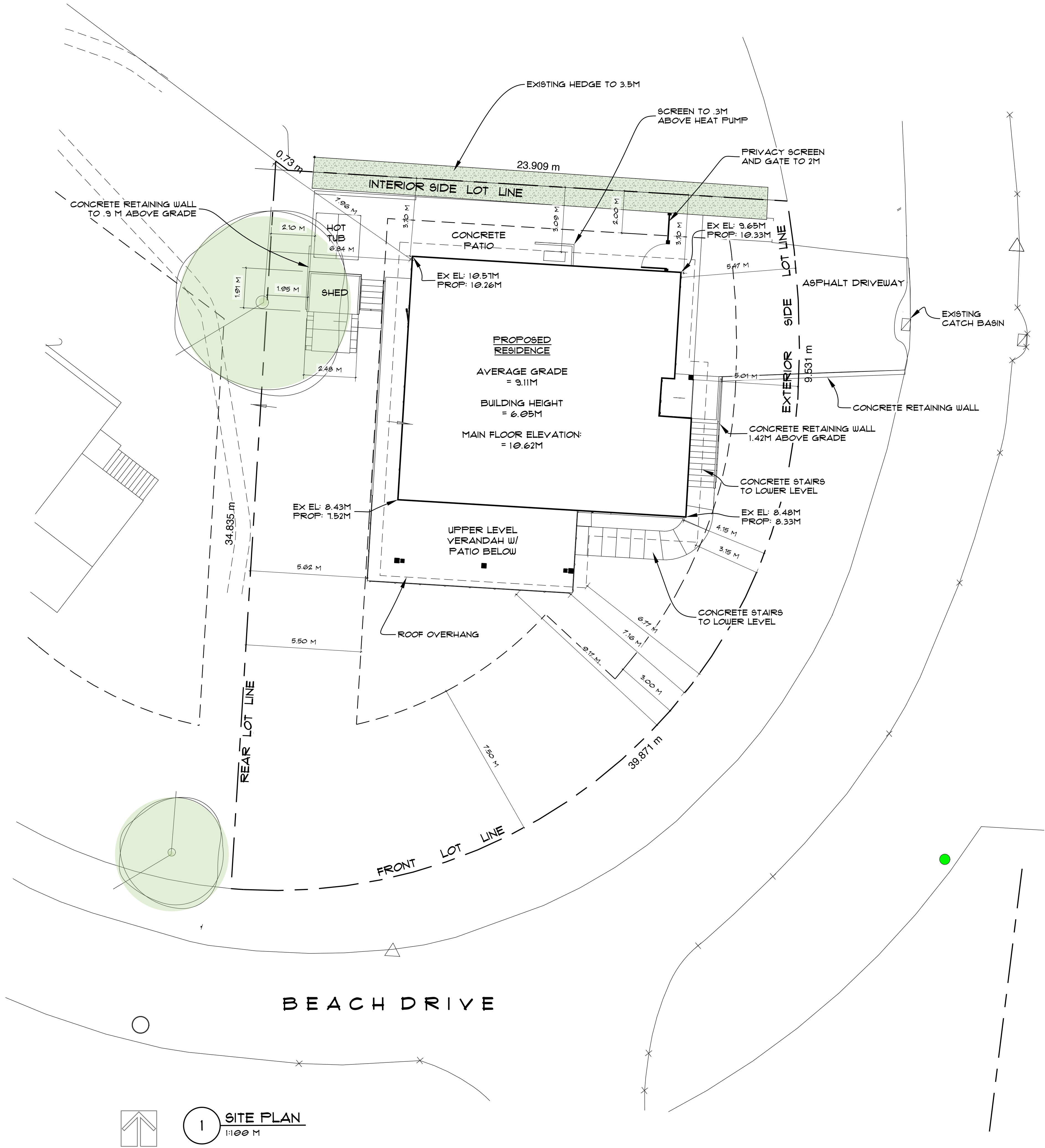
With the exception of the owners of this home immediately to the west of the property (who are out of the country) the neighbours who would be affected by the variance have been informed in person of our request and expressed no opposition.

We hope you will find agreement with our analysis of the situation and thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Gower', with a stylized, wavy line extending from the end.

John Gower
John Gower Design
Agent for Kim Cole and Guido Seng



CONTENTS	
A1	SITE PLAN, PROJECT DATA
A2	SOUTH AND EAST ELEVATIONS
A3	NORTH & WEST ELEVATION

PROJECT DATA	
SITE ADDRESS:	2028 BEACH DRIVE, COMOX BC
LEGAL DESCRIPTION:	LOT 9, PLAN V18100, SECTION 1, COMOX LAND DISTRICT
ZONING & USE:	R1.1 RESIDENTIAL
PID:	003-891-011
SITE AREA:	0.0743 HA (0.184 ACRES)
FRONTAGE:	49.4 M
AREA:	PROPOSED 118.26M ² (MAIN FLOOR) 118.26M ² (LOWER FLOOR) 33.1M ² (GARAGE) 53.14M ² (DECKS) TOTAL AREA 322.1M ² (0.09F)
LOT COVERAGE:	211.86M ² (28.5%)
AVERAGE GRADE:	9.11M GEODETIC
BUILDING HEIGHT:	6.02M (MAX ALLOWED 9.0M)
MINIMUM SETBACKS:	FRONT: 1.5M REAR: 5.5M INTERIOR SIDE: 2.0M EXTERIOR SIDE: 3.0M
PROPOSED SETBACKS:	FRONT: 9.11M REAR: 5.62M INTERIOR SIDE: 3.1M EXTERIOR SIDE: 4.15M TO HOUSE, 3.15M TO ROOF OVERHANG

1 SITE PLAN
1:100 M

REVISIONS:

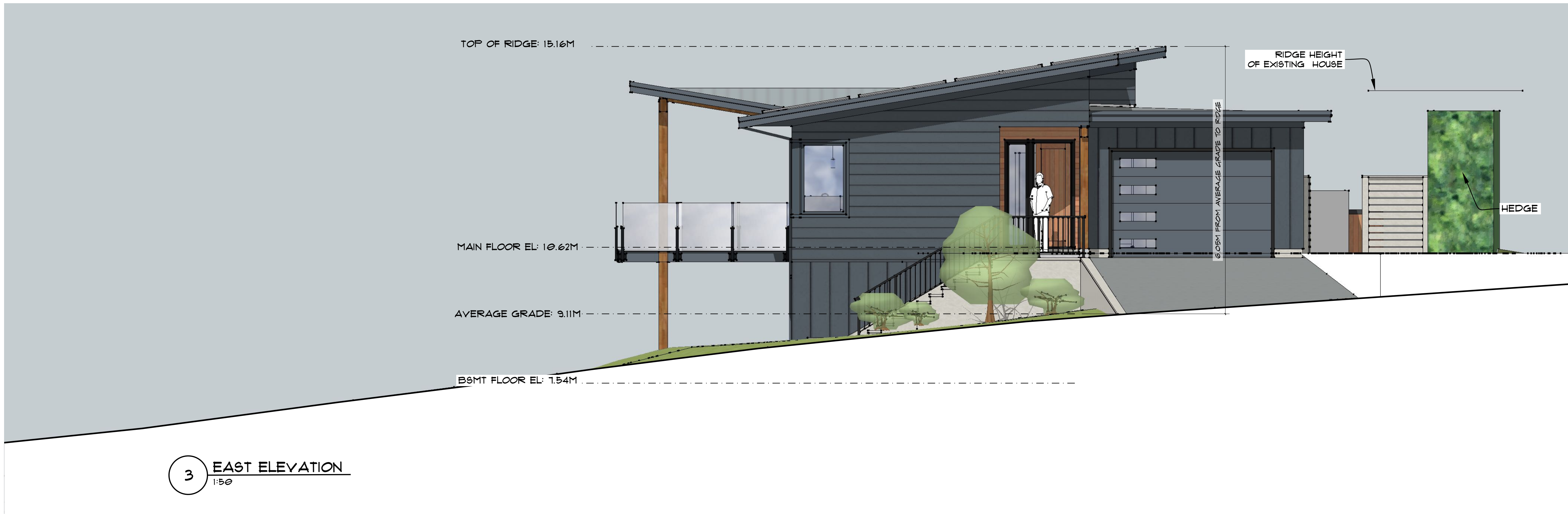
COLE / SENG RESIDENCE
2028 BEACH DRIVE, COMOX BC

#212-2459, COURBINS AVE.
COURTENAY BC
V9N 3N6
T: 250.871.8765
TF: 1.877.366.2502
DESIGN@GOVERDESIGNGROUP.COM



SCALE:	AS NOTED
DATE:	WINTER 22/23
DRAWN:	JGG
CHECKED:	JGG
ISSUED:	APRIL 11, 2023
REFERENCE:	FOR DEV. VARIANCE
JOB NO:	
DRAWING NUMBER	A-1

NOTE: ALL DESIGN MATERIAL, INCLUDING DRAWINGS, MODELS, RELATED DOCUMENTS, ETC., REMAINS THE COPYRIGHTED PROPERTY OF JOHN GOWER DESIGN AND IS NOT TO BE REPRODUCED IN ANY MANNER WITHOUT PRIOR APPROVAL.



REVISIONS:

COLE / SENG RESIDENCE
2028 BEACH DRIVE, COMOX BC

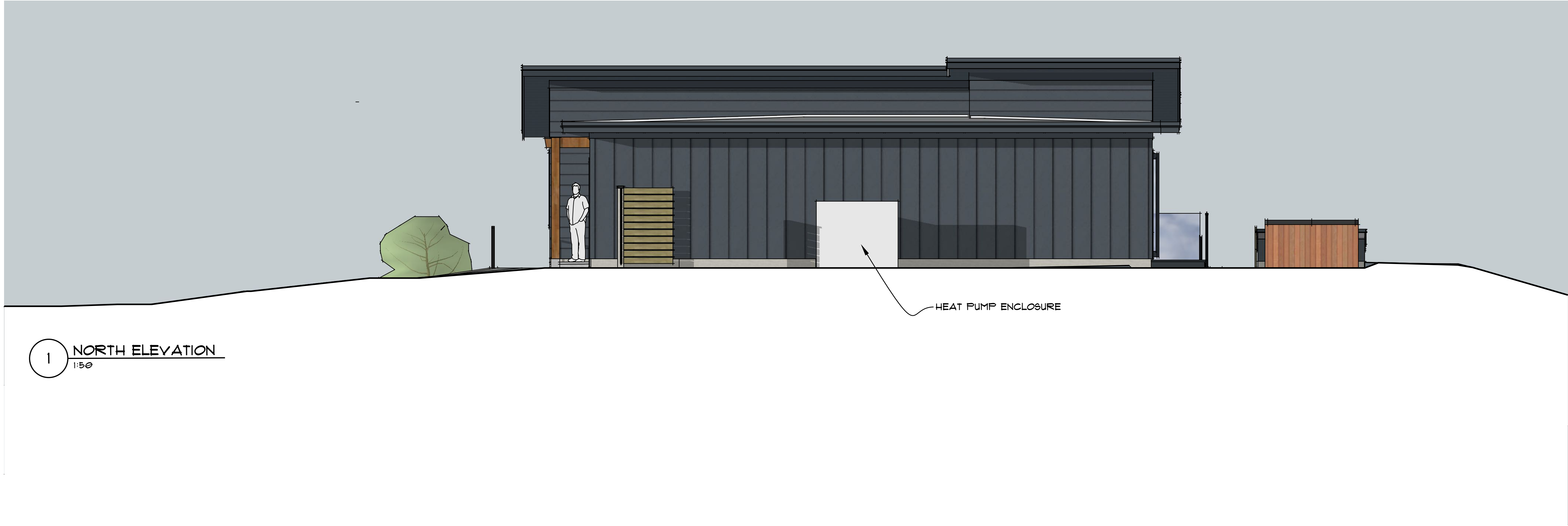
#212-2459, COUSINS AVE.
COURTENAY BC
V9N 3N6
T: 250 811 8165
TF: 1 811 366 2502
DESIGN@GOVERDESIGNGROUP.COM



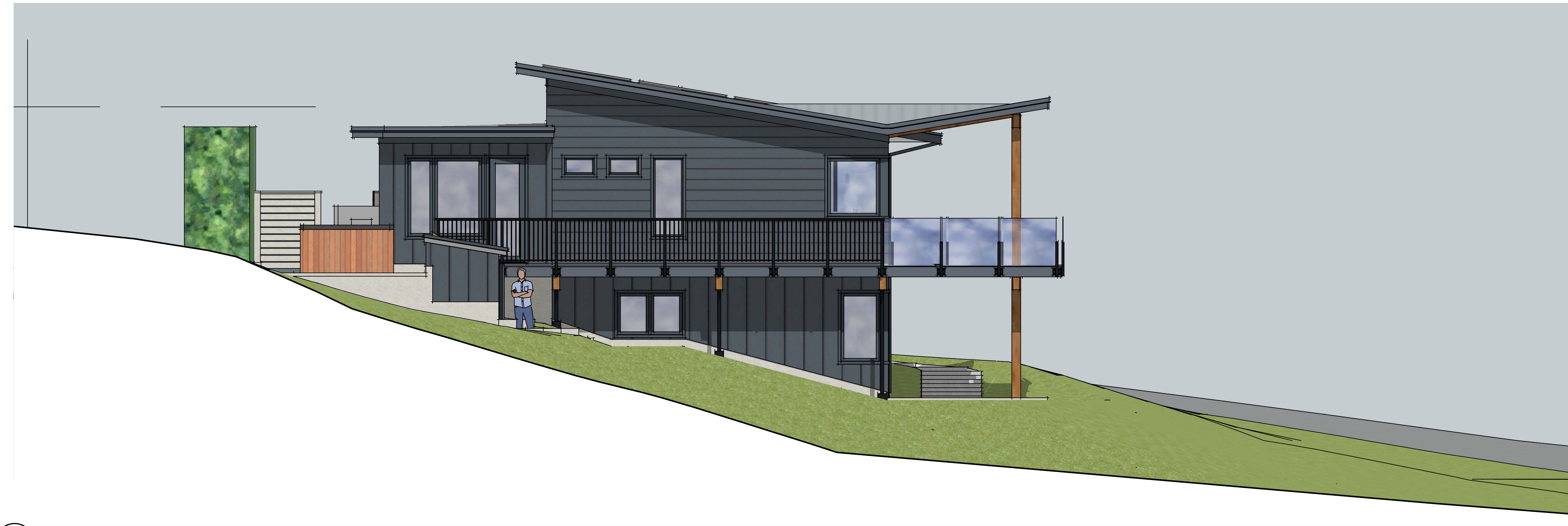
john gower design

SCALE: AS NOTED
DATE: WINTER 22/23
DRAWN: JGG
CHECKED: JGG
ISSUED: APRIL 11, 2023
REFERENCE: FOR DEV. VARIANCE
JOB NO:
DRAWING NUMBER: A-2

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1 NORTH ELEVATION
1:50



4 WEST ELEVATION
1:50

REVISIONS:

COLE / SENG RESIDENCE
2028 BEACH DRIVE, COMOX BC

#212-2459, COUSINS AVE.
COURTENAY BC
V9N 3N6
T: 250 811 8165
TF: 1 811 366 2502
DESIGN@GOVERDESIGNGROUP.COM



john gower design

SCALE: AS NOTED
DATE: WINTER 22/23
DRAWN: JGG
CHECKED: JGG
ISSUED: APRIL 11, 2023
REFERENCE: FOR DEV. VARIANCE
JOB NO:
DRAWING NUMBER: A-3

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1 MAIN FLOOR PLAN
1:50



2 LOWER FLOOR PLAN
1:50

REVISIONS:

COLE / SENG RESIDENCE
2028 BEACH DRIVE, COMOX BC



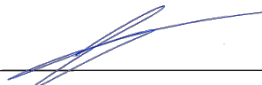
#212-2459, COURTESY AVE.
COURTESY AVE.
V9N 3N6
T: 250 811 8165
TF: 1 811 366 2502
DESIGN@GOVERDESIGNGROUP.COM

john gower design

SCALE:	AS NOTED
DATE:	WINTER 22/23
DRAWN:	JGG
CHECKED:	JGG
ISSUED:	APRIL 11, 2023
REFERENCE:	FOR DEV. VARIANCE
JOB NO:	
DRAWING NUMBER	A-4

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To: Mayor and Council	File: PR 23-9
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: May 3, 2023
Subject: Preliminary Layout Review expiry date extension	

Prepared by:  _____ <i>Elliot Turnbull, Planner II</i>	Supervisor:  _____ Marvin Kamenz, Dir. Devel. Serv.	Financial Approved: _____ <i>Clive Freundlich,</i> <i>Fin. Director</i>	Report Approved:  _____ <i>Jordan Wall, CAO</i>
--	--	--	---

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Town of Comox Subdivision And Development Servicing Amendment Bylaw 2017, (Attachment 1) be given First, Second, and Third Reading.
2. That Comox Planning Procedures Amendment Bylaw 2018, (Attachment 2) be given First, Second, and Third Reading.

PROPOSAL

The proposal is to amend Town of Comox Subdivision and Development Servicing Bylaw, 1261 to extend the timeframe for Preliminary Layout Review (PLR) Letter expiry.¹

REPORT SUMMARY

Area Effected:

Entire Town

Key Issues:

Current Situation

- Applicants have three application pathways with the Town to obtain subdivision approval which allow for registration of proposed lots as legal parcels that can be sold:
- 1. Construct infrastructure servicing works (e.g. road, sewer) according to applicable bylaws and statutes, and apply for subdivision approval (high risk);
 - 2. Apply for a Preliminary Layout Review (PLR) letter which lists conditions, including the preparation of construction drawings for infrastructure servicing works for Town review and construction of the works, that must be satisfied prior to applying for subdivision approval (lower risk, but not suitable for larger/more complex projects). Once an application for PLR is issued, applicants have up to 90 days to meet the conditions listed in the PLR letter and apply for subdivision approval, with an extension allowance, for a total maximum timeframe of 270 days. This timeframe is less than what some other municipalities are currently offering;
- or
- 3. Apply for a Servicing Agreement where the applicant completes all design drawings for infrastructure servicing works, the Town approves the drawings and subdivision approval is given subject to a Servicing Agreement which requires construction of works in accordance with the approved drawings by a set date. Under this pathway the proposed lots are registered as legal parcels that can be sold prior to construction of the infrastructure servicing works (lowest risk, and suitable for larger more complex projects).

¹ In response to a request for changes to extension of PLRs – Council resolved That staff bring forward a proposed amendment to the Subdivision and Development Servicing Bylaw that would extend PLR performance timelines. (Motion No. 2023.123)

Risk to the Town

Once an application for PLR is received, the Local Government Act (LGA) protects the proposed subdivision from newly adopted bylaws that may affect it for a period of one year after the bylaw is adopted (e.g. new servicing standards, increased Development Cost Charges, zoning requirements, etc.) Extending the expiry date for PLR letters would increase the amount of time that an application is protected from bylaw changes under the LGA and reduce the Town's ability to address new issues that raised over time which could cause operational or financial impacts.

Risk to Applicant

Subdivisions are becoming more complex and require significant design and construction requirements to be in a position to apply for subdivision approval. Developers are having difficulty completing all requirements prior to the current PLR expiry deadlines. Extending the expiry deadlines increases surety for subdivision approval and decreases potential costs as the protection from new bylaws discussed above would be extended.

Council Decision

To extend the timeframe for PLR expiry or retain the maximum 270-day period.

Decision options

Implications

Recommended

1. Council gives First, Second, and Third Reading to Bylaws 2017 and 2018



This option would:

1. Implement a 1-year expiry date for completion of PLR conditions by the applicant;
2. Offer two extensions for a total maximum time frame, including the 1-year initial expiry date, of 3 years for completion of PLR conditions at the discretion of the Approving Officer; and,
3. Implement a \$500 application fee for each PLR extension application.

2. Council amends the Bylaw and then proceeds with First, Second and Third Readings



Council amends the bylaws to change the proposed timeframe or fee and then proceeds with First, Second, and Third Reading.

3. Council does not adopt the Bylaws



No changes would occur, and the current situation discussed previously would continue.

ANALYSIS

Current Situation

Applicants who wish to subdivide a property have three application routes with the Town:

Applicant constructs works and applies for subdivision approval:

Applicants have the option to construct all infrastructure servicing works (e.g. road, sewer) in accordance with applicable bylaws and statutes, and apply to the Town for subdivision approval. This option is high risk and requires a significant level of understanding of Town bylaws and Approving Officer practice in relation to statutory discretionary powers: e.g. refuse an application if the Approving Officer considers it is against the public interest, has potential to injuriously affect the established amenities of reasonability adjacent properties, highways are insufficient, drainage inadequate, cost to municipality of providing public utilities or other works or services are insufficient. A developer faces the risk of spending considerable time and money to construct works and having subdivision approval denied.

Applicant applies for a Preliminary Layout Review (PLR) Letter:

A PLR letter lists conditions that must be satisfied and infrastructure servicing works that must be constructed prior to an applicant applying for subdivision approval. PLR letters indicate that upon compliance with the PLR conditions, the development proposal can reasonably expect to receive subdivision approval. As such, this route is lower risk than constructing the infrastructure servicing works and then applying for subdivision approval.

The Town's Subdivision and Development Servicing Bylaw provides for a time period of up to 90 days to meet the conditions listed in the PLR letter and apply for subdivision approval, with an allowance for up to 2 extensions, for a total maximum timeframe of 270 days. Once an application for PLR is received, the Local Government Act (LGA)² protects the developer from newly adopted bylaws that may affect it for a period of one year after the bylaw is adopted (e.g. new servicing standards, increased Development Cost Charges, zoning requirements, etc). The PLR expiry date is intended to offer a level of protection to the Town, to allow it to address new issues that arise over

² Section 511

time. Once a PLR is issued, applicants must complete all design drawings, obtain drawing approval from the Town, construct the works, and complete any other conditions prior to applying for subdivision approval.

PLR letters are becoming less common in larger municipalities given the risk that due to unforeseen issues, changes to infrastructure design, construction or other aspects of the proposed development are required to obtain subdivision approval or for other reasons the developer does not complete the project. Within the Town, they are common for smaller projects.

Applicant applies for a Servicing Agreement

Under a servicing agreement, the applicant completes all design drawings at the start of the process. The Town approves the design and subdivision approval is given, subject to the registration on the titles of the new parcels of a servicing agreement between the Town and developer. The servicing agreement requires developer construction of the infrastructure servicing works in accordance with the approved drawings. Servicing agreements also require financial security which is sacrificed by the applicant if the works are not constructed by the date specified in the agreement. The Town is then able to use the security for completion of the works.

Servicing agreements offer surety to the Town and the developer as the details are reviewed and agreed to in writing upfront, title is raised to the parcels and then construction proceeds in accordance with the written agreement. LGA protection from changes to Town bylaws applies to applications for a servicing agreement for the period between application submission and subdivision approval.

Servicing agreements have become common in larger municipalities. Within the Town, they are increasingly being used for larger projects.

Proposed PLR Expiry Extension

Developers are currently having difficulty completing all conditions in a PLR letter prior to expiry. Some municipalities are offering longer PLR letter expiry periods (Table 1 on next page).

The proposed Bylaws contain a new expiry of one year for the initial PLR, and that a maximum of two extensions may be permitted for a total maximum timeframe including the initial 1-year period, of 3 years along with a \$500 processing fee for each extension. Approval of an extension would be at the discretion of the Approving Officer. This is intended to balance the increasing complexity of modern subdivisions while also addressing the staff time necessary to review extension applications to determine if new issues have arisen (e.g. changes to servicing standards or development cost charges) and their implications, if reasonable progress is being made and if the subdivision is likely to complete.

Table 1: Other Local Government Practice for PLR Expiry

Municipality	Initial PLR Expiry	Possible Extensions	Fee for Extension	Practice or Bylaw
Courtenay	1 year	Single 1-year extension at discretion of Approving Officer	No charge	Staff practice
Campbell River	1 year	Single 1-year extension at discretion of Approving Officer	\$750	Timeline – Staff practice Fee - Bylaw
Nanaimo	1 year	Unlimited 1-year extensions at discretion of Approving Officer	\$500	Timeline – Staff practice Fee - Bylaw

MK/ET

Attachments

1. Town of Comox Subdivision And Development Servicing Amendment Bylaw 2017
2. Comox Planning Procedures Amendment Bylaw 2018

ATTACHMENT 1

Town of Comox Subdivision And Development Servicing Amendment Bylaw

2017

TOWN OF COMOX

BYLAW 2017

A BYLAW TO AMEND TOWN OF COMOX SUBDIVISION AND DEVELOPMENT SERVICING BYLAW, 1261

WHEREAS Council has adopted a Subdivision And Servicing Bylaw and has the authority under the provisions of the *Community Charter* to amend the Subdivision And Development Servicing Bylaw, 1261;

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

1. TITLE

This Bylaw may be cited for all purposes as “Town of Comox Subdivision And Development Servicing Amendment Bylaw 2017”.

2. AMENDMENTS

“Town of Comox Subdivision And Development Servicing Bylaw, 1261” is amended as follows:

(1) Replacing Section 4.7 with the following text:

4.7 A letter issued by the Approving Officer under section 4.5(b)(ii)

(a) is valid for one year from the date of issuance, and

(b) may be renewed not more than twice, upon written application of the Owner and payment of the Preliminary Layout Renewal fee prescribed by Comox Planning Procedures Bylaw 1780, so as to be valid for not more than three 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

ATTACHMENT 2

Comox Planning Procedures Amendment Bylaw

2018

TOWN OF COMOX

BYLAW 2018

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Planning Procedures Bylaw;

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

1. Title

This bylaw may be cited as “Comox Planning Procedures Amendment Bylaw 2018”.

2. Interpretation

- (1) A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time; and
- (2) A reference in this bylaw to any bylaw, policy or form of the Town of Comox is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

3. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

- (1) Adding the following row to Schedule “A”, Table 1. Development Application Fees

	9.2	Subdivision – Preliminary Layout Review Renewal	\$500
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- (2) Comox Planning Procedures Bylaw 1780 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of the bylaw.

4. Adoption

GIVEN FIRST, SECOND AND THIRD readings this day of, 2023

ADOPTED by the Council this day of, , 2023

Mayor

Corporate Officer

TOWN OF COMOX

BYLAW NO. 2019

**A BYLAW OF THE TOWN OF COMOX RESPECTING THE FINANCIAL PLAN FOR
THE FIVE-YEAR PERIOD JANUARY 1, 2023 TO DECEMBER 31, 2027**

WHEREAS the *Community Charter* requires Municipal Councils to adopt a financial plan annually, by bylaw, before the annual property tax bylaw is adopted;

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

1. Title

This bylaw may be cited for all purposes as the “Comox Financial Plan Bylaw No. 2019, 2023”.

2. SCHEDULES “A” and “B”

- (1) SCHEDULE "A", attached hereto and made part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Comox for the years 2023 to 2027 inclusive.
- (2) SCHEDULE “B” attached hereto and made part of this Bylaw, is the 2023 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the Community Charter.

3. Adoption

- (1) READ A FIRST AND SECOND time this day of , 2023
- (2) READ A THIRD time this day of , 2023
- (3) ADOPTED this day of , 2023

MAYOR

CORPORATE OFFICER

Town of Comox
2023 - 2027 Financial Plan

Schedule A - Summary	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
Revenue					
Municipal Property taxes	\$ 14,045,739	\$ 15,231,058	\$ 15,985,585	\$ 16,884,443	\$ 17,393,987
Sales of Services	11,935,770	12,059,293	13,118,443	13,700,976	14,007,299
Government Transfers	5,960,054	5,708,737	3,949,816	1,416,736	2,328,136
Investment Income	400,000	400,000	400,000	400,000	400,000
Developer Contributions	79,500	149,750	1,403,500	1,061,308	19,250
Other	145,000	153,000	155,000	158,000	161,000
Total Revenues	32,566,063	33,701,838	35,012,344	33,621,463	34,309,672
Operating Expenses					
<u>Fiscal</u>					
Interest payments on debt	78,560	101,650	353,798	336,358	310,598
Amortization expense	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Grants to Other Organizations	143,930	143,970	144,010	144,050	144,310
Total fiscal	3,522,490	3,545,620	3,797,808	3,780,408	3,754,908
<u>Functions</u>					
General Government	3,222,794	3,363,240	3,373,829	3,538,919	3,558,892
Protective Services	4,552,152	4,336,723	4,745,955	4,861,420	5,261,088
Solid Waste Management	1,806,965	1,853,735	1,894,405	1,936,125	1,978,945
Development Services	754,309	952,200	869,730	837,860	858,040
Transportation	2,144,326	2,239,521	2,180,720	2,306,058	2,294,812
Parks, Rec, Culture	5,377,155	5,431,621	5,569,889	5,587,687	5,658,749
Water Services	3,177,401	3,215,264	3,355,428	3,300,864	3,354,343
Sewer Services	3,071,984	3,082,401	3,254,273	3,393,336	3,555,329
Total Functions	24,107,086	24,474,705	25,244,229	25,762,269	26,520,198
Total Operating Expenses	27,629,576	28,020,325	29,042,037	29,542,677	30,275,106
Revenue over expenses	4,936,487	5,681,513	5,970,307	4,078,786	4,034,566
 Revenue over expenses	 \$ 4,936,487	 \$ 5,681,513	 \$ 5,970,307	 \$ 4,078,786	 \$ 4,034,566
Add					
Amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Transfers from reserves	14,454,972	5,240,362	4,270,510	6,905,202	4,484,673
Proceeds of debt (loans/leases)	1,804,024	345,000	7,056,350	-	100,000
Total Additions	19,558,996	8,885,362	14,626,860	10,205,202	7,884,673
Deduct					
Transfers to reserves	3,796,639	7,488,263	4,656,594	5,463,455	5,382,133
Principal repayment on debt	196,630	366,600	794,733	846,623	872,383
Capital, General Municipal	18,678,214	6,587,012	6,666,840	4,216,710	5,537,723
Capital, Water Fund	558,000	50,000	8,399,000	1,557,200	50,000
Capital, Sewer Fund	1,266,000	75,000	80,000	2,200,000	77,000
Total Deductions	24,495,483	14,566,875	20,597,167	14,283,988	11,919,239
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Comox 2023 - 2027 Financial Plan SCHEDULE "B" - Revenue Objectives & Policies

Funding Sources:

Objectives

1. Raise \$169,211,380 funding over this five-year Financial Plan to meet planned expenditures.
2. Increase both taxes and fees gradually over time to provide needed revenue.

Policies

1. Seek government grants and partner funding when possible to avoid tax and fee increases.
2. Use reserves and surplus before external borrowings to minimize tax increases over the long-term.

Table 1 - Funding sources

	5 Year Total	Proportion
Municipal Property taxes	\$ 79,540,812	47.02%
Sales of Services	64,821,781	38.32%
Government Transfers	19,363,479	11.45%
Investment Income	2,000,000	1.19%
Developer Contributions	2,713,308	1.61%
Other	772,000	0.47%
Total Revenues	\$ 169,211,380	100.06%

Property Tax Distribution among classes:

Objectives

1. The burden of tax increases shall be shared among all property classes with assessment.
2. Tax increases shall be less for property class 6 (Business & Other) than other class so that apart from new class 6 development, the proportion from class 6 declines gradually over time.

Policies

1. In 2023, Class 6 property tax will be at least 1% less than the residential increase.
2. The Town shall consider the effect of the distribution of taxes and resultant tax rates on both property taxes and Payments in Lieu of Tax (PILT) when setting tax rates.

Table 2 - Proportion of Property Value

Taxes by Property Class	Proportion
Class 1 Residential	84.07%
Class 2 Utilities	0.83%
Class 3 Supportive Housing	0.00%
Class 4 Major Industry	0.00%
Class 5 Light Industry	0.39%
Class 6 Business & Other	14.11%
Class 7 Managed Forest Land	0.00%
Class 8 Recreation / Non-profit	0.60%
Class 9 Farm	0.00%
	100.00%

Town of Comox
2023 - 2027 Financial Plan
SCHEDULE "B" - Revenue Objectives & Policies

Permissive Tax Exemptions:

Objectives

1. The Town will continue its current program of permissive tax exemptions for property that is available for public use or that benefits the general public.
2. The Town will also continue its current program of downtown revitalization tax exemptions for qualifying residential developments within the downtown revitalization area.

Policies

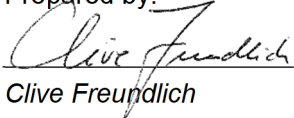
1. The Town will continue to consider grants of permissive tax exemptions annually.
2. The expected reduction of 2023 general taxes from permissive exemptions is approx. \$200,000
3. The Town will continue to review its downtown revitalization tax exemptions at least annually.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: May 3, 2023

TO: Mayor and Council	FILE: file
FROM: Clive Freundlich	DATE: 2023-05-01
SUBJECT: Bylaw Readings for 2023-2027 Financial Plan and 2023 Tax Rates	

Prepared by:  Clive Freundlich	Supervisor: Jordan Wall	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Comox Financial Plan Bylaw No. 2019, 2023 be given First, Second and Third Readings.
2. That the Comox Tax Rates Bylaw No. 2020, 2023 be given First, Second and Third Readings.

PURPOSE

EXECUTIVE SUMMARY

BACKGROUND

Based on the revenues needed in the Financial Plan, the 2023 municipal property tax revenue, per Council's direction, is increased by 8.85% over the same properties taxed in 2022.

With the recommended 8.85% increase in 2023, the general municipal levy for the representative single-family property will increase by \$134.57 (9.55%). The representative business property will increase by \$361.34 (5.05%).

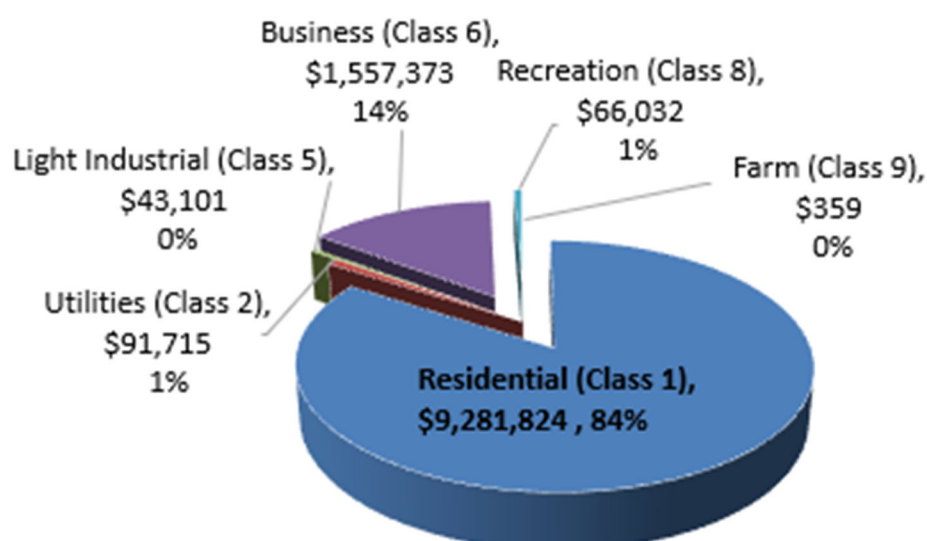
All components of the 2023 property taxes are shown on the next page.

2023 Property Value Taxes by the Town of Comox Only
for each Representative Property in Property Classes 1 thru 9
Overall actual revenue increase 8.85% (8.25% over last year's mailed tax notices)

Property Class	Representative Property Assessment	Tax Rate	Tax	Incr(decr) prior year	Percent	Class Rate Multiple
1. Residential	818,991	1.88464	\$ 1,543.50	\$ 134.57	9.55%	1.000
2. Utilities	491,160	37.34645	\$ 18,343.08	\$ 873.47	5.00%	19.816
5. Light Industrial	2,539,525	6.03563	\$ 15,327.63	\$ 1,135.45	8.00%	3.203
6. Business	852,598	8.82402	\$ 7,523.34	\$ 361.34	5.05%	4.682
8. Recreation	702,000	7.75390	\$ 5,443.24	\$ 494.75	10.00%	4.114
9. Farm	17,284	4.14941	\$ 71.72	\$ 6.54	10.03%	2.202

Note: A 1% tax increase represents \$14.09 to the representative Class 1 Residential property.

**2023 Property Value Taxes
by the Town of Comox Only**
Revenue \$11,040,404



Market Growth (same 2022 properties): \$10,854,043 (8.25% over 2022 mailed tax notices)
Non-market Changes: \$ 186,361 (real growth)

Normalizing Town of Comox Property Taxes

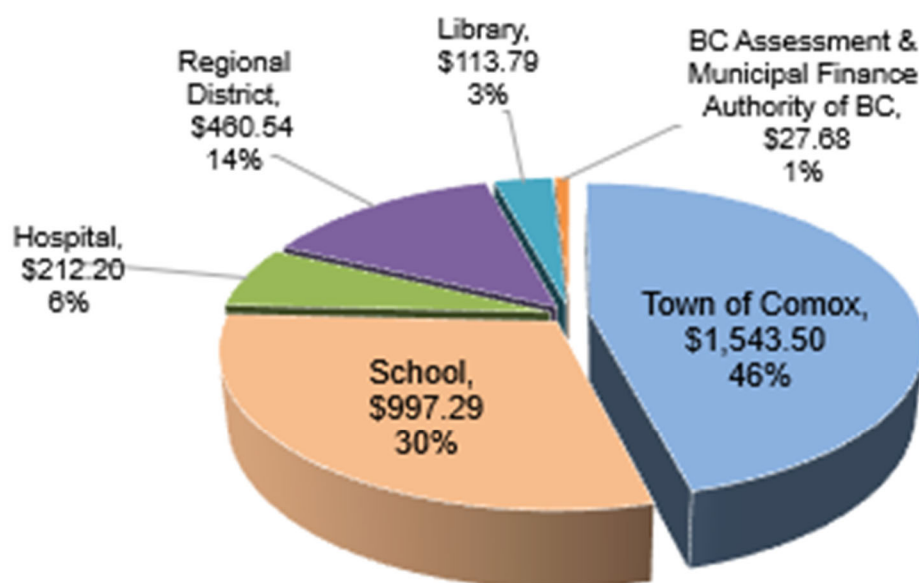
The Town attempts to normalize year-over-year tax rate increases for residents and businesses from both its Asset Management program (a long-range outlook), and its five-year financial plan (a medium-term outlook).

**2023 Property Value Tax by Taxing Authority
on the Representative Residential Property (Class 1)**

	Representative (average) "Residential" Assessment	All Authorities Property-Value Tax	Change	Percent
Summary	\$ 818,991	\$ 3,355.00	\$ 311.23	11.59%

Taxing Authority	Tax Rates	Tax	Change	Percent
Town of Comox	1.88464	\$ 1,543.50	\$ 134.57	12.80%
School	1.21770	\$ 997.29	107.21	12.04%
Hospital	0.25910	\$ 212.20	(1.44)	(0.67%)
Regional District	0.56233	\$ 460.54	54.08	13.31%
Library	0.13894	\$ 113.79	12.22	12.03%
BC Assessment & Municipal Finance	0.03380	\$ 27.68	4.59	19.88%
Other Taxing Authorities	2.21187	\$ 1,811.50	\$ 176.66	10.81%
Total Residential Property	4.09651	\$ 3,355.00	\$ 311.23	11.59%

**2023 Property Value Tax by each Taxing Authority
on a representative residential property (Class 1) assessed at \$818,991**



The 2023 property value tax on the representative residential property is \$3,355.00, which is an increase of \$311.23, or 11.59% higher than last year.

In addition to property value tax, the Town invoices the annual Utility Charges on its Tax Notice.

TOWN OF COMOX

BYLAW NO. 2020

A BYLAW ESTABLISHING PROPERTY VALUE TAX RATES FOR MUNICIPAL, LIBRARY, REGIONAL DISTRICT, REGIONAL HOSPITAL DISTRICT AND BUSINESS IMPROVEMENT AREA PURPOSES FOR 2023

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

1. Title

- (1) This bylaw may be cited for all purposes as the “Comox Tax Rates Bylaw, 2023”.

2. Annual Rates

- (1) For all lawful general purposes of the Town of Comox on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of SCHEDULE “A” attached hereto and forming a part hereof.
- (2) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of SCHEDULE “A” attached hereto and forming a part hereof.
- (3) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" of SCHEDULE “A” attached hereto and forming a part hereof.
- (4) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column "D" of SCHEDULE “A” attached hereto and forming a part hereof.
- (5) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "E" of SCHEDULE “A” attached hereto and forming part hereof.
- (6) For purposes of the Comox Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "F" of SCHEDULE “A” attached hereto and forming a part hereof.

3. Adoption

- (1) READ A FIRST AND SECOND time this day of , 2023
(2) READ A THIRD time this day of , 2023
(3) ADOPTED this day of , 2023

MAYOR

CORPORATE OFFICER

Comox Tax Rates Bylaw, 2023 Schedule “A”
2023 Property Value Tax Rates in Comox
(Dollars of tax per \$1,000 of Net Taxable Assessment)

Comox Tax Rates Bylaw, 2023 Schedule 'A'
2023 Property Value Tax Rates in Comox
(Dollars of tax per \$1,000 of Net Taxable Assessment)

	A	B	C	D	E	F
Property Class	General Municipal	Vancouver Island Regional Library	Regional District Portion on General Assessment	Regional District Portion on Hospital Assessment	Regional Hospital District	Downtown Business Improvement Area
1. Residential	\$1.88464	\$0.13894	\$0.24560	\$0.31673	\$0.25910	-
2. Utility	\$37.34645	\$2.75324	\$4.86681	\$1.10856	\$0.90685	-
5. Light Industry	\$6.03563	\$0.44502	\$0.78666	\$1.07688	\$0.88094	-
6. Business	\$8.82402	\$0.65052	\$1.14990	\$0.77599	\$0.63480	\$1.09970
8. Recreational	\$7.75390	\$0.57160	\$1.01040	\$0.31673	\$0.25910	-
9. Farm	\$4.14941	\$0.30595	\$0.54081	\$0.31673	\$0.25910	-