



REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MAY 17, 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 May 17, 2023 Regular Council Meeting Agenda be Adopted.

3. DELEGATIONS:

- (9) a. [Pete Chambers, President \(Comox BIA\): 2023-2026 Strategic Business Plan Report](#)
- (10) b. [Donald Jacquest: Future use of Comox Golf Course as a public park once current lease expires](#)
- (11) c. [Carissa Wilson & Rebecca Lennox \(North Island College Students' Union\): Free menstrual products in town buildings](#)
- (12) d. [Vivian Dean: Digital public hearing tool in new development streamlining process](#)
- (13) e. [Stuart Aldred, Applicant \(McDonald's Comox\): Development Variance Permit 22-0 \(727 Anderton Road\)](#)

4. ADOPTION OF MINUTES:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday May 3, 2023, be Adopted.

- (20) b. [Special Council Meeting Minutes](#)

That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday May 10, 2023, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- (21) a. [Strategic Planning Committee Meeting Minutes](#)

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday May 10, 2023, be Received.

6. CONSENT AGENDA:

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

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

a. Brenda Cardinal, May 3, 2023, suggesting an option for additional organic collection in 2024 and inquiring about additional Corporate Services position

b. Gabrielle Veto, MS Canada, May 3, 2023, proclamation request

c. Ashley Closs, May 4, 2023, concerned with the height of the fence around Comox Golf Course as her vehicle was hit with a ball

d. Susan Auchterlonie, Executive Director, Comox Valley Community Foundation, May 4, 2023, sharing that Comox Valley Vital Signs Data Hub is launching May 15, 2023

f. Michele Jones, Comox Valley Citizens on Patrol Society, May 10, 2023, thanking the Town for donation

g. Marina Fraser, May 10, 2023, regarding parking in residential areas

h. Lilianna Skublicka, May 11, 2023, would like more effective enforcement of leash bylaw

7. UNFINISHED BUSINESS:

- (37) a. [Free Feminine Hygiene Products and Condoms](#)

1. THAT Council authorizes administration to initiate a free feminine hygiene product and condom program in Town owned facilities, listed in Table 1 of the May 12, 2023 Report to Mayor titled "Free Feminine Hygiene Products and Condoms", with a budgeted amount of \$6,500.

2. THAT Facilities annual budget be increased by \$1,500 to operate the Free Feminine Hygiene Products and Condoms program.

- (40) b. [Preliminary Layout Review Expiry Date Extension](#)

1. That Town of Comox Subdivision And Development Servicing Amendment Bylaw 2017 be Adopted.

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MAY 17, 2023

- (40) b. [Preliminary Layout Review Expiry Date Extension](#)
 - 2. *That Comox Planning Procedures Amendment Bylaw 2018 be Adopted.*
- (49) c. [Municipal Snow Plowing, Sanding, and De-icing Policy](#)
 - 1. *THAT Council Policy No. CCL-042 – Municipal Snow Plowing, Sanding and De-icing be amended as attached to the May 17, 2023, Report from the Manager of Public Works titled “Municipal Snow Plowing, Sanding, and De-icing Policy”.*
 - 2. *THAT the Comox Street and Traffic Bylaw No. 1358.05 be given First Reading.*
 - 3. *THAT the Comox Street and Traffic Bylaw No. 1358.05 be given Second Reading.*
 - 4. *THAT the Comox Street and Traffic Bylaw No. 1358.05 be given Third Reading.*
 - 5. *THAT the Comox Bylaw Notice Enforcement Bylaw No. 2004.01 be given First Reading.*
 - 6. *THAT the Comox Bylaw Notice Enforcement Bylaw No. 2004.01 be given Second Reading.*
 - 7. *THAT the Comox Bylaw Notice Enforcement Bylaw No. 2004.01 Third Reading.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (66) a. [Comox Fees and Charges Bylaw No. 2012, 2023](#)

That Comox Fees and Charges Bylaw No. 2012, 2023 be Adopted.

10. NEW BUSINESS:

- (68) a. [Development Variance Permit application DVP 22-7: Maximum number and size of signs \(727 Anderton Road\)](#)

That Development Variance Permit DVP 22-7 for proposed signs A & B and existing sign #3 (as shown in Attachment 1 to the May 11, 2023 Planning Report on DVP 22-7) be issued upon resolution of the Outstanding Items listed in Schedule 1, and subject to the Development Variance Permit Conditions listed in Schedule 2.
- (103) b. [Development Variance Permit Application DVP 23-8: Smaller minimum parcel area \(259 Rodello Street\)](#)

That Development Variance Permit DVP 23-8 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the May 17, 2023 Planning Report on DVP 23-8

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MAY 17, 2023

- (110) c. [2023 Fleet Vehicle Replacements](#)

That Council authorizes up to \$1,804,024 be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of fleet acquisitions; and further,

That the loan be repaid within five (5) years, with no rights of renewal.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (112) a. [Tryna McLean \(Parks Department\): Pollinator Week proclamation request](#)
- (114) b. [Kari Hackett \(Comox Valley Community Health Network\): Request for Substance Use Strategy Council liaison](#)
- (116) c. [Janette Martin-Lutzer \(Comox Valley Ukrainian Society\): Request for an extension of the Sail Building subsidy](#)

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

27Apr2023

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: Pete Chambers, President, Comox BIA		
Organization you are representing: Comox Business in Action (BIA)		
Primary purpose of Organization: The purpose of the Society is to promote trade and commerce within the downtown core of the Town of Comox.		Number of members: ~190
Mailing address of Organization: PO Box 1624, RPO Stn A		Contact Name: Lara Greasley
		Phone: 250-702-1298
City: Comox, BC	Postal Code: V9M 8A2	Email: comoxbia@gmail.com
Subject matter: Comox BIA 2023-2026 Strategic Business Plan Report		
Specific request of Council, if any (i.e., letter of support, funding): Consider opportunities for further collaboration between the BIA and the Town through Comox Council's Strategic Planning processes.		
Requested meeting and date: May 17, 2023		AV equipment required: PowerPoint slide deck
Date of application: April 27, 2023	Signature of applicant: 	Print name: Lara Greasley

Please Note:

- Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
- Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
- Presenters are to address Council or the Strategic Planning Committee, and not the audience.
- 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.
- Please ensure that your cell phone is turned OFF during the meeting.

LOG: 23-176	REFER:	AGENDA: RCM
FILE: 0360-20	ACTION: MR	17May2023

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- JW/SR/LP

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2023.04.26 07:08

LOG: 23-177	REFER:	AGENDA: RCM
FILE: 5960-20	ACTION: MR	17May2023

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26Apr2023



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

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Name(s) of person(s) speaking: Donald Jacquest		
Organization you are representing: myself		
Primary purpose of Organization:		Number of members: 1
Mailing address of Organization: 2127 BOLT AVE		Contact Name:
		Phone: 250 339-0904
City:	Postal Code:	Email: mail4don@shaw.ca
Subject matter: Future use of Comox Golf Course as a public park once current lease expires.		
Specific request of Council, if any (i.e., letter of support, funding): That Council initiate a rezoning on the property (from P2.1 to P1.1) which would engage Town residents in a discussion on the future use of the property.		
Requested meeting and date: Strategic Planning May 10 RCM May 17		AV equipment required: projector
Date of application: April 26, 2023	Signature of applicant: 	Print name: Donald Jacquest

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TOWN OF COMOX

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RECEIVED

23Mar23

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: Carissa Wilson, Rebecca Lennox		
Organization you are representing: North Island Students' Union		
Primary purpose of Organization: The recognized voice of all students at North Island College, offering community, services and advocacy for all students		Number of members: 5,000 members
Mailing address of Organization: 2300 Ryan Rd.		Contact Name: Carissa Wilson
		Phone: 778 585 6478
City: Courtenay	Postal Code: V9N 8N6	Email: theoffice@nisu.ca
Subject matter: Menstrual Equity, with a presentation to illustrate the impact that lack of access to affordable menstrual products has on community members.		
Specific request of Council, if any (i.e., letter of support, funding): To request a staff report regarding cost analysis and implications of providing free menstrual products in city owned and operated buildings.		
Requested meeting and date: May 3, 2023		AV equipment required: Internet connection, HDMI cord
Date of application: March 21, 2023	Signature of applicant: <i>Rebecca Lennox</i>	Print name: Rebecca Lennox

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LOG: 23-108	REFER:	AGENDA: RCM 03May23
FILE: 0710-01	ACTION: MR	

o - cfile 0710-01
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REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

RECEIVED

10May2023

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: Vivian Dean		
Organization you are representing:		
Primary purpose of Organization: Community Engagement Process in Development Process & Applications		Number of members:
Mailing address of Organization: 303 Church Street		Contact Name: Vivian Dean
		Phone: 250 941-4111
City: Comox	Postal Code:	Email: comoxchats@gmail.com
Subject matter: Motion to include digital public hearing tool in the new development streamlining process.		
Specific request of Council, if any (i.e., letter of support, funding): Accept a motion and vote to adopt and include digital public hearings as well as in person public hearings.		
Requested meeting and date: May17,2023		AV equipment required: PPT presentation
Date of application: May 10, 2023	Signature of applicant: <i>Vivian Dean</i>	Print name: Vivian Dean

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LOG: 23-200	REFER:	AGENDA: RCM 17May2023
FILE: 6630-01	ACTION: MR	

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REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

RECEIVED

13Apr2023

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: Stuart Aldred		
Organization you are representing: Aldred Restaurants Ltd - McDonald's Comox		
Primary purpose of Organization: Food Service Business		Number of members: 1
Mailing address of Organization: 1390 Zephyr Place		Contact Name: Stuart Aldred
		Phone: 250 650 9916
City: Comox	Postal Code: V9M 4J6	Email: stuart.aldred@post.mcdonalds.ca
Subject matter: Variance to support the addition of a second menu board in the existing Drive Thru lane		
Specific request of Council, if any (i.e., letter of support, funding): Will be attending the council meeting and available to answer any questions (if any) on the variance before council members		
Requested meeting and date: May 17th 2023		AV equipment required: none
Date of application: April 11th 2023	Signature of applicant: 	Print name: Stuart Aldred

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LOG: 23-155	REFER:	AGENDA: RCM 17May23
FILE: 3090-20/22	ACTION: MR	

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday May 3, 2023

- Present:** Mayor N. Minions
 Councillors S. Blacklock, K. Grant, C. Haslett,
 J. Kerr, J. Meilleur, M. Swift
- Absent:** Nil
- Staff Present:** J. Wall, Chief Administrative Officer
 S. Russwurm, Corporate Officer
 C. Freundlich, Director of Finance
 M. Kamenz, Director of Development Services
 G. Schreiner, Fire Chief
 S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:00 p.m. with 30 members of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of Agenda

1. *That the Agenda for the May 3, 2023 Regular Council Meeting be amended to include delegations from Arabella Bengson and John Gower.*
(2023.142) -- CARRIED UNANIMOUSLY

2. *That the Agenda for the May 3, 2023 Regular Council Meeting be Adopted as amended.*
(2023.143) -- CARRIED

3. DELEGATIONS:

a. Residents of Acadia, Hector and Aspen Roads: Hector/Aspen development

Sustainable Development

Julie Micksch provided information on wetlands located on the subject property and advised that they have been identified as ecological types. Julie advised that they have been red-listed, meaning they are at risk of being lost and noted that they are functioning wetlands, providing flood abatement and erosion control.

b. Alana Mullaly (CVRD) - CVRD Transportation and Active Transportation Networks

CVRD Transportation

Alana Mullaly provided an overview of the Regional Active Transportation Network Plan and implementation strategy. Alana advised of the priorities of the project and identified the project process and next steps.

c. Haeley Dewhirst (Comox BIA): Promoting business in downtown Comox area

Business Promotion

Haeley Dewhirst advised that they are asking for a street closure along Comox Avenue from Port Augusta to Church for June 24 to kick off the summer season and promote the Town. Haeley advised that they have consulted with BC Transit and the closure is the option with the least impact. They are also looking for the Town to provide barricades and street cleanup.

That Council authorize a street closure along Comox Avenue from Port Augusta to Church Streets, as well as the use of the old Lorne Hotel site, for the BIA's summer season kick off event on June 24, 2023.

(2023.144) -- CARRIED
[Opposed: Councillors CHaslett KGrant]

d. Trevor Dickie (Broadstreet Properties): Request reconsideration of DAI - 2123 Hector Road

2123 Hector Road

Trevor Dickie summarized the proposed Broadstreet development, and requested reconsideration of the scope of the required traffic study.

e. Arrabella Bengson: DVP 23-3 (2028 Beach Drive)

2028 Beach Drive

Arabella Bengson advised that she objected to application for a variance. Arabella noted that the property is on the corner of a busy, steep hill and that the setbacks are appropriate for walkers as it is already difficult to navigate. Arabella also noted that the variance will lessen the navigability and asked if this would set a precedence for the next applicants.

f. John Gower: DVP 23-3 (2028 Beach Drive)

2028 Beach Drive

John Gower advised that he thinks residents are feeling that the proposed house will encroach onto street closer than existing house. John advised that it will actually encroach less by 18", so that travellers will see more of road with a new house.

THE MEETING RECESSED AT 6:09 P.M. AND RECONVENED AT 6:15 P.M.

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 19, 2023, be Adopted.

(2023.145) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

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*

a. Consent Agenda

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*
(2023.146) -- CARRIED

7. UNFINISHED BUSINESS: NIL

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Notice to reconsider preliminary Development Approval Information requirements issued for 2123 Hector Road

2123 Hector Road

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

(2023.147) -- CARRIED

b. Sale of Advertising Policy

Sale of Advertising

- 1. *That Policy No. ADM-006 (Banner Installation) be repealed.*
(2023.148) -- CARRIED
- 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.*
(2023.149) -- CARRIED
- 3. *That Comox Fees and Charges Bylaw No. 2016, 2023 be given First Reading.*
(2023.150) -- CARRIED
- 4. *That Comox Fees and Charges Bylaw No. 2016, 2023 be given Second Reading.*
(2023.151) -- CARRIED

b. Sale of Advertising Policy

Sale of Advertising

- 5. *That Comox Fees and Charges Bylaw No. 2016, 2023 be given Third Reading.*
(2023.152) -- CARRIED

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

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.
(2023.153) -- CARRIED

d. Preliminary Layout Review Expiry Date Extension

PLR Expiry Date

- 1. *That Town of Comox Subdivision And Development Servicing Amendment Bylaw 2017 be given First, Second and Third Readings.*
(2023.154) -- CARRIED
- 2. *That Comox Planning Procedures Amendment Bylaw 2018 be given First, Second and Third Readings.*
(2023.155) -- CARRIED

e. Comox Financial Plan Bylaw No. 2019, 2023

Financial Plan Bylaw

That Comox Financial Plan Bylaw No. 2019, 2023 be given First, Second and Third Readings.
(2023.156) -- CARRIED

f. Comox Tax Rates Bylaw No. 2020, 2023

Tax Rates Bylaw

That Comox Tax Rates Bylaw No. 2020, 2023 be given First, Second and Third Readings.
(2023.157) -- CARRIED

11. NOTICES OF MOTION:

a. Notice of Motion from April 19, 2023 RCM: Tree Protection Covenant (Mayor Minions)

Notice of Motion

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.
(2023.158) -- CARRIED

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised that he attended:

- the downtown Business in Action meetings, and
- a Community Justice Centre monthly board meeting.

b. Councillor Swift

Councillor Swift advised that she attended the monthly Filberg Heritage Lodge and Park Association meeting.

c. Councillor Haslett

Councillor Haslett advised that he had nothing to report.

d. Councillor Kerr

Councillor Kerr advised that he:

- attended an Accessibility Forum of the Comox Valley Social Planning Society (with Mayor Minions);
- attended the Earth Day event held at St. Peter's church and attended a booth for the Town of Comox (along with Mayor Minions and Councillor Meilleur);
- represented the Town at the Snow to Surf trophy ceremony at Marina Park;
- presented to the Comox Rotary Club about the Physician Recruitment program;
- attended a working Lunch for Comox Council with MLA Ronna-Rae Leonard;
- attended a biodiversity protection workshop;
- attended the Comox Valley Social Planning Society AGM;
- attended a Climate Caucus online meeting to discuss the Help Cities Lead initiative;
- met with a resident to discuss the housing crisis;
- met with a resident to discuss the Brooklyn Creek, traffic along Balmoral, and the shipbreaking that is still happening in Union Bay;
- met with three residents to discuss the PACE program and home energy retrofits;
- attended a Coalition to End Homelessness meeting;
- attended the regional solid waste management board meeting;
- attended a CVRD Media training workshop;
- attended the regional hospital board meeting; and
- attended a transportation master plan meeting.

e. Councillor Meilleur

Councillor Meilleur advised that she attended:

- the lunch meeting with MLA Leonard,
- the Earth Day event at St. Peter's church, and
- the Comox Archives and Museum Society board meeting.

f. Councillor Grant

Councillor Grant advised that he attended:

- the Director of Operations presentation on the Anderton Corridor and the Transportation Plan,
- the regional hospital board meeting,
- the lunch meeting with MLA Leonard, and
- an in-camera CVRD meeting.

g. Mayor Minions

- Mayor Minions advised that she:
- attended the Chamber of Commerce AGM,
 - attended the Earth Day event at St. Peter's church,
 - participated in the lunch with MLA Leonard,
 - attended an accessibility audit meeting,
 - participated in a couple of calls on the PLR expiry, and
 - attended the Cumberland Forest Society fundraiser.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:00 p.m. *CARRIED*
Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday May 10, 2023

Present: Mayor N. Minions
 Councillors S. Blacklock, K. Grant, C. Haslett,
 J. Kerr (electronically), 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
 S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:00 p.m. with 2 members of the public in attendance.
 The Special Council Meeting agenda was Adopted.

1. AGENDA ITEM:

a. Comox Financial Plan Bylaw No. 2019, 2023

Financial Plan Bylaw

That Comox Financial Plan Bylaw No. 2019, 2023 be Adopted.

(2023.159) -- CARRIED

b. Comox Tax Rates Bylaw No. 2020, 2023

Tax Rates Bylaw

That Comox Tax Rates Bylaw No. 2020, 2023 be Adopted.

(2023.160) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:02 p.m. CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday May 10, 2023

Present: Mayor N. Minions
Councillors S. Blacklock, K. Grant, C. Haslett,
J. Kerr (electronically), 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
S. Ashfield, Director of Operations

Call to Order: The meeting was called to order at 5:02 p.m.

The Agenda was Adopted.

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

1. STAFF REPORTS:

a. Asset Replacement Funding Strategy

The Committee discussed the May 10, 2023 report from the CAO titled "Asset Replacement Funding Strategy".

Adjournment:

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

CARRIED

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

CHAIR

03May2023

Town of Comox – Administration

TOWN OF COMOX

Subject: FW: Items for Discussion

LOG: 23-182	REFER:	AGENDA: RCM 17May2023
FILE: 0400-03	ACTION: MR	

From: Brenda Cardinal [REDACTED]
 Sent: Tuesday, May 2, 2023 8:12 PM
 To: council <council@comox.ca>
 Subject: Items for Discussion

o - cfile 0400-03
 Copies - Council
 - JW/SR/CP/KG/LP

A fine day ladies and gents,

I have been contemplating the last few items that have been presented to the Comox residence by council and would like to bring a few items for consideration and further discussion.

1. The garbage article about changes to garbage pickup starting 2024. My main concern is about one bin for yard waste. How big exactly is this bin?

Every spring and fall, most yards have 4-5 yard waste bins out for a few weeks in a row. If the idea is to get people to take their extra yard waste to the dump for disposal, I can guarantee that you'll have many people just dumping it alongside the roads and open lots. And for those that will take the extra yard waste to the dump; well now we're increasing the number of vehicles driving back and forth, which, I believe will increase our carbon footprint. Kind of defeats the purpose. And then there's also the question of why we'll be paying more for less service.

I'd like to suggest an option that may resolve this issue. For a 2-3 week period in the spring and fall; schedule for extra (yard waste only) pick ups to assist with yard cleanups. I realize there are costs involved; but perhaps this will balance off with the options being given to residents.

The other item of topic is the last paragraph in the property tax article dated 26 April 23.

"Within the same discussion, council also approved recruiting and hiring an additional permanent full-time corporate services staff member in 2023."

What is a "Corporate Services" position? What does that entail and how has it been justified? With taxes being increased to 8.85% this year, I can't see how it is justified. If you can clearly explain the reasoning for the position & cost and it makes sense, then fine; otherwise perhaps a re-evaluation if the position is needed. Sometimes, restructuring already existing positions can be a better fit for what you're wanting to achieve.

Thanks very much for your time and consideration.

Brenda Cardinal

[REDACTED]

Comox, BC

[REDACTED]

Draft wording of Proclamation:

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

OFFICE USE ONLY

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

If NO:

- Group not located in Comox Valley
- Event/Request related to ideological or religious beliefs
- Event/Request contrary to Town policy or bylaw
- Campaign intended for profit-making

Community Flag Raising Dates (max 7 days):

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

Colours:

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



Gabrielle Veto, MS Ambassador
647 Soriel Road
Parksville, BC V9P 1B7
250-947-9209
cell 604-809-5377

Toll-Free : 1-800-268-7582
mssociety.ca

May 2, 2023

Comox Town Hall
1809 Beaufort Ave.
Comox, BC V9M 1R9

Dear Mayor Minions and Council Members,

MS Canada (formerly MS Society of Canada) is asking the **Town of Comox** to officially declare the month of May as *MS Awareness Month*. This declaration will significantly raise public awareness of the disease and its effects on 90,000 Canadians living with MS, plus the work of MS Canada to connect and empower the MS community to create positive change.

MS Canada serves people affected by multiple sclerosis. MS is unpredictable and may cause symptoms such as extreme fatigue, lack of coordination, weakness, tingling, impaired sensation, vision problems, bladder problems, cognitive impairment and mood changes. Its effects can be physical, emotional and financial. Currently there is no cure, but each day researchers are learning more about what causes MS and are zeroing in on ways to prevent it.

We are here to help. No one needs to face MS alone. In communities across Canada, MS Canada provides information, support, education and other resources for people living with MS and their families. Approximately 1 in every 400 Canadians live with MS and on average, 12 Canadians are diagnosed with MS every day. Canada has one of the highest incidence rates of MS in the world and most of us know somebody who is affected by the disease.

Attached is the Proclamation document for your consideration and we thank you in advance for helping to recognize May 2023 as *MS Awareness Month*. We look forward to hearing from you.

Sincerely,
Gabrielle Veto, Volunteer MS Ambassador

Enclosure

PROCLAMATION

WHEREAS, multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 1 in 400 Canadians and approximately 90,000 across the country; and

WHEREAS, multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis; and

WHEREAS, there is no known cause of, prevention of, or cure for multiple sclerosis; and

WHEREAS, MS Canada is the only national organization in Canada that supports both MS research and services for people with MS and their families; and

WHEREAS, annual fundraising events such as the MS Walk, MS Bike, and A & W Canada’s *Burgers to Beat MS* campaign support programs to enhance the lives of people affected by multiple sclerosis and their families and support MS research in Canada; and

WHEREAS, since 1948, MS Canada has contributed over \$200 million towards MS research; and is grateful for the dedication and commitment of its supporters and volunteers that has made this possible; and

WHEREAS, together we will find ways to connect and empower the MS community to create positive change and see a world free of multiple sclerosis

NOW, THEREFORE, I (name here), Mayor of the City of (name of city here) of the Province of [insert province] Canada, do hereby proclaim this month of May 2023 to be MS Awareness Month for MS Canada.

(signature)

To: Town of Comox
From: Gabrielle Veto, Volunteer, MS Ambassador
Re: LiGHT UP Comox Town Hall

I am writing to put in a request on behalf of MS Canada to have the **COMOX TOWN HALL** to be lit up red on **May 30, 2023 for World MS Day.**

Name of organization: MS Canada (MS Society of Canada)
B.C. Office
Suite 306-3301 Douglas Street, Victoria, BC, V8Z 3L2
1-800-268-7582
website: mssociety.ca

Contact name: Gabrielle Veto, MS Ambassador

Email: gveto1648@gmail.com
Home Phone: 250-947-9209
Cell: 604-809-5377

Date(s) of event: May 30, 2023

Date requested for lighting: May 30, 2023

Description of cause/event:

Every year on May 30th, we celebrate global solidarity and hope for the future of people living and affected by MS through World MS Day. This year's theme is #MSConnections
<https://worldmsday.org/>

Canada has one of the highest rates of multiple sclerosis (MS) in the world. 90,000 Canadians live with MS and on average, 12 Canadians are diagnosed with the disease every day. For more information about MS and the MS Society of Canada visit: mssociety.ca

Have you made the same request to other iconic facilities in Canada? If yes, which ones?

Yes. Each year we typically reach out to major landmarks in cities across Canada, which often include: Science World, Canada Place, BC Place, Calgary Tower, Provincial City Halls, CN Tower, Niagara Falls and Edmonton High Level Bridge, Nanaimo Bastion, Parksville Civic Centre

Is this an annual or one-time event? Annual

What colour(s) are you requesting for lighting? Red

Please provide your social media handles. We do our best to promote each cause on social media.

Our name recently changed to MS Canada – as such, we will be updating our social media handles prior to World MS Day. We would love the opportunity to reach out and update this information.

Hashtags: #WorldMSDay #MSConnections

Please provide details of how you will promote your event, and where mention will be made of the lighting this landmark/facility:

Post-event we typically share a round up post featuring landmark illumination pictures, to inform our audiences of the many landmarks who participated in World MS Day. This is shared via our primary social media channels (Facebook, Twitter and Instagram).

Please note we will be updating our social media handles prior to World MS Day.

If you require additional information, please contact me. Many thanks for your consideration and support!

TOWN OF COMOX

Subject: FW: Comox golf club

LOG: 23-190	REFER:	AGENDA: RCM 17May2023
FILE: 2375-20/01	ACTION: MR	

From: Ashley Closs [REDACTED]
 Sent: Wednesday, May 3, 2023 8:27 PM
 To: council <council@comox.ca>
 Subject: Comox golf club

o - cfile 2375-20/01
 Copies - Council
 - JW/SR/LP

Hello,
 To whom it may concern,

I parked on Church st which is next to the Comox golf club and my windshield got hit by a golf ball. My daughters windshield also got hit and the golf club won't take any responsibility for it. They should have to pay to have bigger fences or netting installed along that whole street to prevent it. There is no other parking to enter any of the stores along church street other than along the edge of the golf course. My daughter went to the golf course to ask if any responsibility would be taken for the golf balls flying over the fences and they said "only if someone comes forward". This is ridiculous and there shouldn't be a golf course this close to a town if their fences aren't high enough to protect the public. What if a golf ball hits a person walking by instead of a parked vehicle?! This is a huge concern and god forbid someone gets hit! Deal with this ASAP!

Sincerely,
 concerned citizen!
 My address is [REDACTED] Comox, BC. [REDACTED]
 Sent from my iPhone



Enriching life in the Comox Valley Forever

250.338.8444
office@cvcfoundation.org

MAILING PO Box 1454, Comox BC V9M 7Z9
PHYSICAL 2137 Comox Avenue, Comox BC V9M 1P2

www.cvcfoundation.org



RECEIVED

04May2023

TOWN OF COMOX

Town of Comox
1809 Beaufort Avenue
Comox BC V9M 1R9

LOG: 23-188	REFER:	AGENDA: RCM 17May2023
FILE: 0400-03	ACTION: MR	

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

May 4, 2023

Dear Mayor and Council,

RE: New Vital Signs® Data Hub to Launch May 15

I am writing to share news about an important resource launching in our community this spring.

On May 15, 2023, Comox Valley Community Foundation (CVCF), together with community partners and sponsors, will launch **Comox Valley's Vital Signs® Data Hub**, a newly created website that will centralize **over 70 regional data indicators** related to our people and the environments in which we live, learn, work, and grow.

Vital Signs® is a community check-up conducted by community foundations across Canada that measures the vitality of our communities, identifies significant trends, and shares regionally specific data in 10 key areas critical to quality of life. The program is coordinated nationally by Community Foundations of Canada and locally by the Comox Valley Community Foundation.

Information and knowledge are at the heart of our ability to work together to make good decisions for our region.

As a community foundation, Vital Signs data helps us connect investment to strategic giving opportunities; it helps us support donor inquiries, optimize grantmaking impact, and deepens our understanding of community needs.

For the region, Vital Signs serves a catalyst for discussion and aims to inspire action, giving community leaders, policymakers, investors, and engaged citizens a shared, evidence-based view of both the strengths of the region and the areas in need of attention.



250.338.8444

office@cvcfoundation.org

MAILING PO Box 1454, Comox BC V9M 7Z9

PHYSICAL 2137 Comox Avenue, Comox BC V9M 1P2

Enriching life in the *Comox Valley Forever*

www.cvcfoundation.org



Beginning May 15, the new Data Hub may be accessed by visiting <http://cvcfoundation.org/community/vital-signs/>. We encourage you to explore the Vital Signs Data Hub, use its resources, and share them with those around you.

Questions? If you have any questions or require further information, please contact the Comox Valley Community Foundation at office@cvcfoundation.org or 250-338-8444. In-person or Zoom presentations may be available upon request.

Warm regards,

A handwritten signature in blue ink that reads "Susan Auchterlonie".

Susan Auchterlonie
Executive Director



RECEIVED

10May2023

TOWN OF COMOX

Comox Valley Citizens on Patrol Society
PO Box 3075
Courtenay, BC V9N 5N3

LOG: 23-198	REFER:	AGENDA: 17May2023
FILE: 4710-01	ACTION: file	

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

2023, April 15

To the Mayor and Councillors of Comox,

We wish to thank you for your on-going support. With funding such as yours, it makes it possible for the Comox Valley Citizens on Patrol Society to continue our work.

Your kind donation allows the volunteers to complete their many activities. This includes monitoring speed in critical areas within the community, monitoring distracted drivers, watching for stolen license plates, and to act as the extra eyes and ears for the RCMP. Our mission continues to be to keep our communities safe.

We are very appreciative of your annual funding. If there is anything that you require from us, please let us know.

Sincerely,

Michele Jones, Treasurer/Secretary

Comox Valley Citizens on Patrol Society

10May2023

Town of Comox – Administration

TOWN OF COMOX

From: Marina [REDACTED]
Sent: May 10, 2023 1:19 PM
To: Town of Comox – Administration
Subject: Parking on Neptune, Aspen and area

LOG: 23-199	REFER:	AGENDA: RCM 17May2023
FILE: 5480-02	ACTION: MR	

Copies - Council
- JW/SA/MK/SR/LP

To Town of Comox Mayor and Council,

With all the new apartments and housing happening in my area - corner of Guthrie, MacDonald, Labourer, Aspen, my quiet little neighbourhood is no longer quiet. Traffic has increased. People are parking on any residential street where they can find a spot. I've noticed people from businesses at Urban Corner are using Neptune Way and Tracker for parking. The developer should have provided sufficient parking for all residents and commercial users of that corner. There should be no overflow parking on Neptune and Tracker.

Please see photos attached. Why are these vehicles allowed to continually park on Aspen in front of the church? The three vehicles, are they not considered commercial? Are they allowed to be parked on the road 24/7? This particular motor home, the owner continually moves it from the dead end side of Aspen, to in front of the church, then over to Quality Foods parking behind the new apartments. Are RV's allowed to park on residential roads?

With all the new housing and the influx of people, parking in residential areas of the Town of Comox is becoming a nuisance. Soon we will look like the West End of Vancouver - ugly and congested.

When giving consideration to new developments, please ensure that the developer is providing adequate onsite parking for residents. And at no cost to residents. Rent is already high enough, then to charge for parking!!!

I respectfully request parking signs to be installed on Neptune Way indicating "Residential Parking Only" or "Resident Parking of Neptune Way Only".

Respectfully,

Marina Fraser
[REDACTED]

Comox, BC
[REDACTED]





Sent from my iPhone

11May2023

Town of Comox – Administration

TOWN OF COMOX

Subject: FW: Dogs off leash

LOG: 23-203	REFER:	AGENDA: RCM 17May2023
FILE: 4020-20/01	ACTION: MR	

From: Lilianna Skublicka [REDACTED]
Sent: Wednesday, May 10, 2023 6:55:58 PM
To: Nicole Minions <NMinions@comox.ca>
Subject: Dogs off leash

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

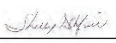

Dear Nicole Minions
Mayor of Comox,

Please, increase effectiveness of sanctioning those who walk dogs off leash on the streets of Comox and other public places where dogs must be on leash according to the Comox bylaw.
The numbers of people who walk they dogs off leash is dramatically high. Walking my dog on leash, I am not safe and constantly exposed to unacceptable behaviour breaking the rule of walking dogs on leash.
I am waiting for decreasing numbers of dogs off leash thanks to your effective action in this matter.

Kind regards
Lilianna Skublicka
[REDACTED]
Comox



To: Mayor and Council	File: 5200-07
From: Mike Springer, Asset & Facilities Manager	Date: May 12, 2023
Subject: Free Feminine Hygiene Products and Condoms	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council authorizes administration to initiate a free feminine hygiene product and condom program in Town owned facilities, listed in Table 1 of the May 12, 2023 Report to Mayor titled "Free Feminine Hygiene Products and Condoms", with a budgeted amount of \$6,500.
2. THAT Facilities annual budget be increased by \$1,500 to operate the Free Feminine Hygiene Products and Condoms program.

ALTERNATIVES TO THE RECOMMENDATIONS

That Council forward to 2024 project list.

PURPOSE

To initiate in conjunction with the Provincial Governments announcement of its free prescription contraception program, free feminine hygiene products and condom distribution at Town facilities frequented by members of the public.

BACKGROUND

An e mail from Jessica Jimmo (municipal outreach coordinator @ access BC) dated March 27, 2023 thanked Mayor and Council for their support for the \$120 million dedicated by the Provincial Government for free prescription contraception. The letter acknowledged the co founder of access BC, Dr T P Bondaroff (a Saanich Councillor) recommending TOC could contribute locally by providing free menstrual products and condoms.

ANALYSIS


In review of all Town owned facilities those that are frequented by members of the public are listed in Table 1 below.

<i>Facilities</i>	<i>Feminine Hygiene Dispenser</i>	<i>Condon Dispenser</i>
Anderton Park Washrooms	1	
Highland Park Washrooms	1	
Kye Bay Washrooms	1	
Aspen Park Washroom	1	
Town Hall	1	
Community Centre	4	1
Marina Washrooms	2	
Fire Hall	1	
Municipal Works Yard	1	
TOTAL	13	1

Table 1 – Town owned facilities frequented by members of the Public.

Example – Hygiene Dispenser

Feminine Hygiene Dispenser - Free Vend




Holds 15 Maxihins® and 22 tampons.

- Free vending for schools, healthcare facilities and public restrooms.
- Fully assembled.
- Maxihins® and Tampax® Tampons available.

More Images

MODEL NO.	DESCRIPTION	SIZE W x D x H	WT. (lbs.)	PRICE EACH	IN STOCK
H-8045	Free Vend Dispenser	10 x 7 x 26"	21	\$386 \$373	1 <input type="button" value="ADD"/>

Example – Condom Dispenser

<h3>Condom Dispenser</h3> <p>\$174.10</p> <ul style="list-style-type: none">* Fits approximately 200 condoms* Wall mounted condom dispenser* Made of high-quality clear polycarbonate* Security lock and key included* 14" X 11.25" X 2.5" (H X W X D)* Purchase counter stand separately	
--	--

Financial

Condom dispenser costs are approximately \$174/unit.

Bulk Condoms approximately \$40/100.

Feminine hygiene dispenser costs are approximately \$350/ unit.

Bulk hygiene costs (Pad) approximately \$95/750 items.

Bulk hygiene costs (Tampons) approximately \$200/1500 items.

Initial project costs would be approximately \$5,500, to cover dispenser, installation, and products costs. Without having any experience with providing this type of service administration is unsure of its use but would recommend a minimum annual cost of \$1,500 for restocking and potential vandalism.





GOVERNANCE CONSIDERATIONS

Who will re-stock? Facilities staff will restock Aspen, Highland, Anderton, Kye Bay, Marina Park on a weekly basis while making their regular rounds. Front end staff would restock as needed at Town Hall, Community Centre, Fire Hall, and Municipal Works Yard.

Vandalism - The Facilities Department will attend as needed.

Trial - Council could consider Community Centre only at this time to evaluate use and cost of the program. Further expansion could be considered at a future date based on the results of the trial.

To: Mayor and Council	File: PR 23-9
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: May 17, 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 Adopted.
2. That Comox Planning Procedures Amendment Bylaw 2018, (Attachment 2) be Adopted.

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

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)

REPORT SUMMARY

Area Affected:

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).

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 adopts 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 rescinds Third Reading of the Bylaws to amend them



Council amends the bylaws to change the proposed timeframe or fee and then proceeds with Third Reading. Adoption would be proposed at the next Council meeting.

- 3. Council does not adopt the Bylaws



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

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

STAFF REPORT TO – MAYOR AND COUNCIL

PR 23-9 Preliminary Layout Review expiry date extension

U:\Dev App\2023\PR\PR 23-9 PLR Expiry date extension\Report

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

- (2) "Town of Comox Subdivision And Development Servicing Bylaw, 1261" is hereby 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 this bylaw.

3. DEFINITIONS

- (1) In this Bylaw, unless the context otherwise requires
 - (a) "Council" means the Council of the Town of Comox;

4. Adoption

- (1) READ A FIRST and SECOND time this 3rd day of May, 2023
- (2) READ A THIRD time this 3rd day of May, 2023
- (3) ADOPTED this day of _____, 2023

Mayor

Corporate Officer

ATTACHMENT 2

Comox Planning Procedures Amendment Bylaw 2018

STAFF REPORT TO – MAYOR AND COUNCIL

PR 23-9 Preliminary Layout Review expiry date extension

U:\Dev App\2023\PR\PR 23-9 PLR Expiry date extension\Report

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 3rd day of May, 2023

ADOPTED by the Council this day of , 2023

Mayor

Corporate Officer

To: Mayor and Council	File: 0340-50, 3900-02
From: Craig Perry, Manager of Public Works	Date: May 12, 2023
Subject: Municipal Snow Plowing, Sanding, and De-icing Policy	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council Policy No. CCL-042 – Municipal Snow Plowing, Sanding and De-icing be amended as attached to the May 17, 2023, Report from the Manager of Public Works titled “Municipal Snow Plowing, Sanding, and De-icing Policy”.
2. THAT the Comox Street and Traffic Bylaw No. 1358.05 be given First Reading.
3. THAT the Comox Street and Traffic Bylaw No. 1358.05 be given Second Reading.
4. THAT the Comox Street and Traffic Bylaw No. 1358.05 be given Third Reading.
5. THAT the Comox Bylaw Notice Enforcement Bylaw No. 2004.01 be given First Reading.
6. THAT the Comox Bylaw Notice Enforcement Bylaw No. 2004.01 be given Second Reading.
7. THAT the Comox Bylaw Notice Enforcement Bylaw No. 2004.01 Third Reading.

PURPOSE

To have Council set the expected level of service regarding municipal winter operations through the acceptance of an updated Municipal Snow Plowing, Sanding, and De-icing Policy. To update the Street and Traffic Bylaw with various amendments related to the updated Municipal Snow Plowing, Sanding, and De-icing Policy. To update the Bylaw Notice Enforcement Bylaw so that the bylaw contravention wording change is consistent with the Street and Traffic Bylaw.

STRATEGIC PLAN LINKAGE

Snow plowing, sanding, and de-icing is a core function of the Town. Council must determine the acceptable level of service that is to be achieved.

BACKGROUND

During winter, a number of activities are performed in order to provide safe transportation routes for vehicles, cyclists, and pedestrians through Town. These activities include salting and sanding, snow plowing, sidewalk clearing, removal of snow windrows at intersections, and clearing of snow windrows from catch basins. Staff have historically been following Council Policy CCL-042 – Municipal Snow Plowing, Sanding and De-icing that refers to a separate Operational Policy.

Staff brought forward an updated Municipal Snow Plowing, Sanding, and De-icing Policy to Council at the Regular Council Meeting on December 7, 2022. At that meeting, Council passed the following motion:

That a staff report be provided on the creation of a sidewalk snow clearing assistance plan taking into account community connections and accessibility issues.

This report was presented to Council on March 15, 2023. At that meeting, Council passed the following resolution:

1. THAT Council direct administration to proceed with a 3-year pilot, Snow Angels Program by creating a list of neighborhoods in need of volunteers as well as creating a list of volunteers. Town to manage the program by creating a questionnaire for those in need to ensure those who request assistance are qualified, all information to be confidential; and
2. THAT the Operations Budget be increased by \$17,000 in 2024, 2025 and 2026 for the snow angels pilot project.

With this direction, the Municipal Snow Plowing, Sanding, and De-icing Policy has been updated to include a Snow Angels Program that will be administered by Public Works Staff.

ANALYSIS/ISSUES/IMPLICATIONS

In reviewing recent legal decisions regarding snow clearing operations and comparing with the Town's existing Municipal Plowing, Sanding, and De-icing policy, it was found that the existing policy did not contain sufficient detail to guide staff on what level of service is required when performing snow clearing and de-icing activities. The updated policy provides clarity to staff and residents regarding the Town's responsibility regarding winter operations activities. This includes:

- a prioritization of street clearing activities based on road classification,
- identification of sidewalks that Town staff are responsible to clear,
- timelines for clearing of bike lanes and parking lanes, and
- hours that staff are permitted to work including allowance for overtime work.

The updated policy also identifies work that staff will not perform to provide clarity around scopes of work that have been the subject of recent legal decisions. The clarity provided is intended to reduce legal liability for the Town.

The updated policy reinforces the prioritization of work that Town staff currently follow during snow events. The following is a general flowchart of the activities for minor and major snow events showing an ideal order of works. Every event is different due to amount of snow, length of snow event, staff availability, and equipment breakdowns.

Minor Event

<u>Priority</u>	<u>Roads</u>	<u>Sidewalks</u>	<u>Bike lanes</u>
1	Priority A		
2	Priority B	Arterial/Major Collector Side 1	
3	Priority C	Arterial/Major Collector Side 2	Bike Lanes

Major Event

<u>Priority</u>	<u>Roads</u>	<u>Sidewalks</u>	<u>Bike lanes</u>
1	Priority A		
2	Priority B		
3	Priority A		
4	Priority B	Arterial/Major Collector Side 1	
5	Priority C	Arterial/Major Collector Side 2	Bike Lanes

Clearing of Priority A, Arterial and Major Collector Roads, is the top priority in any snow events. Staff may repeatedly clear Priority A roads before moving to Priority B roads and may begin clearing Priority B roads only to return to Priority A due to snow accumulation.

However, sidewalks fronting municipal facilities that are not leased will be maintained on a regular basis during regular business hours. During snow events additional operational staff will assist in clearing sidewalks, priority will be the downtown area, transit shelters, sidewalks fronting parks, greenways and the promenade. **These areas will be serviced only during regular business hours when additional staff resources are available.**

The edits to the Street and Traffic Bylaw are intended to clarify the responsibility of property owners to clear Town sidewalks adjacent to their property. This is an extremely common requirement within bylaws from other municipalities across Canada. Currently, the Prevention of Nuisance and Property Maintenance bylaw indicates that adjacent property owners are required to keep sidewalks adjacent to their property in a safe and tidy condition. The current Street and Traffic Bylaw identifies that owners and occupiers of commercial and multi-family properties are required to clear snow, ice, and rubbish from adjacent sidewalks by 10am daily, however the current bylaw does not extend to all properties. The amended bylaw expands the sidewalk snow clearing requirement to any property owner within the Town of Comox this will be done by education, notification, and public complaint.

At Council's request, a Snow Angel program has been added to the Municipal Snow Plowing, Sanding, and De-icing Policy. This program will allow residents who are unable to clear snow from Town sidewalks to apply for sidewalk clearing assistance. The program will also collect applications for volunteers who are willing to clear sidewalks for those who are physically unable to clear their own. Town staff will assign volunteers to addresses that require assistance. It will be the volunteer's responsibility to clear snow from Town sidewalks from their assigned addresses. Any residents applying for snow clearing assistance who are accepted into the program will be exempted from bylaw fines for failing to clear snow from Town sidewalks fronting their property whether matched with a Snow Angel volunteer or not.

The amended bylaw also includes a fine for failure to clear sidewalks, of \$90 or \$50 if paid early. Currently, Town staff have the authority to remove snow, ice and rubbish from unmaintained sidewalks and pass all costs back to the property owner. During a snow event, this is not feasible as all available staff are busy clearing snow throughout Town and there is no availability to attend and clear sidewalks. Additionally, it is virtually impossible to track staff and equipment time to clearing sidewalks for individual properties. Adding a bylaw infraction will make enforcement of the bylaw requirement much easier.

The current bylaw includes that rubbish is to be cleared in addition to snow and ice. The requirement to remove refuse from sidewalks is included in the current Public Nuisance and Property Maintenance Bylaw, No 1652. The amended Street and Traffic Bylaw would remove rubbish removal from the bylaw as already addressed in the Public Nuisance and Property Maintenance Bylaw. A corresponding change in wording is necessary in the Bylaw Notice Enforcement Bylaw so that the contravention listed in Schedule A is consistent with this change.

a. Financial

Each snow event has a different cost to the Town. For example, the major storm during Family Day weekend of 2021 required the mobilization of Town staff on Saturday February 13. Staff continued working through the weekend and into the middle of the week. Snow clearing efforts were completed on Wednesday February 17. The level of effort provided for this snow event was typical for a major snow event. Overall, the expenditure in labour, equivalent equipment hours, and subcontractor fees was \$51,500. While this event occurred partially over a weekend, the hours that were spent on the event were similar to other major snow events that have occurred.

The introduction of a Snow Angel program will result in an additional level of effort to administer the program. This will include the purchase of snow shovels and ice melt for volunteers, advertising of the program, the collection, evaluation of the applications, and the matching of volunteers with those in need. Council has previously approved an increase in the snow and ice clearing budget of \$17,000 in order to develop and administer the Snow Angel Pilot Program over the next three years.

b. Public Relations

Through the Town's communications, a news release would be issued to local media and community partners regarding an update to the snow and ice policy. The news release would link to information and other applicable resources located on the Town's website. It would be posted on the Town's social media channels and encouraged to be shared through online networks. A mail out will also be sent out to residents highlighting the change to the policy and why, as well as information on the Snow Angels Pilot Program.

Further, the Town will engage with residents in areas identified as having issue first with communication of the expected standards prior to any tickets being issued. It will be the goal of bylaw to seek education and compliance. Ticketing will be issued after communication has taken place with the resident or homeowner and this has not resulted in compliance with the bylaw.

GOVERNANCE CONSIDERATIONS

Council have had an opportunity to review this policy previously, however this is another opportunity to review the impacts it will have on costs and services with a few considerations:

Prioritization: Should the Town prioritize some areas more or less. Just a change in prioritization rankings would be cost neutral but adding areas into higher prioritizations will require more resources and additional costs. These are discussions to have with staff to understand the impacts then with Council to set the service levels.

Community Expectations: The adoption of these policies and bylaws will create a burden on homeowners to remove snow from their sidewalk on a regular basis. Complaints should be expected from the public on this especially as Town operations will push snow from streets onto sidewalks, sometimes numerous times throughout a snow fall event. Some residents will be upset that they are shoveling snow deposited by the Town with the potential of a fine if they do not.

To address those who need assistance in removing snow from their sidewalks, a Snow Angel Pilot Program has been developed for implementation and assessment over the next three winters.



TOWN OF COMOX

1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 7 – OPERATIONAL POLICY	POLICY NO. PWK – 005
ESTABLISHED: MAY 2, 2001	LAST REVISED: SEP 16, 2009
TITLE: MUNICIPAL SNOW PLOWING, SANDING AND DE-ICING	

NOTE: COUNCIL POLICY NO. CCL – 042 (MUNICIPAL SNOW PLOWING, SANDING AND DE-ICING) STATES:

The Town of Comox will endeavour to provide for reasonably safe movement of vehicular and pedestrian traffic when winter weather conditions prevail. This will generally be in compliance with operational policy and budget allocations.

1. PURPOSE

To describe the service levels and the manner in which snow and ice control will be delivered.

2. OBJECTIVE

To provide for the safe passage of vehicles and pedestrians within the Town of Comox by ensuring that snow and ice control operations are carried out on Town roads and applicable hard surface sidewalks in a timely manner in accordance with priorities identified by Council.

This policy provides a balance between public safety and the Town’s resources and is reflective of best practices and established procedures.

3. DEFINITIONS

Minor Storm

Snowfall in a single event with forecasted or actual snow accumulation of less than 20cm as reported by Environment Canada.

Major Storm

Snowfall in a single event with forecasted or actual snow accumulation of 20cm or more as reported by Environment Canada or any freezing rain event.

Snow Plowing

The plowing of snow into windrows in storage areas on Town roads, lanes, sidewalks and boulevards (e.g. centre medians, boulevards, bike lanes, parking areas and other areas adjacent to the curb or sidewalk)

Passable Lane/Cleared Condition

Cleared roadway that may have accumulation of snow or slippery surfaces. May be limited to a single cleared lane on a local roadway. Drivable by most vehicles with suitable winter tires or equivalent.

Downtown Core

The area encompassing Development Permit Area 1 in the Town's Official Community Plan.

Priority A Roads

- All Arterial and Major Collector Roads as defined in the Road Network Plan in the Town's Official Community Plan
- Downtown Core
- Roads accessing Town Facilities

Priority B Roads

- All Minor Collector Roads as defined in the Road Network Plan in the Town's Official Community Plan
- Transit Routes
- Bike Routes
- School Zones (when school is in session, i.e. not at Christmas break or on weekends)
- Steep Hills

Priority C Roads

All roads not identified as Priority A or Priority B Roads

Town Facilities

Fire Hall, Town Hall, Community Centre, Municipal Works and other municipal facilities.

Transit Routes

Those routes on which BC Transit operates regularly scheduled transit service. These routes do not include areas serviced by custom transit (HandyDART) services.

Bike Routes

Those routes and lanes identified on the Bicycle Network map included in the Town's Official Community Plan or roads with installed bike lanes.

Snow Angel Pilot Program

A trial program that allows residents who need help to clear snow from sidewalks fronting their property to be partnered with a volunteer to help maintain the sidewalk following snow events. The program will be administered by Town staff.

OPERATIONAL POLICY/PROCEDURES:

The Manager of Public Works (or designate) is responsible for deciding how best to apply the resources at their disposal to address the particular snow and ice hazard.

Snow and ice control services are not intended to eliminate all hazardous conditions, but to assist vehicles that are properly equipped for winter driving conditions and operated in a manner consistent with good winter driving habits and also to assist pedestrians walking with care and attention to winter conditions.

Overtime will generally be limited to Priority A and Priority B routes unless otherwise approved by the Manager of Public Works. Clearing of snow on roads will be prioritized above the clearing of sidewalks.

4. POLICY

In the event the circumstances do not permit the concurrent mobilization of resources to address the priorities outlined in sections 4.1, 4.2, 4.3, 4.4, the Manager of Public Works will prioritize resources, dependant on the availability of equipment and trained personnel, to respond to the requirements in sections 4.1 and 4.2. In the attempt to achieve the goals outlined in sections 4.1 and 4.2 the normal service level, safe access to and use of infrastructure such as sidewalks, boulevards, parking spaces, bike lanes and other related infrastructure may be impacted and will not be addressed until time and resources permit subsequent to the completion of the procedures outlined in sections 4.1 and 4.2.

The Town, unless otherwise directed by the Manager of Public Works, will not truck snow from any area within Town. Snow will be disposed of through natural melting.

4.1. ROAD ICE CONTROL

Road ice control refers to the application of road salt or sand in order to prevent or respond to slick road conditions resulting from frost or ice on the road. Road ice control is generally independent of Snow Plowing activities but can be performed in conjunction with Snow Plowing during a Major or Minor Storm event.

- 4.1.1. Ice control will consist of spreading of road salt when determined necessary by the Manager of Public Works (or designate).
- 4.1.2. Ice control will be prioritized in the same order as the Road Plowing Priorities. Roads with steep hills will also have road salt or sand applied when ice control activities are performed.

4.2. ROAD SNOW PLOWING

Plowing will commence when the depth of fallen snow reaches or is expected to reach 10 cm on Priority A Roads or when the road conditions are such that a lesser depth of snow is causing dangerous conditions as determined by the Manager of Public Works or designate.

Snow plowing will result in windrows on both sides of the road. The clearing of windrows in front of driveways left by snow plowing equipment shall be the responsibility of the adjacent property owner or occupant. The Town will provide no support to the clearing of windrows from driveways.

4.2.1. ROAD PLOWING PRIORITIES

1. Priority A Roads
2. Priority B Roads
3. Priority C Roads

4.2.2. Snow clearing of roads shall be done in a manner to achieve at least a 4.0m Passable Lane in each direction.

4.2.3. Staff will initially clear the Priority A Roads and maintain Priority A roads in a Cleared Condition until the termination of snowfall.

4.2.4. Priority B Roads will be cleared once the Priority A Roads can be maintained in a Cleared Condition.

4.2.5. Priority C Roads will be cleared once the Priority B Roads can be maintained in a Cleared Condition.

4.2.6. Service delivery will be evaluated continuously during events and may require the re-focussing of Town staff efforts back to Priority A or Priority B Roads.

4.2.7. Snow clearing operations will continue until snowfall accumulation terminates and all Priority A and B roads are in a Cleared Condition.

4.2.8. Snow clearing operations may be halted during the overnight hours to allow for rest breaks. This decision will be made by the Manager of Public

Works (or designate) and will consider worker and public safety and forecasted weather conditions.

4.2.9. Due to plowing prioritization, snow accumulation may exceed 10cm on Priority B and C Roads

4.2.10. Snow clearing operations will result in snow being placed in bike lanes and parking lanes. Bike lanes may be cleared once all Priority A, B, and C roads can be maintained in a Cleared Condition. Clearing of bike lanes will only be completed during regular working hours and only as time and resources permit. Overtime will not be approved for clearing of bike lanes. Where bike lanes and parking lanes are adjacent to one another, they will be cleared at the same time. Clearing of bike lanes and parking lanes will result in windrows being created. It is the responsibility of the adjacent property owner or occupant to clear windrows from driveways.

4.2.11. In the event that available resources are not adequate to meet the snow clearing demand, unsafe or impassable roads may be temporarily closed by the Manager of Public Works (or designate) until the Town has the resources available to clear the roads.

4.2.12. Catch basin/culvert clearing shall be performed on an as needed basis and will be secondary to snow and ice clearing in priority unless there is a life safety or significant property damage concern.

4.3. SIDEWALK SNOW PLOWING AND DE-ICING

4.3.1. Snow removal and de-icing of sidewalks shall be limited to sidewalks along arterial and major collector roads in the Town and sidewalks fronting Town owned properties.

4.3.2. As resources are available, the first priority will be to clear sidewalks identified in 4.3.1 along one side of arterial and major collector roads.

4.3.3. The second priority will be to clear snow from the other sidewalk along arterial and major collector roads, as resources are available.

4.3.4. Service delivery will be evaluated continuously during events and may require the re-focussing of Town staff efforts back to priority sidewalks.

4.3.5. Clearing of windrows from sidewalk letdowns and crosswalks will be prioritized following all of the roadway snow clearing prioritization and will be performed as time and resources permit.

- 4.3.6. Sidewalks fronting municipal facilities that are not leased will be maintained on a regular basis during regular business hours.
- 4.3.7. During snow events and only during regular business hours when additional operational staff are available. The Town will assist in clearing sidewalks adjacent to Town owned property and the following areas listed in this section. Priority will generally be in the following order: the downtown area, transit shelters, sidewalks fronting parks, greenways and then the promenade.
- 4.3.8. Clearing of sidewalks other than those identified elsewhere in this section are the responsibility of the adjacent property owner or occupant as indicated in the Town's Street and Traffic Bylaw. The Town will **not** be regularly inspecting sidewalks adjacent to private property to ensure that they have been cleared of snow and ice and will generally rely on public complaints to identify noncompliance. Inspections will generally be complaint driven only.
- 4.3.9. The Town will organize a Snow Angel Pilot Program for the 2023 – 2024, 2024 – 2025, and 2025 – 2026 winters. Following the 2025 – 2026 winter (or prior), the pilot program will be evaluated to determine its effectiveness and a determination will be made regarding the continuation of the program on a permanent basis. Details around the Snow Angel Pilot Program will be administered based on Appendix A.
- 4.3.10. Snow and ice clearing at transit stops will be performed as time and resources permit following the clearing of snow from sidewalks fronting Town owned facilities and properties. Clearing of snow from windrows at transit stops will be limited to clearing a pathway in order to allow access to the front door of a bus. Clearing windrows from the length of a transit stop will not be done by Town staff. Clearing of transit stops will be prioritized as follows:
- 4.3.10.1. Downtown Core
 - 4.3.10.1.1. Transit Exchange
 - 4.3.10.1.2. Transit stops with bus shelters
 - 4.3.10.1.3. Transit stops without bus shelters
 - 4.3.10.2. Arterial Roads
 - 4.3.10.2.1. Transit stops with bus shelters
 - 4.3.10.2.2. Transit stops without bus shelters
 - 4.3.10.3. Major Collector Roads
 - 4.3.10.3.1. Transit stops with bus shelters
 - 4.3.10.3.2. Transit stops without bus shelters
 - 4.3.10.4. Other transit facilities
 - 4.3.10.5.

4.4. ON STREET PARKING AREAS

- 4.4.1. Snow clearing from on street parking areas within the Downtown Core and will be performed in conjunction with snow clearing of the road. Depending on the amount of snow received, the width of the parking area will be reduced. Snow will be placed in windrows partially within the parking area and the adjacent sidewalk, with approximately half of the windrow in the parking lane. Snow will also be pushed to and placed in a windrow at one end of parking areas, reducing the availability of on street parking. Clearing of pathways from the parking area to adjacent sidewalks will not be performed by Town staff. It is expected that individuals parking in on street parking locations will access sidewalks at appropriate locations by walking along the road to the nearest intersection.
- 4.4.2. Clearing of snow from on street parking areas outside the downtown core will be performed at the completion of Major or Minor Storm events once all other cleanup is completed. Clearing of these on street parking areas will only be completed during regular working hours and only as time and resources permit. Overtime will not be approved for clearing of these on street parking areas.

Appendix A

Snow Angels

1. About the Program

The Snow Angel program attempts to unite people who need help clearing their adjacent Town sidewalks of snow with volunteers from our community who want to provide snow clearing assistance.

When it snows, Town crews clear our roadways and specific sidewalks based on the Municipal Snow Plowing, Sanding and De-Icing Policy, property owners clear their sidewalks, driveways/walkways (including adjacent Town sidewalks). For some members of the community, particularly seniors and those with physical disabilities, moving snow is a difficult or impossible task. Snow Angels will respond to requests made to the Town by those who need help to shovel their adjacent Town sidewalk.

The Town will collect applications for sidewalk snow clearing assistance from residents who need help to clear Town sidewalks fronting their property. The Town will also collect applications for volunteers who are willing and able to shovel Town sidewalks for residents who are unable to do so. The Town will attempt to assign a volunteer to a resident in need.

2. Volunteer to be a Snow Angel

Volunteers will be required to complete an application form and submit to Public Works staff for approval. Once the volunteer screening process is complete, Town staff will assign a property.

Qualifications for snow angel volunteers

- 16 years of age or older
- Town of Comox resident
- In adequate physical shape and capable of clearing snow

3. Access Support from the Snow Angels Program

Qualifications

- 70 years of age or older with no individual resident able to clear snow from Town sidewalk
- Under 70 years of age with physical disability that does not permit the clearing of snow with no individual resident able to clear snow from Town sidewalk
- Unable to find a neighbour or family member to clear snow
- Unable to hire a company to clear snow

Under the Comox Street and Traffic Bylaw, it is the responsibility of the property owner to remove snow and ice from all sidewalks bordering their property by 10:00 am every day. If a resident is approved for assistance who has not been matched with a volunteer or if your Snow Angel volunteer is unable to clear the snow from the sidewalk, the Town will not issue a bylaw fine.

TOWN OF COMOX

BYLAW NO. 1358.05

A BYLAW TO AMEND THE STREET AND TRAFFIC BYLAW

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 Street and Traffic Bylaw No. 1358.05, 2023”.

2. Amendment

The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) by replacing the definition in section 3.2 (k) with the following text:

“**Public Works Superintendent** means the Public Works Manager of the Town and includes anyone authorized by Council to act on behalf of the Public Works Superintendent”;

(b) by replacing the text in section 4.4 Snow, Ice and Rubbish Removal with Snow and Ice Removal;

by replacing the text in section 4.4 (a) with the following:

“The owner or occupier of any parcel of real property shall, not later than 10:00 a.m. every day, remove snow and ice from any sidewalk adjacent to such parcel for a distance that coincides with the parcel's property line and for the full width of the sidewalk”;

(c) by deleting section 4.4 (b) in its entirety; and

(d) by replacing the text of the offence in section 9.3(c) Column 1 with the following:

“Fail to remove snow and ice”.

3. Adoption

- | | | |
|-----------------------------|--------|--------|
| (1) READ A FIRST time this | day of | , 2023 |
| (2) READ A SECOND time this | day of | , 2023 |
| (3) READ A THIRD time this | day of | , 2023 |
| (4) ADOPTED this | day of | , 2023 |

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 2004.01

**A BYLAW TO AMEND THE COMOX BYLAW NOTICE
ENFORCEMENT BYLAW**

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 Bylaw Notice Enforcement Bylaw No. 2004.01, 2023”.

2. Amendment

The Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 is hereby amended as follows:

- a) By replacing the text in SCHEDULE “A” (Comox Street and Traffic Bylaw, 2001):

“Fail to remove snow, ice and rubbish”

with the text:

“Fail to remove snow and ice”.

3. Adoption

- | | | |
|-----------------------------|--------|--------|
| (1) READ A FIRST time this | day of | , 2023 |
| (2) READ A SECOND time this | day of | , 2023 |
| (3) READ A THIRD time this | day of | , 2023 |
| (4) ADOPTED this | day of | , 2023 |

MAYOR

CORPORATE OFFICER

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. 2016, 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	3 rd	day of	May	, 2023
READ a SECOND time this	3 rd	day of	May	, 2023
READ a THIRD time this	3 rd	day of	May	, 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 - other than current or previous year	\$5.50 per folio per 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) - all others (full size) - custom maps	\$22.00 colour \$22.00 colour plus GST \$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 - Monthly reports - Weekly reports	\$11.00 plus GST \$110.00 per year plus GST \$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request - Up to Tabloid size - Greater than Tabloid size	\$0.55 per plan plus GST \$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 - Greater than Tabloid size	\$22.00 plus GST plus \$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 - Full year	\$55.00 \$110.00
Banner Station Advertising: - Registered provincial or federal non-profit society - Other	\$0 \$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 - Other	\$0 \$100 per month

To: Mayor and Council	File: DVP 22-7
From: Marvin Kamenz, Director of Development Services Robin Pallett, Planner II	Date: May 11, 2023
Subject: Development Variance Permit application (DVP 22-7) to increase the maximum number and size of signs for a drive-thru restaurant.	

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

That Development Variance Permit DVP 22-7 for proposed signs A & B and existing sign #3 (as shown in **Attachment 1** to the May 11, 2023 Planning Report on DVP 22-7) be issued upon resolution of the Outstanding Items listed in **Schedule 1**, and subject to the Development Variance Permit Conditions listed in **Schedule 2**.

ALTERNATIVES TO THE RECOMMENDATIONS

Alternative 1 – That the recommendation be amended to include Signs #s 1 & 18.

That Development Variance Permit DVP 22-7, for proposed signs A & B and existing signs #1, #3 and #18 (as shown on **Attachment 1** to the May 11, 2023 Planning Report on DVP 22-7) be issued upon resolution of the Outstanding Items listed in **Schedule 1**, and subject to the Development Variance Permit Conditions listed in **Schedule 3**.

Alternative 2 – Deny the variances for all proposed and existing signs.

That Development Variance Permit DVP 22-7 be denied.

PROPOSAL

The proposal is to vary 'Town of Comox Sign Bylaw No. 1197, 1995' (the Sign Bylaw) to permit a total of two drive-thru menu board signs with a speaker and drive-thru one menu board signs without a speaker and three existing signs. A Sign Location Map is provided in **Attachment 1** and a table identifying the required variances for each sign that requires one is provided in **Attachment 2**.

The applicant's submission is contained in **Attachment 3**, which contains a number of signs that conform to the Sign Bylaw but for which no permit is on file: Sign #s 2, 4 to 8, 10, 11, 16,17,19 and 20. As permit applications can be submitted and permits issued for these signs without a variance they are not discussed in this report.

REPORT SUMMARY

Subject Property:

727 Anderton Road (Unit A)

Lot 1 District Lot 170 Comox District Plan VIP67445

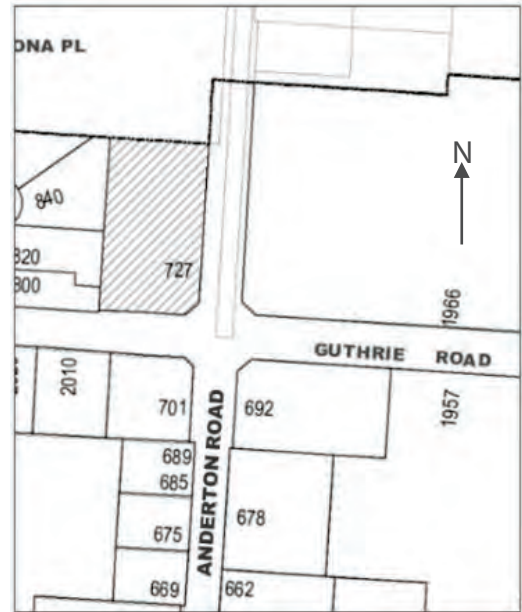
Applicant: Ryan Matthews,

Property Owner: Gagan Enterprise Ltd.

Property Size: 5,860 m²

Property Contains: Three buildings containing seven businesses. Unit A is located in the southernmost building and is occupied by a McDonald's restaurant with a drive-thru. An additional drive-thru is included with the Tim Horton's restaurant, which is located in the central building on the lot.

Surrounding Land Uses: Commercial uses to the east, south and west. Residential uses to the west and to the north. The subject property is located along the Town boundary, and as such, the residential property to the north is located in the CVRD.



Key Issues:

Sign Bylaw

- Sign Bylaw regulations do not address the specific needs of drive-thru restaurants for menu order boards.

Consistency

- Consistent application of regulations provides certainty of what is required for a business to comply and what will be required of competitors.

Effectiveness of Signage

- Too little signage or too small of a sign area, as viewed from a street, can make it difficult for a message to reach the public.
- Too much signage or sign area, as viewed from a street, can drown out the message that signage is trying to convey.

Impact on Surrounding Properties

- The quantity, size and form of signs can impact surrounding properties, public areas and neighbourhood character.

Council Decisions

To approve all, a portion or none of the requested sign variances

Decision options

Implications

Recommended

Approve variances for signs related to drive-thru use or unique site characteristics.



- This recommendation would allow for an increase in the number of drive-thru menu board signs from one with an intercom to three, with two of them having intercoms (consistent with Alternative 1 below);
- Increase the number of permitted building fascia signs located on the east wall of the restaurant from 1 to 2 (consistent with Alternative 1);
- Increase the maximum sign size for one building fascia sign. One existing fascia sign would have to be reduced in size or removed (whereas two fascia signs would have an increased maximum sign area with Alternative 1), and
- No poster signs would be allowed to be used as a directional sign for circulation and there would be no increase in the maximum sign size for directional signs for circulation. The existing poster directional sign would have to be removed or replaced with a smaller directional sign (as opposed to a large poster sign used as a directional sign for circulation being allowed with Alternative 1).

Alternative 1 - Approve all requested variances.



- This recommendation would increase the number of menu board signs from one (with an intercom) to three (two of which have intercoms);
- Increase the number of permitted building fascia signs located on the east wall from one to two;
- Increase the maximum sign size for two building fascia signs; and
- Allow one poster sign as a directional sign for circulation and increase its maximum sign size.

Alternative 2 - Deny the variances.



- This recommendation would mean that the proposed additional drive-thru menu board signs would not be permitted, one existing fascia sign would need be to be removed and one reduced in size or removed, and one poster sign replaced with a smaller permanent sign or removed.

STRATEGIC PLAN LINKAGE

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

BACKGROUND

Notification of Council's intent to consider DVP 22-7 at the May 17, 2023 Regular Council Meeting was mailed to abutting properties owners and tenants, including those located in the CVRD. Correspondence received in advance of the May 17, 2023 RCM will be distributed to Council prior to commencement of the RCM.

OCP IMPLICATIONS

Official Community Plan Land Use Designation: Commercial: Neighbourhood

Variance Request: Proposed variances are consistent with OCP.

Development Permit Areas

DPA # 5 Commercial:
Neighbourhood and Tourist

Development Exempt from DPA?

Exempt under section 3.5.4(D)

ZONING IMPLICATIONS

Zoning: C3.1 Arterial Commercial

Variance Request: Conforms to regulations in 'Comox Zoning Bylaw 1850' (the Zoning Bylaw).

SIGN BYLAW IMPLICATIONS

The McDonalds restaurant signage has been regulated by the Sign Bylaw since its opening in 1998. Under that bylaw a Sign Permit¹ is required for each sign that is proposed to be erected on the site or commercial unit.

Sign Bylaws seek to balance the needs of businesses to identify their location and the goods and services that they offer, while mitigating the impacts to surrounding users and parcels. Insufficient or excessive signage can make it difficult for businesses to communicate their messages to the public and can create wayfinding issues. Signage can also affect the character of an area, pedestrian orientation and impact surrounding property owners.

Applying regulations consistently ensures that businesses know what is required of them to comply with the rules and what their competitors must also follow: i.e. certainty. In cases where unique challenges arise due to site-specific issues, limiting variances to what is required to address site-specific issues provides flexibility while maintaining certainty.

¹ A Sign Permit is separate from a Building Permit or a Development Permit.

This report references the sign numbering as provided in the application and the modified version of application location plan shown below².

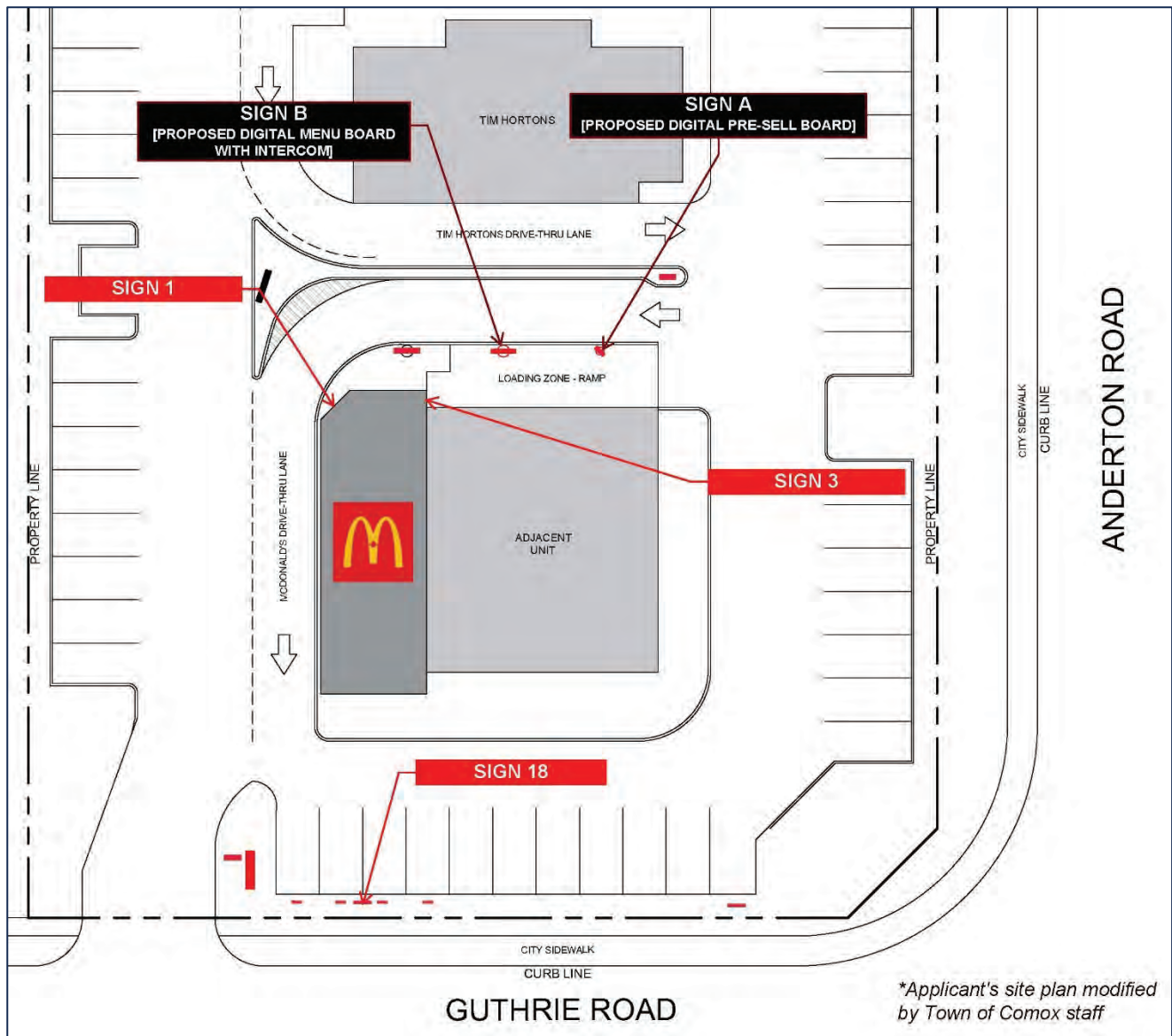


Figure 1. Sign Location Plan

The requested variances fall into two categories:

1. Drive-thru menu boards and menu boards with speakers
2. Other Signage

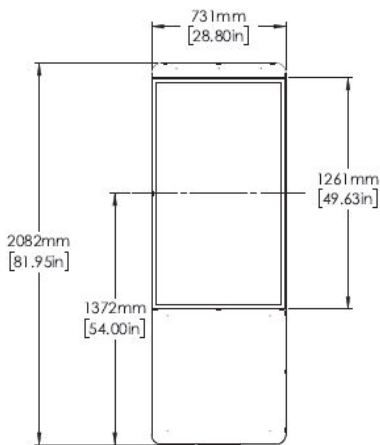
² Figure 1 is also provided in Attachment 1.

1. Drive-thru menu boards and menu boards with speakers – Signs #17, A and B

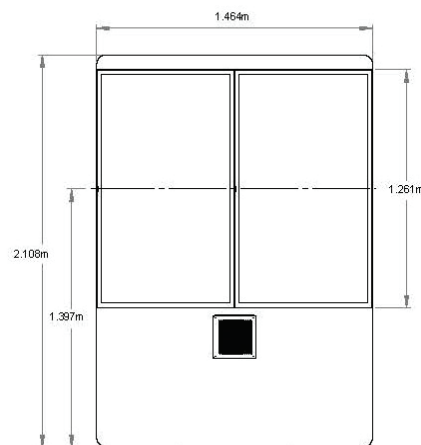
The Sign Bylaw does not specifically regulate menu board signs³ or menu board signs with a speaker. The closest category in the bylaw for menu board signs is that of directional signs⁴. Given that the Zoning Bylaw permits the operation of drive-thru restaurants in the C3.1 zone, staff have treated menu board signs as directional signage with respect to permitting. Considering that a) menu board signs with speakers can be problematic for adjacent uses⁵, b) the ambiguity regarding the classification of menu board signage as directional signs, and c) when drive-thru use was first introduced in Comox there was typically only a single menu board sign with a speaker per business, staff practice has been to allow only one menu board sign with a speaker under the directional sign allowance.

There is a sign permit on file for the existing menu board sign with a speaker (Sign #17, shown below right), and the applicant is seeking permission to add an additional menu board sign (Sign A, shown below left) plus an additional menu board sign with a speaker (Sign B, shown below middle), on the basis that they would improve advertising presence, drive-thru efficiency and employee safety. The proposed menu board sign and menu board sign with a speaker would bring the number of regular menu board signs (without a speaker) for the McDonald's drive-thru to one and the number of menu board signs with a speaker to two.

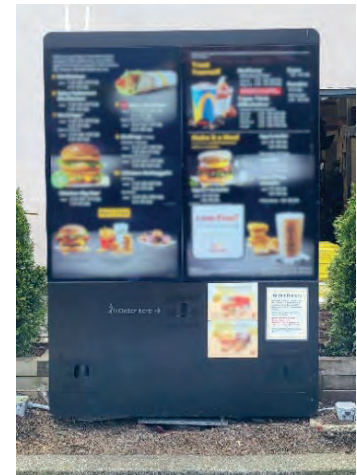
Proposed Sign A



Proposed Sign B



Existing Menu-Board Sign (Sign #17)



³ A menu board sign is a sign that displays a menu of items for a customer to choose from.

⁴ Directional signs are defined in the Sign Bylaw as "a sign that serves solely to designate the location or direction of any place or area". There are two other existing directional signs for the McDonald's restaurant, not including the existing menu board sign with a speaker (Sign #17). Therefore, including Sign #17, there are three existing directional signs for the McDonald's restaurant, which is the maximum per commercial unit under the Sign Bylaw.

⁵ There has been one complaint pertaining to the sound volume originating from one of the on-site drive-through menu board/ordering signs in the past five years, which was resolved after the restaurant operator reduced the speaker volume.

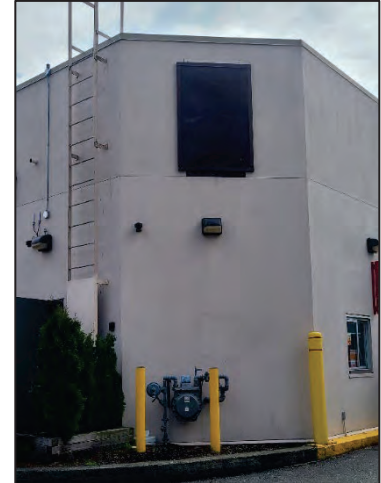
2. Other Signage – Signs #1, 3 & 18

Sign #s 1, 3, and 18 require a variance and sign permit. These signs and their associated requested variances are described below.

Sign #1 is a fascia sign⁶ located on the north west building face (shown on the right with the sign removed from its frame) that recently displayed promotional material advertising menu items.

The Sign Bylaw allows for one fascia sign per building face, and the maximum size of the sign is relative to the area and width of the building face. These regulations have not changed since the enactment of the Sign Bylaw in 1995. There is no sign permit on file for Sign 1.

The applicant has proposed a variance is to increase the maximum sign area for this sign from 1.43 m² to 1.85 m². The staff recommendation does not include this.



Existing Sign #1

The applicant states that the sign was installed 6.5 years ago.

Existing Sign #3 is an 'M' logo fascia sign located on the north section of the east building face (shown below left). There is no sign permit on file for Sign #3. Sign # 3 is a copy of the fascia sign located on the south section of the east building face (Sign #14, shown below right), for which there is a sign permit on file.

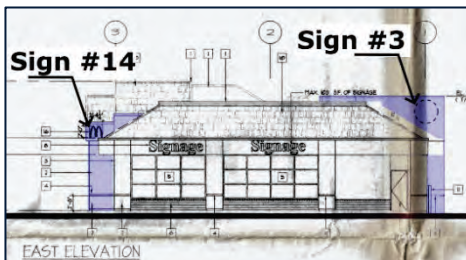


Existing Sign #3



Existing Sign #14

The proposed variance is to permit a second sign (Sign #3) on the east building face and to increase the maximum combined sign area for Sign #s 3 and 14 from 0.72 m² to 0.85 m².



The variance for Sign #3 is directly related to the unique building configuration onto which it is attached, in that the two portions of the same east building face (shown in blue on the east elevation drawing to the left) are bisected and visually blocked by the roof structure, resulting in Sign #14 not being visible from Anderton Road north of the subject building. The additional fascia sign on the east building face (Sign #3) displays the McDonald's 'M' logo to make it visible from areas where Sign #14 cannot be seen.

The applicant states that the sign was installed 5.75 years ago.

⁶ Fascia signs are defined in the Sign Bylaw as “a sign attached to, marked or inscribed on, or erected on, or placed against, a wall of a building and having the exposed face thereof on a plane approximately parallel to the plane of such wall”.

Existing Sign #18 is a poster sign used as a directional sign for circulation⁷ located on the south landscaping bed along Guthrie Road (shown right as the large 'CURBSIDE PICK UP PARK HERE' sign). The sign is attached with zip ties to a sign pole.

The Sign Bylaw does not allow posters as a sign, and limits the area of a directional sign for circulation to 0.75 m². These regulations have not been changed since the enactment of the Sign Bylaw in 1995. There is no sign permit on file for Sign #18.

The applicant has proposed a variance to allow a poster as a Directional Sign for Circulation and increase the maximum size from 0.75 m² to 1.68 m². The staff recommendation does not include this.

The applicant states the sign was installed 2 years ago.

MK/RP



Existing Sign #18

Schedules:

1. Outstanding Items
2. DVP Conditions
3. DVP Conditions (for alternative recommendation)

Attachments:

1. Sign Location Map
2. Table of Proposed Variances
3. Applicant's Submission

⁷ Directional signs for circulation are a type of directional sign that is regulated by the Sign Bylaw but is not defined. The regulations for directional signs for circulation are different than those for directional signs, mainly that the sign area is less than a directional sign but there is no limit to their quantity. Staff practice is to treat directional signs for circulation as signs that are typically used to guide people to the appropriate entrance, exit, parking area, or other specific location within a property. Examples of directional signs for circulation may include arrows, symbols, or written directions.

SCHEDULE 1

OUTSTANDING ITEMS

Outstanding Items to be provided prior to Development Variance Permit Issuance

1. Application for and issuance of a Sign Permit for each existing sign on the McDonald's premises that conforms to Sign Bylaw regulations, for which no sign permit is on file.
2. Submission of a complete Sign Permit application for each sign that Council has approved a variance for.
3. Removal of any signs that do not have a Sign Permit and have not been approved for a variance.

SCHEDULE 2

DEVELOPMENT VARIANCE PERMIT CONDITIONS

1. This development variance permit is to allow the installation of two new drive-thru menu board signs (i.e. directional signs), Signs A and B, and the retention of one existing sign (Sign #3, in accordance with **Attachment 1** Sign Location Plan).

- (a) Schedule "C": Directional Signs (a)

For proposed signs A and B

From:

Not more than 3 directional signs shall be permitted for each property or premise [sic].

To:

Not more than 5 directional signs shall be permitted for each property or premises. A maximum of 2 directional signs may be used for signs other than drive-thru menu board signs. A maximum of 3 directional signs may be used for drive-thru menu board purposes. A maximum of 2 directional signs for drive-thru menu board purposes may contain a speaker.

(b) Schedule "C": Fascia Signs 1(b)

For existing Sign #3

From:

Facia signs shall be in area not greater than 0.18 square Metres per 1/3 Metre of wall length upon which it is affixed and shall be limited to twenty five (25) per centum of the area of the facade of the building. For the purposes of this bylaw the mansard roof area of a building shall be considered a part of the facade.

To:

The combined size area for Fascia signs on the east building face shall not exceed 0.85 m² in sign area.

(c) Schedule "C": Fascia Signs 1(e)

For existing Sign #3

From:

Only one (1) facia sign per frontage shall be permitted per premises with the following exception:

- (i) A building on waterfront property shall be permitted up to two (2) facia signs, with only one of these being on the waterfront side.
- (ii) Where a business premises consists of more than one department with a separate entrance to each department, an additional facia sign may be placed on the facade of the building for each department.

To:

Not more than two facia signs shall be permitted on the east building face of the McDonald's premises

**DEVELOPMENT VARIANCE PERMIT CONDITIONS
(FOR ALTERNATIVE RECCOMENDATION 1)**

1. This development variance permit is to allow the installation of two new menu board signs (i.e. directional signs) and the retention of three existing signs (Sign #s 1, 3 and 18, in accordance with **Attachment 1** Sign Location Plan). .

2. Town of Comox Sign Bylaw No. 1197, 1995 is hereby varied as follows:

(d) Section 9(1)(e)

For existing Sign #18

From:

Unless otherwise specifically permitted by this bylaw, no sign shall be displayed anywhere within the municipality, which... is a billboard, poster, canvas sign or banner placed on a structure, pole, fence, or tree where the same is visible from any public way or highway, except such regalia put up to celebrate a special event or occasion, including a banner or canvas sign strung across a Town street or highway where permission has been granted by the Town;

To:

The directional sign for circulation identified as Sign #18 is permitted in the form of a poster sign.

(e) Schedule "C": Directional Signs (a)

For proposed Signs A and B

From:

Not more than 3 directional signs shall be permitted for each property or premise [sic].

To:

Not more than 5 directional signs shall be permitted for each property or premises. A maximum of 2 directional signs may be used for signs other than drive-thru menu board signs. A maximum of 3 directional signs may be used for drive-thru menu board purposes. A maximum of 2 directional signs for drive-thru menu board purposes may contain a speaker.

(f) Schedule "C": Directional Signs for Circulation (b)

For existing Sign #18

From:

Directional signs for circulation shall not exceed 0.75 m² in sign area.

To:

The directional sign for circulation identified as Sign #18 shall not exceed 1.68 m² in sign area.

(g) Schedule "C": Fascia Signs 1(b)

For existing Signs #1 and #3

From:

Fascia signs shall be in area not greater than 0.18 square Metres per 1/3 Metre of wall length upon which it is affixed and shall be limited to twenty five (25) per centum of the area of the facade of the building. For the purposes of this bylaw the mansard roof area of a building shall be considered a part of the facade.

To:

The Fascia sign identified as Sign #1 shall not exceed 1.85 m² in sign area.

The combined size area for Fascia signs on the east building face shall not exceed 0.85 m² in sign area.

(h) Schedule "C": Fascia Signs 1(e)

For existing Sign #3

From:

Only one (1) fascia sign per frontage shall be permitted per premises with the following exception:

- (i) A building on waterfront property shall be permitted up to two (2) fascia signs, with only one of these being on the waterfront side.
- (ii) Where a business premises consists of more than one department with a separate entrance to each department, an additional fascia sign may be placed on the facade of the building for each department.

To:

Not more than two fascia signs shall be permitted on the east building face of the McDonald's premises.

SIGN LOCATION PLAN

- **Proposed signs** are shown with **black labels**.
- **Existing signs requiring variances** are shown with **red labels**.
- Existing signs with permits or that do not require variances are not shown.

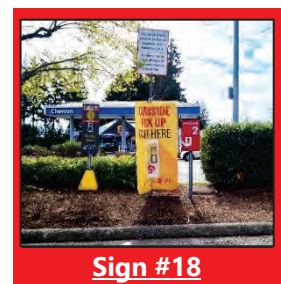
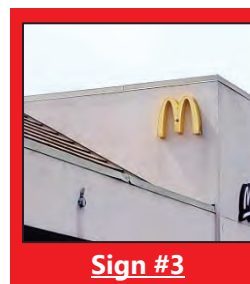
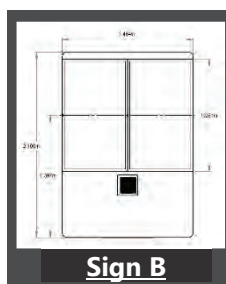
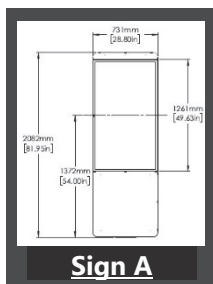
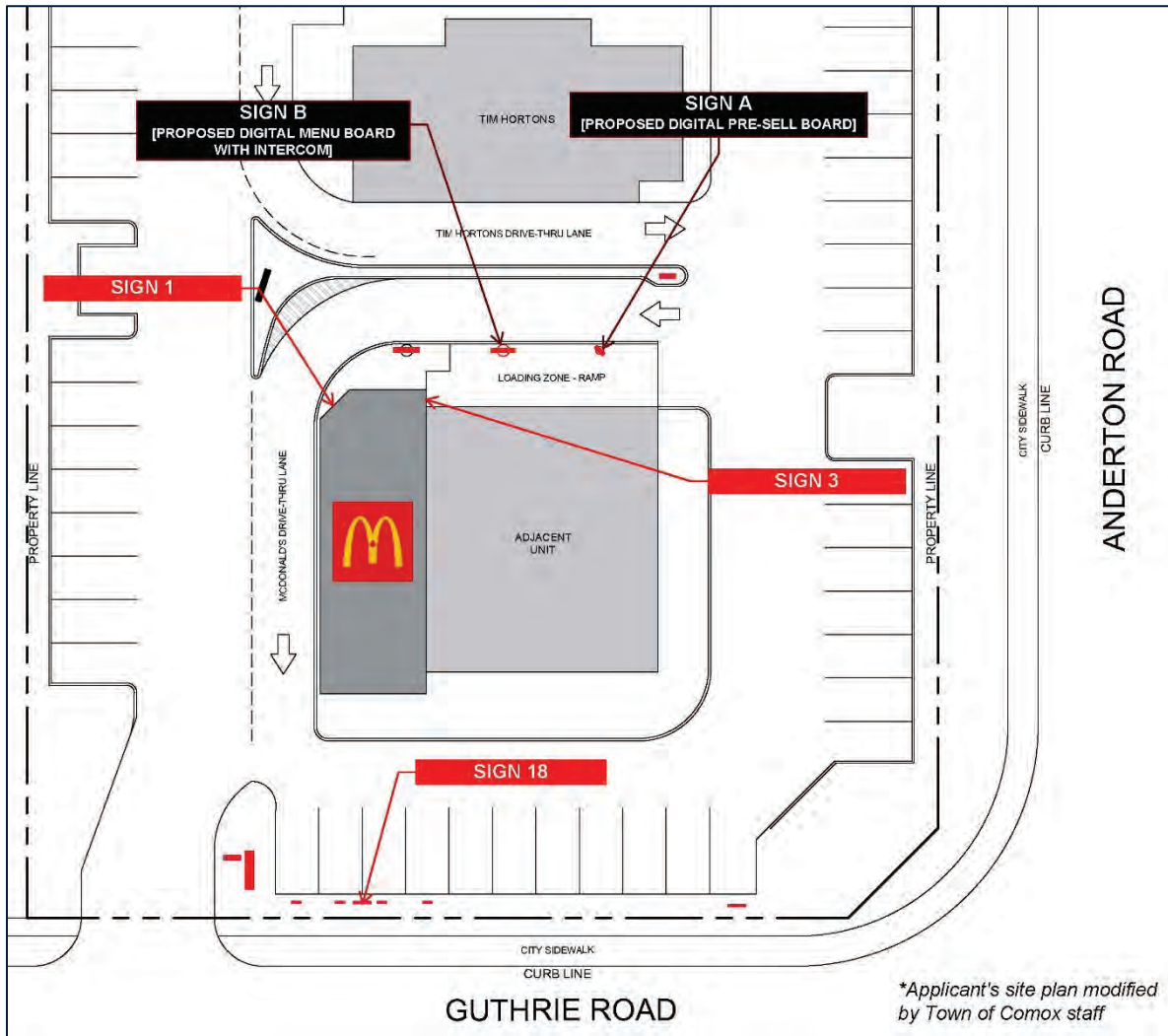


TABLE OF PROPOSED VARIANCES

	<u>Existing Regulation</u>	<u>Proposed Variances</u>
<p>Proposed Menu Board Signs (Signs A & B):</p>	<p>Schedule "C": Directional Signs (a) Not more than 3 directional signs shall be permitted for each property or premises.</p>	<p>Not more than 5 directional signs shall be permitted for each property or premises. A maximum of 2 directional signs may be used for signs other than drive-thru menu board signs. A maximum of 3 directional signs may be used for drive-thru menu board purposes. A maximum of 2 directional signs for drive-thru menu board purposes may contain a speaker.</p>
<p>Existing Sign #1</p>	<p>Schedule "C": Fascia Signs 1(b) Facia signs shall be in area not greater than 0.18 square Metres per 1/3 Metre of wall length upon which it is affixed and shall be limited to twenty five (25) per centum of the area of the facade of the building. For the purposes of this bylaw the mansard roof area of a building shall be considered a part of the facade.</p>	<p>Increase the maximum area for Sign #1 from 1.43 m² to 1.85 m²</p>
<p>Existing Sign #3</p>	<p>Schedule "C": Fascia Signs 1(b) Facia signs shall be in area not greater than 0.18 square Metres per 1/3 Metre of wall length upon which it is affixed and shall be limited to twenty five (25) per centum of the area of the facade of the building. For the purposes of this bylaw the mansard roof area of a building shall be considered a part of the facade.</p>	<p>Increase the maximum combined sign area for signs on the east building face from 0.72 m² to 0.85 m².</p>

Existing Sign #3 (cont.)	Schedule "C": Fascia Signs 1(e)	Not more than two fascia signs per frontage shall be permitted on the east building face of the McDonald's premises.
Existing Sign #18	<p data-bbox="440 363 643 394">Section 9(1)(e)</p> <p data-bbox="440 417 954 911">Unless otherwise specifically permitted by this bylaw, no sign shall be displayed anywhere within the municipality, which... is a billboard, poster, canvas sign or banner placed on a structure, pole, fence, or tree where the same is visible from any public way or highway, except such regalia put up to celebrate a special event or occasion, including a banner or canvas sign strung across a Town street or highway where permission has been granted by the Town;</p> <p data-bbox="440 951 922 1024">Schedule "C": Directional Signs for Circulation (b)</p> <p data-bbox="440 1047 954 1115">Directional signs for circulation shall not exceed 0.75 m² in sign area.</p>	<p data-bbox="1005 363 1429 514">The directional sign for circulation identified as Sign #18 is permitted in the form of a poster sign.</p> <p data-bbox="1005 951 1429 1098">The directional sign for circulation identified as Sign #18 shall not exceed 1.68 m² in sign area.</p>

ATTACHMENT 3
APPLICANT'S SUBMISSION

Letter of Rationale

727 Anderton Rd | McDonald's

Variance to allow menu boards and permit existing signage for McDonald's.

Dear City of Comox,

Please see below bylaw compliance issues that the proposed McDonald's Signage has revealed;

Bylaw Compliance Deficiencies

- Increase # of Directional signs from 3 to 5 (Add new digital menu boards)
- Permit the signage that has been installed previously
 - **Sign 1, Fascia Sign – NW bldg. face**
 - Proposed area: 1.85 m²
 - Allowed area: 0.88 m²
 - **Sign 2, Fascia Sign – N bldg. face**
 - Proposed area: 1.11 m²
 - Allowed area: 0.29 m²
 - **Sign 3, Fascia Sign – E bldg. face**
 - Proposed area: 0.85 m²
 - Allowed area: 0.45 m²
 - Proposed # signs on E bldg face: 2
 - # signs allowed on E bldg. face: 1
 - **Sign 13, Fascia Sign – (Primary) S bldg. face**
 - Proposed area: 2.91 m²
 - Allowed area: 2.21 m²
 - **Sign 14, Fascia Sign – E bldg. face**
 - Proposed area: 0.85 m²
 - Allowed area: 0.45 m²
 - Proposed # signs on E bldg face: 2
 - # signs allowed on E bldg. face: 1
 - **Sign 17, Directional Sign – 3 of 3 (Menu board sign)**
 - Proposed area: 3.02 m²
 - Allowed area: 2.25 m²
 - **Sign 18, Directional (Pole) Sign – for circulation**
 - Proposed area: 1.68 m²
 - Allowed area: 0.75 m²
 - Proposed: Allow a pole-wrapped sign
 - Allowed: Pole-wrapped signs are not allowed

Rationale:

We are seeking variance approval to the above noted deficiencies, as well as any other bylaw compliance deficiencies not noted, in order to install new brand-standard signage for McDonald's and permit existing signage.

The proposed signage offers the latest energy-efficient technologies and modern aesthetics to comply with McDonald's nation-wide site standards. The intent of the proposal is to provide adequate advertising presence for the restaurant while reducing on-site drive-thru timelines and traffic, therefore increasing safety standards for pedestrians and motorists alike. After years of use across Canada, these sign types have proven an invaluable tool for the continued growth, safety, and successful operation of McDonald's restaurants across Canada.

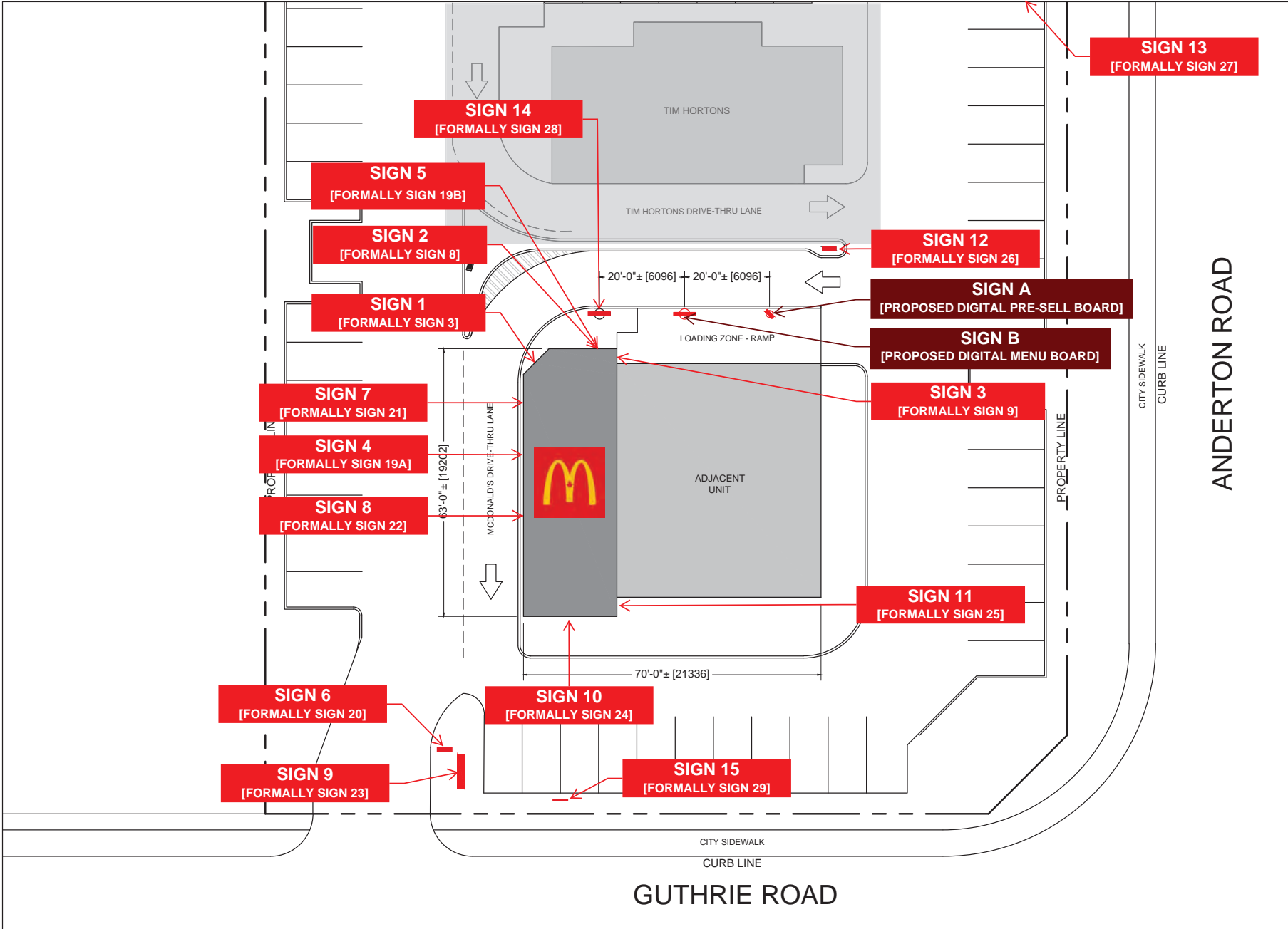
The existing signs have been installed many years ago, ranging from 5.75 years ago to over 23 years ago. Most of the signage were permitted when this site opened in 1998. Our client would like to ensure that all the signage at this location are legally permitted.

We sincerely hope that, for the reasons noted above, you will consider our variance to the above noted bylaw deficiencies, as well as any bylaw deficiencies not noted, in order to allow the installation of the newly proposed and existing McDonald's signage at 727 Anderton Rd.

February 22, 2023



Ryan Matthews
Priority Permits Ltd.
331 Parkdale Ave N, Hamilton ON, L8H 5Y1
604 477 9650
Ryan@PriorityPermits.com

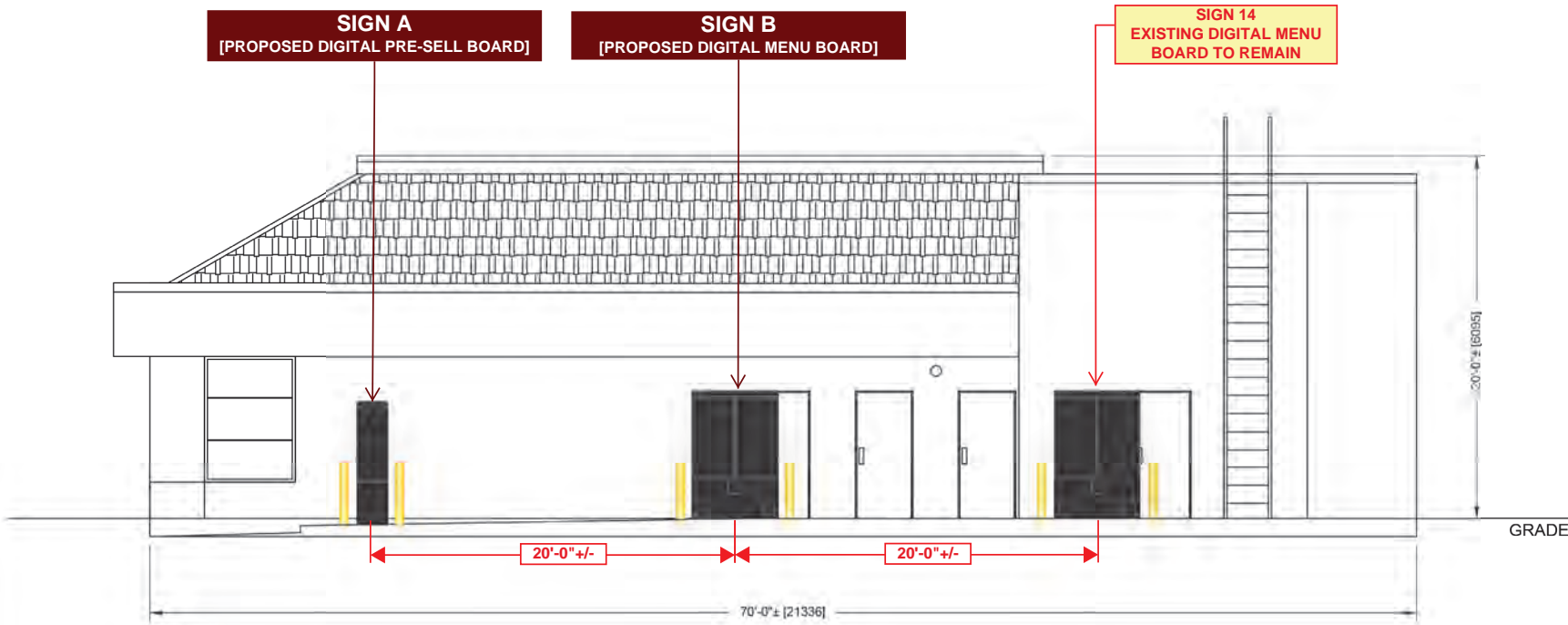


ANDERTON ROAD

GUTHRIE ROAD

REV	DESCRIPTION
A	-
MCDONALD'S	
727 ANDERTON ROAD COMOX, BC	
-	
SITE PLAN	
DATE:	FEB. 10, 2023
SCALE:	1:200
JOB No.:	-
DRAWN BY:	AT
CHECKED BY:	AT

NOTE: THESE DRAWINGS ARE INTENDED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND/OR FABRICATOR PRIOR TO CONSTRUCTION OR INSTALLATION.



2 NORTH ELEVATION
SCALE: 1:75

REV	DESCRIPTION
A	-
MCDONALD'S	
727 ANDERTON ROAD COMOX, BC	
-	
ELEVATION	
DATE:	FEB. 10, 2023
SCALE:	1:75
JOB No.:	-
DRAWN BY:	AT
CHECKED BY:	AT

NOTE: THESE DRAWINGS ARE INTENDED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND/OR FABRICATOR PRIOR TO CONSTRUCTION OR INSTALLATION.



EXISTING



PROPOSED

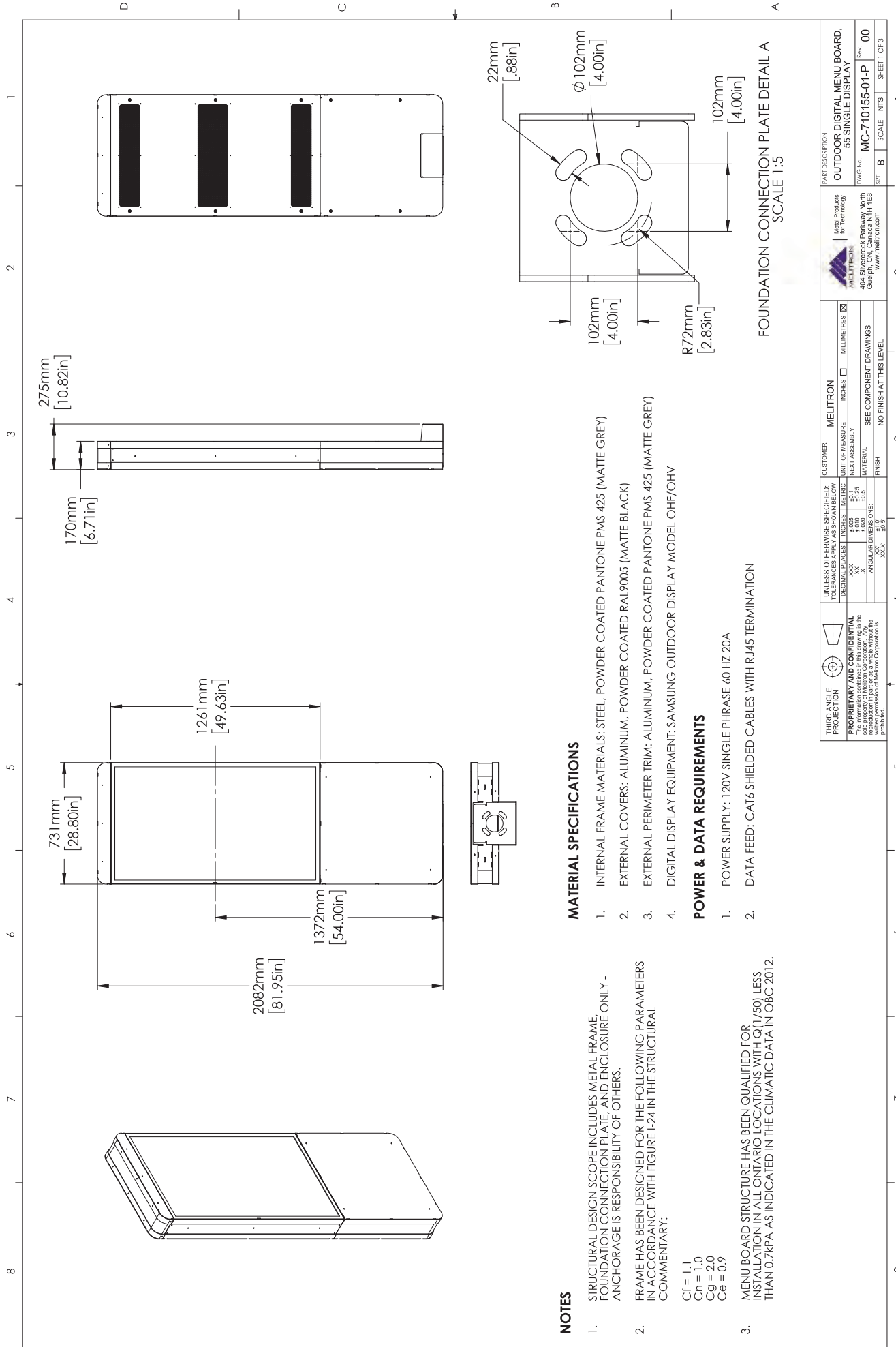
ILLUSTRATIVE ONLY

NP1-68800A

PRESENTATION

Installation:	<input type="checkbox"/> Interior	<input checked="" type="checkbox"/> Exterior
Electrical Specifications:		
Volts:	T.B.D.	Amps: T.B.D. Circ: T.B.D.
#	Description:	
*	ADDITIONAL DIGITAL PRE SELL AND MENU BOARD SEE PAGE 2	

Notes:
 1 NEW SIGNS INSTALLED IN LOADING ZONE-FEASIBILITY T.B.V.



FOUNDATION CONNECTION PLATE DETAIL A
SCALE 1:5

NOTES

- STRUCTURAL DESIGN SCOPE INCLUDES METAL FRAME, FOUNDATION CONNECTION PLATE, AND ENCLOSURE ONLY. ANCHORAGE IS RESPONSIBILITY OF OTHERS.
- FRAME HAS BEEN DESIGNED FOR THE FOLLOWING PARAMETERS IN ACCORDANCE WITH FIGURE I-24 IN THE STRUCTURAL COMMENTARY:
Cf = 1.1
Ch = 1.0
Cg = 2.0
Ce = 0.9
- MENU BOARD STRUCTURE HAS BEEN QUALIFIED FOR INSTALLATION IN ALL ONTARIO LOCATIONS WITH Q(I/50) LESS THAN 0.7kPa AS INDICATED IN THE CLIMATIC DATA IN OBC 2012.

MATERIAL SPECIFICATIONS

- INTERNAL FRAME MATERIALS: STEEL, POWDER COATED PANTONE PMS 425 (MATTE GREY)
- EXTERNAL COVERS: ALUMINUM, POWDER COATED RAL9005 (MATTE BLACK)
- EXTERNAL PERIMETER TRIM: ALUMINUM, POWDER COATED PANTONE PMS 425 (MATTE GREY)
- DIGITAL DISPLAY EQUIPMENT: SAMSUNG OUTDOOR DISPLAY MODEL OHF/OHV

POWER & DATA REQUIREMENTS

- POWER SUPPLY: 120V SINGLE PHRASE 60 HZ 20A
- DATA FEED: CAT6 SHIELDED CABLES WITH R45 TERMINATION

	THIRD ANGLE PROJECTION	UNLESS OTHERWISE SPECIFIED, TOLERANCES APPLY AS SHOWN BELOW	CUSTOMER	MELITRON	PART DESCRIPTION
	PROPRIETARY AND CONFIDENTIAL This drawing is the property of Melitron Corporation. Any use, reproduction, or distribution of this drawing without the written permission of Melitron Corporation is prohibited.	DECIMAL PLACES XX X . .00 .05 .10 .15 .20 .25 .30 .35 .40 .45 .50	MILLIMETRES <input checked="" type="checkbox"/>	UNIT OF MEASURE INCHES <input type="checkbox"/>	MELITRON 404 Silvercreek Parkway North Group Coquitlam, BC V3K 5G5 www.melitron.com
					DWG No. MC-710155-01-P Rev. 00 SIZE B SCALE NTS SHEET 1 OF 3

GENERAL NOTES:

- MINIMUM CONCRETE RESISTANCE OF 3600 PSI AFTER 28 DAYS
- THE GROUND MUST NOT BE ALTERED AND MUST BE WELL DRAINED
- FOUNDATION IS BASED ON A SAFE LATERAL SOIL BEARING PRESSURE MINIMUM OF 150 PSF PER FOOT OF DEPTH. SOIL REPORT WAS NOT FURNISHED. ALLOWABLE BEARING PRESSURE SHOULD BE VERIFIED PRIOR TO PLACEMENT OF CONCRETE. DO NOT PLACE FOUNDATION IN FILL.
- ALL BACKFILL TO BE PLACED IN COMPACTED LAYERS COMPACTED TO 95% MODIFIED PROCTOR DENSITY
- DESIGN BASED IN ACCORDANCE WITH THE NBCC 2012, $q(1/50) = 0.69 \text{ kPa}$
- ELECTRICAL CONDUIT TO BE AS PER CITY CODE
- ALL VOIDS BETWEEN COLUMN BASE PLATE AND FOUNDATION SURFACE SHALL BE COMPLETELY FILLED WITH HIGH STRENGTH, NON-SHRINK GROUT

NOTE:

WHERE EXTREME FROST PENETRATION DEPTH REQUIREMENT IS GREATER THAN THE SPECIFIED DEPTH OF THIS FOUNDATION, EXTEND THE DEPTH OF THE FOUNDATION TO MEET LOCAL FROST DEPTH REQUIREMENTS.

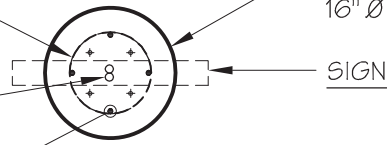
SIGN A

TIES:
10M @ 12" c/c

CAISSON:
16" Ø

ELECTRICAL CONDUIT:
2-2" Ø

REINFORCING BARS:
4X - 15M VERT.



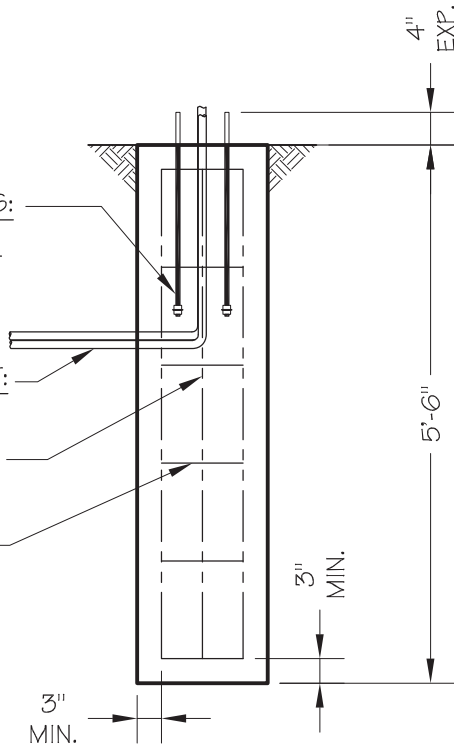
TOP VIEW

A307 ANCHOR BOLTS:
4x - 1/2" Ø X 24" LG.
w/ NUT & WASHER AT
BOTTOM END

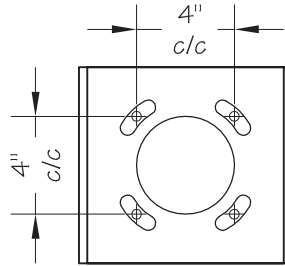
ELECTRICAL CONDUIT:
2-2" Ø

REINFORCING BARS:
4X - 15M VERT.

TIES:
10M @ 12" c/c

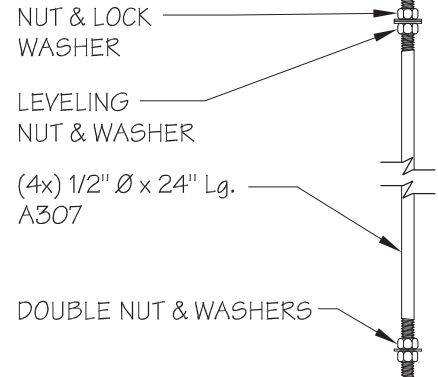


FRONT VIEW



BASE PLATE DETAIL

SCALE: 3/4" = 1' - 0"



ANCHOR BOLT DETAIL

QTY: 4x

SCALE: 1" = 1' - 0"

ISSUED FOR PERMIT

CUSTOMER:	MCDONALD'S		
SITE:	VARIOUS CANADA (0.69 kPa)		
DRAWN BY:	L. PELLETIER	DATE:	
CHECK BY:	S. L.	04/13/18	
PAGE:	1/1	SCALE:	1/2" = 1'-0"
REFERENCE:	MC-710155-01-P		



**Pattison
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www.pattison.com

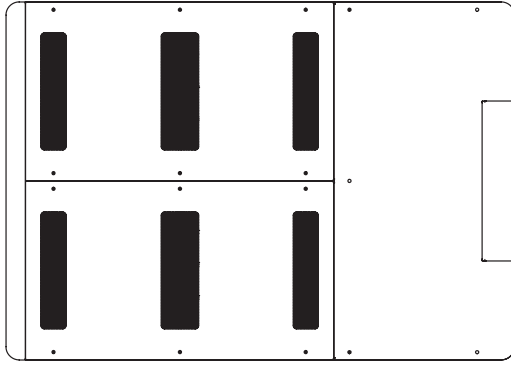
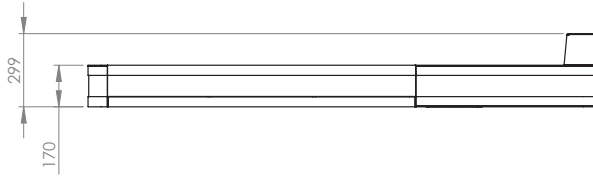
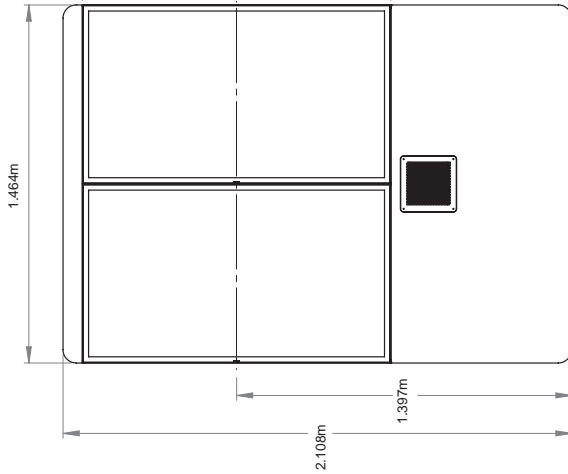
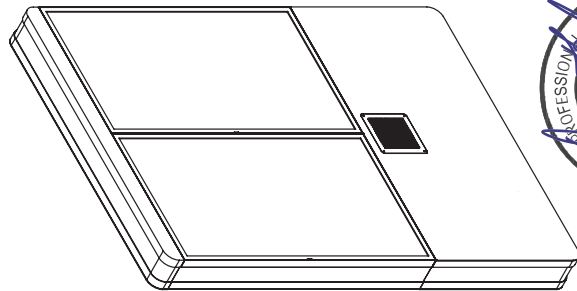
This Sign is intended to be installed in accordance with the requirements of National Electrical Code (NEC) or NFPA 70 and of the Canadian Electrical Code (CEC) or CSA C22.1 and / or other applicable local codes. This includes proper grounding and bonding of sign.

Pattison Sign Group illuminated signs product may contain Fluorescent, Neon and / or HID Lamps. These lamps contain Mercury (Hg). Dispose of these lamps with the responsibility of the recipient, according to Local, Provincial, State, or Federal Laws.

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SIGN B



Notes

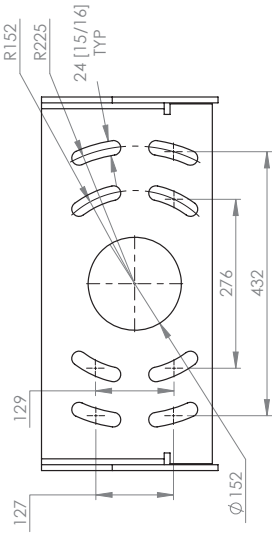
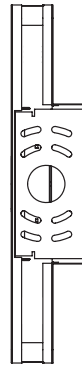
- Structural design scope includes metal frame, foundation connection plate, and enclosure only - anchorage is responsibility of others.
- Frame has been designed for the following parameters in accordance with Figure 1-24 in the structural commentary:
 Cf = 1.1
 Ch = 1.0
 Cg = 2.0
 Ce = 0.9
- Menu board structure has been qualified for installation in all Ontario locations with q(1/50) less than 0.7kPa as indicated in the climatic data in OBC 2012

Material Specifications

- Internal frame materials: Steel, powder coated Pantone PMS 425 (matte grey)
- External covers: Aluminum, powder coated Pantone 2479CP (matte black)
- External perimeter trim: Aluminum, powder coated Pantone PMS 425 (matte grey)
- Digital display equipment: Samsung outdoor display model OHF (two included)

Power & Data Requirements

- Power Supply: 120V Single Phase 60Hz 20A
- Data Feed: CAT6 cable with RJ45 Termination, 2 required



Foundation Connection Plate Detail (REF)
SCALE 1:8

ODMB, 55in Dual Display	Samsung OH55F	2108mm	1397mm	1464mm	1261mm	330kg
ODMB, 46in Dual Display	Samsung OH46F	1880mm	1296mm	1248mm	1069mm	290kg
Description	Display Model	A	B	C	D	Weight
		Dimensions				

THIRD ANGLE PROJECTION

UNLESS OTHERWISE SPECIFIED: TOLERANCES APPLY AS SHOWN BELOW

DECIMAL PLACES	INCHES	METRIC	UNIT OF MEASURE	INCHES	MILLIMETRES
XXX	1/16	±0.1	NEXT ASSEMBLY		
X	1/32	±0.05	MATERIAL	See BOM Page 2	
XX	1/64	±0.025	FINISH	See BOM Page 2	
XX	1/128	±0.015			

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PART DESCRIPTION
Outdoor Digital Menu Board, Dual Display

Mellotron
Metal Products for Technology
404 Shearwater Parkway North
Guelph, Ontario, Canada N1E 2Y5
www.mellotron.com

Rev: 01
M06025066
SIZE: B SCALE: 1:8 SHEET 1 OF 3

GENERAL NOTES:

- MINIMUM CONCRETE RESISTANCE OF 3600 PSI AFTER 28 DAYS
- THE GROUND MUST NOT BE ALTERED AND MUST BE WELL DRAINED
- FOUNDATION IS BASED ON A SAFE LATERAL SOIL BEARING PRESSURE MINIMUM OF 150 PSF PER FOOT OF DEPTH. SOIL REPORT WAS NOT FURNISHED. ALLOWABLE BEARING PRESSURE SHOULD BE VERIFIED PRIOR TO PLACEMENT OF CONCRETE. DO NOT PLACE FOUNDATION IN FILL.
- ALL BACKFILL TO BE PLACED IN COMPACTED LAYERS COMPACTED TO 95% MODIFIED PROCTOR DENSITY
- DESIGN BASED IN ACCORDANCE WITH THE NBCC 2012, $q(1/50) = 0.69 \text{ kPa}$
- ELECTRICAL CONDUIT TO BE AS PER CITY CODE
- ALL VOIDS BETWEEN COLUMN BASE PLATE AND FOUNDATION SURFACE SHALL BE COMPLETELY FILLED WITH HIGH STRENGTH, NON-SHRINK GROUT

NOTE:

WHERE EXTREME FROST PENETRATION DEPTH REQUIREMENT IS GREATER THAN THE SPECIFIED DEPTH OF THIS FOUNDATION, EXTEND THE DEPTH OF THE FOUNDATION TO MEET LOCAL FROST DEPTH REQUIREMENTS.

SIGN B

TIES: 10M @ 12" c/c

SIGN

REINFORCING BARS: 8X - 20M VERT.

TOP VIEW

ELECTRICAL CONDUIT: 3/4" Ø

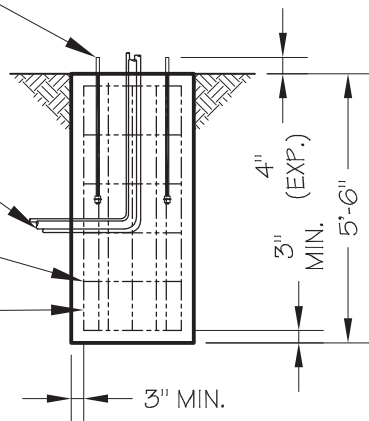
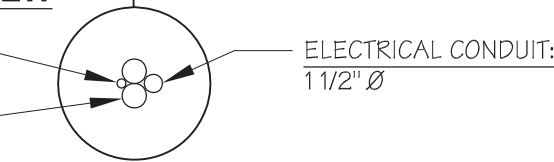
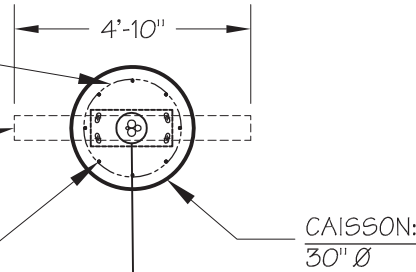
2x CONDUIT MUST BE ADDED FOR COMMUNICATION LINE IF NEED: 2" Ø

ANCHOR BOLTS: 4X - 3/4" x 24" Lg. A307

ELEC. CONDUITS

TIES: 10M @ 12" c/c

REINFORCING BARS: 8X - 20M VERT.



FRONT VIEW

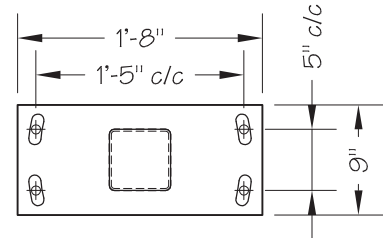
JL3-33571-1

CONCRETE BASE PLAN FOR MENU GROUND DISPLAY 6'-10 1/2"

VOLTS	---	AMPS	---	CIRC.:	---
POST: BY OTHERS	HSS 5" x 5" x 3/16" Tk. A500				
PLATE: BY OTHERS	9" x 20" x 3/4" Tk.				
VOLUME:	1.0 CU. YD.				

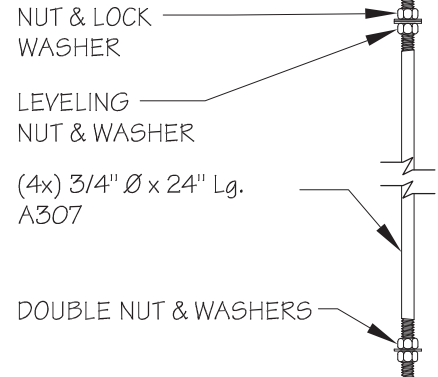
REVISIONS

REV.	DESCRIPTION	DATE	APPR.
1	---	---	---



BASE PLATE DETAIL

SCALE: 3/4" = 1' - 0"



ANCHOR BOLT DETAIL

QTY: 4x

SCALE: 1" = 1' - 0"

ISSUED FOR PERMIT

CUSTOMER:	MCDONALD'S		
SITE:	VARIOUS CANADA (0.69 kPa)		
DRAWN BY:	L. PELLETIER	DATE:	
CHECK BY:	S. L.	DATE:	04/13/18
PAGE:	1/1	SCALE:	1/4" = 1'-0"
REFERENCE:	SAMS-GS079x0058.150A1		



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This Sign is intended to be installed in accordance with the requirements of National Electrical Code (NEC) or NFPA 70 and of the Canadian Electrical Code (CEC) or CSA C22.1 and / or other applicable local codes. This includes proper grounding and bonding of sign.

Pattison Sign Group illuminated signs product may contain Fluorescent, Neon and / or HID Lamps. These lamps contain Mercury (Hg). Dispose of these lamps with the responsibility of the recipient, according to Local, Provincial, State, or Federal Laws.

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Melitron Outdoor Digital Signage Tablet Series – Single

SIGN A



Enhance your customer's drive-thru experience and keep your content fresh with the clarity and performance of our outdoor digital promotion and menu boards. Featuring rugged Samsung outdoor displays, our digital signage solutions are designed and manufactured to meet rigorous standards for all-season performance and durability.

Outdoor enclosures are UL and CSA certified and are factory pre-configured and tested for easy installation. Options include: wired or WiFi connectivity, custom colours, surge protection, camera, and induction loop.

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Where Metal
Meets Technology

Outdoor Digital Signage Tablet Series – Dual (1x2)

	46 1x2	55 1x2	55 1x2 Audio Ready
Display			
Samsung Model	OH46F (2)	OH55F (2)	OH55F (2)
Panel Type	120Hz E-LED BLU	120Hz E-LED BLU	120Hz E-LED BLU
Display Size (inches)	46 (45.9 diagonal)	55 (54.6 diagonal)	56 (54.6 diagonal)
Orientation	Portrait	Portrait	Portrait
Resolution (pixels)	1921 x 1080 (Full HD)	1921 x 1080 (16:9)	1922 x 1080 (Full HD)
Brightness (Typ.)	2,500 nits	2,500 nits	2,500 nits
Contrast Ratio (Typ.)	5000:1	4000:1	4000:1
Protection Glass	5T Tempered	5T Tempered	5T Tempered
Viewing Angle (H/V)	178/178	178/178	178/178
Operation Hour	24/7	24/7	24/7
Environment			
Operating Temperature (°C/°F)	-30 to +55/-22 to 122	-30 to +55/-22 to 122	-30 to +55/-22 to 122
Operating Humidity (%)	10-80%	10-80%	10-80%
I.P Certification	IP56	IP56	IP56
Connectivity			
Input	HDMI(2), HDBaseT LAN, USB 2.0, RS232	HDMI(2), HDBaseT LAN, USB 2.0, RS232	HDMI(2), HDBaseT LAN, USB 2.0, RS232
Output	RJ45 LAN, RS232, Stereo Mini Jack	RJ45 LAN, RS232, Stereo Mini Jack	RJ45 LAN, RS232, Stereo Mini Jack
External Control	RS23C (In/Out), RJ45(In/Out), HDBaseT	RS23C (In/Out), RJ45(In/Out), HDBaseT	RS23C (In/Out), RJ45(In/Out), HDBaseT
Power			
Input Power	AC 100-240 V(+/- 10%), 50/60 Hz	AC 100-240 V(+/- 10%), 50/60 Hz	AC 100-240 V(+/- 10%), 50/60 Hz
Output Power	Duplex GFCI	Duplex GFCI (2)	Duplex GFCI (2)
Power Consumption (W)	Typ 880/Max 936	Typ 1020/Max 1108	Typ 1020/Max 1108
Enclosure Dimensions			
Width (inches/mm) (A)	49.13/1248	57.64/731	57.64/732
Height (inches/mm) (B)	74.37/1889	81.97/2083	81.97/2084
Depth (inches/mm) (C)	6.75/171	6.75/171	6.75/171
Enclosure Weight			
(lbs/kgs)	697/317	726/330	726/330
Enclosure Construction			
Frame	CR Steel Thick Gauge, Welded	CR Steel Thick Gauge, Welded	CR Steel Thick Gauge, Welded
Exterior	Aluminum Thick Gauge, Welded	Aluminum Thick Gauge, Welded	Aluminum Thick Gauge, Welded
Enclosure Finish			
Panels (Std)	Super Durable Powder Coat, RAL 9005 Jet Black	Super Durable TM Powder Coat, RAL 9005 Jet Black	Super Durable TM Powder Coat, RAL 9005 Jet Black
Trim (Std)	Suber Durable Powder Coat, RAL 9005 Jet Black	Suber Durable TM Powder Coat, RAL 9005 Jet Black	Suber Durable TM Powder Coat, RAL 9005 Jet Black
Safety			
Power Disconnect	600V, 30A, 3 Pole	600V, 30A, 3 Pole	600V, 30A, 3 Pole
Surge Suppressor	Type 1, 50kA Capacity, 200kA SCCR	Type 1, 50kA Capacity, 200kA SCCR	Type 1, 50kA Capacity, 200kA SCCR
Certification	UL48/CSA C22.2 No. 207	UL48/CSA C22.2 No. 207	UL48/CSA C22.2 No. 207
Warranty	3 years standard	3 years standard	3 years standard
Accessories (included)	2-Port Patch Panel, Cat6A Shielded Cabling, Integrated Junction Box, Tamper Proof Hardware, Lift Assist Eye Bolts, UL/CSA Certification, Installation Guide, Warranty Card		
Options (additional)	Wireless Networking, Audio Equipment (Speaker and Microphone), Network Surge Protection, Camera, Custom Security Hardware, Induction Loop Integration, Custom Colours, Anti-graffiti, Branding and Graphics, Extended Warranty		

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Melitron Corporation
404 Silvercreek Parkway North
Guelph, Ontario, Canada N1H 1E8

Tel. 519-763-6660
Fax: 519-763-7928
melitron.com

Learn more:
melitron.com/products/digital-signage
info@melitron.com

Melitron Outdoor Digital Signage Tablet Series – Dual (1x2)

SIGN B



Enhance your customer's drive-thru experience and keep your content fresh with the clarity and performance of our outdoor digital promotion and menu boards. Featuring rugged Samsung outdoor displays, our digital signage solutions are designed and manufactured to meet rigorous standards for all-season performance and durability.

Outdoor enclosures are UL and CSA certified and are factory pre-configured and tested for easy installation. Options include: wired or WiFi connectivity, custom colours and the integration of speaker and mic, surge protection, camera, and induction loop.

Powered by **SAMSUNG**



Where Metal
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Outdoor Digital Signage Tablet Series – Single

	46S	55S
Display		
Samsung Model	OH46F	OH55F
Panel Type	120Hz E-LED BLU	120Hz E-LED BLU
Display Size (inches)	46 (45.9 diagonal)	55 (54.6 diagonal)
Orientation	Portrait	Portrait
Resolution (pixels)	1920 x 1080 (Full HD)	1920 x 1080 (16:9)
Brightness (Typ.)	2,500 nits	2,500 nits
Contrast Ratio (Typ.)	5000:1	4000:1
Protection Glass	5T Tempered	5T Tempered
Viewing Angle (H/V)	178/178	178/178
Operation Hour	24/7	24/7
Environment		
Operating Temperature (°C/°F)	-30 to +50/-22 to +122	-30 to +55/-22 to 122)
Operating Humidity (%)	10-80%	10-80%
I.P Certification	IP56	IP56
Connectivity		
Input	HDMI(2), HDBaseT LAN, USB 2.0, RS232	HDMI(2), HDBaseT LAN, USB 2.0, RS232
Output	RJ45LAN, RS232, Stereo Mini Jack	RJ45 LAN, RS232, Stereo Mini Jack
External Control	RS23C (In/Out), RJ45 (In/Out), HDBaseT	RS23C (In/Out), RJ45 (In/Out), HDBaseT
Power		
Input Power	AC 100-240 V, 50/60 Hz	AC 100-240 V(+/- 10%), 50/60 Hz
Output Power	Duplex GFCI	Duplex GFCI (2)
Power Consumption (W)	Typ 440/Max 468	Typ 510/ Max 554
Enclosure Dimensions		
Width (inches/mm) (A)	24.57/624	28.78/731
Height (inches/mm) (B)	74.02/1880	81.97/2082
Depth (inches/mm) (C)	6.75/171	6.75/171
Enclosure Weight		
(lbs/kgs)	319/146	334/152
Enclosure Construction		
Frame	CR Steel Thick Gauge, Welded	CR Steel Thick Gauge, Welded
Exterior	Aluminum Thick Gauge, Welded	Aluminum Thick Gauge, Welded
Enclosure Finish		
Panels (Std)	Super Durable TM Powder Coat, RAL 9005 Jet Black	Super Durable TM Powder Coat, RAL 9005 Jet Black
Trim (Std)	Super Durable TM Powder Coat, RAL 9005 Jet Black	Super Durable TM Powder Coat, RAL 9005 Jet Black
Safety		
Power Disconnect	600V, 30A, 3 Pole	600V, 30A, 3 Pole
Surge Suppressor	Type 1, 50kA Capacity, 200kA SCCR	Type 1, 50kA Capacity, 200kA SCCR
Certification	UL48/CSA C22.2 No. 207	UL48/CSA C22.2 No. 207
Warranty	3 years standard	3 years standard
Accessories (included)	2-Port Patch Panel, Cat6A Shielded Cabling, Integrated Junction Box, Tamper Proof Hardware, Lift Assist Eye Bolts, UL/CSA Certification, Installation Guide, Warranty Card	
Options (additional)	Wireless Networking, Network Surge Protection, Camera, Custom Security Hardware, Induction Loop Integration, Custom Colours, Anti-graffiti, Branding and Graphics, Extended Warranty	

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Melitron Corporation
404 Silvercreek Parkway North
Guelph, Ontario, Canada N1H 1E8

Tel. 519-763-6660
Fax: 519-763-7928
melitron.com

Learn more:
melitron.com/products/digital-signage
info@melitron.com

SIGN 1



Location:	• Permanent Exterior Building wall Car Park
Sign #:	• 1
Size:	• 65" x 44"
Function:	• Permanent Building Sign - Temporary promotion sign insert
Permit #	• Unknown (in place when 9248 and 9832 were approved)
Duration Sign Installed at this location:	• 6.5 years



SIGN 2



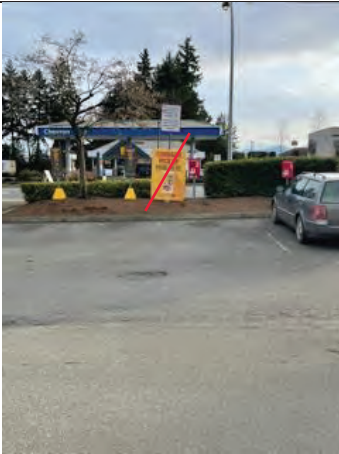
Location:	• Rear Exterior – DT lane - Elevated
Sign #:	• 2
Size:	
Function:	• Permanent Building Sign
Permit #	• 9832
Duration Sign Installed at this location:	• 5.75 years

SIGN 3



Location:	• Rear Exterior – DT lane - Elevated
Sign #:	• 3
Size:	
Function:	• Permanent Building Sign
Permit #	• 9832
Duration Sign Installed at this location:	• 5.75 years

SIGN 4
SIGN 5
SIGN 6
SIGN 7



Location:	<ul style="list-style-type: none"> • Car Park – Guthrie Rd
Sign #:	<ul style="list-style-type: none"> • 4-5 (Curbside) 6-7 (Drive Thru Park)
Size:	<ul style="list-style-type: none"> • DT Park 14'x22" / Curbside Park 14" x 38 / Curbside Pick 62" 42" 4-7 - 2.16sqft each sign boards only
Function:	<ul style="list-style-type: none"> • Direct customers from DT lane and for Mobile orders. These were introduced at start of COVID as dining rooms closed. These signs allow us to reduce lot congestion by keep DT line moving and keeping mobile orders out of DT lane (reducing congestion and provides convenience for guests
Permit #	<ul style="list-style-type: none"> • Unknown - DT Park Signs have been in place for 10 plus years • None -
Duration Sign Installed at this location:	<ul style="list-style-type: none"> • DT Park Signs have been in place for 10 plus years • Curbside signs installed in 2020

15 3.8sqft

SIGN 8



Location:	• Permanent - Drive Thru Lane
Sign #:	• 8
Size:	• 65" x 44"
Function:	• Promotional sign
Permit #	Unknown (in place when 9248 and 9832 were approved)
Duration Sign Installed at this location:	• 8 plus years

SIGN 9



Location:	• Permanent – Guthrie Rd Lot Entrance
Sign #:	• 9
Size:	• 36" x 30"
Function:	• Permanent Directional Signage
Permit #	Unknown – original contraction permit when site opened in 1998
Duration Sign Installed at this location:	• 23+ plus years

**SIGN 10
SIGN 11**



Location:	• Permanent - Drive Thru Lane
Sign #:	• 10 & 11
Size:	• 35" x 7"
Function:	• "Pay Here" / "Pick Up Here" signs are directional to assist guests on Drive Thru journey
Permit #	9248
Duration Sign Installed at this location:	• 6 plus years

SIGN 12



Location:	• Permanent – Monument Sign – Guthrie Entrance
Sign #:	• 12
Size:	• 58" x 30" approx
Function:	• Directional sign
Permit #	Unknown – original contraction permit when site opened in 1998
Duration Sign Installed at this location:	• 23+ plus years

SIGN 13



Location:	• Permanent – Building main Sign facing Guthrie
Sign #:	• 13
Size:	• 14''' x 16''
Function:	• Main Sign
Permit #	Unknown – original contraction permit when site opened in 1998
Duration Sign Installed at this location:	• 23+ plus years

SIGN 14



Location:	• Permanent – Building Side Facing Anderton
Sign #:	• 14
Size:	• 24" x 36''
Function:	• Permanent sign
Permit #	Unknown – original contraction permit when site opened in 1998
Duration Sign Installed at this location:	23+ plus years

SIGN 15



Location:	• Permanent - Drive Thru entrance sign
Sign #:	• 15
Size:	• 40" x 30''
Function:	• Permanent Directional Sign
Permit #	Unknown – original contraction permit when site opened in 1998
Duration Sign Installed at this location:	• 23 + plus years

SIGN 16



Location:	• Permanent – Monument Sign – Anderton Entrance
Sign #:	• 16
Size:	• 58" x 30" approx
Function:	• Permanent Directional Sign
Permit #	Unknown – original contraction permit when site opened in 1998
Duration Sign Installed at this location:	• 23 + plus years

SIGN 17



Location:	• Permanent – Menu Board in Drive Thru Lane
Sign #:	• 17
Size:	• 57" x 82"
Function:	• Permanent Directional Sign
Permit #	• 9832
Duration Sign Installed at this location:	• 5.5 Years

SIGN 18



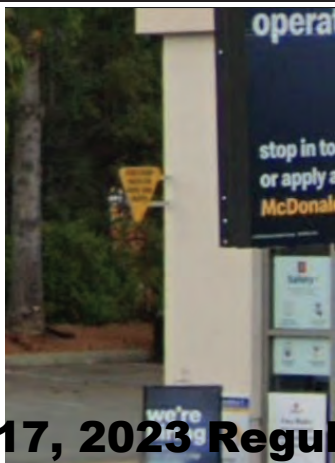
Location:	• Car Park – Guthrie Rd
Sign #:	• 18
Size:	• 62" x 42"
Function:	• Direct customers from DT lane and for Mobile orders. These were introduced at start of COVID as dining rooms closed. These signs allow us to reduce lot congestion by keep DT line moving and keeping mobile orders out of DT lane (reducing congestion and provides convenience for guests
Permit #	•
Duration Sign Installed at this location:	• 2 Years

SIGN 19







Location:	• Permanent - Triangle Sign [West Side]
Sign #:	• 19
Size:	•
Function:	•
Permit #	•
Duration Sign Installed at this location:	

SIGN 20



Location:	• Permanent - Triangle Sign [South Side]
Sign #:	• 20
Size:	•
Function:	•
Permit #	•
Duration Sign Installed at this location:	

To: Mayor and Council	File: DVP 23-8
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: May 17, 2023
Subject: Development Variance Permit Application: DVP 23-8 Variance to permit a smaller minimum parcel area at 259 Rodello Street	

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:

That Development Variance Permit DVP 23-8 be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the May 17, 2023 Planning Report on DVP 23-8.

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 to permit a smaller minimum parcel area to facilitate road dedication for the construction of the Rodello Street roundabout.

The applicant's submission is contained in Attachment 1.

REPORT SUMMARY

Subject Property:

2028 Beach Drive

Property Size: 640 m²

Property Contains: One existing single-family dwelling and accessory building.

Legal Address: LOT 1, SECTION 1, COMOX DISTRICT, PLAN 241

Surrounding Land Uses: Single-family development to the north and west, commercial development to the east, and Providence Living Place (under construction) to the south.



Key Issues:

Non-conforming	The subject property is currently below the 650 m ² minimum parcel area required in the R1.1 Single-Family zone.
Road dedication	A 7.9 m ² road dedication is required from the southeast corner of the subject property to allow construction of a proposed roundabout at the intersection of Rodello Street and Comox Avenue which will further reduce the parcel area.
Current/future owners	If the development variance permit is issued, it will be registered on title which will reduce confusion for current and future property owners regarding the legality of the smaller minimum parcel area.
Subdivision potential	The main purpose of lot size is to regulate subdivision potential. As the lot is not currently large enough to subdivide under the existing zone, there will be no changes to the development potential of the lot.

Council Decision

To grant or deny a development variance permit to reduce the minimum parcel area of the subject property Attachment 1.

Decision options

Implications

Recommended

1. Council grants the Development Variance Permit subject to Schedule 1 conditions



DVP will be issued and registered on the subject property's title. Road dedication will also proceed.

2. Council grants the Development Variance Permit with additional conditions



If other concerns are raised, they may be addressed with additional conditions on the permit.

3. Council denies the DVP



No DVP will be registered on title regarding the parcel area and it will remain non-compliant with the R1.1 minimum parcel area, potentially causing confusion for future property owners/staff. Property owner may decided to not proceed with the road dedication

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 23-8 at the May 17, 2023 Regular Council Meeting was mailed to abutting properties owners and tenants.

Correspondence received in advance of the May 17, 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	Development Exempt from DPA?
DPA #17 Coach House	Exempt under section 3.17.4(B)
DPA #18 Secondary Suites	Exempt under section 3.18.4(A)

ZONING IMPLICATIONS

Zoning: R1.1 Single-Family

Variance request: Reduce minimum parcel area from 650 m² to 630 m².

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 a smaller minimum parcel area in accordance with drawings in Attachment 1 to facilitate road dedication;
- (2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850, Schedule A, Section 101.4 Parcel Area

From:

Parcel area shall not be less than 650 square metres.

To:

Parcel area shall not be less than 630 square metres.

ATTACHMENT 1

APPLICANT'S SUBMISSION

STAFF REPORT TO – MAYOR AND COUNCIL

DVP 23-8 259 RODELLO STREET

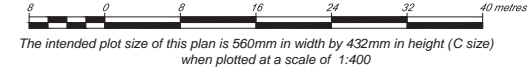
U:\Dev App\2023\DVP\DVP 23-8 - 259 Rodello Street\Report

REFERENCE PLAN OF ROAD OVER PART OF LOT 1,
SECTION 1, COMOX DISTRICT, PLAN 241.

EPP123004

Pursuant to Section 107 of the Land Title Act.

BCGS 92F.066



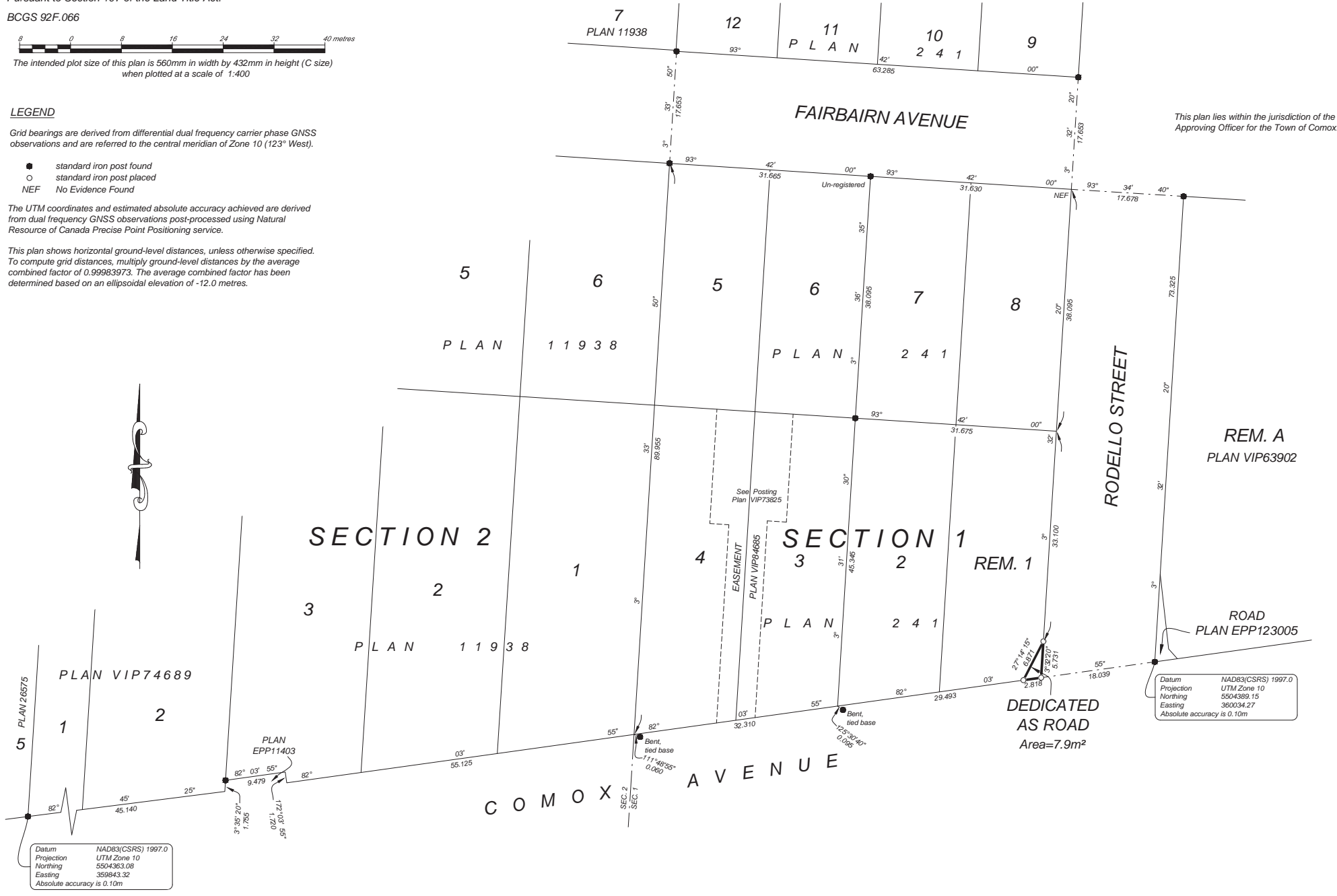
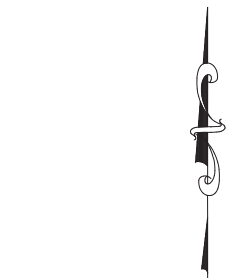
LEGEND

Grid bearings are derived from differential dual frequency carrier phase GNSS observations and are referred to the central meridian of Zone 10 (123° West).

- standard iron post found
- standard iron post placed
- NEF No Evidence Found

The UTM coordinates and estimated absolute accuracy achieved are derived from dual frequency GNSS observations post-processed using Natural Resource of Canada Precise Point Positioning service.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.99983973. The average combined factor has been determined based on an ellipsoidal elevation of -12.0 metres.



This plan lies within the jurisdiction of the Approving Officer for the Town of Comox.

REM. A
PLAN VIP63902

ROAD
PLAN EPP123005

DEDICATED
AS ROAD
Area=7.9m²

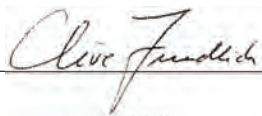
Datum	NAD83(CSRS) 1997.0
Projection	UTM Zone 10
Northing	5504389.15
Easting	360034.27
Absolute accuracy is	0.10m

Datum	NAD83(CSRS) 1997.0
Projection	UTM Zone 10
Northing	5504383.08
Easting	359943.32
Absolute accuracy is	0.10m

This plan lies within the Comox Valley
Regional District and the Town of Comox

The field survey represented by this plan was
completed on the 26th day of July, 2022
Sandy Grant, BCLS 804

To: Council	File:
From: Clive Freundlich, Director of Finance	Date: May 8, 2023
Subject: 2023 Fleet Vehicle Replacements – Financed by the Municipal Finance Authority of BC	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council authorizes up to \$1,804,024 be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of fleet acquisitions; and

That the loan be repaid within five (5) years, with no rights of renewal.

PURPOSE

Administration is seeking Council to borrow these funds because the Municipal Finance Authority of BC (MFA) offer borrowing at below our investment rates of return and as such offers the Town an arbitrage opportunity.

BACKGROUND

Per the 2023-2027 Financial Plan provisions for MFA Equipment Financing is necessary for the following 2023 acquisitions.

2023 Fleet Replacements – Public Works	Amount	Comment
1 Unit 01, Mack Truck	\$ 600,000	
2 Unit 14, Sweeper	400,000	
3 Unit 15, 2009	151,000	2021 b/f
4 Unit 04, 2007 GMC 3-ton Salter-Sander	225,000	2021 b/f
5 Unit 12, Foreman’s truck	60,000	2022 b/f
Subtotal Public Works	\$ 1,436,000	
<hr/>		
2023 Fleet Replacements – Parks	Amount	Comment
1 Unit 69, Ford mini dump truck	\$ 159,524	
2 Unit 63, 2011 Ford Ranger	55,000	
3 Unit 78, 2008 Ford Pickup	60,000	

4 Unit 24, 2007 Ford Pickup	93,500	2022 b/f
Subtotal Parks	\$ 368,024	
Total – Public Works & Parks (5-year lease)	\$ 1,804,024	

Applicable Legislation – 5-Year Lease Term Financing

Community Charter Section 175 (1), subject to paragraph (2)

Liabilities under agreements

- 175** (1)A council may, under an agreement, incur a liability if
- (a)the liability is not a debenture debt, and
 - (b)the period of the liability is not longer than the reasonable life expectancy of the activity, work or service under the agreement.
- (2)Subject to subsections (4) and (5), if an agreement under subsection (1) is
- (a)for more than 5 years, or
 - (b)for a period that could exceed 5 years by exercising rights of renewal or extension,
- the council may only incur the liability with the approval of the electors.

Financial

The Municipal Finance Authority of BC (MFA) uses a variable rate of interest. MFA’s May interest rate is 5.07%, which is below the rate the Town has been investing at in GICs in 2023. There is no early pay off penalty should the Town decide to payoff the loan early.

Town’s Fleet Synopsis by Enterprise Fleet Management

The Town is working with Enterprise Fleet Management to consider holding times determined by the lowest cost per kilometer scenario which takes all vehicle related costs (purchase price, interest rates, maintenance, fuel, depreciation, resale value etc.) compared to the anticipated mileage over a given period. The ongoing evaluation of proper vehicle holding periods and market fluctuations is a consultative service completed by Enterprise to ensure the most cost-effective replacement decisions are made based on evolving acquisition costs, operating expenses, and resale values.

Synopsis of Fleet - Situation

- 62% of the light and medium duty fleet is currently 10 years or older.
- 88% of the light and medium duty fleet is currently 5 years or older.
- 10.6 years is the current average age of the fleet.
- Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity.

The Town utilizes the Canoe Procurement Group for pre-tendered equipment to government buyers.



TOWN OF
COMOX

RECEIVED

05May2023

TOWN OF COMOX

LOG: 23-193	REFER:	AGENDA: RCM 17May2023
FILE: 0400-03	ACTION: MR	

Copies - Council
- JW/SA/SR/LP

COMMUNITY EVENT RECOGNITION REQUEST FORM

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

Organization you are representing: Town of Comox Parks Department		
Primary purpose of Organization:		Number of members:
Mailing address of Organization: 1390 Guthrie rd		Contact Name: Tryna McLean
		Phone: 250-218-6845
City: Comox	Postal Code: V9M0A5	Email: tmclean@comox.ca
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input checked="" type="checkbox"/> Proclamation June 19-25 <hr/> (Dates – day, week or month)	<input type="checkbox"/> Flag-Raising <hr/> (Dates - maximum 7 days)	<input type="checkbox"/> Building Lighting <hr/> (Colours - maximum 2 colours) <hr/> (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion	<input type="checkbox"/> Arts and Cultural Celebration	
<input checked="" type="checkbox"/> Public Awareness Campaign	<input type="checkbox"/> Special Honour of Individual	
<input type="checkbox"/> Charitable Fundraising Campaign	<input type="checkbox"/> Other (specify):	
Description of Organization and relevant information related to your request (attach additional page if needed): Pollinator Week is an annual celebration in support of pollinator health and is managed by Pollinator Partnership		
Has a similar request been submitted in the past five years? <input checked="" type="checkbox"/> YES (provide date of previous request): June 20-26 2022		<input type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: There will be a week long Pollinator celebration at Filberg park. We have a pollinator themed scavenger hunt, butterfly wing backdrops for photos, pollinator friendly plant seed packs to give away, a kids craft table on June 22 from 1-3pm		
Date of application: 05-May-2023	Signature of applicant:	Print name: Tryna McLean

DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE

Draft wording of Proclamation:

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

Pollinators including birds, bees, bats, butterflies and beetles play an important role in production of our food supply.

Pollination plays a vital role for the trees and plants in our community, enhancing our quality of life and is necessary for maintaining a healthy and diverse ecosystem.

Citizens have a critical role to play to help save declining pollinator populations.

The Town of Comox is striving to become a leader in this field by promoting the planting of native plant species, protecting and maintaining pollinator habitat and restricting the use of pesticides.

OFFICE USE ONLY

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

YES

NO

If NO:

- Group not located in Comox Valley
- Event/Request related to ideological or religious beliefs
- Event/Request contrary to Town policy or bylaw
- Campaign intended for profit-making

Community Flag Raising Dates (max 7 days):

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

Colours:

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



COMOX VALLEY
**COMMUNITY
HEALTH
NETWORK**

TOWN OF COMOX

SUBSTANCE USE STRATEGY

RECEIVED

09May2023

LOG: 23-195	REFER:	AGENDA: RCM 17May2023
FILE: 0360-20	ACTION: MR	

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

Comox Council
VIA Email

May 9, 2023

Dear Mayor and Council:

We would like to formally request a member of council to be the liaison between the Substance Use Strategy and the Town of Comox. We have similar arrangements with Cumberland and Courtenay to keep everyone up to date on where we are with the strategy and in return to hear how the council is approaching the housing/toxic drug crisis in the Valley. In short, we're here to help.

If at all doable, we would like someone to be assigned as soon as possible as the Strategy enters Phase 3 (the action phase) on June 1st, 2023. We will be holding a Phase 3 launch event on May 29th, (invitation attached) and would love to have anyone on Council attend that would like to hear more about the great work we are doing. Please share the invite as appropriate.

Looking forward to adding Comox to our list of important partners!

Kari Hackett

Substance Use Collaborative Coordinator

Cvsus22@gmail.com

778-895-0147



INVITATION

You're Invited to Celebrate with Us!
Substance Use Strategy - Phase 3 Launch

MONDAY MAY 29TH 9:30 AM TO 12: 00 PM.
FILBERG CENTRE (B) – 411 Anderton Ave. COURTENAY
SPECIAL “VIRTUAL” GUEST SPEAKER LEN PIERRE
PEER STORIES
WALK WITH ME UPDATE ON FINDINGS
What's next for the strategy?

LUNCH IS PROVIDED

RSVP (by May 19th) TO: Kari Hackett CVSUS22@gmail.com

Or: 778-895-0147

LOG: 23-202	REFER:	AGENDA: RCM 17May2023
FILE: 7710-01	ACTION: MR	

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

Town of Comox – Administration

From: CV Ukrainian Cultural Society <cvukrainianculturalsociety@gmail.com>
Sent: May 10, 2023 3:12 PM
To: Town of Comox – Administration; council
Subject: Request for the Mayor and Town Council to consider our Society's request for subsidized access to Town facilities

RECEIVED

10May2023

TOWN OF COMOX

Dear Mayor Nicole Minions and Town Councillors Swift, Grant, Blacklock, Kerr, Meilleur and Haslett:

As you know, I sent a letter to the Town of Comox Mayor and Council in late November 2022 requesting your consideration and support for continued subsidized access to Town facilities, namely the Sail buildings in Marina Park and occasional use of rooms in the Comox Community Centre.

You will recall that our organization is a non-profit registered Society in BC that is entirely run by a small group of volunteer members. Our activities this past year have been focused (and continue to be) on identifying the needs of newly-arrived Ukrainians, and then providing practical and financial support to meet those needs.

We greatly appreciate and thank you for your support in fully subsidizing our use of these spaces from March to June 2023. We continue to make excellent use of the facilities. The Ukrainian newcomers have really identified Marina Park in particular as a special gathering place, and Valley citizens have gathered to hear special presentations, engage in cultural workshops, and respond to our volunteer recruitment drive - just a few of the activities that were made possible over the last few months. Regular organizational meetings of the Board and members guides our work and response to the needs of our Ukrainian newcomers.

I also want to make particular mention of the staff at the Comox Community Centre - the booking staff have been incredibly helpful, engaging and very patient with us and the custodial staff have also been great to work with. Thank you for the wonderful staff!

Today, I am writing to you to request your consideration to extend our use of Town facilities on a subsidized basis to the end of this year. The war continues and Ukrainians continue to arrive in the valley. In fact, just since January 2023 we have close to 60 individuals who have escaped the invasion of their homeland and come to the Valley to try to rebuild their lives here! Every family receives a Welcome Basket from our Society and so begins the introduction and integration into our community. We know, of course, that more war escapees will continue to come to a place where they feel safe and supported.

- Our Society has identified several areas of focus:
- English language development for adults and children
 - food security/food share program
 - housing security
 - work attainment and career progress
 - recruitment and support of host families
 - social opportunities and celebrations
- AND MORE!

Please do not hesitate to contact me if you have any questions or concerns. I can be reached at 250-339-0793.

Thank you in advance for considering our request. I look forward to hearing from you.

With warm regards,
Janette Martin-Lutzer,
President

