

## **REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY JULY 12, 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 July 12, 2023 Regular Council Meeting agenda be Adopted.*

### **3. DELEGATIONS:**

- a. [Drs. Charmaine Enns and Paivi Abernethy \(Island Health\): Climate change, health and community planning](#)
- b. [Joanne Schroeder \(Building Age Friendly Communities\): Partnership on grant application](#)

### **4. ADOPTION OF MINUTES:**

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

*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday June 7, 2023, be Adopted.*

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

1. *That the Minutes Special Council Meeting, held in Council Chambers on Wednesday June 14, 2023, be Adopted.*

- (19) 2. *That the Minutes Special Council Meeting, held in Council Chambers on Wednesday July 5, 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 June 14, 2023, be Received.*



**6. CONSENT AGENDA:**

(23) a. [Consent Agenda](#)

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

*a. Myrna Martin, June 5, 2023, concerned with development and climate change.*

*b. Donovan Jacobsen, June 5, 2023, requesting improvements to the crosswalk at Cooke and Anderton.*

*c. Bob Bowen, June 6, 2023, questions regarding the new automated collection coming in 2024.*

*d. Ingrid Brown, June 7, 2023, lack of support for Substance Use Strategy Project.*

*e. Dave Godfrey, June 9, 2023, Community Event Recognition Request re: #3 Wing RCAF Zweibrucken Brats Reunion 2023.*

*f. Jen Williams, June 12, 2023, asking what Council is doing to encourage a more thriving small business retail community hub for Comox Ave.*

*g. John Case, June 12, 2023, suggestion for bus route.*

*h. John Case, June 12, 2023, water meter depth concerns.*

*i. Tanya Sedunow, June 16, 2023, 2024 organic collection suggestions.*

*j. John & Barbara Neilson, June 22, 2023, requesting a lower speed limit on Balmoral Ave.*

*k. Lee Everson, Dawn to Dawn, June 26, 2023, Rainbow house update.*

*l. Colin & Sandra Eves, July 5, 2023, concerned about activities at the Marina after dark.*

*m. Brenda Locke, Mayor, City of Surrey, impact of Surrey Police transition.*

*n. Hope Milloy, Island Kids Cancer Association, July 6, 2023, Community Event Recognition request.*

*o. Kari Dyer, July 7, 2023, screening of soil happening beside her home.*

**7. UNFINISHED BUSINESS:**

(49) a. [Menstrual Equity and Safer Sex Supplies](#)

1. *THAT Council authorizes administration to initiate a free menstrual product and safer sex supplies program in Town owned facilities, listed in Table 1 of the July 6, 2023 Report to Mayor titled "Menstrual Equity and Safer Sex Supplies", with a unbudgeted amount of \$12,250.*





- (49) a. [Menstrual Equity and Safer Sex Supplies](#)
2. *THAT Facilities annual budget be increased by \$2,000 to operate the Free Menstrual Products and Safer Sex Supplies program.*

- (53) b. [Skate Park and Pump Track Discussion](#)

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS: NIL**

**10. NEW BUSINESS:**

- (100) a. [2022 Annual Report](#)

*That the 2022 Annual Report, as contained in the July 12, 2023 Regular Council Meeting agenda, be received; and further,*

*That the 2022 Annual Report be available for public inspection as per section 98(1)(b) of the Community Charter.*

**11. NOTICES OF MOTION:**

- a. [Notice of Motion: Speed limit in Downtown Core \(Councillor Kerr\)](#)

*Notice of Motion to be added to August 9, 2023 RCM agenda:*

*That Administration be directed to prepare a report for Council that:*

- 1. recognises the importance of safety to Comox residents and visitors;*
- 2. evaluates a reduction in the speed limit in Downtown Comox to 30 km/hr, effective November 1st, 2023; and*
- 3. provides recommendations on piloting a speed limit reduction in one residential neighbourhood to 30 km/hr, effective November 1st, 2023.*

**12. CORRESPONDENCE:**

- (142) a. [Sharon Gregson \(Coalition of Child Care Advocates of BC\): Request for Council resolution urging Provincial multi-year funding to support organizational capacity for grant applications](#)

- (144) b. [Marusha Taylor \(Pride Society of the Comox Valley\): Community Event Recognition Request](#)

*That the proclamation and flag-raising request from the Pride Society of the Comox Valley, in support of Pride Weekend 2023, be approved.*

- (147) c. [Paul Whyte \(Comox Golf Club\): Request for lease extension](#)

- (148) d. [Jessie Gill \(Comox Valley Early Years Collaborative\): Requesting a Council representative](#)

- (149) e. [Leslie Kellett \(City of Prince George\): Sharing resolution and asking for support at the 2023 UBCM Convention](#)



- (151) f. [Pete Chambers, President \(Comox BIA\): 2023 Halloween Parade and Mayor Tree Lighting](#)

**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:**

- a. [Exclude the Public](#)

*That the Public be Excluded from the In-Camera session of Council on Wednesday July 12, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:*

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

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

*(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

**18. RISE AND REPORT FROM IN-CAMERA: NIL**

**ADJOURNMENT**



---

CORPORATE OFFICER





**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday June 7, 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 (electronically)  
S. Russwurm, Corporate Officer  
M. Kamenz, Director of Development Services  
G. Schreiner, Fire Chief  
T. Hagmeier, Recreation Director  
S. Ashfield, Director of Operations

**Call to Order:**

The meeting was called to order at 5:00 p.m. with 23 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.

---

**2. ADOPTION OF AGENDA:**

**a. Adoption of the Agenda**

**Adoption of Agenda**

*That the June 7, 2023 Regular Council Meeting Agenda be Adopted.*

*(2023.183) -- CARRIED*

**3. DELEGATIONS:**

**a. Tim Ennis (BC Community Bat Program): Certification of Comox as a Bat Friendly Community**

**Bat Friendly Community**

Tim Ennis presented information on the purpose and activities of the BC Community Bat Program and advised that the Town has done a lot of work addressing habitat loss and providing education and outreach. Tim advised that the Town has satisfied the criteria to become the first bat friendly community on Vancouver Island.

**b. Julie Micksch (Aspen Hector Properties): Comments and Recommendations on Site Design by neighbouring residents**

**Hector-Aspen Development**

Julie Micksch provided information on the local neighbourhood's wishes regarding the proposed development, including loss of trees, increased traffic, building height and loss of trails.

**c. Jenny Steel (Comox Golf Course): Information about the Comox Golf Club**

**Comox Golf Course**

Jenny Steel provided information on the history, financial challenges and current plans of the Comox Golf Club.

**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 May 17, 2023, be Adopted.*

(2023.184) -- CARRIED

**6. CONSENT AGENDA:**

**a. Consent Agenda**

**Consent Agenda**

1. *That the Consent Agenda items as follows be received for information:*
  - a. *Jen Groundwater, May 15, 2023, regarding Cumberland's tree protection bylaw*
  - b. *Paul Moquin, Island AeroBarrier, May 23, 2023, regarding air tightness of buildings*
  - c. *Jennifer Knox, Desolation Sound Yacht Charters, May 24, 2023, concerned with lack of service at the marina.*
  - d. *Julie Micksch, May 24, 2023, recommending a wetland scientist for Hector development*
  - e. *Rosemary Abram, May 26, 2023, feels the screening of a coach house is insufficient*
  - f. *Maurito Prato, Comox Valley Food Policy Council, May 29, 2023, encouraging the Town to include local food procurement as a part of its social procurement policy*
  - g. *Karen and Eric Alexandre, May 30, 2023, in support of DVP 23-4 (183 Bay Court)*
  - h. *Rory Bratrud, June 2, 2023, asking how the Town is honouring the 94 Calls of Action set out by the Truth and Reconciliation Council.*
  - i. *Chief Councillor Price, K'omoks First Nation, June 2, 2023, invitation to National Indigenous People's Day community celebration on June 21, 2023*

(2023.185) -- CARRIED
2. *That item c (Desolation Sound Yacht Charters) be removed from the consent agenda for discussion.*

(2023.186) -- CARRIED
3. *That item a (tree protection bylaw) be removed from the consent agenda for discussion.*

(2023.187) -- CARRIED
4. *That item f (Food Policy Council) be removed from the consent agenda for discussion.*

(2023.188) -- CARRIED

**a. Consent Agenda**

**Consent Agenda**

- 5. *That item h (94 Calls of Action) be removed from the consent agenda for discussion.*  
(2023.189) -- CARRIED
  
- 6. *That item I (National Indigenous People's Day) be removed from the consent agenda for discussion.*  
(2023.190) -- CARRIED

**7. UNFINISHED BUSINESS:**

**a. Comox Skate Park and Pump Track Update**

**Skate**

*That Council receive the June 7, 2023 report to Mayor and Council, titled "Comox Skate Park and Pump Track Update", for information.*  
(2023.191) -- CARRIED

**b. Comox Skatepark and Pump Track Engagement Plan**

**Skatepark and Pump Track Engagement**

- 1. *THAT Council endorse the skatepark and pump track community engagement plan in the June 7, 2023 report to Mayor and Council, titled "Comox Skatepark and Pump Track Community Engagement Plan".*  
(2023.192) -- CARRIED
  
- 2. *THAT Council endorse using the Comox Valley Regional District's Engage Comox Valley community engagement platform as a communications and community outreach tactic.*  
(2023.193) -- CARRIED
  
- 3. *THAT Council accept the Skatepark and Pump Track Advisory Committee's (SPTAC) terms of reference.*

*That the main motion be amended to add the text:*

*"as amended to include:  
- a statement that the development of the projects would be grant dependent, and  
- a statement under "Membership" that alternates shall be appointed for each representative member."*

(2023.194) -- DEFEATED  
[Opposed: Mayor Minions, Councillors SBlacklock CHaslett  
KGrant JKerr JMeilleur MSwift]

- 4. *That the main motion be amended to add the text:*  
  
*"as amended to include:  
- a statement that the development of the projects would be grant dependent,  
- an additional Comox youth member (total of two), and  
- a statement under "Membership" that alternates shall be appointed for each representative member."*  
(2023.195) -- CARRIED

**b. Comox Skatepark and Pump Track Engagement Plan**

**Skatepark and Pump Track Engagement**

5. MAIN MOTION AS AMENDED:

*THAT Council accept the Skatepark and Pump Track Advisory Committee's (SPTAC) terms of reference as amended to include:*

- *a statement that the development of the projects would be grant dependent,*
- *an additional Comox youth member (total of two), and*
- *a statement under "Membership" that alternates shall be appointed for each representative member.*

(2023.196) -- CARRIED

**9. BYLAW ADOPTIONS:**

**a. Comox Street and Traffic Bylaw No. 1358.05, 2023**

**Street and Traffic Bylaw**

*That Comox Street and Traffic Bylaw No. 1358.05, 2023 be Adopted.*

(2023.197) -- CARRIED

**b. Comox Bylaw Notice Enforcement Bylaw No. 2004.01, 2023**

**Bylaw Notice Enforcement Bylaw**

*That Comox Bylaw Notice Enforcement Bylaw No. 2004.01, 2023 be Adopted.*

(2023.198) -- CARRIED

**10. NEW BUSINESS:**

**a. Bat Friendly Community Certification**

**Bat Friendly Community**

*THAT the Town of Comox proceed with an application to the BC Community Bat Program to become a Certified Bat-Friendly Community as recommended in the June 7, 2023 report to Mayor and Council from the Parks Department titled "Bat-Friendly Community Certification".*

(2023.199) -- CARRIED

**b. Development Variance Permit Application DVP 23-4: 183 Bay Court**

**183 Bay Court**

*That Development Variance Permit DVP 23-4 for the proposed garage addition (as shown in Attachment 2 to the May 15, 2023 Planning Report on DVP 23-4) be issued, subject to the Development Variance Permit Conditions listed in Schedule 1.*

(2023.200) -- CARRIED

**c. Automatic Garbage Collection Cart Sizes**

**Automated Solid Waste**

1. *That automated curbside collection cart sizes for single family starting in January 2024 be as follows: (1) 120L garbage, (1) 360L recycling, (1) 360L organics*

(2023.201) -- CARRIED



**c. Automatic Garbage Collection Cart Sizes**

**Automated Solid Waste**

2. *That automated curbside collection cart sizes for single family with suite starting in January 2024 be as follows: (2) 120L garbage, (1) 360L recycling, (1) 240L recycling, (1) 360L organics*

*That the motion be amended to add (1) 120L organics*

(2023.202) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett JMeilleur]

3. ORIGINAL MAIN MOTION:

*That automated curbside collection cart sizes for single family with suite starting in January 2024 be as follows: (2) 120L garbage, (1) 360L recycling, (1) 240L recycling, (1) 360L organics*

(2023.203) -- CARRIED

[Opposed: Councillors CHaslett MSwift]

4. *That automated curbside collection cart sizes for each duplex unit starting in January 2024 be as follows: Duplexes (per unit): (1) 120L garbage, (1) 360L recycling, (1) 240L organics*

(2023.204) -- CARRIED

5. *That automated curbside collection cart sizes for each tri/quadplex unit starting in January 2024 be as follows: (1) 120L garbage, (1) 240L recycling, (1) 120L organics*

(2023.205) -- CARRIED

6. *That automated curbside collection cart sizes for each multifamily unit starting in January 2024 be as follows: (1) 120L garbage, (1) 240L recycling, (1) 120L organics*

(2023.206) -- CARRIED

**THE MEETING RECESSED AT 7:22 P.M. AND WAS CALLED BACK TO ORDER AT 7:37 P.M.**

**d. Introductory Report: Official Community Plan Amendment (2077 Hector Road and 941 Aspen Road)**

**Hector-Aspen Development**

1. *THAT, in accordance with section 475 of the Local Government Act:*

*a. Notice of proposed Official Community Plan Amendment, as contained in Attachment 1 to the June 7, 2023 Planning Report on RZ OCP 23-2, be posted on the Town's bulletin board and website, until replaced by a notice of public hearing;*

*b. June 7, 2023 Planning Report on RZ OCP 23-2 be posted on the Town website.*

(2023.207) -- CARRIED

[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

2. *THAT when a public hearing is scheduled for the proposed development on the subject properties, an option for online participation is added.*

(2023.208) -- CARRIED

**12. CORRESPONDENCE:**

- a. **Ken Price, Chief Councillor (K'omoks First Nation): Seeking partner support for National Indigenous People's Day**

**National Indigenous People's Day**

*That the May 10, 2023 letter from Chief Councillor Price of the K'omoks First Nation, seeking partner support for National Indigenous People's Day, be received and that staff be authorized to provide support if needed.*

(2023.209) -- CARRIED

- b. **Lisa Dennis (Comox Valley Regional District): Comox Valley Emergency Program Extended Service Establishment Bylaw**

**CVRD Emergency Program**

*THAT the Town of Comox consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being "Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4" under section 346 of the Local Government Act.*

(2023.210) -- CARRIED

- c. **Steve Thiessen (Comox Men's Shed): Ukrainian tree dedication ceremony**

**Welcome Tree Ceremony**

*That the March 23, 2023 email from Steve Thiessen of the Comox Men's Shed, requesting Council's attendance at a "Welcome Tree" ceremony to welcome new arrivals from Ukraine, be received and the request supported.*

(2023.211) -- CARRIED

- d. **Bradley Little (19 Wing Comox): Flyby request for 103rd birthday**

**Flyby Request**

*That the Town of Comox is supportive of a flyby by Canadian Armed Forces aircraft as low as 500 feet, for the 103rd birthday event being held at 618 Anderton Road for transit, practice, and shows on June 30, 2023.*

(2023.212) -- CARRIED

- e. **Doug Hillian (Courtenay Councillor): Mental health program support request**

**Mental Health Program Support Request**

*That the June 2, 2023 email from Courtenay Councillor Doug Hillian, regarding the City's work with the Coalition to End Homelessness in applying for a Peer Assisted Care Team program, be received and that the Town of Comox support the City's application.*

(2023.213) -- CARRIED

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

- a. **Councillor Blacklock**

Councillor Blacklock advised that he attended:

- a performance of the Taiwanese acrobat group,
- a Community Justice Centre meeting, and
- a Phase 3 Substance Use Strategy meeting.

**b. Councillor Swift**

Councillor Swift advised that she attended:

- a neighbourhood emergency preparedness meeting,
- a performance of the Taiwanese acrobat group,
- a Filberg Heritage Lodge and Park Association meeting, and
- a regional sewer commission meeting.

**c. Councillor Haslett**

Councillor Haslett advised that he attended:

- the Strategic Planning Committee meeting,
- a Nautical Days Committee meeting, and
- a North Island College brewery graduation ceremony.

**d. Councillor Kerr**

Councillor Kerr advised that he:

- attended Council's Strategic Planning sessions,
- visited the Comox Library with CAO Wall regarding staff safety concerns,
- hosted a community engagement session in Filberg Park,
- participated in a canoe tour of Comox Lake to learn about the region's watershed,
- attended a Beaufort Avenue neighbourhood gathering along with Councillor Swift,
- attended the Highland Graduation ceremony in Filberg Park,
- participated in a walking tour of the Neptune Way / Aspen Road neighbourhood concerns about on-street parking,
- visited Pioneer Park and spoke with some residents about their concerns with smoking and drug use in the park,
- viewed the solid waste collection bin size options at the Public Works yard,
- attended a Cooperate housing working group meeting,
- attended the Vancouver Island Regional Board meeting,
- played a game of table tennis with Councillor Blacklock and Mayor Minions at the new table located at Anderton Park,
- attended a Coalition to End Homelessness meeting,
- spoke with the Brooklyn Creek Watershed Society and noted 2700 coho smolts were counted this year, and
- attended the regional waste management board, recreation commission, sewage commission, water committee and two board meetings.

**e. Councillor Grant**

Councillor Grant advised that he attended:

- the Federation of Canadian Municipalities' conference, and
- the regional sewer commission, water committee, regional parks committee and board meetings.

**f. Councillor Meilleur**

Councillor Meilleur advised that she attended:

- Council's strategic planning sessions,
- a performance of the Taiwanese acrobat group,
- a local leaders for health webinar,
- the Comox Archives and Museum Society board meeting, and
- the regional parks committee meeting.

**g. Mayor Minions**

- Mayor Minions advised that she:
- attended Council's strategic planning sessions,
  - attended Emterra Environmental's check presentation to the Comox Valley Healthcare Foundation,
  - met with the BIA along with CAO Wall regarding their downtown plan,
  - met with Dr. Charmaine Enns regarding community health findings,
  - attended an Island Coastal Economic Trust board meeting,
  - attended the Cumberland May Day celebrations,
  - participated in a tour of the new Marine Services Building,
  - attended the Comox Valley Lion Club donation of funding towards playground equipment at McKenzie Park,
  - presented the Mack Laing bursary award to Highland Secondary student, and
  - met with a couple of residents regarding bylaw concerns.

**17. RESOLUTION TO GO IN-CAMERA:**

**a. Exclude the Public**

**Exclude the Public**

*That the Public be Excluded from the In-Camera session of Council on Wednesday June 7, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:*

- (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
  
- (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

(2023.214) -- CARRIED

**THE MEETING WAS CLOSED TO THE PUBLIC AT 8:22 P.M.**

**THE REGULAR COUNCIL MEETING RECONVENED AT 9:44 P.M.**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 9:44 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 June 14, 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 (electronically)

**Call to Order:**

The meeting was called to order at 5:00 p.m. with 1 member of the public in attendance.

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

---

**1. INTRODUCTION AND APPROVAL OF LATE ITEMS:**

**a. Amendment of Agenda**

**Amendment of Agenda**

*That the June 14, 2023 Special Council Meeting agenda be amended to include the addition of reconsideration of the June 7, 2023 Council resolution regarding garbage collection cart sizes for single family homes with suites.*

(2023.218) -- CARRIED UNANIMOUSLY

**2. ADOPTION OF AGENDA:**

**a. Adoption of the Agenda**

**Adoption of Agenda**

*That the June 14, 2023 Special Council Meeting agenda be Adopted as amended.*

(2023.219) -- CARRIED

**3. RECONSIDERATION:**

**a. Automatic Garbage Collection Cart Sizes**

**Solid Waste Collection**

*That Council's June 7, 2023 motion regarding curbside collection cart sizes for single family homes with suites be brought back to Council for reconsideration, in accordance with s. 131(1) of the Community Charter.*

(2023.220) -- CARRIED

**4. STAFF REPORTS:**

**a. Comox Reserve Funds Bylaw: Mack Laing Park**

**Reserve Funds Bylaw**

*1. That Comox Reserve Funds Bylaw No. 2025, 2023 be given First Reading.*

(2023.221) -- CARRIED

**a. Comox Reserve Funds Bylaw: Mack Laing Park**

**Reserve Funds Bylaw**

2. *That Comox Reserve Funds Bylaw No. 2025, 2023 be given Second Reading.*  
(2023.222) -- CARRIED
  
3. *That Comox Reserve Funds Bylaw No. 2025, 2023 be given Third Reading.*  
(2023.223) -- CARRIED
  
4. *That Staff be instructed to transfer \$25,000 into the Mack Laing Reserve Fund from the Mack Laing Trust.*  
(2023.224) -- CARRIED

**5. RECONSIDERATION:**

**a. Automatic Garbage Collection Cart Sizes**

**Solid Waste Collection**

1. ORIGINAL MOTION:

*That automated curbside collection cart sizes for single family with suite starting in January 2024 be as follows: (2) 120L garbage, (1) 360L recycling, (1) 240L recycling, (1) 360L organics*

*That the original motion be amended to add the text "and (1) 120L organics bin."*

(2023.225) -- CARRIED

2. MOTION AS AMENDED:

*That automated curbside collection cart sizes for single family with suite starting in January 2024 be as follows: (2) 120L garbage, (1) 360L recycling, (1) 240L recycling, (1) 360L organics and (1) 120L organics bin.*

(2023.226) -- CARRIED

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:25 p.m. CARRIED

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

---

MAYOR

---

CORPORATE OFFICER



**TOWN OF COMOX**  
**Minutes of the Special Council Meeting,**  
**held in Council Chambers on Wednesday July 5, 2023**

---

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

**Absent:** Nil

**Staff Present:** S. Russwurm, Corporate Officer

**Call to Order:**

The meeting was called to order at 5:00 p.m. with 0 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:**

**a. Amendment of Agenda**

**Amendment of Agenda**

*That the July 5, 2023 Special Council Meeting agenda be amended to include the addition of the Statement of Financial Information for the year ended December 31, 2022.*

(2023.227) -- CARRIED UNANIMOUSLY

**2. ADOPTION OF AGENDA:**

**a. Adoption of the Agenda**

**Adoption of Agenda**

*That the July 5, 2023 Special Council Meeting agenda be Adopted as amended.*

(2023.228) -- CARRIED

**3. DELEGATIONS:**

**a. Cory Vanderhorst (MNP Assurance Services) - 2022 Auditor's Report and Financial Statements**

**2022 Audit Report**

Cory Vanderhorst summarized the 2022 audit findings for the Town of Comox, including financial statement highlights, the draft audit report and audit findings report. Cory confirmed the audit independence, advised that the audit went well and thanked staff and Council for their assistance. He identified that it was a clean audit, with no irregularities and no conflicts of interest.

**4. OTHER ITEMS:**

**a. 2022 Auditor's Report and Draft Financial Statements**

**2022 Financial Statements**

*That the 2022 Audited Financial Statements, as included in the July 5, 2023 Special Council Meeting Agenda, be approved.*

(2023.229) -- CARRIED

**b. 2022 Statement of Financial Information**

**SOFI Report**

*That the Statement of Financial Information for the year ended December 31, 2022, as included in the July 5, 2023 Special Council Meeting agenda, be approved.*

(2023.230) -- CARRIED

**c. Comox Fees and Charges Bylaw No. 2016, 2023**

**Fees and Charges Bylaw**

*That Comox Fees and Charges Bylaw No. 2016, 2023 be Adopted.*

(2023.231) -- CARRIED

**d. Comox Reserve Funds Bylaw No. 2025, 2023**

**Reserve Funds Bylaw**

*That Comox Reserve Funds Bylaw No. 2025, 2023 be Adopted.*

(2023.232) -- CARRIED

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:13 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 June 14, 2023**

---

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

**Absent:** Nil

**Staff Present:** J. Wall, Chief Administrative Officer (electronically)  
M. Kamenz, Director of Development Services  
G. Schreiner, Fire Chief

**Call to Order:** The meeting was called to order at 5:26 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. DELEGATIONS:**

**a. Nancy Henderson (Urban Systems): Complete Communities Program and Housing Accelerator Fund Program**

Nancy Henderson introduced and provided background information on the Complete Communities Program 2023. Nancy identified some of the objectives of the grant funding program and the next steps in the application process.

After some discussion, Nancy provided an overview of the Canada Mortgage and Housing Commission's Housing Accelerator Fund, including initiatives and minimum requirements of the program. Nancy discussed some of the initiatives that would increase housing supply in Comox along with some of the targets of the program. Nancy also identified next steps in the application process.

## **2. STAFF REPORTS:**

**a. Planning Report PR 23-19: Application to Housing Accelerator Fund Program 2023 CMHC Grant**

The Committee received Planning Report PR 23-19 dated June 14, 2023 for information.

**b. Planning Report PR 23-20: Application for Complete Communities Program; 2023 UBCM Grant**

1. THAT Council endorse submission of a \$150,000 grant application to the Union of B.C. Municipalities for the Complete Communities Program in accordance with the Planning Report PR23-20 dated June 14, 2023.

*CARRIED*

**TOWN OF COMOX - STRATEGIC PLANNING COMMITTEE MEETING MINUTES**

---

**b. Planning Report PR 23-20: Application for Complete Communities Program; 2023 UBCM Grant**

2. THAT Council supports the Town of Comox utilizing the Grant and providing overall Grant management, if the funding application is successful.

*CARRIED*

**c. UBCM 2023 Minister Meeting Requests**

That Mayor Minions have a final discussion with CAO Wall regarding UBCM Minister meeting requests, and that Mayor Minions be authorized to finalize the list of meeting requests.

*CARRIED*

**Adjournment:**

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

*CARRIED*

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

---

CHAIR

05June2023

**Town of Comox – Administration**

---

**TOWN OF COMOX**

**Subject:** FW: Population pressures and climate pressures

LOG: 23-232	REFER:	AGENDA: RCM 12Jul2023
FILE: 3060-01	ACTION: MR	

From: Myrna Martin [REDACTED]  
 Sent: Friday, June 2, 2023 2:20 PM  
 To: council <[council@comox.ca](mailto:council@comox.ca)>  
 Subject: Population pressures and climate pressures

Copies - Council  
 - JW/MK/SR/LP

I realize that the Council is under pressure from developers to build more housing in Comox. Given that the last Community Plan was done in 2011 I strongly support putting development on hold until a new plan is established. So much re the climate has changed since 2011, and the climate emergency is actually here now. It is responsible to consider this situation first before allowing more mature or maturing trees, which are especially important to mitigation against climate change, to be cut and have houses/townhouses replace them.

Sincerely, with deep concern,

Myrna and Ken Martin  
 [REDACTED], Comox, BC.

**Subject:** FW: Dangerous corner - Cooke and Anderton

**From:** Donavan Jacobsen [REDACTED]  
**Sent:** Monday, June 5, 2023 1:54 PM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** Fwd: Dangerous corner - Cooke and Anderton

<b>LOG:</b> 23-235	<b>REFER:</b>	<b>AGENDA:</b> RCM 12Jul2023
<b>FILE:</b> 5400-12	<b>ACTION:</b> MR	

Copies - Council  
- JW/SA/SR/LP

Hello,

It has been a while since I followed up on this email, but I would like to draw attention to a dangerous crosswalk at the corner of Cooke and Anderton. As the days are getting longer, the danger is lessened, but it will increase quickly again when winter starts approaching. This is especially concerning as Comox Ave is slated for construction and this will increase traffic on Anderton.

Let me tell you a bit about this intersection in case you have never tried to cross the street here. It is marked by lines on the road and a white reflective sign on either side. On the Cooke street side, the sign is difficult to differentiate from the powerpost that is there. On the other side, you cannot see the sign until after you have made the turn which is only a couple hundred meters away. In addition, the corner is virtually pitch black at night due to the foliage and lack of street light.

It is hard to fault the drivers who do not see you at this intersection. When you stand on the Cooke side, the visual interference from the powerpost makes it so drivers do not see you; when you stand on the other side, drivers have virtually no time to react to you as they come around the bend. Both situations are significantly worse as dusk settles in and at night you are virtually invisible.

I have seen so many vehicles, including city buses, slam on their brakes once they see you or blow through the intersection completely. Some even slam on their brakes afterwards in what could only be interpreted as an attempt to stop cars behind them because they see the kids as they go by and fear they are about to walk out onto the street.

I don't believe this is an issue of enforcement as much as it is in the ability for people to see you. I know it costs a lot of money to put those lights in, but I would suggest that there is probably a lower cost option that could go a long way to helping. The markings and signage in front of Robb Road elementary are much brighter and easier to see. Perhaps a combination of those bright yellow signs and some improvements to the paint could help?

This is a deadly crosswalk and I hope the Council will do something to fix it. If not, it needs to be removed. It gives a false sense of security and someone is going to get hit one day. Given the speed of cars on Anderton, particularly as they proceed around the corner on their way to Guthrie, this accident is likely to be fatal. I'm not just worried about a car to pedestrian accident either - I've seen a lot of those cars slamming on their brakes at the last minute and nearly getting hit by the car behind them.

I am more than willing to send any video, photos or other material needed to aid the Council in its deliberations.

Thank you,

Donavan Jacobsen  
[REDACTED]

## Town of Comox – Administration

---

**Subject:** FW: 2024 yard waste pick

**From:** Bob Bowen [REDACTED]  
**Sent:** Monday, June 5, 2023 6:55 PM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** 2024 yard waste pick

o - cfile 5350-20/22-01  
Copies - Council  
- JW/SR/SA/KG/CP/GK

To whom it may concern,  
I am striving to learn more about the up coming transition from unlimited yard waste collection to a defined amount in Comox.

I surmise that the impetus for the change is attributable to the CVRD and therefore surmis that the Town of Comox is in a reactionary position.

My interest is in how Comox residents are going to be asked to react to these changes.

Additionally, as best as you can ascertain, how the CVRD imagines the how and why this transition is reasonable and necessary.

Please advise, on what is the reason/thrust and rational of how yard waste in Comox is going to be handled going forward.

Respectfully,  
Bob Bowen

[REDACTED], Comox B.C [REDACTED]

07Jun2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**Subject:** FW: Letter to Mayor and Council

**From:** Ingrid Brown [REDACTED]  
**Sent:** Wednesday, June 7, 2023 11:13 AM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** Letter to Mayor and Council

<b>LOG:</b> 23-238	<b>REFER:</b>	<b>AGENDA:</b> RCM 12Jul2023
<b>FILE:</b> 4900-01	<b>ACTION:</b> MR	

June 7, 2023

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

Dear Mayor Minions and elected Council,

As a resident of Comox and concerned citizen I would like to voice my disappointment with the lack of commitment of time and budget to support the Comox Valley Community Health Network Substance Use Strategy Project.

Both the municipalities of Cumberland and Courtenay have committed staff and elected official time along with a financial contribution for Phase I & II of the current project. It is my understanding that the CVSUS has invited Comox to join with time and funding for Phase III and I hope that you will agree to contribute both time and finances to this important work.

If you need more information, please let me know or be in touch with Kari Hackett, the Coordinator Substance Use Strategy at [cvsus22@gmail.com](mailto:cvsus22@gmail.com).

Thank you,

Ingrid Brown  
[REDACTED] Comox, BC [REDACTED]





TOWN OF  
**COMOX**

**RECEIVED**

09 June 2023

TOWN OF COMOX

LOG: 23-241	REFER:	AGENDA: RCM 12 Jul 2023
FILE: 8100-01	ACTION: MR	

Copies - Council  
- JW/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](mailto: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.**

<b>Organization you are representing:</b> #3 Wing RCAF Zweibrucken Brats Reunion 2023		
<b>Primary purpose of Organization:</b> To reunite children who attended school while stationed at the RCAF base in Germany during the years 1953 to 1969		<b>Number of members:</b> 100
<b>Mailing address of Organization:</b> 4686 Montrose Drive, Courtenay, BC V9N 9S8		<b>Contact Name:</b> Dave Godfrey <b>Phone:</b> 250-335-0717
<b>City:</b> Courtenay	<b>Postal Code:</b> V9N 9S8	<b>Email:</b> davegod@shaw.ca
<b>Type of Community Event Recognition Requested (choose all that you are requesting):</b>		
<input checked="" type="checkbox"/> Proclamation Saturday, Sept 9, 2023 <small>(Dates – day, week or month)</small>	<input type="checkbox"/> Flag-Raising  <small>(Dates - maximum 7 days)</small>	<input type="checkbox"/> Building Lighting  <small>(Colours - maximum 2 colours)</small>  <small>(Dates - maximum 7 days)</small>
<b>Purpose of Event Recognition (please check all that apply):</b>		
<input type="checkbox"/> Civic Promotion	<input type="checkbox"/> Arts and Cultural Celebration	
<input type="checkbox"/> Public Awareness Campaign	<input type="checkbox"/> Special Honour of Individual	
<input type="checkbox"/> Charitable Fundraising Campaign	<input checked="" type="checkbox"/> Other (specify):	
<b>Description of Organization and relevant information related to your request (attach additional page if needed):</b> I have been asked to request if you might consider officially declaring Saturday, September 9th, 2023, as " 3 Wing Brats Day" in honour of the many Brats attending the celebration and those who have sadly passed away.		
<b>Has a similar request been submitted in the past five years?</b> <input type="checkbox"/> YES (provide date of previous request): _____		<input checked="" type="checkbox"/> NO
<b>Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:</b> There will be a 'Meet & Greet' on Friday, Sept. 8th held at 888 Wing RCAF in Comox, an opportunity to tour the RCAF Museum & Aircraft Display on Saturday afternoon, and a banquet & dance planned for Saturday evening at the Officer's Mess.		
<b>Date of application:</b> 09-Jun-2023	<b>Signature of applicant:</b> 	<b>Print name:</b> David Godfrey

**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.

(Note this is based on the proclamation Mayor Ives made and signed in 2015)

**PROCLAMATION**

I, Mayor Minions,  
do hereby declare  
Saturday, September 9, 2023  
"3 Wing Brats Day"  
in the town 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.*



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

LOG: 23-244	REFER:	AGENDA: RCM 12Jul2023
FILE: 6650-01	ACTION: MR	

**RECEIVED**

12Jun2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**Subject:** FW: lack of retail space on Comox Ave

**From:** The Collective Good <[thecollectivegoods@gmail.com](mailto:thecollectivegoods@gmail.com)>

**Sent:** Saturday, June 10, 2023 12:26 PM

**To:** Nicole Minions <[NMinions@comox.ca](mailto:NMinions@comox.ca)>; Steve Blacklock <[sblacklock@comox.ca](mailto:sblacklock@comox.ca)>; K Grant <[kgrant@comox.ca](mailto:kgrant@comox.ca)>; Chris Haslett <[chaslett@comox.ca](mailto:chaslett@comox.ca)>; Jonathan Kerr <[jkerr@comox.ca](mailto:jkerr@comox.ca)>; Jenn Meilleur <[jmeilleur@comox.ca](mailto:jmeilleur@comox.ca)>; m swift <[mswift@comox.ca](mailto:mswift@comox.ca)>

**Subject:** lack of retail space on Comox Ave

\*Warning\* This E-Mail originated from outside The Town of Comox. \*Please open with Caution\*

Dear Mayor and Council,

Writing to you as we were unable to find a Business Development branch or contact within the Town administration.

Our family recently relocated to the gorgeous, green, friendly Town of Comox from Whitehorse, Yukon where we've owned and operated a thriving local design (retail) shop for the past 10+ years.

We spent our first few months getting our kids established in school, meeting our neighbours and getting a feel for our new community.

Our goal in moving here (besides real seasons ;) was to open a new family run venture (similar in spirit to our Northern business) to serve the community of Comox. While we are loving the community and geographical attributes of this gem of a town, we've been a bit surprised by the composition of Comox Ave in particular, and the lack of available space for street level retail businesses. With the exception of a few, the majority of prime retail spaces are occupied by dentists, eye doctors, surgery clinics, wealth managers, etc, the likes of which normally occupy upper levels or spaces off the main retail drag. The lack of a real retail/food services/restaurant hub on Comox Ave was surprising to us (having come from a very different local scene) and we feel is a real missed opportunity. We'd prefer not to have to drive to Courtenay as everyone seems to do.

Despite literally knocking on doors and talking to everyone we meet, we've been unable to find any suitable street level space on Comox Ave to establish our business. The only building currently available, is to purchase for \$1million dollars, and half that space is currently tenanted.

Writing to you to ask what Mayor and Council / Town of Comox is doing to encourage a more thriving small business community hub for Comox Ave. Small, locally owned businesses tend to be fair/living wage employers, contributors to community groups and causes, and provide a vibrant hub for citizens of the community, not to mention contributing to the tax base. We really hope to be able to set up shop here in Comox, but are beginning to think that we'll have to move further afield in order to do that.

Appreciate your consideration, suggestions and insights.

Best wishes,  
Jen & Paul

--

**Jen Williams & Paul Gort**

**The Collective Good**

**Whitehorse, Yukon**

[www.thecollectivegood.ca](http://www.thecollectivegood.ca)

social: @thecollectivegood

@yukonterritorialgoods (IG)

RECEIVED

LOG: 23-247	REFER:	AGENDA: RCM 12Jul2023
FILE: 5400-12	ACTION: MR	

June 12, 2023

JUN 12 2023

TOWN OF COMOX  
Mayor and Council, Comox

Ladies, Gentlemen:

Copies - Council  
- JW/SR/SA/LP

Item #1: bus routes. Generally: #3, 'Comox Local'. Specifically: the west-going section of this route along Robb Avenue between Pritchard and Church Streets.

Any passenger getting on or off a #3 at any one of the three stops in this section of the route HAS to cross Robb Avenue to or from the ONLY sidewalk, on the south side of Robb.

ALSO: #3 buses are travelling in the SAME lane as children and parents riding to school in the morning. No marked bicycle lane, not enough room. Not a good mix.

Bus stop pads (3 of) already exist on the south side of Robb Avenue, contiguous with the sidewalk. Far easier to keep clear of snow.

2 If a reversal of this section of the #3 bus route cannot be envisaged please may there be three pedestrian-controlled, solar-powered crosswalks, and signage, at appropriate positions.

Imagine a reversal of the entire, shortish route; i.e. going clockwise instead of AC. Think of the glorious elimination of left-hand turns including the really problematic one from Rodello to Comox Avenue.

Sincerely

John Case



RECEIVED

June 12, 2023

JUN 12 2023

TOWN OF COMOX

Mayor and Council, Comox

Ladies, Gentlemen:

Copies - Council  
- JW/SR/SA/LP

Item #2. Water meters, as installed between municipal lines and domestic systems throughout this town; and many places elsewhere?

The meter rotor / housing is exposed to the AMBIENT temperature. Think winter. Why do the meters never freeze up? Please don't worry. I do know the answer: it is called 'pushing one's luck'!

IF municipal and/or private lines EVER become stagnant (Think seismic and winter (Murphy's law)), Then, and only then, rotors / housings will freeze up and, on thawing, there will be leaks.

Perhaps the rotors / housings too should be buried at least as deep as the domestic systems?

Sincerely  
John Case

**RECEIVED**

**19June2023**

**TOWN OF COMOX**

June 16, 2023

Tanya Sedunow

Comox, Bc

LOG: 23-250	REFER:	AGENDA: RCM 12Jul2023
FILE: 5350-20/22	ACTION: MR	

o - cfile 5350-20/22-01

Copies - Council

- JW/SA/SR/LP

Subject: Concerns regarding the Proposed Changes to the Garbage Collection System

Att: Mayor and members of the Town Council,

Dear Mayor and council,

I hope this letter finds you all well. I am writing to express my concerns regarding the recent announcement of changing the garbage collection system from unlimited organics pick up to only one can per week. While I understand the need for efficient waste management, I believe that the proposed change may not adequately meet the needs of residents, particularly those who engage in gardening activities.

As an avid gardener myself, I can attest to the fact that one can per week for organics is insufficient to handle the volume of waste generated from gardening activities. Disposing of organic waste, including lawn clippings, leaves, kitchen scraps, and branches left over after pruning, is crucial for maintaining a clean and tidy environment. These branches often accumulate and require proper disposal. By limiting the collection to one can per week, it becomes extremely challenging for gardeners like me to dispose of our organic waste responsibly and efficiently.

I understand that the suggestion of stockpiling organics waste in a garage until the can is less full has been proposed. However, this approach is not feasible for the majority of residents who do not have ample storage space. It is unfair to expect people to have extra storage capacity, especially considering that the majority of households are not financially privileged enough to afford additional storage solutions solely for organic waste.

Therefore, I would like to propose an alternative solution that would address the concerns of both the residents and the waste management system. I suggest that interested households be provided with two organics containers, at either no extra cost or an extremely minimal cost. This approach would

allow gardeners and those with higher organic waste volumes, considering not just the size of the household but also the size of the lot, to dispose of their waste adequately without straining the existing waste management infrastructure. Larger lots naturally generate more organic waste, and it's essential to consider this factor when determining the number of organics cans provided to residents.

Additionally, I would like to propose the implementation of a system wherein residents could utilize brown paper bags for organic waste. After the official bin has been emptied, the collection driver could reload it with the brown paper bags filled with organic waste, as space allows. This method would provide residents with an alternative option for disposing of their organic waste. It offers a flexible solution that accommodates varying waste volumes and ensures that residents can continue to dispose of their organic waste responsibly within the established guidelines."

By implementing these suggestions, the local town council would demonstrate its commitment to supporting residents' gardening activities and responsible waste management practices. It would also encourage more residents to actively participate in composting and reduce overall waste production, leading to a greener and more sustainable community.

I kindly request that you consider these proposals during the decision-making process. I would be grateful for the opportunity to discuss this matter further and provide any additional information or assistance that may be required. Thank you for your attention to this pressing matter, and I look forward to a favorable response.

Yours sincerely,

Tanya Sedunow

**RECEIVED**

22Jun2023

**TOWN OF COMOX**

LOG: 23-251	REFER:	AGENDA: RCM 12Jul2023
FILE: 5460-06	ACTION: MR	

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

June 21, 2023

Mayor and Council  
 Town of Comox  
 Comox, BC

**RE: Request to consider a lower speed limit on Balmoral Avenue**

Dear Mayor and Council:

We respectfully request a lower speed limit (40 km/h) on Balmoral Avenue. We believe the lower speed limit is appropriate for this increasingly busy community road that is so important for our citizens using both motorized and active transportation.

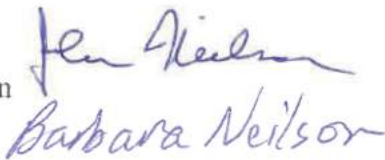
Our rationale for our request includes:

- Bike lanes, we understand, were considered for Balmoral Avenue but rejected as the road narrows in the Mac Laing/MacDonald Woods area. Instead, we suggest a lower speed limit, which would protect and encourage active transportation users.
- Control of excessive speed (with attendant noise) is an issue on this street. The general public would welcome and benefit from a lower and well enforced speed limit.
- Motorists would have a slight delay in their travel times (about 11 seconds, to travel the 600 m between the intersections at Pritchard and Torrence Avenues). We consider this slight inconvenience to be well worthwhile, given the benefits for the community at large, and hope that the Council agrees.

Thank you for considering this request.

Sincerely,

John Neilson



Barbara Neilson







**RECEIVED**

26 June 2023

**TOWN OF COMOX**

LOG: 23-252	REFER:	AGENDA: RCM 12 Jul 2023
FILE: 5040-01	ACTION: file	

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

Update: Gukw̓as sa Wagalus-Rainbow House Project

Dawn to Dawn (D2D) is a registered not-for-profit society working to provide safe, secure transitional housing for individuals and families experiencing or at risk of homelessness in the Comox Valley. Since 2009, D2D has provided supportive housing for more than 200 people and is currently housing 50 people including 16 children in 34 units in the Valley.

Recently D2D has embarked on Gukw̓as sa Wagalus/ Rainbow House (GsW), a project that is certainly unique to BC. The name Gukw̓as sa Wagalus, meaning "House of the Rainbow" in the Kwak'wala language, represents diversity, inclusion, and respect for all. This new and innovative transitional housing model aims to create safe and culturally appropriate housing for Indigenous and non-Indigenous queer youth in the Comox Valley. The initiative comes in response to the higher rates of homelessness among 2SLGBTQIA+ youth, who often face rejection, discrimination, and abuse within their families. Many avoid seeking help in shelters due to safety concerns. Because of the disproportionately high Indigenous homelessness rates on Vancouver Island, 40% of the beds in Gukw̓as sa Wagalus will be prioritized for Indigenous queer youth. A strong partnership between Dawn to Dawn and Pride Society Comox Valley in collaboration with hereditary leadership and the K'omoks First Nation, GsW pays homage to the traditional territories where the house is situated. Gukw̓as sa Wagalus/ Rainbow House aims to fill this gap and provide a supportive environment for queer youth.

To date we have provided a variety of community awareness events such as An Indigenous perspective on Empathy at Stan Hagen theatre presented by hereditary Chief Wedlidi Speck and Zac Whyte, a film screening of The Empress of Vancouver, an all ages Drag Show, two queer youth engagement gatherings (with another planned for the



Fall), as well as presentations to municipalities, CVRD, Rotary Clubs, and a strong presence at various local events.

D2D retained a realtor to assist our efforts in securing the perfect home for GsW and are pleased to announce *a house has been secured* and hope to have the keys in hand by June 28. The home does require some renovations and updates, so we plan to accept clients by the end of 2023.

We are grateful for the tremendous community support of Gukwās sa Wagalus and thank the Homeless Coalition and private donors for their contribution to the project. We believe housing is a basic human right and aims for a community where everyone has a home and access to the services they need.

o - cfile 0220-20/marina  
Copies - Council  
- JW/SR/SA/LP

To the Mayor and Council of the Town of Comox

We would like to respectfully request that the Town takes measures to curb the night-time partying in the vicinity of the Comox Marina on Port Augusta St.

We have lived at [REDACTED] since 2016, and have enjoyed the proximity to the marina. However, in the past few years, there has been a marked increase in the amount of late-night activity at the marina that is not related to either the fishing fleet, transient boat traffic or other marina business. Rather, the location seems to have become a favoured destination for drinking and late night revelry. In the past three months, and particularly since the weather improved in early June, the traffic and noise from the marina has increased significantly.

Open consumption of alcohol, amplified music, and uninhibited screaming and shouting of profanities has become the new norm on most days of the week, often from nightfall until 2 or 3am. This is usually preceded and followed by a revving of car engines while entering and exiting what seems to have become the most popular party venue in the Comox Valley.

We don't have air conditioning in our home so we have to sleep with our windows open. The night-time disturbance from the marina has a significant impact on the quiet enjoyment of our property.

More importantly, the Town of Comox has invested significant amounts of their budget in the asset of the park, pavilions, marina, and Comox Promenade. This late-night activity is negatively impacting the value of this asset, is probably not appreciated by visiting boaters, and is certainly not appreciated by the neighbouring resident tax-payers.

We have recently contacted the RCMP to ask that they make visits to the marina to try to quell this activity before it gets out of hand. They have explained that whatever they do is simply a stop-gap measure to correcting the situation.

We would therefore like to respectfully request that the Mayor and Council initiate appropriate measures to exert some level of control on the marina area, similar to what exists in other parks in the Valley, and in the community at large.

These could include:

- Putting in place by-laws to restrict loud noise and amplified music after 10pm (or at the minimum, 11pm)
- Installing proper signage to communicate these by-laws, and the common prohibition of the open consumption of alcohol
- Agreements with the three police forces with jurisdiction over the property (RCMP, K'omox Peacekeepers, and DND Police) to do regular enforcement visits after dark

We would be happy to canvas the neighbourhood to fully illustrate local sentiment around this problem. However, you can prove the veracity of our account by walking down the promenade

most any night after dark. It might be safer and more convenient to request footage from the CVRD Marina office, who have security cameras focussed on the area.

We would hope that this request is treated with some measure of urgency, as the current activities at the marina could very well have more serious consequences that often occur when late night driving, alcohol, and partying combine.

Thank you for your consideration of this matter.

Yours truly,

Colin and Sandra Eves

 Comox, BC

05 July 2023

CITY OF SURREY

OFFICE OF THE MAYOR

TOWN OF COMOX

July 5, 2023

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

Table with 3 columns: LOG (23-260), REFER, AGENDA (RCM 12 Jul 2023), FILE (7400-01), ACTION (MR)

By email: town@comox.ca

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

Dear Mayor and Council,

It is important for local governments to know the impact of the Surrey Police Transition on your city, town or regional district, should it go ahead.

As you may know, Surrey Council voted to keep the RCMP as the police of jurisdiction (POJ). We communicated our decision to the Solicitor General (SG) who, continued to "recommend" that the city stay with the transition to the Surrey Police Service (SPS), but asked that the City choose between two options,

- 1) To continue the transition to the SPS with no evaluation of the SPS model.
2) To stay with the RCMP as the POJ with conditions.

The Premier, the SG and the Ministry's report recognize that it is the role of municipalities to choose their policing model. The SGs' authority under the Act is a safety net if the "adequate and effective" policing standard is not met. It does not grant the SG the authority to impose hundreds of millions of dollars' worth of costs into the municipal budget on a political whim.

I am writing to you today for two reasons.

Firstly, is to express my deep concern for the statements made by the provincial government and the Solicitor General suggesting that should Surrey remain with the RCMP would create a public safety crisis; this is not truthful.

In fact, the ministry's own report states "It is not based on a failure by police to deliver adequate and effective policing nor a failure in public safety. Quite the opposite is true, front-line officers in the SPS and the RCMP are working hard to serve those who reside in and visit Surrey". It went on to say "This Director's Report is not a comparative assessment of the two police models. It is also not intended to provide a comprehensive assessment of the impacts of continuing with the current police transition to the SPS."

This interference should have significant concern to local government if the SG establishes a precedent of indiscriminately imposing massive costs onto municipal government with no rationale other than vaguely referencing public safety concerns.



BRENDA LOCKE
MAYOR

MAYOR@SURREY.CA

604.591.4126

Adequate and effective policing is in place in our city and our province, and for the Premier and the Solicitor General to infer there is a public safety crisis is not supported by data.

The central fear articulated by the premier and SG is the sudden dissolution of the SPS may lead to a walk out. The SPS Board has provided assurances that the SPS officers will remain on duty. Because the SPS Board reports to the province (not the city), they will take its instructions from the Ministry of the Solicitor General and Public Safety. One simple mandate letter from the province would remove the only concern for this public safety threat.

On the other hand, approving the SPS would create massive pressure on policing in the province, which would not exist if we remained with the RCMP. The only police training facility in the province, the JIBC, was past its capacity to meet the needs of municipal policing in BC even before the SPS was established. It is also important to recognize that police officer training at the JIBC has been under scrutiny. In order to properly address the police training needs in British Columbia would require expanding the JIBC. To date, the provincial budget has not addressed this expensive and time-consuming need. Waiting years for the JIBC training to fill the SPS cadet requirement will not only cost Surrey millions in time delays, but it will also impact other municipal police forces who cannot get seats at the JIBC.

Therefore, the only other route to full capacity for the SPS is hiring experienced police officers from your communities as they have done to date.

If the SG were to impose the SPS on Surrey, I would strongly recommend you communicate directly to the SG that you expect him to impose the same "public safety" restrictions on the SPS hiring from LMD communities as he has placed on the RCMP.

**Secondly**, and perhaps more important to local governments, is the financial and human resource impact that continuing with the Surrey Police Transition will have on every city, town, transit police and regional district in the province.

The SG's plan to move forward with the SPS will cost you financially if you are currently an RCMP jurisdiction. As RCMP divisional administrative costs are shared costs among all RCMP jurisdictions, so far it is estimated that because of the size of the Surrey detachment, your policing costs will increase by up to 7%.

If you are served by a municipal police force, it is important to know that the provincially appointed Surrey Police Board signed the richest collective agreement in Canada. This agreement will likely impact all future municipal police board negotiations.

The Surrey RCMP requires approx. 170 officers to return to full complement. Over 80 SPS officers have expressed interest in making this move according to the Officer in Charge. Further, the RCMP has stated that they can and will accommodate the human resource needs, not only to Surrey, but throughout the region, with the new recruiting and experienced officer programs.

In contrast, the Surrey Police Service (SPS) requires over 400 additional officers beyond those hired to date, to get to full strength. Although the province recognized the scope of the Surrey police transition from the beginning, they did not increase the funding to the Justice Institute of British Columbia (JIBC) in order to accommodate the officer training needed. The reality is that, just as the SPS has done to date, the vast majority of the SPS hires will come by recruiting from the RCMP, TransLink and other municipal forces throughout the province.



**In closing,**

My concern is the duplicity of the provincial government on this matter. The Ministry report and SG explicitly stated that we had two choices - to remain with the RCMP or the SPS - and conditions to meet with either option.

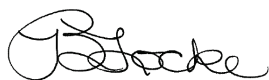
Based on the facts we examined, we chose the RCMP - with a more significant majority of council than we had originally - and we have committed to meeting the binding conditions.

The SGs' response is to move the goalposts and claim the need to review the plan and potentially overturn the council decision. I have offered to work with the province to ensure the requirements are met, and the province refuses to acknowledge the offer.

As local government leaders, we need to stand up for our authority under the Police Act. Like with your municipality, Surrey Council knows our community best. We cannot allow a "manufactured crisis" to drive a significant and costly public safety decision that will impact generations to come.

Please do not hesitate to contact me if you have any questions, I look forward to hearing from you.

Sincerely,



Brenda Locke  
Mayor





TOWN OF  
**COMOX**

**RECEIVED**

06Jul2023

LOG: 23-262	REFER:	AGENDA: RCM 12Jul2023
FILE: 0400-03	ACTION: MR	

**Copies - Council  
-JW/SR/LP**

**TOWN OF COMOX**

**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](mailto: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:		
Primary purpose of Organization:		Number of members:
Mailing address of Organization:		Contact Name:
		Phone:
City:	Postal Code:	Email:
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input type="checkbox"/> Proclamation  _____ (Dates – day, week or month)	<input type="checkbox"/> Flag-Raising  _____ (Dates - maximum 7 days)	<input type="checkbox"/> Building Lighting  _____ (Colours - maximum 2 colours)  _____ (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion	<input type="checkbox"/> Arts and Cultural Celebration	
<input 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):		
Has a similar request been submitted in the past five years?		
<input type="checkbox"/> YES (provide date of previous request): _____		<input type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:		
Date of application:	Signature of applicant:	Print name:

**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.

**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.*

07Jul2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**From:** Kari Dyer [REDACTED]  
**Sent:** July 7, 2023 9:31 AM  
**To:** Town of Comox – Administration  
**Subject:** Noise at 941 Aspen Rd Comox

LOG: 23-263	REFER:	AGENDA: RCM 07Jul2023
FILE: 3360-20/23	ACTION: MR	

\*Warning\* This E-Mail originated from outside The Town of Comox. \*Please open with Caution\*

Dear Town Council of Comox,

o - cfile 3360-20/23-02  
Copies - Council  
- JW/MK/SR/LP

My name is Kari Dyer and I live at [REDACTED] in the CVRD.

I am wondering what your noise bylaw is regarding soil/rock separation. I am not sure if this falls under the construction noise bylaw or not. This is not construction as I know that Highstreet Ventures owns that property and will not be building on it for quite some time yet. It has been going on for a couple of weeks now as you can see from the screen shots that I have taken from videos, which were too large to send. The first one is taken June 28th and the second one this morning.

It is very much disturbing the quiet, peace, rest, enjoyment and comfort in our neighbourhood. Not to mention the dust that it is creating all day long in this heat and with that dust and noise I am unable to open windows or for that matter be outside enjoying my yard during these beautiful sunny days.

Thank you for your time for looking into this matter.

Kind Regards,

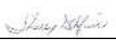

Kari







To: Mayor and Council	File: 0710-02-03
From: Mike Springer, Asset & Facilities Manager	Date: July 6, 2023
Subject: Menstrual Equity and Safer Sex Supplies	

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 ADMINISTRATION OFFICER:**

1. THAT Council authorizes administration to initiate a free menstrual product and safer sex supplies program in Town owned facilities, listed in Table 1 of the June 14, 2023 Report to Mayor titled "Menstrual Equity and Safer Sex Supplies", with a unbudgeted amount of \$12,250; and
2. THAT Facilities annual budget be increased by \$2,000 to operate the Free Menstrual Products and Safer Sex Supplies program.

**ALTERNATIVE TO THE RECOMMENDATION**

That Council forward to 2024 project list.

**PURPOSE**

To initiate in conjunction with the Provincial Governments announcement of its free prescription contraception program, free menstrual products and safer sex supplies distribution at Town facilities frequented by members of the public.

## BACKGROUND

An email 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. North Island Students' Union provided delegation to May 17 meeting, sharing success from North Island College, City of Courtenay and Village of Cumberland.

Following North Island Student Unions presentation to Council on May 17, 2023, administration updated the staff report to council, to include the recommended additional dispensers which has increased the initial costs from \$6,500 to \$12,250.

## ANALYSIS

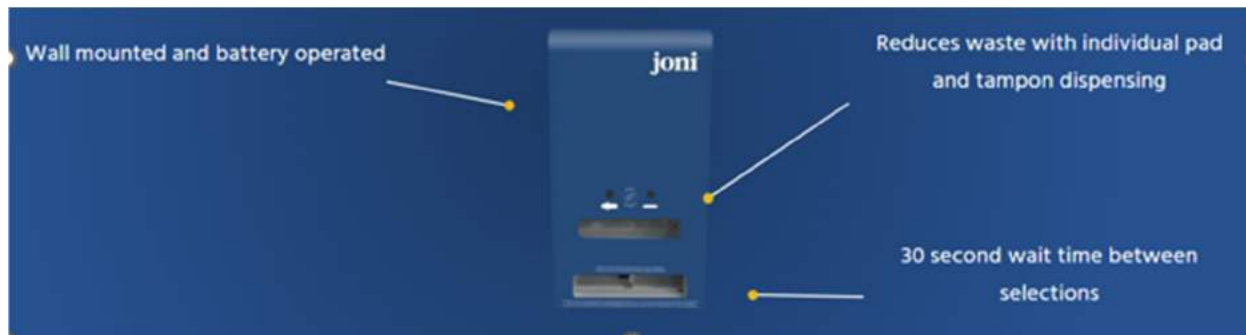
In review of all Town owned facilities, those that are frequented by members of the public are listed in Table 1 below.

<b>Facilities</b>	<b>Menstrual Product Dispensers</b>	<b>Safe Sex Supplies Dispenser</b>
1. Anderton Park Washrooms	2	
2. Highland Park Washrooms	2	
3. Kye Bay Washrooms	2	
4. Aspen Park Washroom	2	
5. Town Hall	1	
6. Community Centre	7	1
7. Council Chambers	2	
8. Marina Washrooms	3	
9. Fire Hall	1	
10. Municipal Works Yard	3	
<b>TOTAL</b>	<b>25</b>	<b>1</b>

Table 1 – Town owned facilities.

## Examples – Menstrual Product Dispensers

### Battery Operated – closed dispenser



### Countertop – open dispenser



## FINANCIAL

Bulk safer sex supplies, assessed through AIDS Vancouver Island, [avi.org](http://avi.org), no cost.

Menstrual product dispenser costs are approximately, \$450 for each including stock.

Bulk pad costs, approximately \$52/200 items.

Bulk tampons costs, approximately \$115/288 items.

Initial project costs would be approximately \$12,250 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 \$2,000 for restocking and potential vandalism. Signage about these products with aims to reduce misuse and 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, Council Chambers, 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.





<b>TO:</b> Strategic Planning Committee	<b>FILE:</b> 8160-20
<b>FROM:</b> Ted Hagmeier, Recreation Director	<b>DATE:</b> February 9, 2022
<b>SUBJECT:</b> 2021 Youth Outdoor Recreation Needs Assessment	

Prepared by: <b>TED HAGMEIER</b> <i>Ted Hagmeier, Recreation Director</i>	Report Approved:  <i>Jordan Wall, CAO</i>
---	--

**RECOMMENDATION**

THAT Council receive the 2021 Youth Outdoor Recreation Needs Assessment for discussion.

**ALTERNATIVES TO THE RECOMMENDATION**

THAT the following motion be forwarded to the next Regular Council Meeting for consideration:

1. THAT Council adds construction of a Skate Park and/or Pump Track to its long-term capital plan for the purposes of securing grants for construction.

1A. THAT Council adds construction of a Skate Park and/or Pump Track to the capital and special projects budget for 2022.

2.A THAT Council adds construction of a Comox Harbour Swimming Area to its long-term capital plan for the purposes of securing grants for construction.

2A. THAT Council adds construction of a Comox Harbour Swimming Area to the capital and special projects budget for 2022.

**PURPOSE**

To provide Council with the Youth Outdoor Recreation Needs Assessment and the pros and cons of the report’s most recommended youth recreation options.

**BACKGROUND**

Council directed administration to provide a report to assess and recommend outdoor recreation and parks infrastructure for youth aged 12 - 18. The assessment would take into consideration Comox youth underserved by current municipal parks and recreation services, and non-profit youth sport groups. The report was to recognize underserved and underrepresented youth.

The broad scope of work was to:

- identify and connect with Comox youth, families, schools and the community;
- identify priorities of outdoor youth recreation and parks infrastructure(s);
- review locations (including Comox waterfront);
- prepare high-level estimates of construction and annual maintenance costs.

The Town issued an expression of interest and contracted Engaged Recreation Solutions. Administration received the report December 2021 (see Appendix A: 2021 Youth Outdoor Recreation Needs Assessment).

A number of potential recreational opportunities were suggested by the report with the following two options being the most popular and impactful.

**1. Skate Park and Pump Track**

The suggested Village Park location is central for the community and with sidewalk access on most streets for family/all ages travel. The disc golf course and children’s playground would require relocation and impact their community of users. The trees and forest cover would be removed. Administration does not support this as the targeted location and instead feel construction at Torrence and Guthrie would be preferable.

The Highland Park area at Torrence and Guthrie Roads is not as central but its location beside pickleball courts and playing fields creates a natural, outdoor recreation hub. Its location may service the potential northeast Comox expansion.

<b>Skate Park \$1,500,000 - \$2,500,000 construction</b> \$120,000 annual asset management and operational costs <b>Pump Track \$180,000 - \$500,000 construction</b> \$17,000 annual asset management and operational costs	
Pros	Cons
Skateboarding is not a fad. The Town’s investment in a properly designed skate park will meet the community’s needs for many years.	Skateboard and pump tracks are unsupervised. Town staff working nearby will not be able to supervise or assist users. Such facilities can attract undesired outcomes: crime, vandalism, etc.
A well-designed facility can attract and challenge a wide range of ages and abilities, from first timers to experienced skaters and riders. They are inclusive recreation amenities.	A facility designed with an eye to meeting future capacity may be pricey.
Provides unstructured, all ages recreation.	A well-designed facility needs a significant footprint. This reduces its location options.
	Skateboarding is weather dependent unless the facility includes a covered area (which creates its own pros and cons).
	The slap and crash of skateboards on concrete can impact neighbours.

## 2. Comox Harbour Swimming Area

This would see the construction of a gangway coming down from the Promenade to a floating dock and protected swimming area. Changes to the pier require approval from the Comox Valley Harbour Authority and Small Craft Harbours under the Department of Fisheries and Oceans. Administration will have to determine the boundary of Navigable Waters Act routes which are close to breakwater shoreline and will require additional study to confirm a swimming amenity does not conflict with them.

The structures would may be to installed and removed seasonally as they are outside the protection of the breakwater and would be susceptible to winter storms.

An overall pier condition assessment is required to determine structural capacity. Can it handle more infrastructure and are there costs associated with buttressing it to support a swim amenity?

Two of several possible swimming amenity options are presented in Appendix B: Comox Marina Swimming Platform Options. The swim float may be anchored against or away from the breakwater with access by gangplank or by swimming.

<b>Comox Harbour Swimming Area \$20,000 - \$50,000</b> \$13,500 annual asset management and operational costs	
Pros	Cons
Adds recreational swimming option to Marina Park.	Unsupervised swimming is potentially dangerous. Pier and swimming platform unsupervised. Diving from parts of the pier is currently prohibited. Its possible that by brining more youth to the area that dangerous behaviour such as Promenade jumping actually increases.
Provides free, unstructured, all ages recreation.	The harbour's cold water may limit users who will swim over sand beaches instead.
	Pier and swimming platform is relatively small and cramped for the potential number of swimmers.
	Short swimming season of mid-June to mid-September.
	Possible pollutants from the marina
	Annual costs for installation and removal of swimming platform and no swimming barriers.

Water Feature: Wubit

The addition of a trampoline or marine, adventure playground (commercially and colloquially known as a “wubit”) waterpark is an exciting recreation amenity option to Comox. It could operate as a private public partnership where the Town Comox owns or co-owns the amenity and a private operator is contracted to provide the service. Public access is either free (and operations fully subsidized by the Town) or by fee. It could also operate as a completely private operation that pays a licence fee to the Town and charges the public market rates to access such as the Penticton wubit <https://okanaganwubit.com/penticton-wubit/>

**ATTACHMENTS**

Appendix A: 2021 Youth Outdoor Recreation Needs Assessment

Appendix B: Comox Marina Swimming Platform Options

The blue rectangles A and B represent two of many possible swim facility options. A is floating raft that the public either swim to or walk along a boardwalk, similar to the marina boardwalk that links a wharf to land. B is a floating raft anchored to breakwater that the public access via a short boardwalk. A and B also represent possible wibit locations.





## Town of Comox



### Youth Outdoor Recreation Needs Assessment

2021

DECEMBER 15  
ENGAGED RECREATION SOLUTIONS

Janice  
Sandholm  
Michele Sirett



# Contents

## INTRODUCTION

## EXECUTIVE SUMMARY

## SECTION 1 – BACKGROUND

Overview

Population & Demographics Indicators

Outdoor Recreation Opportunities

Trends & Leading Practices

Barriers

Comparable Communities

## SECTION 2 – ENGAGEMENT METHODOLOGY

Communications & Engagement Plan

Community Survey

Youth Survey

School Focus Groups – Interview Matrix Activity

## SECTION 3 – KEY FINDINGS AND RECOMMENDATIONS

References

Appendix A – Methodology – Interview Matrix

Appendix B – School Focus Groups – Interview Matrix Results

Appendix C – Community Survey Data

Appendix D – Youth Survey Data

Appendix E - On-Line Youth and Community Survey Analysis

Appendix F – Communications and Engagement Plan

## INTRODUCTION

*The Town of Comox acknowledges and respects that the community is located entirely within the traditional territory of the K'ómoks First Nation.*

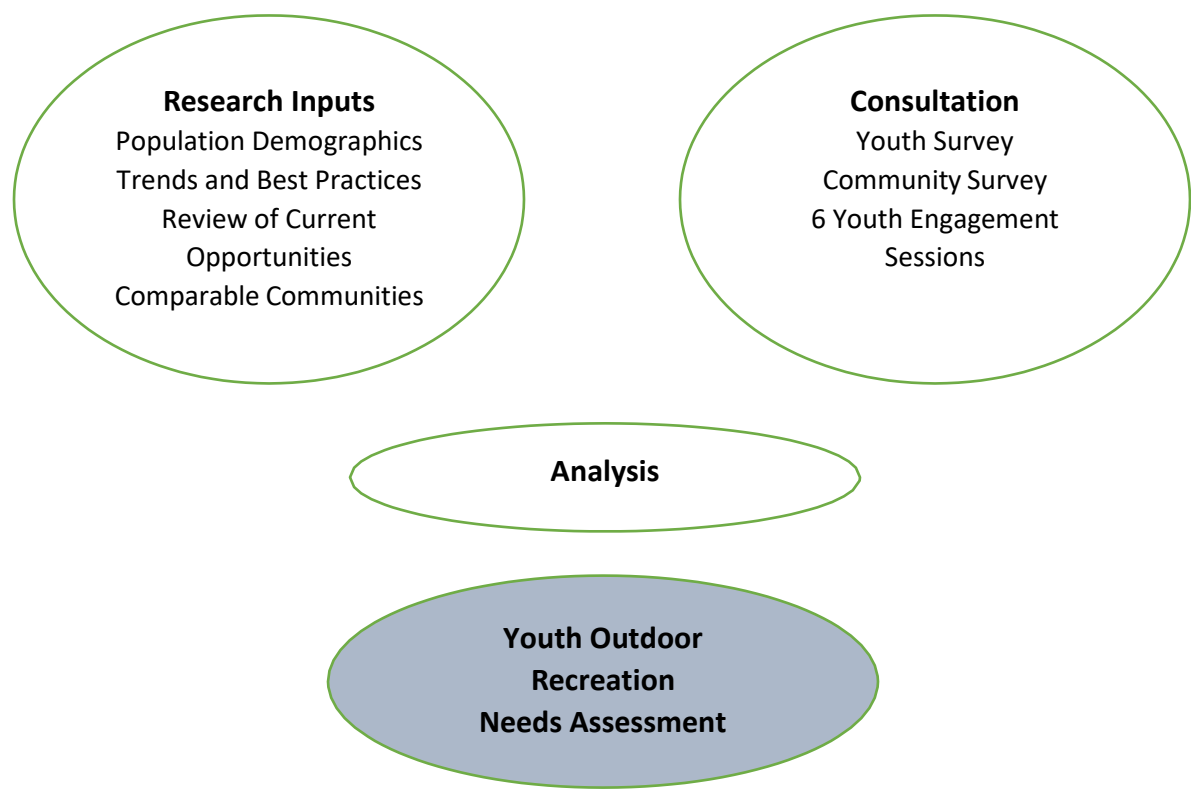
The Town of Comox requires a plan that assesses and provides recommendations for outdoor recreation and parks infrastructure for underserved youth aged 12 - 18. This consultation process actively searched out and engaged underserved youth to help identify priorities of outdoor recreation and parks infrastructure. The project identified and connected with Comox youth, families and the community, identifying priorities of outdoor youth recreation and parks infrastructure.

### Definition of recreation

In the context of this needs assessment the term “recreation” is based on the definition included in the Framework for Recreation 2015: Pathways to Wellbeing:

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

### Research and Engagement methods





We acknowledge and thank the following youth who were involved in planning, implementation and decision making activities for this project:

- Christine Gottman
- Quinn Powell
- Will Peters
- Mira Hershmillier
- Benoit Vaillant
- Sarah Szkwarek

School District #71 and the French language school, Ecole au coeur de l'île, administration supported the project encouraging teaching staff and students to participate in engagement sessions and the on-line Youth Survey.

The School District #71 Parent Advisory Council shared information about the Comox Youth Outdoor Recreation Needs Assessment with parents through their E-newsletters.

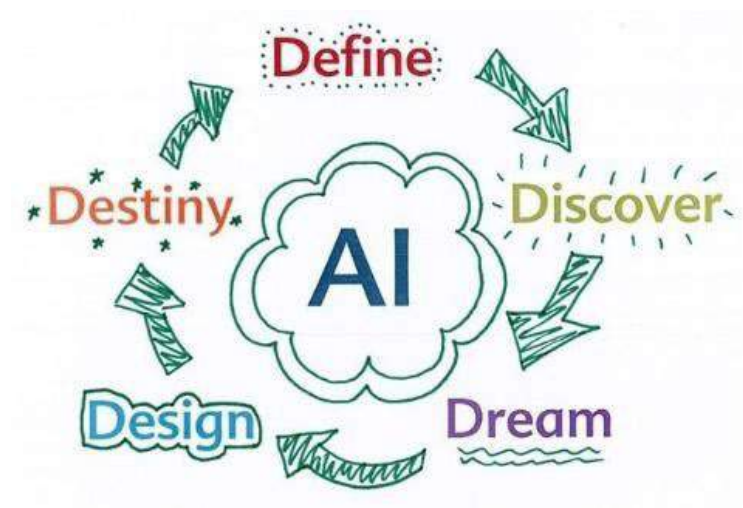
We appreciate the contributions of the Town of Comox Recreation Staff who were actively involved in the project activities. Their involvement and commitment to the process will build capacity and ongoing relationships with youth and community stakeholders for youth outdoor recreation.



## EXECUTIVE SUMMARY

The Youth Outdoor Recreation Needs Assessment project adopted principles of 'appreciative inquiry' for the engagement session activities. The Interview Matrix activities (see Appendix A) helped define and discover the aspects of outdoor recreation in Comox that are favorites for youth; encouraged youth to dream of improvements and new infrastructure to improve outdoor recreation options for youth.

### Appreciative Inquiry



## Define and Discover Results

The results from the student engagement sessions (see Appendix B) were supported by the results of the on-line surveys (see Appendices C, D and E). The combined survey data and qualitative data concluded **Comox youth appreciate and enjoy the following favorite spaces and activities:**

Outdoor Recreation Space	Why	Of Interest
Marina Park and Pier	Eating and food trucks, large open area, fresh air, boating, water park, pier, fishing, and hanging out with friends	Marina Park and Pier was the most popular outdoor recreation space identified.
Beaches and waterfront at Kye Bay, Air Force Beach, Goose Spit*, Marina Park	Beachcombing, swimming, picnics with friends, dogs, enjoying the views	The Goose Spit* was noted as easy to get to from home. 43% of respondents required a parent to drive them to outdoor recreation activities.
Forests including Northeast Wood, McDonald Park, Salish Park	Walking trails, riding bikes and horses, walking their dogs	17% participated in individual recreation pursuits and an additional 16% identified as mountain bikers
Sports fields, such as Highland Park, and organized sport facilities	Soccer, basketball, baseball, football, lacrosse, rugby, tennis and gaga ball	Youth noted nets, fences and lighting as important features. 21% of Youth Survey respondents participated in organized team sports.
Parks including Filberg Park, Anderton Park, Disc Golf Course	Picnicking, spending time with family and friends, playground equipment, courts and photography	Youth noted amenities such as lighting and available washrooms as important features

\* The Goose Spit is in the Regional District however the youth identified this space as highly valued.

Comox youth are actively involved in traditional group sports including soccer, basketball, baseball and hockey, as well as individual leisure pursuits including swimming, running, paddling, fishing, workouts, painting, dance, drawing, and Jiu jitsu. The respondents mentioned many favorite lakes and rivers in the Comox Valley as destinations to swim and hang out. The ocean at Goose Spit, Kye Bay and Airforce Beach were all mentioned as favorite swimming beaches.

The survey respondents and engagement participants also reported outdoor recreation goes better with friends. The theme 'Hanging with Friends' was highlighted by shopping, eating and socializing in all the favorite spaces as well as downtown Comox.

## Dream and Design Results

The youth were asked “What is the best thing the Town of Comox could do to improve outdoor recreation for youth? What is missing?” The responses were themed and collated resulting in the following priorities for improvements.

### *Priority Theme 1 – Adrenaline Junkies*

The data revealed the largest cohort of Comox youth are asking for *more high energy options* for outdoor recreation. The most popular responses include:

- Trampoline Park, possibly on the water
- Skatepark
- Bike Park
- Dirt Jumps
- Pump Track, BMX
- Big obstacle course
- Rollercoasters, theme park
- Bike trails - designated mountain biking

Survey data supports this priority with 43% of the youth respondents indicating they were involved in unstructured outdoor activities.

### *Priority Theme 2 – Sporty Stuff*

The survey and engagement process identified a desire for improvements to the existing sports playing fields and courts:

- add lights, washrooms and covered seating areas
- install fences behind basketball hoops
- install a beach volleyball court at Kye Bay
- outdoor hockey/skating rink

“Sporty Stuff” is also supported in the survey data with 31% of the youth indicating they enjoyed team and individual organized sports. Survey results identified the following new sports infrastructure:

- Turf field
- Skatepark
- Outdoor Pool/Swimming

### *Priority Theme 3 – Hanging with Friends*

The third priority theme the youth identified was better shopping, eating and public spaces for youth to socialize. Leisure is often a social choice for adolescents which includes shopping,

eating and places to relax outdoors and “hang out”. Marina Park & Pier was highlighted in both the engagement activities and the on-line surveys as the favorite outdoor space to hang out with friends and family. The youth suggested improvements to provide a more youthful environment:

- access to jump off the pier
- big games (chess)
- youth friendly seating
- affordable food trucks or concessions
- washroom facilities to be unlocked
- more lighting
- affordable and accessible equipment rentals including kayaks and paddleboards

In the youth survey, improved shopping was the number one request to make downtown more exciting. Youth identified opportunities exist for commercial businesses to offer more youth friendly and affordable products and services:

- Donut shop
- Candy store
- Drive-in movie theatre
- More fairs and concerts
- Franchise stores such as Zumiez, Footlocker, Lululemon, Target and Bath & Body Shop



## SECTION 1 – BACKGROUND

### Overview

Comox is immersed in a recreationally dynamic valley consisting of three separate communities and a regional district that all contribute to high quality recreation opportunities. The Official Community Plan for Comox expresses shared values of open space, green space, parks and access to beaches and the ocean. The attractive community is popular as a retirement community as well as to young families. Persons aged 65 and older make up approximately 25% of the population, while youth 12 – 18yrs are approximately 10% of the population (Stats Canada Census 2016 – Town of Comox).

### Population & Demographics Indicators

Youth 12 – 18yrs, families and community stakeholders living in the town of Comox. (Statistics Canada, 2016 - Town of Comox Census Data )

#### Demographic Notes:

Population 2016	14028
Population Growth 2011 – 2016	2.9%
Youth 10 – 19yrs	1473 / 10.5%
Median Age	51.8yrs
Average per census family	2.6 persons

The Town of Comox Official Community Plan estimates that the population may increase to 19,000 by 2031.



## Outdoor Recreation Opportunities in the Town of Comox

Residents of the town of Comox live within 10km of varied recreation facilities and amenities provided by the City of Courtenay, the Comox Valley Regional District and the Village of Cumberland.

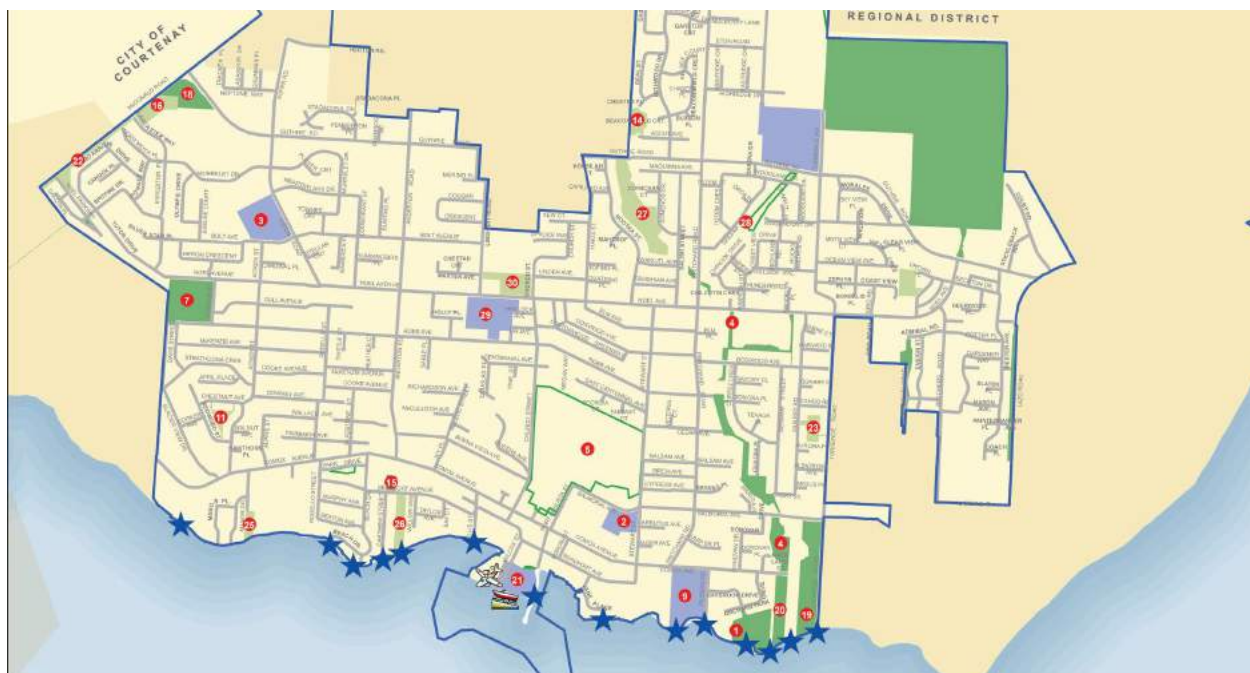
The table below reveals the recreation facilities and amenities within the boundaries of the Town of Comox (Town of Comox, 2021).

Facility Type	#	Locations
Baseball/Softball	9	Aspen Park, Highland Park Village Park
Bathrooms	6 locations	Anderton Park, Aspen Park, Filberg Park, Highland Park, Marina Park, Village Park
Beach/Water Access	7 locations*	Brooklyn Creek Park, Filberg Park, MacDonald Wood, Mack Laing Park, Marina Park, Baybrook Park, Port Augusta Park
Disc Golf	1 location	Village Park & Tot Lot
Drinking Fountain	3 locations	Lions Park, Marina Park
Gazebo	2 locations	Filberg Park, Marina Park (2)
Outdoor Fitness Equipment	1 location	Anderton Park
Petting Zoo	1 location	Filberg Park
Picnic Area	6 locations	Anderton Park, Filberg Park, Highland Park, MacDonald Wood, Marina Park, Village Park & Tot Lot
Playground	10 locations	Anderson Park, Aspen Park, Lions Park, Harbourwood Park, Lancaster, McKenzie Park, Marina Park, Pioneer Park, Salish Park, Village Park & Tot Lot
Splash Park	1 location	Marina Park
Tennis Courts	2 locations	Anderton Park (6), Village Park (2)
Trails / Wooded Spaces	13 locations	Northeast Wood, Aspen Park, Brooklyn Creek Park, Carthew Creek, Condor Park, Foxwood Park, MacDonald Wood, Mack Laing Park, Baybrook Park, Port Augusta Park, Salish Park, Village Park & Tot Lot

\* Goose Spit is a Regional District Park



## Comox Parks and Recreation Facilities



Source: comox.ca

Further to the amenities of playing fields, courts and play parks, the Town of Comox Official Community Plan (2011) details community parks space objectives that include connectivity to the downtown, diversity of recreation opportunities for different ages and abilities.

The OCP (2011, p50) states the community seeks to develop greenway networks that connect parks, schools, cultural features, neighborhoods, commercial areas, the waterfront and other destinations.

### Leading Practices & Trends

#### Leading Practices

To ensure best practices in youth friendly planning for outdoor recreation infrastructure, the consultants adopted the framework established by the Pathways to Wellbeing: A Framework for Recreation in Canada (CPRA, 2015) as a guide. The Framework describes five goals and priorities for action under each goal. The goals are:

**Goal 1: Active Living**

*Foster active living through physical recreation.*

**Goal 2: Inclusion and Access**

*Increase inclusion and access to recreation for populations that face constraints to participation.*

**Goal 3: Connecting People and Nature**

*Help people connect to nature through recreation.*



**Goal 4: Supportive Environments**

*Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.*

**Goal 5: Recreation Capacity**

*Ensure the continued growth and sustainability of the recreation*

**Ongoing Commitment to Working with Youth**

Continual youth engagement keeps kids interested and involved as they progress from childhood to adolescence to young adulthood – as participants, volunteers, leaders, mentors and potentially Town of Comox employees (Vancouver Foundation, 2018). Working with youth facilitates decision making opportunities and seek youth and young adults' input, applying their ideas where possible, and reporting back on the results. The relationships and new learning will invigorate future recreation strategies for youth in Comox.

**Trends**

The research that helped create the Framework for Recreation in Canada (2015) identified a new understanding of providing public recreation infrastructure and services in Canada. The new definition of recreation recognizes a holistic approach to planning and blurs the lines between traditional recreation options with other community sectors, including tourism, culture, community development, transportation, planning, parks, and open spaces.

The Framework document highlights the ability for recreation to increase social capital in communities. The trend is towards facilities that treat public recreation spaces as social hubs that encourage people of all ages, including families, to gather.

The current trends in recreation facility design reflect an increase in multi-purpose use and unstructured access. Municipalities are planning pedestrian pathways that encourage walkability throughout communities; individuals want to walk their dog to the grocery store, cycle or skateboard to work, school or the nearest play space. Recreation infrastructure with open access that encourages unstructured or spontaneous use has increased in popularity (RG Strategies & PERC, 2016).

Many municipalities across Canada are considering partnerships with other levels of government, schools, not for profits or the private sector to access space, leverage funding and accomplish shared strategic goals.

**Barriers**

The youth participating in the Interview Matrix engagement sessions expressed the following barriers that prevented them from trying new outdoor recreation activities:

- Time
- Cost
- Lack of equipment
- Location too far away

- Transportation
- No facilities

The barriers expressed by the youth reflect the importance of recreation options within easy walking, cycling and skateboarding access of residential neighborhoods.

## Comparable Communities

The Town of Comox Staff identified 5 comparable communities: Terrace, Parksville, Smithers, Nelson and Summerland. The consultants also included facilities found in the City of Campbell River.

The following table compares outdoor, youth oriented facilities to the youth oriented facilities in Comox:

	Terrace	Smithers	Parksville	Nelson	Summerland	Campbell River	Comox
Beaches*	X		X	X	X	X	
Sports Fields	X	X	X	X	X	X	X
Turf Field						X	
Skatepark	X	X	X	X	X	X	
Bike Skills	X	X	X	X		X	
Trails	X		X	X	X	X	X
Basketball Courts	X		X	X	X	X	X
Disc Golf	X	X		X		X	X
Tennis Courts	X	X	X	X	X	X	X
Other		Swimming Hole		X	Floating Dock	Mclvor Lake	Marina Park & Pier

\*Access to the water for the purpose of swimming

## Analysis

The chart above reveals that the Town of Comox does not provide access to the water for the purpose of swimming. The nearest beach area is Goose Spit which is operated by the Regional District.

The Chart also shows that most of the communities surveyed have skate parks and bike skills parks. Nelson, Parksville and Campbell River have placed these two skill oriented parks next to each other.

What this chart does not show is how well these outdoor facilities are maintained or how well they are used. Throughout the engagement process many youths cited facilities they used needed attention or upgrading. They expressed their disappointment and indicated that the


condition of the facilities discouraged their participation. Maintaining and upgrading current infrastructure could result in increased youth participation.

When compared to the engagement and survey data it appears that access to water, skate park and biking opportunities are facilities that are missing for youth in the Town of Comox. The comparative research did not ascertain if any of these communities had turf fields. A quick scan of Via Sport data indicated that Campbell River was the only community in the comparators list that currently has a Turf field. Turf fields were in the top 3 requests in both the focus group engagement and the Youth Survey (see Appendix B and Appendix D)

**COMOX YOUTH**

**WHAT DO YOU LOVE ABOUT RECREATING IN COMOX?**  
HOW CAN OUTDOOR RECREATION OPTIONS BE BETTER FOR YOUTH IN OUR COMMUNITY?  
YOUR OPINION MATTERS.

**FIND OUT HOW YOU CAN HELP COMPLETE A SURVEY:**



Town of Comox / Recreation  
E-MAIL: YOUTHREC@COMOX.CA 250-339-2255

## SECTION 2 – ENGAGEMENT METHODOLOGY

### Communications & Engagement Plan

The consultants created a Communications & Engagement Plan to ensure the processes involved in the project were unbiased, transparent and respected the voices of youth.

#### Strategic Communications Intended Outcome

- Share information about goals and objectives of youth needs assessment
- Encourage youth, family and stakeholder participation in process
- Youth friendly and youth driven
- Readers desire a positive outcome for youth, more outdoor recreation opportunities
- Readers trust the process is open and transparent

#### Objectives

1. Increase trust in the process by demonstrating transparency.

*Key message:*

“All relevant documents and information are available on the Town of Comox website.”

2. Convince people that the decisions have not already been made.

*Key message:*

“All ideas are welcomed and encouraged. Options will be reviewed by Town of Comox recreation professionals, planners and youth leadership team.”

3. Encourage participation by people who traditionally do not get involved.

*Key message:*

“All Comox youth, families and stakeholders have a voice in contributing to expanding opportunities for youth outdoor recreation in the town of Comox.”

The complete Engagement and Communications Guide is found in Appendix A.

### Community Survey

#### 144 Community Survey Respondents

The Community Survey was provided voluntary to all community members on-line.

The Community Survey and data is found in Appendix C.

## Youth Survey

### 152 Youth Survey Respondents

A representative sample of 10% of youth 10 – 19yrs (2016 Census) collected voluntarily through schools providing the survey to students in Grades 7 – 12 completed the Youth Survey.

The Youth Survey data is found in Appendix D.

### School Engagement Sessions – Interview Matrix Activity

The Interview Matrix activity encouraged groups of youth to define community strengths and outdoor recreation assets. The technique asks youth “What do you love about recreating in Comox? How can we make it better?” This approach encouraged open conversations between the students and provided rich and detailed qualitative data for the project.

The methodology for the Interview Matrix Activity is found in Appendix A.

### 135 Youth Led Interviews

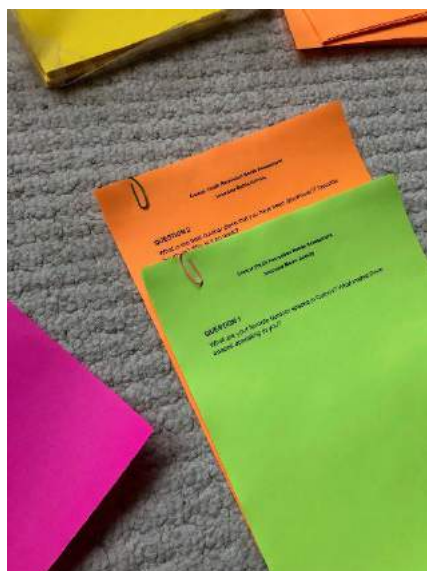
A representative sample of 9% of youth 10 – 19yrs (based on the 2016 Census)

6 Engagement Sessions

- 3 Elementary School (Grade 7 classes)
- 3 High School (Grade 10 – 12 classes)

The Interview Matrix qualitative data is found in Appendix B.

The collated responses from the Community and Youth Survey, combined with the qualitative information are reflected in the Priority Themes in the Executive Summary, and actioned in the Key Findings and Recommendations.



## SECTION 3 – KEY FINDINGS AND RECOMMENDATIONS

*Note: Estimates provided for study purposes. These high level estimates should be considered +/- 30% and were not developed by engineers or architects.*

### Key Finding #1 – High Energy Outlets

Recommended Action	Suggested Location	High Level Cost Estimate
Skatepark	Noel Ave/Village Park area. Move current Disk Golf Course to a new location. Skateparks require “eyes on”. This location is across from Comox Community Centre, adjacent to a school and within walkable distance of residences.	\$1,500,000 – 2,500,000 Depending on elements included in design. Cement construction.
Bike Skills Park	Northeast Wood The trails of NE Wood are already popular for biking. Bike Skills Parks are all ages and abilities and help riders to learn new skills that help prepare riders for more difficult trails. The Bike Skills Park can incorporate jumps as desired by the “adrenaline junkies”.	\$180,000 – 500,000 Dirt elements Size determines cost. The Stevie Smith Bike Park is a large park built in Nanaimo in 2016 for \$413,000.
Pump Track	Noel Ave/Village Park area Pump Tracks partner well with Skateparks for scooting and BMX bike riding.	\$250,000 – 500,000 Asphalt construction
Turf Field	Highland Park Renovate existing soccer fields	\$2,500,000 – 5,000,000 Depends on the number of fields and amenities

The one big win for youth who participated in the youth outdoor recreation needs assessment process would be an investment by the Town of Comox in a Skatepark. Through the various engagement techniques used in the project the overwhelming response from youth was the desire for a Skatepark. If the Town of Comox Council chose to make this investment in a youth

oriented facility it would be crucial to involve youth throughout the design and building process.

It is important to choose a location for a Skatepark that naturally has a lot of traffic or “eyes” on the space. This was the justification for the first choice location on Noel Ave. across from the Comox Community Centre. However, it is also important to note that there has been a great deal of success pairing Skateparks with Pump Tracks and Bike Skills Parks. A secondary location to consider is the area near Highland Park, at Torrence Rd and Guthrie Rd., which is adjacent to the Northeast Wood and existing nature trails.

The engagement process revealed support from youth for a turf field in Comox, however the current Town of Comox Official Community Plan (2011, p55) suggests the community exceeds the standard for provision of playing fields such as soccer fields and ball diamonds. Only one comparable community in this needs assessment process had a turf field (Campbell River). The Comox Valley is currently served by a turf field located near Vanier Secondary School

## Key Finding #2 - Business or Partnership Opportunities

Recommended Action	Suggested Location	High Level Cost Estimate
Trampoline Park – Wibit Waterpark Equipment	McDonald Park access to inside of Goose Spit	\$10,000 - \$100,000
Host more events for older youth	Marina Park	\$10,000 - \$25,000
Expand agreement with SD#71 and Ecole au Coeur de l’île to add improvements of outdoor spaces	Aspen School field, Highland Secondary outdoor basketball courts, Ecole au Coeur de l’île outdoor basketball court	\$10,000 - \$75,000
Encourage development of youth friendly shopping options	Downtown Comox	
Inexpensive options at food outlets	Marina Pier, Special events	

There are opportunities for the Town of Comox to partner with private business to provide outdoor recreation activities. The ‘adrenaline junkies’ would be ecstatic if the Town of Comox created an environment where a business could provide a trampoline park, or a water based Wibit Waterpark. For example, the Town of Comox could create access to the water, with a reasonable investment, and put out a request for proposals (RFP) to attract private business.



### Key Finding #3 – Easy Wins

Recommended Action	Suggested Location	High Level Cost Estimate
Floating dock at Marina Pier	Marina Pier	\$20,000 - \$50,000
Upgrade existing 3 on 3 courts with lighting, nets and fencing	School courts used after hours, Comox Community Centre	\$30,000 - 100,000
Install beach volleyball court	Kye Bay	\$2,000 – 5,000
Purchase / install fun outdoor seating options	Marina Park / Pier	\$5,000 – 10,000
Purchase / Install ‘big games’	Marina Park	\$3,000 – 5,000
New trail linkages - safe off street trails and greenways system	Connecting parks, beaches, greens space to neighborhoods and commercial areas	\$10,000 - \$250,000 per km depending on land use, surface material and terrain

Throughout the engagement process the consultants heard there were many outdoor facilities that youth enjoyed and used regularly. However, the youth expressed many of these facilities were not well maintained and lacked a youth friendly feel. The youth identified several low cost improvements. The number one space enjoyed by youth was Marina Park and Pier. Creating access to the water for swimming was an improvement requested.





## References

- Canadian Parks and Recreation Association/Interprovincial Sport and Recreation Council. (February 2015). *A Framework for Recreation in Canada - 2015 - Pathways to Wellbeing*. Ottawa: Canadian Recreation and Parks Association. 40 pages.
- RG Strategies & PERC. (April 2019). *Draft Recreation and Culture Strategy Trends and Best Practices*. [Strathcona.ca/files/files/rpc-public-engagement-trends-report.pdf](https://strathcona.ca/files/files/rpc-public-engagement-trends-report.pdf)
- Search Institute. (2010). *40 Developmental Assets for Youth*. [search-institute.org/our-research/development-assets/developmental-assets-framework/](https://search-institute.org/our-research/development-assets/developmental-assets-framework/)
- Statistics Canada. (2016). *Census Profile, 2016 Census Comox British Columbia*. [12.statcan.gc.ca/census-recensement/2016/](https://12.statcan.gc.ca/census-recensement/2016/)
- Town of Comox. (2011). *Town of Comox Official Community Plan*. [Comox.ca/modx/sl-ob.pdf](https://comox.ca/modx/sl-ob.pdf)
- Town of Comox. (2021). *Comox Land Use Map*. [Comox.ca/modx/sl-om.pdf](https://comox.ca/modx/sl-om.pdf)
- Town of Comox. (2021). *Parks Location Map*. [Comox.ca/modx/assets/maps/parkslocationmap.pdf](https://comox.ca/modx/assets/maps/parkslocationmap.pdf)
- Vancouver Foundation. (2018). *Youth Engagement Report. Learning from Fostering Change and Fresh Voices*. [vancouverfoundation.ca/about-us/publications/youth-engagement-surveys-and-reports/youth-engagement-report-2018](https://vancouverfoundation.ca/about-us/publications/youth-engagement-surveys-and-reports/youth-engagement-report-2018)

## Appendices

### Appendix A – Methodology – Interview Matrix

#### Interview Matrix Session (Focus Group Engagement Activity)

##### Group interview (Interview Matrix process):

Total group is divided into 4 equal groups. Ideally 12 – 20 participants

##### Interview Questions:

1. What are your favorite outdoor spaces in Comox? What makes these spaces appealing to you?
2. What is the best outdoor place you have been (anywhere)? Describe the place. Why is it so great?
3.
  - a. What activities do you participate in during your leisure time?
  - b. What activities would you like to do?
  - c. What barriers stop you?
  - d. What would need to change to make it better?
4. If there were no barriers, what would be the best thing the Town of Comox could do or build to improve outdoor recreation for youth? Dream big!

*Questions are limited to four open ended questions to encourage robust conversation.*

##### Facility, equipment and supplies required:

Large room to allow for social distancing. Masks are required.

An even number of participants are preferred in the Interview Matrix process

tables/ chairs – 2 - 6 participants per table

Number each table

Sheets for recording – pencils ( 1 per participant)

Flip charts – 4 stands with paper (1 per question)

Felt pens – 4

Projector, screen, laptop, power cords and power source

Memory stick with ppt file (Appendix ABCD)

4 questions – 1 per group

- Copies of each question on letter sized paper – 1 for each participant pair
- Extra sheets of paper for each clipboard

##### Process:

(Total time allotted 1hr)

### **1. Introduction (5 mins):**

Facilitator explains context of session, purpose of the research study and process involved.

- All answers are right – just write them down in point form
- The notes should be anonymous
- Write legibly
- Notes will be collected for primary research records
- Think of all the seasons you enjoy outdoors
- Be free! Be creative! Dream – no wrong answers

### **2. Interview matrix activity (40 mins):**

Participants rotate through the matrix, interviewing each other and recording their findings.

6 rotations in all

Each rotation is 6 minutes plus 2 mins for moving to next table.

### **3. Analyze findings in original pairs (15 mins):**

Once all rotations are completed the pairs return to their original table, compare, and analyze notes:

1. What were the truths?
2. What were the keepers?
3. What did the Interviewers want to add to the story?

Findings are recorded on flip chart paper.

### **4. Present findings to the group (20 minutes):**

- Each pair reports findings to full group
- Group is invited to contribute or expand on the findings

## Appendix B - School Focus Groups – Interview Matrix Results

### Combined Themed Coded and Counted Interview Matrix Data Favorite Spaces

#### Favorite Outdoor Spaces in Comox and Why

Theme	Location	Why	# of mentions
<b>Water Attractions</b>	56		
	Marina Park	giant tree, memories w/grandpa	30
	Marina Park Pier/Docks	food trucks, views, meet friends, open space, lots of community wharf, sailing, boating, fishing, fresh air	
	Airforce Beach	swimming, views, friends, social, picnics, sitting, dogs	15
	Goose Spit	nice beach, swimming, views close to where I live easy to get to, swimming	11
<b>Sporty Stuff</b>	39		
	Outdoor basketball courts	basketball	13
	Playing fields	soccer, baseball, great workout	11
	Highland Park	Ball hockey rink	4
	Comox Community Centre	gym workouts/courts, play weight room, basketball court	3
	Glacier Greens	Golfing	2
	French School	Frisbee golf, basketball court	2
	Outdoor tennis courts	tennis	1
	Beach	Beach volleyball	1
	Aspen Park	team play	1
Playgrounds	play	1	
<b>Green Peace</b>	27		
	Forest	easy to ride biking and walking, room to mess around, play Mantracker at Aspen, easy to get to	12
	Northeast Woods	biking and walking trails, dog walking, fresh air	3
	Filberg Park	picnic with family, great location for photos	4
	Salish Park	walking trails	2

		Disc Golf Course in forest	play disc golf	2
		Parks	feel excited	1
		Playgrounds in parks	more fun	1
		Park next to Comox Mall	not crowded, clean, bathrooms	1
		McDonald Park	walking trails	1
Adrenaline Junkies	20	Skatepark	skating, scooting, angles	12
		Forested spaces/trails	bike jumps	4
		McDonalds / Coop Area	skateboarding, hanging out	1
		Abandoned hospital	skateboarding, hanging out	1
		Old Comox Elementary	skateboarding, hanging out	1
		Dollarama	skateboarding on ramps	1
<b>Hanging with Friends</b>	<b>11</b>			
		Downtown Comox	Shop, eat ice cream, hang out cute stores, pizza	3
		Dollar Store	Shop and hang out	2
		Food trucks	hang with friends and eat	2
		Mall	Shop and hang out	1
		Marina	Eat, hang out	1
		Café patio	homework, food,	1
		Goose Spit	hang with friends	1

### Combined Themed Coded and Counted Interview Matrix Data Barriers What barriers stop you? What would need to change to make it better?

Theme	Barrier	Change Needed	# of mentions
<b>Facility or Program</b>	Lack of facilities	Turf field for lacrosse, soccer Swimming Pool Add areas for new activities Add fulltime badminton courts Waterpark Ice rink in Comox Go cart track Roller rink Better maintenance of outdoor facilities including skateparks, basketball courts, fields, playgrounds, parks	2

		Nets for outdoor volleyball	
	Not enough bike trails		
	No team		
	No trampoline park in Comox	Trampoline Park - Air House	2
	Skatepark too far away	Skatepark next to Bike Park in Comox	
	Dance studios are full		
	All the bike paths are in Cumby		
	Not accessible	More accessibility	
<b>Personal</b>			
	Schedule too busy		7
	Scheduling conflicts with activity time		2
	Lack of skill - not good at it		
	Age	Friends	
	School, Work		
	Laziness		
	Cost		
<b>Emotional</b>			
	Fear		
	COVID 19		2
<b>Situational</b>			
	No equipment	Communal equipment	4
	Adults won't let me		
	Coaches		
	Weather		
	Lack of information	More information	
<b>Transportation</b>			
	Too far away		
	Getting there		2
	Bus schedules	Better bus schedules	
<b>Hang Time</b>			
	No Mall	Hype Store, Zumiez, Graffiti	3
		Nike Shop	
		Open sitting areas to hang out with friends	
		Benches	
		More places to meet friends	
		More food trucks	

## Combined Themed Coded and Counted Interview Matrix Data Dreams

### The Best "thing" the Town of Comox could do to improve outdoor recreation for youth

\*Note: Only data related specifically to Comox and outdoor recreation activities are included

Theme	Change Desired	Detail	# of mentions	
<b>Adrenaline Junkies</b>	81			
		Trampoline air park	Air House	11
		Bike Park, skills Park	with dirt jumps	10
		Skatepark	street style, scooting	9
		Dirt jumps		8
		Big obstacle course	Wild Play Park	7
		Better mountain biking trails	designated mb trails, more difficult	6
		BMX		5
		Pump track		5
		Rollercoasters, theme park	Disneyland, Disney Wonderland	5
		Paintball gun park		3
		Zipline, Zipline park		2
		Skydiving, sky park		2
		Horseback riding		2
		Electric scooter rentals		1
		Surfing		1
		Dirt biking and Quad trails		1
		Go cart track		1
		Bike rentals	Shaw on the Go	1
		Rock climbing		1
<b>Sporty Stuff</b>	59			
		Better outdoor sports places	volleyball, basketball, soccer tennis courts, fix broken fields	12
		with lights	broken fields	
		Nicer basketball courts	with nets, lights, fencing	5
		Volleyball court	beach	5
		Turf Field	soccer, lacrosse, football	4
		Outdoor hockey/Skating rink		4
		New rec centre w/ huge gym	more activities for older teens	4
	Cricket Park		3	

Roller blading park	3
Baseball field	2
Ultimate mini golf	2
Track	2
More Frisbee golf courses	2
Stadium	2
Gymnastics	2
Multiport activity area/centre	1
Roller hockey	1
Gaga ball	1
Outdoor gym/exercise park	1
Shooting range/gun club	1
Lacrosse arena	1
Climbing wall	1

**Hanging with Friends**

39

More shopping	Zumiez, Footlocker, malls, donut shop, candy store, Lululemon, Target, Bath&Body Shop	11
Sheltered pavilion		4
Drive in movie theatre		3
More fairs and concerts	with rappers	3
New places to eat		3
Youth Zone like the Link		2
Better spots for youth		2
Outdoor Market, Farmers		2
Improve transportation	bus stops closer to ferry, subway/tube to Comox Valley	2
Concert venue		1
Food court		1
Outdoor games like chess		1
Improve outdoor bathrooms	unlock them, provide lighting	1

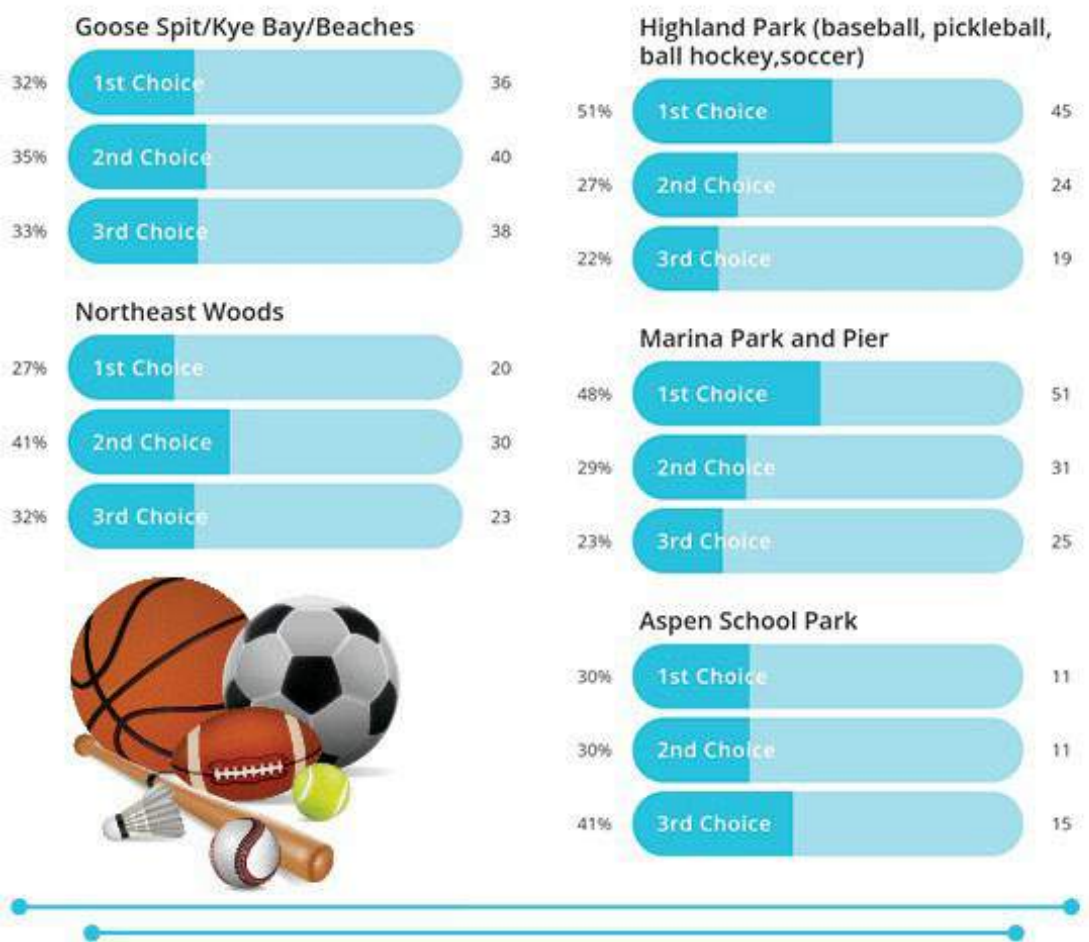


		Places to sit and stay dry		1
		Affordable concessions in parks		1
		Roof on Rotary shell		1
<b>Water Attractions</b>	28			
		New pool, wave pool or outdoor pool	with waterslides free access	7
		Huge water park		7
		Waterslides		4
		Rental gear	paddleboards, kayaks, canoes	2
		Fly boat		2
		Trampoline into water		1
		Beach volleyball at Kye Bay		1
		Bouncy castle	specifically on a lake	1
		Wakeboarding Park		1
		Better Marina set up		1
		Boat vending machine		1
<b>Green Peace</b>	24			
		Campgrounds		6
		Dog parks		4
		More gentle biking paths	no hills	3
		Better playgrounds		3
		More dedicated trails	trail through Comox	2
		Improve and expand wildlife habitat		2
		Outdoor library		2
		More plants and scenery		1
		Refurbish old parks	and amenities	1

### Appendix C - Community Survey Results



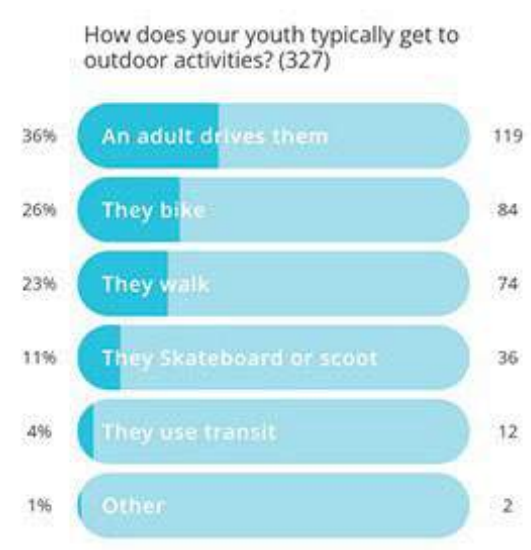
#### 1. Rank the top 3 outdoor spaces in Comox where your youth recreate.

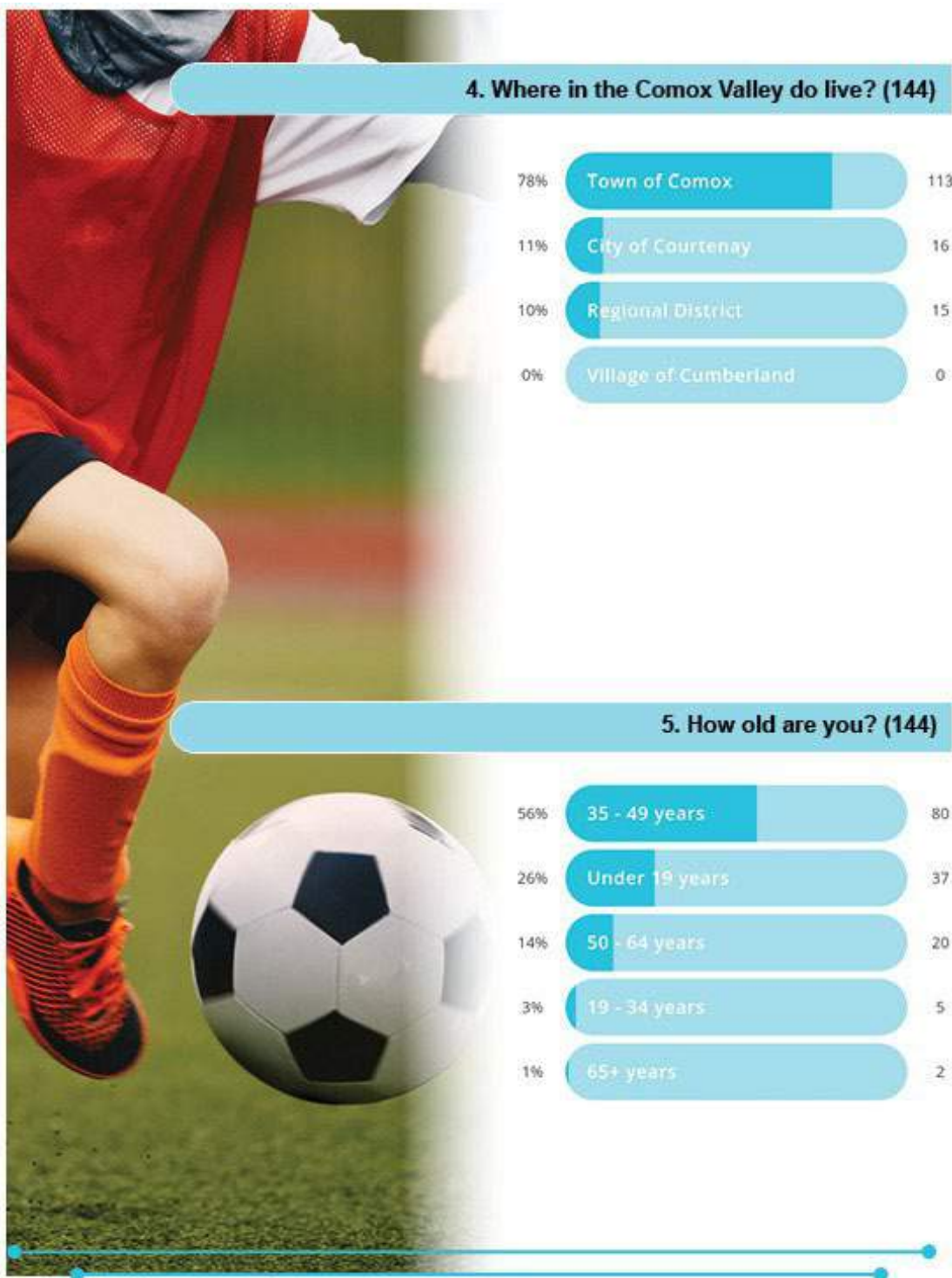


## 2. What type(s) of outdoor activity is your youth interested in? (428)



## 3. How does your youth typically get to outdoor activities? (327)



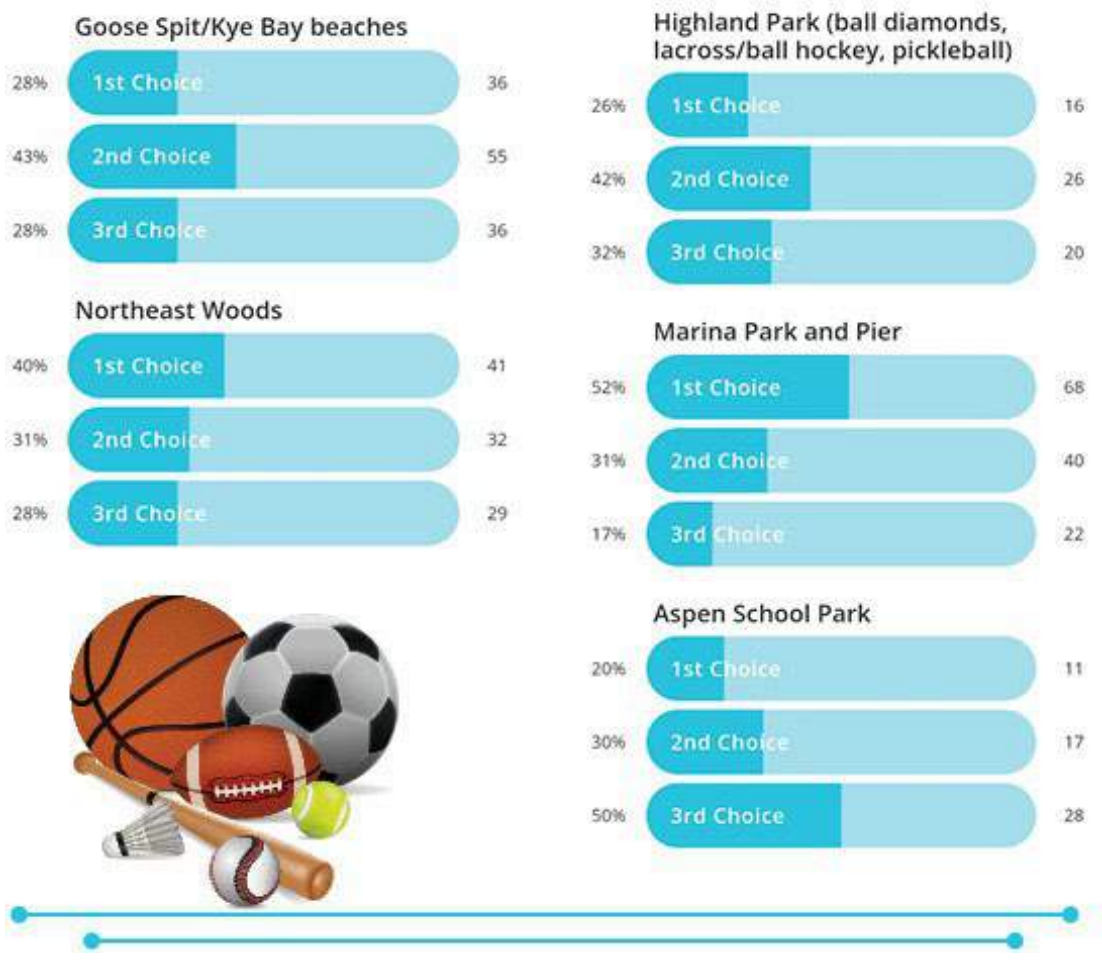


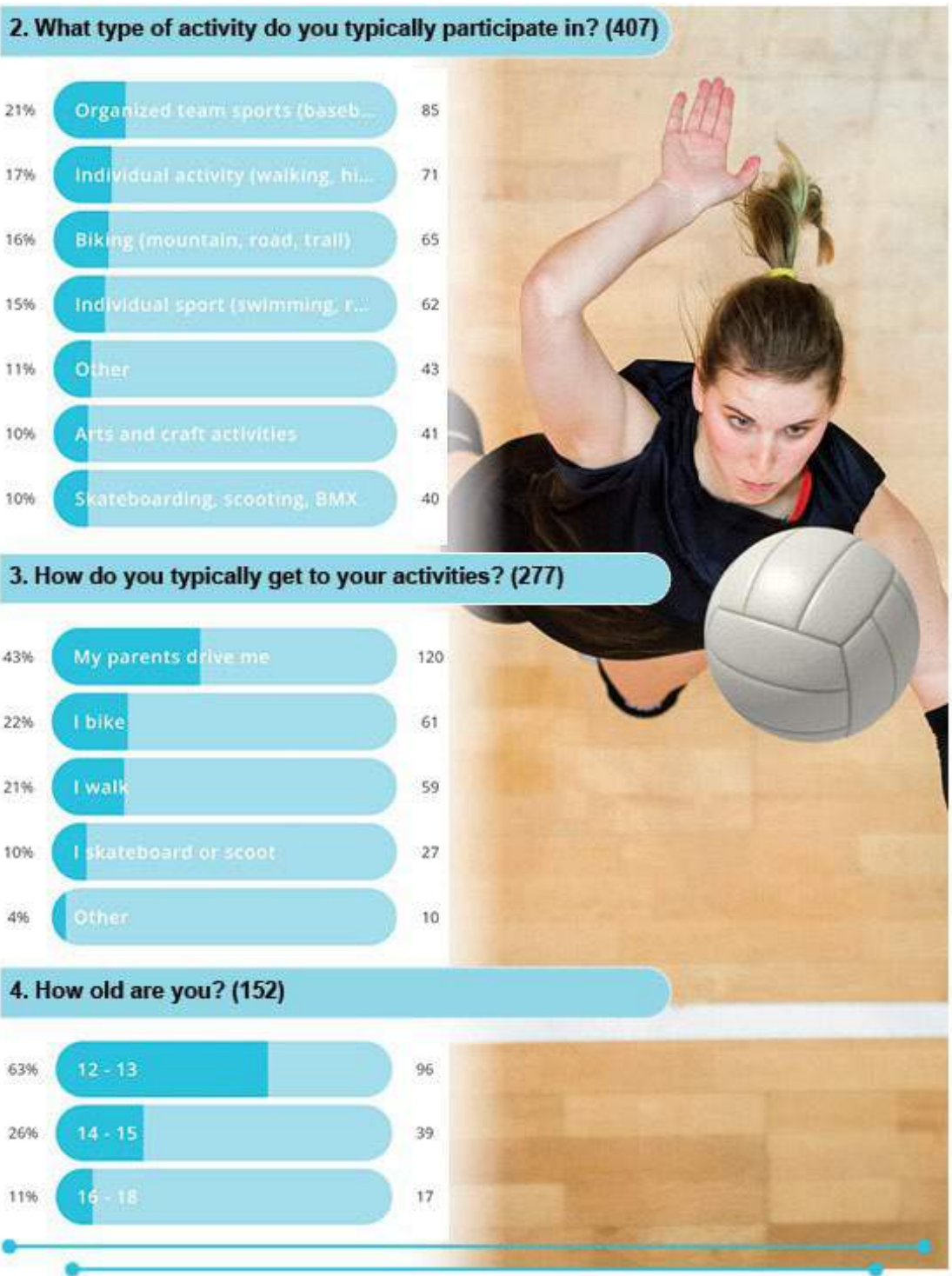


### Appendix D – Youth Survey Results



#### 1. Please choose your 3 favourite outdoor spaces and rank each of your choices.





**Did we miss one of your favorite outdoor spaces?**

Skate Park (5)

Vanier (4)

Mountains (4)

Comox Lake (3)

BMX Track (2)

Brooklynn Creek Trails (2)

Seal Bay (2)

Cumberland Park (2)

Basketball Court (2)

Cow Field (2)

MacDonald Woods

Village Park

Point Holmes

Landslide lake

Hockey Rink

Arcade

Kin Beach

Robb Road Courts

Outdoor Pool

The Mall

Stotan Falls

Filberg

**What is missing? How can the Town of Comox improve outdoor spaces so that you will be excited to go there? Dream Big!**

Better Shopping /mall (14)

Skate Park (12)

Turf Field (12)

\*Bike Trails (11)

Outdoor Pool/Swimming (11)

\*\*Improve Park Amenities (11)

Improve 3 on 3 Courts (10)

Bike Skills/Pump Track (9)

More Green Spaces (9)

Skating Rink (8)

Trampoline Park (8)

Beach Volleyball (6)

More Community Events (5)

BMX Park (5)

Amusement Park (4)

Access to Jump off the pier (3)

More Off Leash Parks (2)

More Tennis Courts (2)

Water Park

Baseball

Lacrosse Box

Mini Golf

Larger Boat Ramp

Horseback Riding

Disc Golf

Water Course

Climbing Wall

\*There was reference made to single use bike trails, as well as connecting trails

\*\*References were made to Food trucks with affordable offerings, comfortable furniture, BBQ/fire pits, better lighting and better maintenance.



## Appendix E – Youth and Community Survey Analysis

### Comox Youth Outdoor Recreation Needs Assessment Analysis On-Line Youth and Community Surveys

#### Total Respondents

Youth Survey – 152 responses

Community Survey – 144 responses\*

\*Note: 37 of the 144 Community respondents were youth.

#### Question 1 – Rank the to 3 outdoor spaces in Comox where you/your youth recreate?

##### Number 1 Fav Spot:

Marina Park & Pier - Youth

Marina Park & Pier – Community

##### Number 2 Fav Spot:

Goose Spit & Kye Bay Beaches – Youth

Highland Park – Community

##### Number 3 Fav Spot:

NE Woods - Youth

Goose Spit & Kye Bay Beaches – Community

##### Number 4 Fav Spot:

Aspen School Park - Youth

NE Woods - Community

#### Below are the results of all 3 responses for each choice:

##### Youth:

Marina Park & Pier 130

Goose Spit & Kye Bay Beaches 127

NE Woods 122

Highland 62

Aspen Park 56

##### Community:

Goose Spit & Kye Bay Beaches 114

Marina Park & Pier 107

Highland Park 88

NE Woods 73

Aspen Park 37

### **Analysis**

The beaches and waterfront spaces are by far the reported favorites, however the youth rate NE Woods higher than Highland Park. Youth report the Northeast Woods as the third favorite outdoor space. The results indicate youth value natural spaces, including beaches and forests, that typically lend to less structured and spontaneous activities.

In question 2 below the youth and community responses confirm less structured activities are preferred activities.

### **Question 2 - Activities Involved In**

Youth - 43% report unstructured physical activities i.e., walking, biking, skateboarding/scooting  
 - 31% report structured team and individual sports

Community - 50% report unstructured activities i.e., walking, biking, skateboarding/scooting  
 - 36% report structured team and individual sports

### **Analysis**

Youth and community report youth are more interested in unstructured activities than organized team and individual sport.

### **Question 3 - How youth get to their recreation activities?**

Youth - 43% adult drives them  
 - 53% are self-propelled i.e., walk, ride, skate

Community - 36% adult drives them  
 - 59% are self-propelled i.e., walk ride, skate

### **Analysis**

Although youth report needing an adult to drive them to activities more than 40% of the time, a combined 53% of youth report getting themselves to their chosen activity by walking, biking or skateboarding. The community survey confirms these results.

### **Question 4 - How old are you? (Question 5 on Community Survey)**

Youth - 63% of respondents were 12 - 13yrs old (Grade 7 / 8)  
 - 26% 14-15yrs old (Grade 9/10)  
 - 11% 16-18yrs old (Grade 11/12)

### **Community Survey**

- 26% of respondents were Youth under 19yrs  
 - 74% Adults 19yrs+

### **Analysis:**

An additional 37 youth completed the Community Survey which extends the voluntary reach of the on-line survey to 13% of the estimated 1475 youth 10 – 18yrs old (Census, 2016).

### **Question 4 - Where do you live in the CV? Community Survey Only**

Community Survey - 78% Town of Comox, 11% City of Courtenay, 10% Regional District

## Appendix F – Communications and Engagement Guide

### COMMUNICATIONS AND ENGAGEMENT GUIDE

#### Strategic Communications Intended Outcome

- Share information about goals and objectives of youth needs assessment
- Encourage youth, family and stakeholder participation in process
- Youth friendly and youth driven
- Readers desire a positive outcome for youth, more outdoor recreation opportunities
- Readers trust the process is open and transparent

#### Objectives

1. Increase trust in the process by demonstrating transparency.

*Key message:*

“All relevant documents and information are available on the Town of Comox website.”

2. Convince people that the decisions have not already been made.

*Key message:*

“All ideas are welcomed and encouraged. Options will be reviewed by Town of Comox recreation professionals, planners and youth leadership team.”

3. Encourage participation by people who traditionally do not get involved.

*Key message:*

“All Comox youth, families and stakeholders have a voice in contributing to expanding opportunities for youth outdoor recreation in the town of Comox.”

#### Roles and Responsibilities

Process and check points for approval or release of communications to the public.

- Single step approval -Ted Hagameier
- Timing as per communications plan
- Website updates, social media posts, press releases and produce printed material to be designed by Engaged Recreation Solutions and posted or released by Town of Comox staff.

## INTEGRATED COMMUNICATIONS MIX

### Direct Response:

a) Direct e-mail information and **link to surveys (community and youth)** via Comox Recreation registration software.

### Interactive:

- b) Town of Comox / Comox Recreation tweet announcing launch of project/links to surveys.
- c) Town of Comox / Comox Recreation website landing page “Relevant Link” and “Events”.
- d) E-mail established youthrec@comox.ca

### Public Relations

- d) Display in the main lobby of Comox Community Centre.
- e) Press release for on-line and print media sources.

## COMMUNICATIONS PLAN EVALUATION

The communication plan will be evaluated as follows:

1. The percentage of residents completing survey and participation in focus groups.
2. The percentage of youth participating in engagement activities.
3. The degree of youth participation, i.e., design, delivery, dialogue and decision-making.
4. The number of social media shares.
5. The press release is published in one print media publication in Comox.

## MEDIA OBJECTIVES (SMART)

### Target Audiences

Youth 12 – 18yrs, families and community stakeholders living in the town of Comox.

(Source: Stats Canada Census 2016 - Town of Comox )

Demographic notes:

- Population 14,028
- 10.5% are youth 10 – 19yrs (1,473)
- Median age 51.8yrs
- Average per census family 2.6 persons

## MEDIA OBJECTIVES

### Project awareness

1. Create awareness and interest in the Youth Needs Assessment project.
2. Engage youth aged 12 – 18 in designing, delivering and decision-making for engagement process.
3. Engage 25% of the Comox Recreation clientele (see recreation software) in responding to survey via direct e-mail surveys.
4. Attract youth, families and community stakeholders to participate in one of 5 focus group sessions.

## STRATEGIES

### Media Strategies

Spokesperson/s:

- Russ Arnott, Mayor, Town of Comox

- Ted Hagmeier, Recreation Director, Town of Comox

The media strategies for the Youth Needs Assessment include:

1. Direct Response personal e-invitations to participate in completing the survey or participating in a community focus group to all clients on the registration software.
2. Print and On-line media (See media list) coverage both pre and post the project with the goal of raising awareness of the need for outdoor recreation amenities that target youth aged 12 – 18, and the direct engagement of youth in the process.
3. Social media including the Town of Comox / Comox Recreation website, E-News, Facebook, Instagram and Twitter accounts will be utilized to expand the reach to the combined target audience.
4. Lobby display at Comox Community Centre for tactile and visual presence, as well as the ability to move to other locations in Comox as required.
5. Print / media coverage (overhead screens) in schools.
6. DPAC e-news targeted at Comox families.

### Project Coverage

Provide a minimum of 3 press releases in print and on-line media to raise awareness of the youth needs assessment and inviting target audience to participate in community engagement activities.

Provide 1 follow up press release in the media coverage for the project summarizing the process and results.

Recognize and show appreciation for the individuals who volunteer their time and energy to the needs assessment project.

Recognize the support of stakeholders including, but not limited to: the Town of Comox, School District #71, Ecole au coeur de l'île and Phil and Jennie Gaglardi Academy.

### MEDIA CONTACT LIST

Media		Contact Information
<b>Print and On-Line Media</b>		
Comox Valley Echo		250-334-4722 www.comoxvalleyecho.com
Comox Valley Record		250-338-5811 www.comoxvalleyrecord.com
<b>Radio</b>		
Vista Radio	98.9 Jet FM	www.vistaradio.ca/radio/british-columbia
Eagle Radio	97.3 The Eagle Linda Thomas	250-703-2200 linda.thomas@pattisonmedia.com

<b>Social Media</b>		
Twitter	Town of Comox	<a href="https://twitter.com/ComoxRec">https://twitter.com/ComoxRec</a>
Facebook	Town of Comox	<a href="https://www.facebook.com/comoxrec/">https://www.facebook.com/comoxrec/</a>
Instagram	Town of Comox	<a href="https://www.instagram.com/comoxcommunitycentre">https://www.instagram.com/comoxcommunitycentre</a>

### **Post Project Communications**

Share results of the project and appreciation for community support.

1 Follow up press release in Comox Valley print and on-line media.

1 social media follow up post on Town of Comox/Recreation website, Facebook, Instagram and Twitter.

### **MEDIA COVERAGE TOOLS**

#### **Media and Social Media Timeline**

<b>Objective</b>	<b>Action</b>	<b>Deadline</b>
Direct E-mail with survey to recreation clients at Town of Comox Recreation	Contact list established	29 Sep 21
	Survey designed	29 Sep 21
	Survey E-mailed	1 Oct 21
Lobby / Event Display	Set up in main lobby of Comox Community Centre	1 Oct 21 Ongoing
Facebook / Instagram/ Twitter Project Awareness Posts	Infographic with project details and contact info	1 Oct 21
	Updates weekly	Ongoing
Website Page Project Link	Town of Comox/Recreation website	22 Sep 21
	TOC website/Relevant page	22 Sep 21
Press Release	Media contact list updated	7 Sep 21
	1 Press release targeted at adults/parents/stakeholders	22 Sep 21
	1 Press release targeted at youth 12 – 18yrs	6 Oct 21
E-news Mini Blog	Town of Comox release	1 Oct 21
Follow Up Press Releases	Print/On-line newspapers	20 Oct 21

		5 Nov 21 15 Dec 21
Follow Up Social Media posts including website, Facebook, Instagram and Twitter		15 Dec 21

### ENGAGEMENT ACTIVITIES TIMELINE

Objective	Action	Deadline
Establish core youth team	Press release and social media awareness	22 Sep 21
	Initial meet and greet with interested youth: - Changer Makers Initiative members  - Comox Recreation youth volunteers	29 Sep 21
Establish approval and access to local schools; SD71, Coeur de l'île, Jennie and Phil Gaglardi	Mayor to send letter requesting support	20 Sep 21
Meetings with individual school staff involved, engagement activities scheduled	Mich/Jan reach out to individual schools as approved	28 Sep 21
Community survey launched		1 Oct 21
Youth survey launched		6 Oct 21
School based focus groups		1 – 31 Oct 21

To: Mayor and Council	File:
From: Koreen Gurak, Communications and Legislative Coordinator	Date: July 7, 2023
Subject: 2022 Annual Report	

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

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

That the 2022 Annual Report, as contained in the July 7, 2023, Regular Council Meeting agenda, be received; and further,

That the 2022 Annual Report be available for public inspection as per section 98(1)(b) of the Community Charter.

**PURPOSE**

To present the 2022 Annual Report for Council consideration, and to provide further opportunity for the public to express opinions or ask questions about the Annual Report.

**STRATEGIC PLAN LINKAGE**

The Annual Report requirement is a legislative requirement under the Community Charter.

**BACKGROUND**

In accordance with sections 98 and 99 of the Community Charter, Council must prepare an Annual Report, make the report available for public inspection, and consider the report at a Council or other public meeting.



The 2022 Annual Report includes audited financial statements, information on tax exemptions, and a progress report on goals and objectives established for the year.

Copies of the Annual Report will be available for public inspection on the Town website and at Town Hall, Monday through Friday (except statutory holidays) between 8:30 a.m. and 4:30 p.m. Public availability of the Annual Report will also be advertised in the Comox Valley Record in accordance with sections 97 and 98 of the Community Charter.



# ANNUAL REPORT 2022



The Town of Comox respectfully acknowledges that we gather and work on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.



# INTRODUCTION



**Council is pleased to present the 2022 Annual Report highlighting the Town’s various corporate and financial accomplishments over the past year. This report summarizes the progress and achievements towards the 2022 Strategic Priorities and shares the Town’s audited consolidated financial statements.**

Town Council is elected at large by residents to service a four-year term and governs in accordance with the powers granted under the Municipal Government Act. Town Council consists of a mayor and six councillors and provides strategic direction to administration through a variety of plans, bylaws, policies, and other government processes. A general local government election was held in October 2022 and the successful

candidates now serve on Council for the next four years, with their term ending in 2026.

**Photo:** Top middle: Comox Mayor, Nicole Minions

To the mayor’s top right - Councillors Ken Grant and bottom Maureen Swift and Steve Blacklock

To the mayor’s top left - Councillors Dr. Jonathan Kerr and bottom Jenn Meilleur and Chris Haslett

# MAYOR'S MESSAGE



“WHAT AN EXCITING TIME FOR COMOX, AS WE GROW AND MAINTAIN OUR FRIENDLY SMALL-TOWN VIBE. WE ARE LOOKING FORWARD TO ALL THE OPPORTUNITIES COMING OUR WAY OVER THIS FOUR-YEAR TERM.”

Welcome to the Town of Comox 2022 Annual Report. What I enjoy about this publication is the reminder of what our organization accomplished in the year and the team effort in achieving these goals. As your newly elected Mayor and Council, we look forward to advancing key initiatives. We are keen on collaborating with our community to continue to build an amazing, connected, vibrant Comox. Our annual report will be a great tool to see how we advance over the next four years.

Here is a look back at some of the highlights of 2022.

### **Actioning Strategic Priorities**

The strategic priorities document is a tool that the Town Council uses to guide how we will utilize the Town's resources and funding. A few of the key accomplishments from the last year include:

**Climate Action Open House** – This open house held at the end of June was an opportunity for the community to provide feedback on climate change initiatives and its growing impact on our environment and quality of life in our community. The feedback from this open house was critical in establishing

the Town's strategies related to reducing emissions and managing the risks of climate change.

**New Tree Retention Policy** – Trees contribute to the Town's visual character and ecosystems. The Town recognized that existing trees and new development compete for space. Since both are crucial to Comox's vitality, the new policy seeks to balance the needs of the two.

**Youth Recreation Report** – the Town conducted a robust consultation that assessed and provided recommendations for outdoor recreation and park infrastructure for youth 12 – 18 years old. Through this report, Comox Council voted in favour of undertaking public engagement to determine the location and design of a skatepark and bicycle pump track.

**Marine Services Building** – Through Federal and Provincial grant funding, the Town proceeded to partially demolish and rebuild the Marine Services Building. The final design for the building will include three retail spaces, two universal accessible washrooms and a visitor information kiosk.

**Regional Climate Action Initiatives** – The Town worked to move forward climate action initiatives through the goals set in the Regional Growth Strategy (RGS). The objectives of the RGS are to minimize regional greenhouse gas emissions and plan for adaptation in the region.

**Regional Parks Service** – The Town worked to support re-activating a regional parks service in the interest of creating greenway links between municipalities and acquiring large land parcels of regional interest. Parks and trails under a regional service will focus on land for environmental protection or nature-based outdoor recreation.

**Support of Coalition to End Homelessness and Habitat for Humanity** – The Town continues to support the Poverty Assessment and Reduction Strategy that defines actions that reduce poverty across the region. In 2022, the Town contributed \$40,000 in funding to Habitat for Humanity for local area housing initiatives and supported six affordable housing units on behalf of M'akola Housing Society to the Highstreet property at 695 Aspen.

In the past year, we've seen many changes both inside the organization and the community we serve. Before the October General Municipal Elections, we honoured Mayor Russ Arnott with the highest award, the Freedom of the Town.

It was a privilege and an honour for me and all members of Council 2018 – 2022 to bestow this award to show him our sincere appreciation for his dedication to public service. We were saddened by the passing of our beloved friend and mentor in November; this was a significant loss for our community and the field of public service.

It would be amiss not to recognize all the extraordinary community events and public engagement opportunities that made a positive difference in the lives of those who live, work, and play in our community. From the opening of the new Aspen Grove Child Care Centre, to the energy created by drawing the community back to an in-person Comox Nautical Day celebration, and working to support local charity initiatives such as the Mayor's Golf Tournament and the Comox Valley Telethon for the Child Development Association that raised over \$127,000, we all have reason to celebrate.

With a new Council team with me on this next four-year journey, I'm looking forward to 2023 and the years to come as we face new challenges and opportunities. When I look around our great Town, I see opportunity and citizens who embody the spirit of kindness, generosity, and ingenuity that will propel us to improve community living and positively manage change.

*M. Minions*



# MESSAGE FROM THE CAO



**“THE MOST IMPORTANT ASSET ARE OUR PEOPLE, BOTH INSIDE THE ORGANIZATION AND THE PEOPLE WE SERVE. I AM PROUD TO LIVE AND WORK IN THIS COMMUNITY. IT IS TRULY A PRIVILEGE TO LEAD A TEAM WHO ARE COMMITTED TO MAKING THE TOWN EVEN BETTER.”**

**CHIEF ADMINISTRATIVE OFFICER, JORDAN WALL**

On behalf of the Town’s administration, I am pleased to introduce the 2022 Annual Report highlighting many of our accomplishments and providing details on the Town’s financial position. Looking back on the year, it focused on change and adaptation. Through this period, administration remained committed to providing residents with cost-effective and sustainable services and programs that were delivered in alignment with Council’s priorities.

As the new Council establishes a new strategic plan, this annual report represents the final report card on the milestones achieved over the previous Council’s four-year term.

Some of the notable service achievements for the Town of Comox in 2022 include:

- The launch of the Town of Comox new website
- Opening of the new child care centre in Comox
- Youth Recreation Report recommendations
- The Comox Marine Services Building grant through Federal, Provincial and Island Coastal Economic Trust
- Climate change and the environment open house
- Local Government Municipal Election
- Town’s infrastructure projects open house

One of the most significant events of 2022 was the loss of our beloved former Mayor, Russ Arnott (2018 – 2022). He was a tireless advocate for our Town and contributed greatly to the success of Comox and the region over the years. His leadership, warmth, respect, and compassion were felt by all who had the opportunity to interact with him. His presence is greatly missed in this community.

The responsibility for the integrity and objectivity of the accompanying financial statements in this report ending December 31, 2022, and all the information contained in these statements rest with the Chief Administrative Officer of the Town of Comox. These financial statements have been prepared by Meyers Norris Penny (MNP) and approved by Council and Administration.

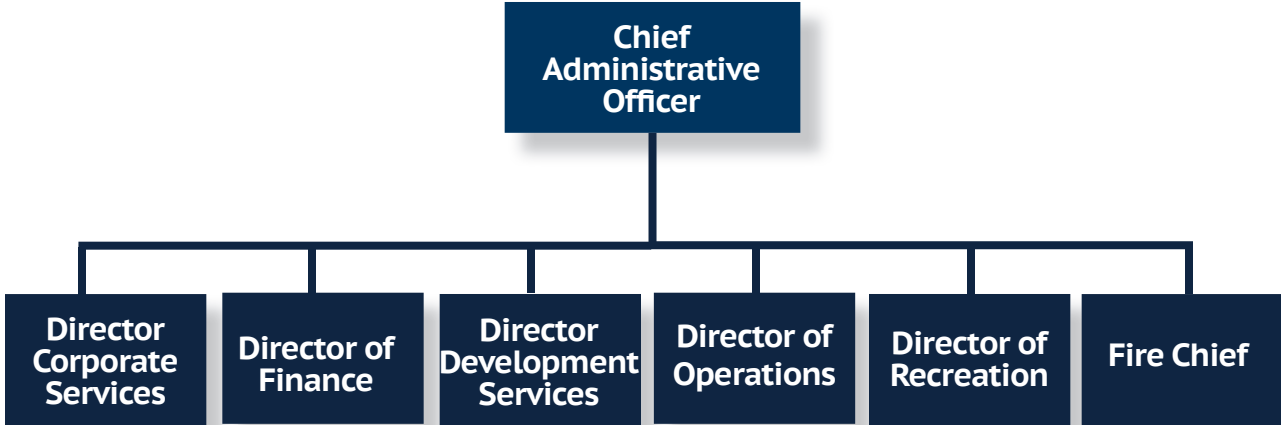
We enter 2023 with the hope of moving our Town progressively forward. Local government is the government closest to the people, and we are committed to keeping our residents and community partners informed and top of mind as we move Council’s strategic plan forward.

A handwritten signature in black ink, appearing to read 'Jordan Wall', written over a light grey horizontal line.

Jordan Wall  
Chief Administrative Officer



# COUNCIL'S STRATEGIC PRIORITIES ARE ORGANIZED BY THE FOLLOWING DEPARTMENTS



6

The Town's Strategic Plan guides the work of the Town of Comox and sets its goals and priority actions. It tells the citizens what Council plans to accomplish, in addition to its core services, and sets performance measures and targets for assessing progress over the Council term.



# CORPORATE ACCOMPLISHMENTS

## ANNOUNCED



- Changes to Comox Valley Economic Development Service contract
- Celebrated Comox Fire Chief Lifetime Achievement Award
- Comox selected for Women in Local Leadership Project
- Adopted the Youth Recreation Report recommendations
- Climate change and the environment open house
- Provincial, Federal and Island Coastal Economic Trust funding for the new Marina Services Building
- New automated curbside collection changes coming in 2024
- Council confers Freedom of the Town of Comox to Mayor Russ Arnott

## BEGAN



- Comox Fire Rescue ordered new aerial truck in January
- Public information on the Lazo Road project
- The Comox Marine Services Building grants through Federal, Provincial and Island Coastal Economic Trust
- Subdivision and building permit approval for 156 beds for intermediate care facility and 32 spaces at the former St. Joseph's Hospital site.
- Climate change and the environment open house
- Marine Services Building demolition and rebuild project at Comox Marina Park
- Town explores potential site options for a skate park and pump track

## COMPLETED



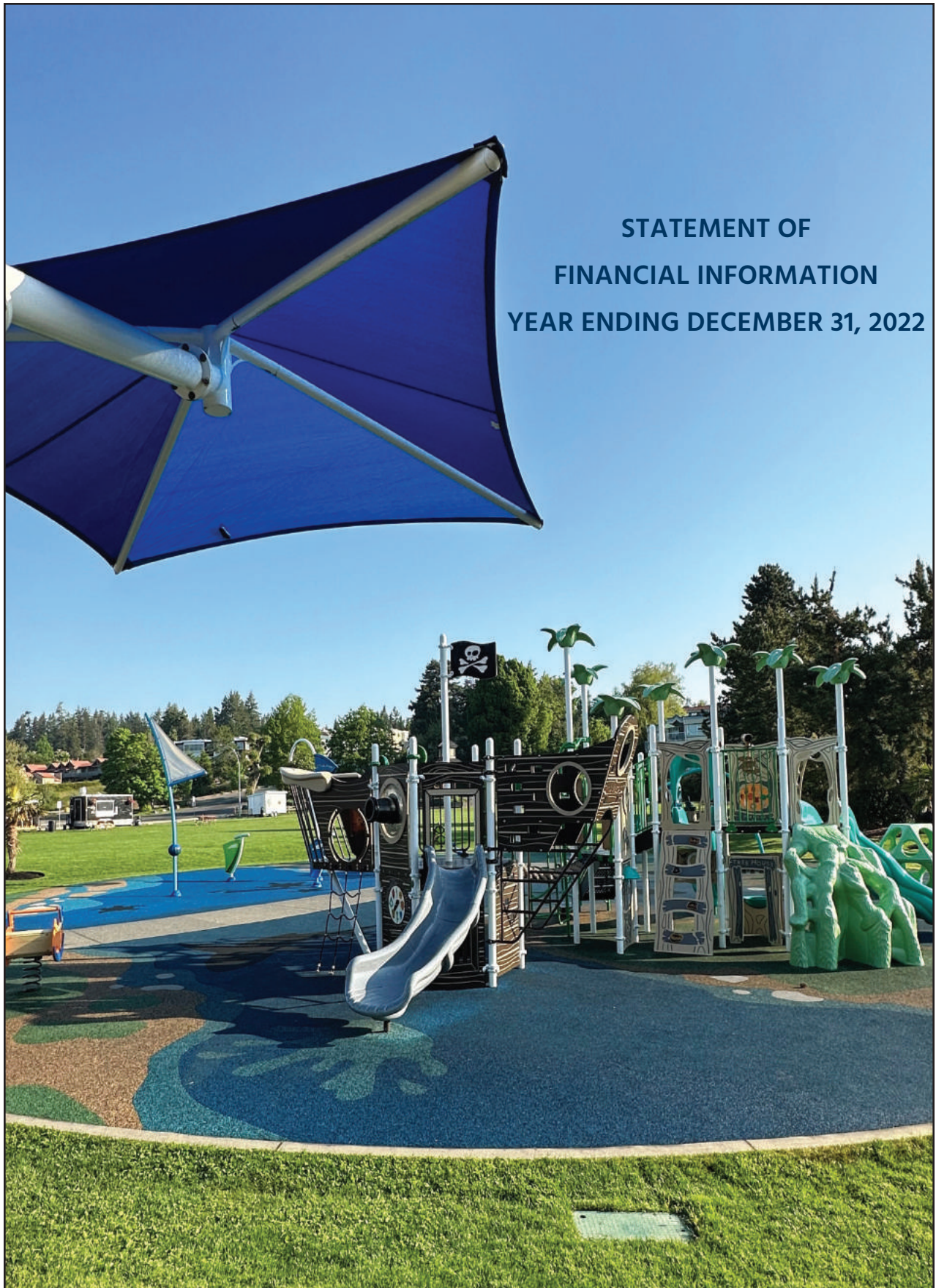
- Launched the new Town of Comox website
- Hosted a climate change and the environment open house
- Public Information on the Lazo Road Project
- Completed fire safety upgrades to the historic Filberg Lodge
- Climate change and the environment open house
- Opening of a new child care centre in Comox and the creation of 6 affordable housing units in cooperation with BC Housing and M'akola Housing Society
- Regional earthquake exercise
- Installation of the new playground - Elks and Royal Purple Park
- Local government municipal election
- Town's infrastructure open house
- Completion of the Development Application Process Review
- Comox Fire Rescue busiest year, responding to 924 incidents



# PHOTO HIGHLIGHTS







STATEMENT OF  
FINANCIAL INFORMATION  
YEAR ENDING DECEMBER 31, 2022



Consolidated Financial Statements of

# Town of Comox

Year Ended December 31, 2022

10

# Town of Comox

## Index to Consolidated Financial Statements

### Year Ended December 31, 2022

	<u>Page</u>
Management's Responsibility for Financial Reporting	
Independent Auditor's Report	
Statements	
1. Consolidated Statement of Financial Position	1
2. Consolidated Statement of Operations	2
3. Consolidated Statement of Remeasurement Gains and Losses	3
4. Consolidated Statement of Change in Net Financial Assets	4
5. Consolidated Statement of Cash Flows	5
Notes to the Consolidated Financial Statements	6-20
Supplemental Schedules	
1. Schedule of Continuity of Reserve Funds (unaudited)	21
2. Schedule of Deferred and Restricted Reserve Continuity	22
3. Continuity of Equity in Tangible Capital Assets	23
4. Schedule of Tangible Capital Assets	24
5. Schedule of Operations by Segment (2022)	25
6. Schedule of Operations by Segment (2021)	25

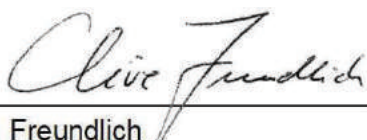
# Town of Comox

## Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are outlined under “Significant Accounting Policies” in the notes to the consolidated financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the Town’s independent auditors, have conducted an examination of the consolidated financial statements in accordance with Canadian auditing standards and have expressed their opinion in a report accompanying this statement.



---

Clive Freundlich  
Director of Finance

To the Mayor and Council of Town of Comox:

**Opinion**

We have audited the consolidated financial statements of Town of Comox (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2022, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Other Information**

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

**Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

July 5, 2023

*MNP LLP*

Chartered Professional Accountants

Town of Comox  
 Consolidated Statement of Financial Position  
 as at December 31, 2022

	2022	2021
<b>Financial Assets:</b>		
Cash	\$ 10,914,514	\$ 6,944,651
Short-term investments (Note 2c)	37,619,045	41,700,222
Receivables (Note 3)	1,479,547	1,934,291
Land for resale	9,847	9,847
	<b>50,022,953</b>	<b>50,589,011</b>
<b>Financial Liabilities:</b>		
Payables (Note 4)	3,976,779	3,370,741
Deferred revenue (Schedule 2)	1,605,064	1,523,179
Restricted revenue (Schedule 2)	8,049,856	9,816,952
Deposits	3,437,103	4,496,680
Net debenture debt (Note 5)	20,371	64,350
Future payroll obligations (Note 8)	1,131,611	1,173,695
	<b>18,220,784</b>	<b>20,445,597</b>
<b>Net Financial Assets</b>	<b>31,802,169</b>	<b>30,143,414</b>
<b>Non-financial assets:</b>		
Tangible capital assets (Schedule 4)	89,754,706	86,858,945
Supply inventory	280,716	239,163
Prepaid expenses	86,070	36,033
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<b>90,130,242</b>	<b>87,142,891</b>
<b>Accumulated surplus</b>	<b>\$ 121,932,411</b>	<b>\$ 117,286,305</b>
<b>Accumulated Surplus consists of:</b>		
Accumulated surplus (Note 16)	122,093,344	117,286,305
Accumulated rereasurement loss	(160,933)	-
<b>Accumulated surplus</b>	<b>\$ 121,932,411</b>	<b>\$ 117,286,305</b>

Contingent liabilities (Note 6)  
 Commitment (Note 18)

Clive Freundlich, Director of Finance, responsible for financial administration.

The accompanying notes are an integral part of these consolidated financial statements.



Town of Comox  
 Consolidated Statement of Operations  
 Year Ended December 31, 2022

	Budget (Note 15)	2022	2021
<b>Revenue</b>			
Property taxation	\$ 13,165,150	\$ 12,813,373	\$ 12,294,935
Sale of services	9,986,585	11,262,306	11,040,045
Government transfers	6,223,842	3,650,755	1,824,776
Investment income	400,000	925,021	754,654
Development contributions	1,254,500	685,908	741,875
Gain on disposal of tangible capital assets	-	51,332	-
Other	105,000	126,063	113,104
	<b>31,135,077</b>	<b>29,514,758</b>	<b>26,769,389</b>
<b>Expenses</b>			
General government	3,372,274	3,506,695	2,603,389
Protective services	4,343,542	4,145,253	4,091,778
Solid waste management	1,554,530	1,591,869	1,404,944
Affordable Housing	17,490	17,634	-
Development services	829,710	763,926	700,043
Transportation	3,911,293	4,267,171	3,756,710
Parks, recreation, and culture	4,778,507	4,944,143	4,806,970
Marina	312,720	350,981	289,806
Water services	2,897,080	2,515,835	3,004,835
Sewer services	3,313,897	2,604,212	2,973,001
	<b>25,331,043</b>	<b>24,707,719</b>	<b>23,631,476</b>
<b>Annual surplus</b>	<b>5,804,034</b>	<b>4,807,039</b>	<b>3,137,913</b>
Accumulated surplus, beginning of year	117,286,305	117,286,305	114,148,392
<b>Accumulated surplus, end of year</b>	<b>\$ 123,090,339</b>	<b>\$ 122,093,344</b>	<b>\$ 117,286,305</b>

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
 Consolidated Statement of Remeasurement Gains and Losses  
 Year Ended December 31, 2022

	2022	2021
<b>Accumulated remeasurement losses, beginning of the year</b>	\$ -	\$ -
Unrealized loss attributable to portfolio investments	(160,933)	-
<b>Accumulated remeasurement losses, end of year</b>	<b>\$ (160,933)</b>	<b>\$ -</b>

The accompanying notes are an integral part of these consolidated financial statements.

# Town of Comox

## Consolidated Statement of Change in Net Financial Assets

For the Year Ended December 31, 2022

	Budget (Note 15)	2022	2021
<b>Annual surplus</b>	\$ 5,804,034	\$ 4,807,039	\$ 3,137,913
Acquisition of tangible capital assets	(15,098,085)	(6,173,949)	(2,077,686)
Tangible capital assets contributed	-	-	(358,310)
Additions of Capital Assets	(15,098,085)	(6,173,949)	(2,435,996)
Amortization of tangible capital assets	3,300,000	3,278,188	3,288,082
Disposition of tangible capital assets	-	-	1,541
	(5,994,051)	1,911,278	3,991,540
Unrealized (loss) on investments	-	(160,933)	-
(Increase) / decrease in supply inventory	-	(41,553)	3,620
(Increase) / decrease in prepaid expenses	-	(50,037)	86,723
	-	(252,523)	90,343
Increase (decrease) in Net Financial Assets	(5,994,051)	1,658,755	4,081,883
Net Financial Assets at beginning of year	30,143,414	30,143,414	26,061,531
<b>Net Financial Assets at end of year</b>	<b>\$ 24,149,363</b>	<b>\$ 31,802,169</b>	<b>\$ 30,143,414</b>

The accompanying notes are an integral part of these consolidated financial statements.

## Town of Comox

### Consolidated Statement of Cash Flows

as at December 31, 2022

	2022	2021
Net inflow (outflow) of cash related to the following activities:		
<b>Operating activities:</b>		
Annual surplus	\$ 4,807,039	\$ 3,137,913
Non-cash items included in operations:		
Contribution from developers	-	(358,310)
Amortization of tangible capital assets	3,278,188	3,288,082
Disposition of tangible capital assets	-	1,541
Actuarial adjustment on debt	(20,754)	(18,884)
Unrealized loss on investments	(160,933)	-
Net changes to financial assets & liabilities through operations:		
Decrease / (increase) in receivables	454,744	(577,601)
Increase / (decrease) in payables	606,038	(66,604)
Increase in deferred revenue	81,885	214,690
(Decrease) / increase in restricted revenue	(1,767,096)	1,078,885
(Increase) / decrease in other deposits	(1,059,577)	1,557,271
(Decrease) / increase in future employee obligations	(42,084)	111,470
(Increase) / decrease in supply inventory	(41,553)	3,620
(Increase) / decrease in prepaid expenses	(50,037)	86,723
	6,085,860	8,458,796
<b>Investing Activities</b>		
Short-term investing	4,081,177	(4,193,759)
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(6,173,949)	(2,077,686)
<b>Financing activities:</b>		
Debenture principal repaid	(23,225)	(23,225)
Increase in cash and cash equivalents	3,969,863	2,164,126
Cash and cash equivalents, beginning of year	6,944,651	4,780,525
<b>Cash and cash equivalents, end of year</b>	<b>\$ 10,914,514</b>	<b>\$ 6,944,651</b>
Supplemental cash flow information		
Interest paid	\$ 21,355	\$ 19,121
Interest received	\$ 925,021	\$ 754,654

The accompanying notes are an integral part of these consolidated financial statements.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 1. PURPOSE

The Town of Comox was incorporated in 1946 to provide municipal services to its residents, and is governed by the Community Charter and the Local Government Act of British Columbia.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### (a) British Columbia Municipalities

It is the policy of the Town to follow accounting principles generally accepted for British Columbia municipalities and to apply such principles consistently. As part of this policy, the resources and operation of the Town are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared in accordance with recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the financial position, financial operations, change in net financial assets, and change in cash flows of the one economic entity of the Town of Comox. Inter-fund transactions and fund balances have been eliminated on consolidation.

#### (b) Investments and Financial Instruments

Investments are held by the Municipal Finance Authority (MFA) in their pooled investment funds which include money market and bond funds. Regional District funds invested with MFA are pooled with other local governments and managed independently by Phillips, Hager & North Ltd. and CIBC Mellon Trust.

Investments are initially recognized at cost and subsequently carried at fair market value. Interest and dividends attributable to investments are reported in the statement of operations.

During 2022, the Town of Comox adopted Public Sector Accounting Board Standard PS 3450 Financial Instruments and Public Sector Accounting Board Standard PS 2600 Foreign Currency Translation. The standards have been adopted prospectively and accordingly there is no adjustment to the opening balances.

Financial instruments are classified into two categories fair value or cost.

- (i) Fair value category: investments quoted in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date.

Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and related balances reversed from the Statement of Remeasurement Gains and Losses.

Town of Comox  
 Notes to the Consolidated Financial Statements  
 For the year ended December 31, 2022

(ii) Cost category: investments not quoted in an active market, financial assets and liabilities are recorded at cost or amortized cost. Gains and losses are recognized in the Statement of Operations when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date.

Transaction costs related to the acquisition of financial assets are included in the cost of the related instrument.

Financial assets are assessed for impairment on an annual basis. If there is an indicator of impairment, the Town of Comox determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Town of Comox expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial adjusted cost base.

(c) Short-term Investments

Investments are comprised of various investment funds which have fluctuating returns and are carried at the market value, which is equal to the carrying value, and Guaranteed Investment Certificates.

Short-term Investments	2022	2021
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund *	\$ 4,871	\$ 4,880
Intermediate Bond Fund	4,382,983	4,544,178
Money Market Fund	14,224	13,954
* Adjusted for Trust Fund	4,402,078	4,563,012
Guaranteed Investment Certificates		
Scotiabank (30-day Note Plan)	48,760	10,434,210
Coast Capital Savings	21,668,207	17,703,000
Raymond James	11,500,000	9,000,000
Subtotal	33,216,967	37,137,210
	\$ 37,619,045	\$ 41,700,222

(d) Trust Fund

A Town-administered trust fund has been excluded from the consolidated financial statements. The balance in the fund was \$271,945 at December 31, 2022 (\$271,945 in 2021). It was invested in the MFA Short-term Bond Fund in 2022 and 2021.

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Acquisitions exceeding the capitalization thresholds are capitalized. The Town records certain infrastructure assets as one network without breaking down the asset into component parts. Expenditures to replace components of such a network are expensed as incurred. Amortization is calculated straight line over the estimated life of the class of assets. Amortization is not taken until the asset is in use. Repairs and maintenance are not capitalized, but are expensed in the period in which they occur. Betterments which enhance the asset life or capacity are capitalized.

Major Asset Category	Threshold	Estimated Life
Land	\$ 10,000	Indefinite
Land improvements	\$ 10,000	25 years
Buildings	\$ 10,000	50 years
Vehicles, Machinery and Equipment	\$ 10,000	8 to 20 years
Computers and programs	\$ 10,000	5 years
Engineered Structures		
Road surfaces	\$ 10,000	25 years
Road sub-surfaces	\$ 10,000	50 years
Sidewalks	\$ 10,000	50 years
Storm drains surface	\$ 10,000	25 years
Storm drains sub-surface	\$ 10,000	75 years
Water	\$ 10,000	75 years
Sewer	\$ 10,000	75 years
Other surface structures	\$ 10,000	25 years

(f) Future Payroll Obligations

- Earned but unpaid vacation is fully accrued and recorded in the financial statements.
- An accrual is made for expected payments of employee sick leave, payout on retirement, disability or death, and termination pay discounted from expected future values to net present value at year-end.

(g) Inventory

Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

22



# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (h) Funds

The financial operations of the Town of Comox are divided into seven funds: General Operating Fund, General Capital Fund, Reserve Fund, Water Operating Fund, Water Capital Fund, Sewer Operating Fund and Sewer Capital Fund. Functionally, the Water and Sewer Funds are used for the services of distribution of potable water and collection and treatment of sanitary sewage respectively. The General Operating Fund is used for all other Town services. Capital Funds (General, Water and Sewer are used to segregate tangible capital assets and related debt). All revenue and expenses for services are recognized in the operating funds. The Reserve Fund is used to segregate capital and other statutory reserves.

#### (i) Revenue Recognition

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the service is provided. Interest and operating grants are recognized as earned. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. User fees, garbage collection and disposal are recognized as revenue on an accrual basis according to rates set in various fees and charges bylaws. Permit fees are recognized once the permit has been approved and the fee collected. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed tangible capital assets are recorded at fair market value when the contribution is received.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

#### (j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2022 the Town has not recorded any liability for contaminated sites as no such sites have been identified.



# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (k) Measurement Uncertainty

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the estimated life of tangible capital assets (used to establish amortization), determination of future payroll obligation, collectability of accounts receivable and provisions for contingencies. Actual results may vary from the estimates and adjustments will be reported and reflected in operations as they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for.

#### (l) Accounting standards issued but not yet adopted

In August 2018, the Public Sector Accounting Board issued PS 3280 Asset Retirement Obligations. The new standard establishes how to account for and report a liability for asset retirement obligations (ARO). The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic matter.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.
- The best method to estimate the liability is often a present value technique.

This standard applies to fiscal years beginning on or after April 1, 2022 and the Town is expected to apply it to its December 31, 2023 financial statements.

Town of Comox  
Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

3. RECEIVABLES

Receivables are composed of the following amounts:

	2022	2021
Governments	\$ 252,190	\$ 179,619
Other	1,219,498	1,751,549
<b>Total receivables</b>	<b>\$ 1,479,547</b>	<b>\$ 1,934,291</b>

4. PAYABLES

Payables are composed of the following amounts:

	2022	2021
Wages payable	\$ 325,008	\$ 293,926
Governments	2,175,912	2,216,828
Trade & Other	1,475,859	859,987
<b>Total payables</b>	<b>\$ 3,976,779</b>	<b>\$ 3,370,741</b>

Town of Comox  
Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

5. DEBENTURES ISSUED FOR THE TOWN

The Town’s debenture debt arises from participation in debenture issued by the Municipal Finance Authority (MFA) of B.C. These are sinking-fund type debentures with various terms and interest rates.

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2022 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 yrs	2.40%	\$ 317,250	\$ 296,879	\$ 20,371	\$ 5,639	\$ 9,731
Apr 2008 B/L #1520	Pt. Holmes Water	14 yrs	4.65%	270,000	\$ -	-	-	-
Total at December 31, 2022				\$ 587,250	\$ 296,879	\$ 20,371	\$ 5,639	\$ 9,731
Total at December 31, 2021				\$ 587,250	\$ 522,900	\$ 64,350	\$ 9,481	\$ 20,689

26

Scheduled payments and net balances for the above issues over the next two years are:

Year	Schedule Annual Payments		Total	Sinking Fund	Net Debt
	Principal	Interest		Actuarial Earnings	Outstanding
2023	8,465	6,204	14,669	11,907	-

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 6 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

# Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

## 6. CONTINGENT LIABILITIES

### (a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2022 Audited Financial Statements for specific information and detail.

### (b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 5). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$5,639 at December 31, 2022; \$9,481 in 2021), plus Promissory Notes issued by the Town at the time of issue (\$9,731 at December 31, 2022; \$20,689 in 2021).

### (c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2022 the District's share of those tangible capital assets (at cost and net book value) were \$1,133,698 and \$442,542 respectively (\$1,074,219 and \$428,135 in 2021) and its share of a Fire Department Capital Reserve was \$485,422 (\$354,735 in 2021).

### (d) Claims

At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.

# Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

## 7. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town of Comox paid \$519,477 for employer contributions to the plan in fiscal 2022 (\$560,136 in 2021).

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

## 8. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$1,131,611 at December 31, 2022 (\$1,173,695 in 2021).

Vacation Accrual is calculated to be \$599,096, at December 31, 2022 (\$624,218 in 2021). Sick, Severance, & Meritorious Service is calculated to be \$532,516 at December 31, 2022 (\$549,477 in 2021). In 2022, an unamortized net actuarial gain of \$187,390 (\$161,165 in 2021) was recognized as a result of an overvaluation from prior years.

Meritorious Service is for Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.5% and discounted back at a discount rate of 4.50% (2% and 2.6% respectively in 2021). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

# Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

## 9. FINANCIAL RISKS AND CONCENTRATION OF RISK

The Town of Comox is potentially exposed to credit risk, market and interest rate risk, and liquidity risk from the Town's financial instruments. Qualitative and quantitative analysis of the significant risks from the Town's financial instruments is provided below by type of risk.

### (a) Credit Risk:

Credit risk primarily arises from the Town's cash, investments and accounts receivable. The risk exposure is limited to their carrying amounts as at the date of the statement of financial position.

Accounts receivable primarily consist of amounts receivable from other government organizations and residents. To reduce the risk, the Town regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. As at December 31, 2022, the amount of allowance for uncollectible amounts was nil (2021 - nil). The Town historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

### (b) Market and Interest Rate Risk:

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the Town's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

The Town manages market risk by holding cash balances with top rated Canadian Schedule I financial institutions. The investments are managed following the investment policy which is approved by the Town's council. The Town periodically reviews its investments and is satisfied that the portfolio investments are being managed in accordance with the investment policy.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Town's investments are disclosed in Note 2 and changes in the fair value of investments have parallel changes in unrealized gains or losses until realized on disposal. The Town's exposure to interest rate risk in relation to debt instruments is limited to long-term debt and short-term financing. The risk applies only to long-term debt when amortization periods exceed the initial locked-in term. Short-term financing is subject to daily floating rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Interest rates have increased during the year, which primarily affects interest costs of short-term debt, and interest earnings on investments.

### (c) Liquidity Risk:

Liquidity risk is the risk that the Town will not be able to meet its financial obligations as they become due. The Town manages liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.

## Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

### 10. ENVIRONMENTAL REGULATIONS

The Town makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenses to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

### 11. FEDERAL PAYMENTS IN LIEU OF TAX

Although the Town is not economically dependent upon receipt of Federal Payments in Lieu of Tax (PILT), it normally receives 15% of its revenue from taxation from this source of revenue. Were the Government of Canada to halt its PILT, there would be a significant impact on operations that could result in either a reduction in service levels and/or an increase in property tax rates.

### 12. RESTRICTION ON DEFERRED REVENUE

The Town receives Development Cost Charges from developers. Section 935 of the Local Government Act requires that these funds are deposited to reserves and limits the use of those reserves (including the interest earned on them) to capital costs related to the purpose for which the charge was collected. Section 941 of the Local Government Act similarly limits the use of cash payments received in lieu of the 5% parklands provided at subdivision of land, for acquisitions of parkland. See Schedule 3 for details of deferred revenues.



# Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

## 13. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 5 and 6 (for 2022 and 2021, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

General Government – including the activities of Council plus general Town administration, finance, and enforcement of Town bylaws.

Protective Services – including the activities of the RCMP on behalf of Comox, plus the Comox Volunteer Fire Department, building inspection, emergency planning and animal control.

Transportation – including roads, sidewalks, street lighting, traffic control and storm drains.

Solid Waste Management – including collection and disposal of garbage, recyclables and yard waste. The Town does not operate any landfills or transfer facilities.

Development Services – including Town planning and our annual grants to the Downtown Business Improvement Area Association.

Marina – is operation of the Town's marina.

Parks, Recreation, and Culture – including operating the Town's recreation centre and public recreation programs, Town parks and greenways, cultural grants from the Town and events sponsored for the Town, Christmas lighting, and Town buildings used for recreation and cultural activities. The Town is a member of the Vancouver Island Regional Library (VIRL), and owns library space that it rents to VIRL, which operates the Comox library branch.

Water Service – is the distribution of water to Town residents. The Town buys treated bulk water from the Comox Valley Regional District, so the Town neither produces nor treats the water it distributes.

Sanitary Sewer Service – is the collection of sanitary sewage and transmission of the same to the sanitary sewer treatment system operated by the Comox Valley Regional District. The Regional District charges the Town for a share of the costs to operate its system.

Certain allocations are employed in the preparation of segmented financial information. General Property Taxation, Payments in Lieu thereof, and Investment income are not allocated between segments, but are allocated to General Government. Government grants and DCCs used for capital acquisitions are allocated to segments depending on the purpose of the grant. Investment income is allocated to segments depending on the nature of the capital reserves that it has been earned on. Some expenses are allocated to segments based on an estimated use of resources.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2.

There are no inter-segment sales of goods or services.



# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 14. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

The Town receives transfers of Community Works (federal gas tax) Funds through the Union of BC Municipalities that can be used to fund eligible expenditures.

Continuity of Funds:	2022	2021
Opening balance at start of year	\$ 5,339,909	\$ 4,501,880
Transfers received during year	675,280	1,321,151
Interest on investments	103,371	6,878
Draws to fund eligible projects	(789,158)	(490,000)
Closing balance at end of year	\$ 5,329,402	\$ 5,339,909

These transfers are recorded as conditional grant revenue because they can only be used for eligible expenditures under the terms of a 2014 agreement between the Government of Canada and the Union of BC Municipalities.

### 15. RECONCILIATION OF 2022 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 11, 2022 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Towns 2022 Financial Plan:

Reconciliation of 2022 Budget Reported to Financial Plan:	
Net budget for 2022 reported	\$ 5,804,034
Capital acquisitions in Financial Plan	(15,098,085)
Transfers from capital reserves in Financial Plan	11,030,876
Transfers to capital reserves in Financial Plan	(5,013,575)
Debt principal repayments in Financial Plan	(23,250)
Amortization expense	3,300,000
Net of Financial Plan	\$ -

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 16. ACCUMULATED SURPLUS

Operating Funds - comprise the principal operating activities of the Town and are separated into General, Water, and Sanitary Sewer Funds.

Capital Funds - used to record the acquisition and disposal of tangible capital assets and related financing and are similarly separated into General, Water and Sanitary Sewer Funds. The General Capital Fund also contains shares in Courtenay Golf Club Ltd. carried at a value of \$8,750.

Reserve Funds - created to hold cash, and investments for specific future requirements. They are comprised of the funds shown in Schedule 1.

Accumulated Surplus	2022	2021
Operating Funds:		
General Operating Fund	\$ 3,273,341	\$ 6,489,168
Water Operating Fund	1,766,775	1,468,107
Sanitary Sewer Operating Fund	3,558,287	3,158,944
	8,598,404	11,116,219
Capital Funds:		
General Capital Fund	73,393,402	70,103,917
Water Capital Fund	8,530,457	8,704,208
Sanitary Sewer Capital Fund	7,819,226	7,995,219
	89,743,085	86,803,344
Reserve Funds (Schedule 1)	20,974,585	19,366,742
	\$ 119,316,074	\$ 117,286,305

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 17. COVID SAFE RESTART FUNDS

COVID-19 Safe Restart funding is provided by the Province of British Columbia. COVID-19 Safe Restart funding may be used towards designated categories that address the impacts of COVID-19. Eligible costs will include:

- addressing revenue shortfalls;
- facility reopening and operating costs;
- emergency planning and protective services;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (eg., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Revenues under the COVID-19 Safe Restart program have been recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the COVID-19 Safe Restart Reserve. The continuity of this fund is presented in the table below:

COVID-19 Safe Restart Reserve	2022	2021
Opening balance of unspent funds	\$ 1,070,158	\$ 2,067,000
Add: Interest on investments	20,716	3,158
Less: Revenue shortfall - recreation	(280,351)	(438,664)
COVID related expenses	(810,523)	(561,336)
Closing balance, unspent funds	\$ -	\$ 1,070,158

34

Annual Report | Town of Comox

### 18. COMMITMENT

The Town of Comox has an agreement with Emterra Environmental for garbage, recycling and yard waste collection that is valid until December 31, 2023.

Service is provided by Emterra weekly to the residents in the Town of Comox and costs are expensed monthly. Contracted cost estimate for 2023 is \$1,004,171.

### 19. COMPARATIVE FIGURES

Comparative figures have been reclassified to confirm to current year's presentation.

Town of Comox  
 Schedule of Continuity of Reserve Funds  
 Year ended December 31, 2022

Schedule 1  
 (unaudited)

	2022	2021
Opening Balance of Reserve Funds	\$ 19,366,742	\$ 17,091,329
Contributions to funds from operations	4,808,446	4,650,000
Interest earned on funds	374,906	26,110
Withdrawals from funds for capital acquisitions	(3,575,509)	(2,400,697)
<b>Closing balance of Reserve Funds</b>	<b>\$ 20,974,585</b>	<b>\$ 19,366,742</b>

Represented by the following financial assets:

Cash and short-term investments	\$ 20,974,585	\$ 19,366,742
---------------------------------	---------------	---------------

35

Including the following Reserve Funds:

Federal Gas Tax (Community Works) Funds (Note 14)	\$ 5,329,402	\$ 5,339,909
COVID-19 Safe Restart reserve (Note 17)	-	1,070,158
Capital Works Reserve	3,848,110	3,268,197
Equipment Replacement Reserve	858,150	479,514
Municipal Marina Reserve	531,238	423,049
Water Utility Reserve	2,847,974	2,100,798
Sewer Enterprise Reserve	5,480,297	4,961,449
Lancaster Sewer Lift Station Capital Reserve	82,808	81,236
Point Holmes Sewer Lift Station Capital Reserve	54,611	53,574
Recreation Centre Capital Reserve	6,009	5,894
Waterfront Walkway Reserve	348	342
Affordable Housing Reserve	187,845	184,278
Public Safety Reserve	219,132	92,345
Fire Department Capital Reserve - Town Share	1,043,239	951,264
	20,489,163	19,012,007
Fire Department Capital Reserve CFPID share (Note 6c)	485,422	354,735
	<b>\$ 20,974,585</b>	<b>\$ 19,366,742</b>

Town of Comox  
 Schedule of Deferred and Restricted Revenue Continuity  
 Year ended December 31, 2022

Schedule 2

	2021	2022				
	Balance	Balance				
	Receipts	Interest				
	Refunded	Recognized				
	as Revenue	as Revenue				
	Balance	Balance				
Deferred Revenue						
Prepaid property taxes	\$ 1,051,361	1,062,540	9,094	-	1,051,361	\$ 1,071,634
Parcel Tax Commutation, Kye Bay	7,662	-	-	-	-	7,662
<u>Prepaid General Fees</u>						
Prepaid Storm Drainage Development Works Payment	605	5,706	-	6,198	12,396	113
Prepaid marina fees						
Prepaid dog tags						
Prepaid business licer						
Prepaid environmental mitigation (\$7,670)						
General Unearned Income	113,880	111,190	-	-	125,709	99,361
General Unearned Income - 2nd account	-	-	-	-	-	-
Prepaid General Fees	114,485	116,896	-	6,198	138,105	99,474
Prepaid Recreation	349,671	2,547,282	-	-	2,470,659	426,294
<b>Total Deferred Revenue</b>	<b>1,523,179</b>	<b>3,726,718</b>	<b>9,094</b>	<b>6,198</b>	<b>3,660,125</b>	<b>1,605,064</b>
Restricted Revenue						
<u>Development Charges:</u>						
Open Space Development Cost Charges	3,713,768	125,261	-	-	-	3,839,029
Water Development Cost Charges	925,107	-	-	-	-	925,107
Major Road Development Cost Charges	1,315,064	183,636	-	(36,807)	255,907	1,205,986
Storm Drain Development Cost Charges	407,229	-	-	-	-	407,229
Sanitary Sewer Development Cost Charges	435,084	54,724	-	-	-	489,808
<b>Other Restricted Revenue</b>	<b>6,796,252</b>	<b>363,621</b>	<b>-</b>	<b>(36,807)</b>	<b>255,907</b>	<b>6,867,159</b>
5% Payment in Lieu of Parks Dedication	268,856	-	-	-	-	268,856
Developer Payments in Lieu of Parking	31,775	-	-	-	-	31,775
Developer Contribution for Public Amenities	10,084	-	-	-	-	10,084
Developer Payments for Affordable Housing	599,293	-	-	-	430,000	169,293
Provincial Government, Climate Action	-	135,082	-	-	-	135,082
Provincial Government, Child Care Spaces	1,110,692	36,787	-	-	1,147,479	-
Provincial Government, Marine Services Building	1,000,000	-	-	-	432,393	567,607
<b>Total Restricted Revenue</b>	<b>9,816,952</b>	<b>535,490</b>	<b>-</b>	<b>(36,807)</b>	<b>2,265,779</b>	<b>8,049,856</b>

Town of Comox  
 Continuity of Equity in Tangible Capital Assets  
 Year ended December 31, 2022

Schedule 3

	2022	2021
Opening balance of equity in Tangible Capital Assets	86,803,345	87,614,863
Changes in Capital Assets		
Acquisitions of tangible capital assets	6,173,949	2,077,686
Tangible capital assets contributed	-	358,310
Additions of Capital Assets	6,173,949	2,435,996
Write-offs of assets replaced (at NBV)	-	(1,541)
Amortization expense	(3,278,188)	(3,288,082)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	23,225	23,225
Actuarial earnings on debenture sinking fund	20,754	18,884
<b>Closing Balance of Equity in Tangible Capital Assets</b>	<b>\$ 89,743,085</b>	<b>\$ 86,803,345</b>

37

Represented by the following:

Tangible capital assets at net book value (Schedule 4)		
Capital assets at cost	\$ 148,981,583	\$ 142,939,030
Less accumulated amortization	(59,226,877)	(56,080,085)
Tangible capital assets at net book value	89,754,706	86,858,945
Net debenture debt (Note 5)	(20,371)	(64,350)
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<b>\$ 89,743,085</b>	<b>\$ 86,803,345</b>

Schedule 4

Town of Comox  
 Schedule of Tangible Capital Assets  
 Year ended December 31, 2022

	Totals											
	Land	Land Improvements	Buildings	Equipment	Transportation	Storm Drain	Water Service	Sewer Service	Work in Progress	2022	2021	
<b>Cost</b>												
Opening costs	9,138,380	5,001,825	19,438,816	9,365,420	49,717,950	23,652,295	14,075,334	12,176,596	372,414	142,939,030	140,503,034	
Additions during the year	-	117,268	1,824,281	590,601	761,656	-	49,919	-	2,830,224	6,173,949	2,435,996	
Add/(Less): Assets put to use	-	12,856	31,831	-	-	-	2,000	-	(46,687)	-	-	
Disposals and write downs	-	-	-	(131,396)	-	-	-	-	-	(131,396)	-	
Closing costs	9,138,380	5,131,949	21,294,928	9,824,625	50,479,606	23,652,295	14,127,253	12,176,596	3,155,951	148,981,583	142,939,030	
<b>Accumulated Amortization</b>												
Opening accum'd amortization	-	2,647,751	5,321,501	5,501,120	25,329,407	7,645,076	5,271,214	4,364,016	-	56,080,085	52,790,462	
Amortization	-	169,418	423,167	621,654	1,323,966	328,680	233,222	178,081	-	3,278,188	3,288,082	
Accum Amort Adj for Disp/WD	-	-	-	(131,396)	-	-	-	-	-	(131,396)	1,541	
Closing accum'd amortization	-	2,817,169	5,744,668	5,991,378	26,653,373	7,973,756	5,504,436	4,542,097	-	59,226,877	56,080,085	
Net Book Value of Tangible Capital Assets	9,138,380	2,314,780	15,550,260	3,833,247	23,826,233	15,678,539	8,622,817	7,634,499	3,155,951	89,754,706	86,858,945	



Town of Comox  
Schedule of Operations by Segment  
Year ended December 31, 2022

Schedule 5

	General Government	Protective Services	Waste Disposal	Affordable Housing	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2022 Budget
<b>Revenue</b>												
Taxation	\$ 11,894,370	\$ -	\$ -	\$ -	\$ 73,008	\$ 4,239	\$ -	\$ -	\$ 439,556	\$ 402,200	\$ 12,813,373	\$ 13,165,150
Sale of Services	197,771	808,301	1,857,250	-	116,324	39,317	1,570,392	442,186	3,106,607	3,124,158	11,262,306	9,986,585
Government Transfers	1,954,355	80,519	-	1,147,479	-	-	468,402	-	-	-	3,650,755	6,223,842
Investment Income	550,115	47,786	-	3,567	-	175,920	121	8,189	40,668	98,655	925,021	400,000
Development Contributions	-	-	-	-	-	359,594	326,314	-	-	-	685,908	1,254,500
Gain (loss) on Disposals	3,450	-	-	-	-	47,500	382	-	-	-	51,332	-
Other	113,441	11,036	-	-	-	-	1,586	-	-	-	126,063	105,000
	<b>14,713,502</b>	<b>947,642</b>	<b>1,857,250</b>	<b>1,151,046</b>	<b>189,332</b>	<b>626,570</b>	<b>2,367,197</b>	<b>450,375</b>	<b>3,586,831</b>	<b>3,625,013</b>	<b>29,514,758</b>	<b>31,135,077</b>
<b>Expenses</b>												
Employees	1,802,339	1,465,095	-	-	641,250	1,250,188	2,763,904	71,552	211,275	64,407	8,270,010	8,223,942
Materials	79,911	158,381	126	-	2,243	297,336	413,925	13,547	2,014,383	18,730	2,998,582	3,036,142
Services	1,375,146	2,378,726	1,591,743	-	120,433	701,709	1,394,873	185,826	48,134	2,342,994	10,139,584	10,743,719
Interest	12,534	-	-	-	-	-	-	-	8,821	-	21,355	27,240
Amortization	236,765	143,051	-	17,634	-	2,017,938	371,441	80,056	233,222	178,081	3,278,188	3,300,000
	<b>3,506,695</b>	<b>4,145,253</b>	<b>1,591,869</b>	<b>17,634</b>	<b>763,926</b>	<b>4,267,171</b>	<b>4,944,143</b>	<b>350,981</b>	<b>2,515,835</b>	<b>2,604,212</b>	<b>24,707,719</b>	<b>25,331,043</b>
Surplus (deficit) for the year	\$ 11,206,807	\$ (3,197,611)	\$ 265,381	\$ 1,133,412	\$ (574,594)	\$ (3,640,601)	\$ (2,576,946)	\$ 99,394	\$ 1,070,996	\$ 1,020,801	\$ 4,807,039	\$ 5,804,034

Year ended December 31, 2021

Schedule 6

	General Government	Protective Services	Waste Disposal	Affordable Housing	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2021 Budget
<b>Revenue</b>												
Property taxation	\$ 11,415,653	\$ -	\$ -	\$ -	\$ 73,008	\$ 4,713	\$ -	\$ -	\$ 401,746	\$ 399,815	\$ 12,294,935	\$ 12,138,242
Sale of services	202,434	1,406,981	1,789,233	-	161,005	14,472	1,214,187	430,886	2,945,365	2,875,682	11,040,045	9,642,152
Government transfers	1,055,516	22,392	-	-	15,000	675,280	56,588	-	-	-	1,824,776	4,713,951
Investment income	716,605	1,652	-	-	1,165	22,462	9	798	4,141	7,822	754,654	400,000
Development contributions	-	-	-	-	-	488,901	-	-	237,582	15,392	741,875	714,375
Gain (loss) on disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-
Other	80,770	32,334	-	-	-	-	-	-	-	-	113,104	72,300
	<b>13,470,978</b>	<b>1,463,359</b>	<b>1,789,233</b>	<b>-</b>	<b>250,178</b>	<b>1,205,828</b>	<b>1,270,784</b>	<b>431,484</b>	<b>3,588,834</b>	<b>3,298,711</b>	<b>26,769,389</b>	<b>27,681,020</b>
<b>Expenses</b>												
Employees	1,791,209	1,641,088	-	-	560,936	1,314,955	2,634,462	82,359	199,654	87,388	8,312,051	8,052,547
Materials	65,142	257,569	22,106	-	1,660	295,171	361,229	13,926	1,988,625	22,548	3,027,976	3,000,092
Services	540,599	2,035,532	1,382,838	-	137,447	256,651	1,271,515	150,214	526,329	2,683,121	8,984,246	9,745,248
Interest	4,863	-	-	-	-	-	-	-	12,331	1,927	19,121	27,240
Amortization	201,576	157,589	-	-	-	1,889,933	539,764	43,307	277,896	178,017	3,288,082	3,250,000
	<b>2,603,389</b>	<b>4,091,778</b>	<b>1,404,944</b>	<b>-</b>	<b>700,043</b>	<b>3,756,710</b>	<b>4,806,970</b>	<b>289,806</b>	<b>3,004,835</b>	<b>2,973,001</b>	<b>23,631,476</b>	<b>24,075,127</b>
Surplus (deficit) for the year	\$ 10,867,589	\$ (2,628,419)	\$ 384,289	\$ -	\$ (449,865)	\$ (2,550,882)	\$ (3,536,186)	\$ 141,678	\$ 583,999	\$ 325,710	\$ 3,137,913	\$ 3,605,893



# ANNUAL REPORT



[communications@comox.ca](mailto:communications@comox.ca)



[comox.ca](http://comox.ca)



250-339-2202

05June2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**From:** Sharon Gregson <sharongregson4@gmail.com>  
**Sent:** June 3, 2023 6:59 PM  
**To:** Town of Comox – Administration; Nicole Minions  
**Subject:** Urgent - UBCM Child Care Resolution

<b>LOG:</b> 23-229	<b>REFER:</b>	<b>AGENDA:</b>  RCM 12Jul23
<b>FILE:</b> 4750-01	<b>ACTION:</b> MR	

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Copies - Council  
- JW/SR/MK/LP

Sharon Gregson  
Coalition of Child Care Advocates of BC  
2772 East Broadway  
Vancouver, BC V5M 1Y8

Mayor Nicole Minions  
The Town of Comox  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

Subject: Urgent - UBCM Child Care Resolution

To Honourable Mayor Nicole Minions and Council,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your community.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10aDay sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation. Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Council adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we hope the resolution will be forwarded to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,



Sharon Gregson  
Spokesperson \$10aDay  
Coalition of Child Care Advocates of BC

### **Sample Resolution**

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply; AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.



**Town of Comox – Administration**

---

**Subject:** FW: Pride 2023 Proclamation & Flag Raising Request  
**Attachments:** Community Event Recognition - Pride Society 2023.pdf; Community Event Recognition - Pride Society 2023.pdf

---

**From:** Marusha Taylor <marushka@shaw.ca>  
**Sent:** Thursday, June 8, 2023 3:38 PM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Cc:** Comox Valley Pride Society <psc2021@gmail.com>  
**Subject:** Pride 2023 Proclamation & Flag Raising Request

**RECEIVED**  
**08June2023**  
**TOWN OF COMOX**

\*Warning\* This E-Mail originated from outside The Town of Comox. \*Please open with Caution\*

---

Hello,

Please find attached our request for a Community Event Recognition in the form of a Proclamation and Flag-Raising for Pride Weekend 2023. We have requested that this recognition take place in the Town of Comox on Friday, August 25, 2023.

We also respectfully request that the event be scheduled between 10:00 am - 2:00 pm if possible. This is in order to allow our members to attend, and to avoid a scheduling conflict with the flag-raising at Courtenay City Hall, which is now confirmed to take place at 3:00 pm on the same day. Thank you for considering this request.

In Pride,

Marusha Taylor, Director  
Pride Society of the Comox Valley

(250) 218-9558  
[marushka@shaw.ca](mailto:marushka@shaw.ca)


LOG: 23-237	REFER:	AGENDA: RCM 12Jul2023
FILE: 8100-01	ACTION: MR	

o - cfile  
Copies - Council  
- JW/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](mailto: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.

<b>Organization you are representing:</b> <b>Pride Society of the Comox Valley</b>		
<b>Primary purpose of Organization:</b> To support and affirm our local 2SLGBTQIA+ community, and to increase awareness and inclusion within the wider community		<b>Number of members:</b> 21
<b>Mailing address of Organization:</b> c/o C1-450 8th Street, Courtenay, BC, V9N 1N5		<b>Contact Name:</b> Marusha Taylor (Director) <b>Phone:</b> 250-218-9558
<b>City:</b> Courtenay	<b>Postal Code:</b> V9N 5Z3	<b>Email:</b> marushka@shaw.ca
<b>Type of Community Event Recognition Requested (choose all that you are requesting):</b>		
<input checked="" type="checkbox"/> Proclamation <u>August 25-27, 2023</u> (Dates – day, week or month)	<input checked="" type="checkbox"/> Flag-Raising <u>August 25, 2023</u> (Dates - maximum 7 days)	<input type="checkbox"/> Building Lighting <u>(Colours - maximum 2 colours)</u> (Dates - maximum 7 days)
<b>Purpose of Event Recognition (please check all that apply):</b>		
<input type="checkbox"/> Civic Promotion	<input checked="" type="checkbox"/> Arts and Cultural Celebration	<input type="checkbox"/> Special Honour of Individual
<input checked="" type="checkbox"/> Public Awareness Campaign	<input type="checkbox"/> Charitable Fundraising Campaign	<input type="checkbox"/> Other (specify):
<b>Description of Organization and relevant information related to your request (attach additional page if needed):</b> The Pride Society of the Comox Valley exists to promote diversity, unity, awareness and inclusion within the local 2SLGBTQIA+ community, our allies, and the wider community. We do this via events, education, advocacy and partnerships.		
<b>Has a similar request been submitted in the past five years?</b> <input checked="" type="checkbox"/> YES (provide date of previous request): <u>June 27, 2022</u>		<input type="checkbox"/> NO
<b>Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:</b> Members of PSCV and its board of directors will attend, along with Queer Culture (co-coordinators of Pride Weekend 2023). We will invite partner organizations, media and the public to attend.		
<b>Date of application:</b> June 8, 2023	<b>Signature of applicant:</b> 	<b>Print name:</b> Marusha Taylor

**DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE**

**Draft wording of Proclamation:**

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

WHEREAS We affirm the right of all of our citizens to be treated with dignity and respect;  
AND

WHEREAS We recognize that individuals of varying gender identities have been subject to discrimination and social exclusion; AND

WHEREAS We appreciate the role of Pride events in helping 2SLGBTQIA+ individuals to publicly and safely celebrate their uniqueness; AND

WHEREAS We value the contributions of individuals of all sexual orientations and gender identities to our local community; AND

WHEREAS We proudly strive to make the Town of Comox a truly inclusive community;

THEREFORE as Mayor, I do hereby proclaim the weekend of August 25 to August 27, 2023 as "Pride Weekend" within the Town 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): **Aug 25-27**

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 Golf Club  
1718 Balmoral Avenue  
Comox, BC, V9M 2N1

**RECEIVED**

14 June 2023

LOG: 23-246	REFER:	AGENDA: RCM 12 Jul 2023
FILE: 2375-20/01	ACTION: MR	

June 12, 2023

**TOWN OF COMOX**

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

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

Dear Mayor and Councilors,

The Board of Directors of the Comox Golf Club respectfully asks that the Town of Comox Mayor and Councillors approve, as soon as possible, an extension of the lease between Courtenay Golf Course Limited and the Comox Golf Club Society until December 2065.

This date is co-terminus with Mr. R.J. Filberg's express wishes in his letter of 1966. In that letter he deemed that the lands he gave to the Town of Comox, through shares in Courtenay Golf Club Limited, must remain a golf course for ninety-nine years – that is, until 2065.

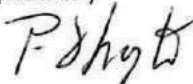
In our recent June 7 delegation to Council, we had touched on the importance of a new mortgage. We need it to fund major long-term capital expenses such as a new irrigation system and groundskeeping equipment. Financial institutions require that the lease covers the full future mortgage term of 30 years. Our current lease expires in 2033-- so we need an extension to at least 2053.

Additionally, we have an impending deadline. It is our intent to seek funding for major capital expenses through a Capital Gaming Grant from the BC Gaming Branch. The annual window to apply is very short – this year that window is June 6 to August 3. This grant requires that funding must be matched by the applicant. For example, if we seek funding for an irrigation system upgrade of \$500k, *then we must prove that we have \$250k on hand in matching funds*. We cannot do that without re-financing - and we cannot re-finance without the lease extension.

We had approached Courtenay Golf Club Limited Board of Directors in early April regarding extending the lease and now find ourselves, over two months' later, with no certainty moving forward. The Courtenay Golf Club Limited board apparently awaits your go ahead as major shareholder.

We would appreciate your prompt attention to this matter – your approval of the lease extension would enable us to proceed with our financial plans and our grant application. We need to have funding in place by August 3 and cannot do so without a lease extension.

Respectfully



Paul Whyte  
President  
Comox Golf Club

c.c. By Email to Mayor and Councillors, CGCL President, Jordan Wall CAO Comox

14June2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**Subject:** FW: requesting council representative from Comox

LOG: 23-249	REFER:	AGENDA:  RCM 12Jul2023
FILE: 0630-01	ACTION: MR	

**From:** CV Early Years Collaborative <[earlyyearscollaborative@gmail.com](mailto:earlyyearscollaborative@gmail.com)>

**Sent:** Wednesday, June 14, 2023 12:15 PM

**To:** Nicole Minions <[NMinions@comox.ca](mailto:NMinions@comox.ca)>

**Subject:** requesting council representative from Comox

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

\*Warning\* This E-Mail originated from outside The Town of Comox. \*Please open with Caution\*

Hi Nicole,

I'm unsure of the best official avenue for this request, but Councillor Kerr mentioned that a written request for representation would be welcomed.

I'm writing to request that a counsellor from the Town of Comox be appointed to the Comox Valley Early Years Collaborative (CVEYC). The CVEYC have a CVRD director and a City of Courtenay councillor who attend our meetings and participate regularly in activities. We would love for both Comox and Cumberland to offer the same commitment. It has proved valuable to have an ongoing relationship with individual councillors, versus a patchwork of different councillors attending when their schedule allows.

If you'd like to learn more about the Comox Valley Early Years Collaborative, and our three main initiatives (Building Connections for Valley Families, Child Care Planning Committee, and our Research Partnership with UBC's Human Early Learning Partnership), you are welcome to browse our website at [www.cveyc.ca](http://www.cveyc.ca). Alternatively, we can arrange for a delegation to present general information (or specific to one initiative) to council in the fall 2023.

Linked [here](#) are our main Collaborative Guiding documents.

Meeting schedule is online [here](#), to be updated soon with 2023-2024 dates.

Thank-you for considering this request. If you'd like to have a conversation, I welcome a phone call or meeting.

Jessie  
250-208-5774

Jessie Gill (She/Her)

\*Please note that I work ~20 hrs/week and may take a few days to respond.\*

**Coordinator**  
**Comox Valley Early Years Collaborative**

[www.cveyc.ca](http://www.cveyc.ca)

[Follow us](#) on Facebook

[Subscribe](#) to our Newsletter

*The CVEYC acknowledges that it is a privilege and an honour to live and work on the traditional and unceded lands of the K'ómoks First Nation.*

28June2023

Town of Comox – Administration

TOWN OF COMOX

**From:** Kellett, Leslie <Leslie.Kellett@princegeorge.ca>  
**Sent:** June 28, 2023 2:47 PM  
**Subject:** City of Prince George Resolution Submission to 2023 UBCM Convention  
**Attachments:** City of Prince George Resolution - Reimbursing Local Governments for Medical Services Provided by Local Government Fire and.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

<b>LOG:</b> 23-256	<b>REFER:</b>	<b>AGENDA:</b> RCM 12Jul2023
<b>FILE:</b> 0400-60	<b>ACTION:</b> MR	

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

\*Warning\* This E-Mail originated from outside The Town of Comox. \*Please open with Caution\*

Good afternoon, Mayor and Council,

At the June 26, 2023 regular council meeting, City of Prince George Council approved submitting a resolution to the 2023 UBCM Convention regarding “Reimbursing Local Governments for Medical Services Provided by Local Government Fire and Rescue Services” and further resolved to share this resolution with UBCM member municipalities.

We appreciate your consideration to support this resolution at the 2023 UBCM Convention.

Sincerely,



**LESLIE KELLETT**

Deputy Corporate Officer  
 5<sup>th</sup> Floor, 1100 Patricia Blvd., Prince George, B.C. V2L 3V9  
 p: 250.561.7655 | f: 250.561.0183  
[leslie.kellett@princegeorge.ca](mailto:leslie.kellett@princegeorge.ca)  
[www.princegeorge.ca](http://www.princegeorge.ca)

**Reimbursing Local Governments for Medical Services Provided by Local Government Fire and Rescue Service**

*WHEREAS communities across British Columbia are facing a significant increase in calls to respond to emergency medical incidents;*

*AND WHEREAS local governments provide for their fire departments to support prehospital patient care in their community by providing emergency medical services that assist the Provincial Government's BC Ambulance Service;*

*AND WHEREAS the costs associated with supporting prehospital care by local government fire departments has increased significantly in relation to response hours and increased use of first aid and other medical supplies and that such costs are funded solely through local government property taxation;*

*THEREFORE BE IT RESOLVED that the Provincial Government develop a funding model to compensate local governments who provide emergency medical services through their fire and rescue services fulfilling the responsibility of the provincial government with consideration given to community population and the fire department's authorized level of emergency medical response.*

05 July 2023

## TOWN OF COMOX

June 27, 2023

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

LOG: 23-261	REFER:	AGENDA: RCM 12Jul2023
FILE: 8100-20	ACTION: MR	

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

### RE: Funding Support – Halloween Costume Parade, and Mayor Tree Lighting and Winter Market

Dear Mayor and Council,

On behalf of the Comox BIA Board of Directors, I am writing to request financial support for the coordination and promotion of the Halloween Costume Parade in October and Mayor Tree Lighting and Winter Market event in November.

These events have grown in popularity to become important community building events for residents of all ages, providing a sense of belonging and citizenship, and a setting where everyone collectively comes together to celebrate a given season. However, with the other business development priorities of the Comox BIA that have been defined in the new Comox BIA 2023-2026 Strategic Business Plan Report we presented to Council earlier this spring, we are seeking support from the Town to enable the BIA's limited time and financial resources to focus on areas that will support long-term business growth.

The Town has provided valuable in-kind support in the past for these events and the events have benefited from the participation of Mayors and Council members for many years.

We are requesting the Town consider allocating \$2200 for the Halloween Costume Parade (October 31) and \$5900 for the Mayor Tree Lighting and Winter Market (November 24), plus the continuation of the in-kind support provided from Public Works historically. The BIA would contribute cash funding for the events, plus in-kind contributions, and pursue sponsorship. We would also be very willing to secure and manage an event coordinator, so event coordination time wouldn't need to be spent by Town staff. Members would continue to contribute via vendor participation, giveaways and providing in-kind support including candy for the Halloween Parade for example. We have enclosed a high-level budget outlining the Income and related Expenses.

Together, we hope stronger collaboration between the BIA and the Town for these important events will enable them to continue to provide opportunities for seasonal community celebrations for Town families, seniors, and youth. Please let us know if we can provide additional information.

Thank you for your consideration.



Pete Chambers  
Comox BIA President



## Proposed Budget Summary

### Halloween Costume Parade – October 31, 2023

<b>INCOME</b>	<b>Budget</b>
Comox BIA	\$600
Town of Comox	\$2200
Member Businesses – Candy for distribution	In-kind
Sponsorship	\$1000
<b>Total Income:</b>	<b>\$3,800</b>
<b>EXPENSES</b>	
Marketing (posters, social media)	\$600
Coordinator	\$1200
Entertainment (DJ, photo booth, games)	\$1500
Signage	\$100
Sponsorship Commission (20%)	\$200
<b>Total Expenses:</b>	<b>\$3,800</b>

### Mayor Tree Lighting and Winter Market – November 24, 2023

<b>INCOME</b>	<b>Budget</b>
Comox BIA	\$1000
Town of Comox	\$5900
Vendor Booths	\$700
Sponsorship	\$1500
<b>Total Income:</b>	<b>\$9100</b>
<b>EXPENSES</b>	
Marketing (posters, social media, road banner, radio, online Record)	\$3000
Coordinator and Hired Help	\$2700
Entertainment (DJ, photo booth, games)	\$1700
Santa Booth Set-Up and Candy Canes	\$800
Site Requirements (portapotties, generator, etc.)	\$600
Sponsorship Commission (20%)	\$300
<b>Total Expenses:</b>	<b>\$9100</b>