

**REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY AUGUST 9, 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:

2. ADOPTION OF AGENDA:

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

That the August 9, 2023 Regular Council Meeting agenda be adopted.

3. DELEGATIONS:

- (9) a. [Brian Perry: \(Manor Park Strata Corporation\): Development Variance Permit Application DVP 23-7 \(2250 Manor Place\)](#)

4. ADOPTION OF MINUTES:

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

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday July 12, 2023, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

a. Naomi Radawiec, Brooklyn Elementary Grade 5/6 class, July 12, 2023, would like to see information signs and fencing around the Middens at Mack Laing Park.

b. Lisa Domae, North Island College, July 20, 2023, Build 2026 update.

c. Sarah Weber, C3 Alliance Corp, July 21, 2023, invitation to Resource Breakfast Series.

d. Anne Bank, National Defence, July 26, 2023, reply to the letter asking to examine the Comox Airport Zoning Regulations.

- (17) a. [Consent Agenda](#)
- e. Jen Ford, UBCM, July 28, 2023, advising of Community Works Fund payment for 2023/2024*
- f. Jack & Kathryn Turner, July 28, 2023, automated collection concerns*
- g. Cindy Webb, Township of Spallumcheen, July 31, 2023, seeking support for no-cost recycling of certain plastic containers.*
- h. Jesse Ketler, CVRD, August 2, 2023, initiation of Regional Growth Strategy Bylaw amendment*
- i. Julia Jachimowicz, United Way BC, August 2, 2023, Proclamation request for United Way Campaign.*
- j. Jonas Woodrow, UBCM, August 2, 2023, Next Generation 911 Funding*

7. UNFINISHED BUSINESS:

- (87) a. [2022 Annual Report Adoption](#)
- That the 2022 Annual Report, as contained in the August 9, 2023 Regular Council Meeting agenda, be Adopted.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

- (127) a. [CMHC Housing Accelerator Fund Application](#)
- 1. THAT Council direct staff to submit a Housing Accelerator Fund Action Plan that includes the initiatives as generally outlined in the staff report dated August 9, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Town's application under the Housing Accelerator Fund program.*
 - 2. THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Town be approved for funding under the program.*
- (133) b. [Development Variance Permit Application: DVP 23-7 \(2250 Manor Place\)](#)
- That Development Variance Permit DVP 23-7 for 2250 Manor Place be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the August 9, 2023 Planning Report on DVP 23-7.*

- (149) c. [CVRD Conveyance Project Nighttime Works](#)

THAT Council delegate authority to administration to review and approve variances to Bylaw No. 1652 for construction at night for the CVRD Sewer System Conveyance Project if it aligns with the Traffic Management Strategy which was presented to the Comox Valley Sewage Commission on February 14, 2023 and attached to this report.

11. NOTICES OF MOTION:

- a. [Notice of Motion from July 12, 2023 RCM: Speed limit in Downtown Core \(Councillor Kerr\)](#)

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:

- (204) a. [Artur Ciastkowski \(Comox Valley Record\): requesting Town to stop advertising with Meta platforms and divert a portion of advertising budget to local media](#)
- (206) b. [Linda Thomas \(Filberg Heritage Lodge and Park Association\): requesting the Filberg public washrooms be added to Town cleaning schedule](#)
- (207) c. [Myrna Logan \(MIKI'SIW Metis Association\): request for flag raising during Metis Week and Louis Riel Day](#)
- (209) d. [Pat Sloan, August 4, 2023: laurel spurge spreading from the golf course](#)

13. LATE ITEMS:

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

- a. [Exclude the Public](#)

That the Public be Excluded from the In-Camera session of Council on Wednesday August 9, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:

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

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY AUGUST 9, 2023

a. [Exclude the Public](#)

(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:

ADJOURNMENT



CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

RECEIVED

03Aug2023

TOWN OF COMOX

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

Name(s) of person(s) speaking: Brian Perry		
Organization you are representing: Manor Park Strata Corporation		
Primary purpose of Organization: Managment of strata affairs		Number of members: 39
Mailing address of Organization: 115, 2250 Manor Place		Contact Name: Brian Perry Phone: 780-909-9371
City: Comox	Postal Code: V9M 1C5	Email: brperry198@gmail.com
Subject matter: Development Variance Permit DVP 23-7		
Specific request of Council, if any (i.e., letter of support, funding): Would like to make a few comments in support of the application		
Requested meeting and date: August 9, 2023		AV equipment required:
Date of application: August 3, 2023	Signature of applicant: 	Print name: Brian Perry

Please Note:

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

LOG: 23-293	REFER:	AGENDA: RCM 09Aug2023
FILE: 3090-20	ACTION: MR	

Copies - Council
- JW/SR/LP

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



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday July 12, 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

Call to Order:

The meeting was called to order at 4:00 p.m. with 5 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.

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 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.

(2023.234) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 4:00 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 5:00 P.M.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

a. Amendment of Agenda

Amendment of Agenda

That the Agenda be amended to include a staff presentation on the development review process.

(2023.235) -- CARRIED UNANIMOUSLY

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of Agenda

That the July 12, 2023 Regular Council Meeting agenda be Adopted as Amended.

(2023.236) -- CARRIED

3. DELEGATIONS:

a. Certificate of Recognition: Junyi Liu

Certificate of Recognition

Fire Chief Gord Schreiner recounted the quick thinking actions of a very important key member of the community in responding to a recent motor vehicle accident that resulted in a very fast moving fire at a local gas station. Mr. Junyi Liu rushed to the burning vehicle and rescued the driver, bringing her to safety. Chief Schreiner honoured Mr. Liu for his actions and presented him with a Certificate of Appreciation from the Town of Comox.

b. Drs. Charmaine Enns and Paivi Abernethy (Island Health): Climate change, health and community planning

Climate Change, Health and Community Planning

Drs. Enns and Abernethy advised that Island Health has new staff and capacity to work with local governments on climate adaptation. They advised of a new program they're building and challenges with drought and water shortages as well as effects of heat on health. They also advised they are hoping to work with Council in the future.

c. Joanne Schroeder (Building Age Friendly Communities): Partnership on grant application

Building Age Friendly Communities

Katrina Bray summarized some of the research they are doing in relation to their Building Intergenerational Connections Project. Katrina advised that they are seeking the interest of the Town in applying for the Age Friendly Communities Grant on their behalf.

d. Jordan Wall (CAO) and Marvin Kamenz (Director of Development Services): Development Approval Process

Development Approval Process

Marvin and Jordan identified what the development approvals process currently looks like, as well as identified what Council's roles and powers are in the process. They also discussed the Provincial initiative to Renovate the Public Hearing process and potential changes to the process.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

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

(2023.237) -- CARRIED

b. Special Council Meeting Minutes

Special Council Meeting Minutes

1. *That the Minutes Special Council Meeting, held in Council Chambers on Wednesday June 14, 2023, be Adopted.*
(2023.238) -- CARRIED
2. *That the Minutes Special Council Meeting, held in Council Chambers on Wednesday July 5, 2023, be Adopted.*
(2023.239) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

SPC Meeting Minutes

- That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday June 14, 2023, be Received.*
(2023.240) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

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. *Donavan 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.*

a. Consent Agenda

Consent Agenda

- 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.*
- (2023.241) -- CARRIED

7. UNFINISHED BUSINESS:

a. Menstrual Equity and Safer Sex Supplies

Menstrual Equity and Safer Sex

- 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 an unbudgeted amount of \$12,250; and further,*

THAT Facilities annual budget be increased by \$2,000 to operate the Free Menstrual Products and Safer Sex Supplies program.

That the main motion be amended to include the washroom facilities within Filberg Park in the program.

(2023.242) -- CARRIED

- 2. *MAIN MOTION AS AMENDED:*

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", including the washroom facilities within Filberg Park, with an unbudgeted amount of \$12,250; and further,

THAT Facilities annual budget be increased by \$2,000 to operate the Free Menstrual Products and Safer Sex Supplies program.

(2023.243) -- CARRIED

b. Skate Park and Pump Track Discussion

Skate Park and Pump Track

That Council directs staff to prioritize the construction of a hardtop pump track appropriate for a wide age range, in response to the 2021 Youth Outdoor Recreation Needs Assessment.

(2023.244) -- CARRIED
[Opposed: Councillor JMeilleur]

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. 2022 Annual Report

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.

(2023.245) -- CARRIED

11. NOTICES OF MOTION:

a. Notice of Motion: Speed limit in Downtown Core (Councillor Kerr)

Notice of Motion

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:

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

Child Care Advocates

That the June 3, 2023 email from Sharon Gregson of the Coalition of Child Care Advocates of BC, requesting that Council adopt a resolution urging 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, be received and filed for information.

(2023.246) -- CARRIED

b. Marusha Taylor (Pride Society of the Comox Valley): Community Event Recognition Request

Pride Weekend 2023

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

(2023.247) -- CARRIED

c. Paul Whyte (Comox Golf Club): Request for lease extension

Comox Golf Club

That the June 12, 2023 letter from Paul Whyte, President of the Comox Golf Club, requesting that Council approve a lease extension between the Courtenay Golf Course Ltd. and the Comox Golf Club Society until December 2065, be received and filed for information.

(2023.248) -- CARRIED

d. Jessie Gill (Comox Valley Early Years Collaborative): Requesting a Council representative CV Early Years Collaborative

That the June 14, 2023 email from Jessie Gill of the Comox Valley Early Years Collaborative, requesting that Council appoint a representative, be received and that Councillor Swift attend the Comox Valley Early Years Collaborative meetings in an unofficial capacity.

(2023.249) -- CARRIED

e. Leslie Kellett (City of Prince George): Sharing resolution and asking for support at the 2023 UBCM Convention

Prince George Resolution

That the June 28, 2023 email from Leslie Kellett, Deputy Corporate Officer with the City of Prince George, requesting support of a UBCM resolution that local governments be reimbursed for medical services provided by local government fire and rescue services, be received and filed for information.

(2023.250) -- CARRIED

f. Pete Chambers, President (Comox BIA): 2023 Halloween Parade and Mayor Tree Lighting Comox BIA Support

That the June 27, 2023 letter from Pete Chambers of the Comox BIA, requesting \$2,200 for the Halloween Costume Parade and \$5,900 for the Mayor's Tree Lighting and Winter Market, be received and the request granted.

(2023.251) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised that he attended:
- a Community Justice Centre meeting, and
- a Comox Valley Substance Use Strategy meeting.

b. Councillor Swift

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

c. Councillor Haslett

Councillor Haslett advised that he attended a d'Esterre Seniors meeting.

d. Councillor Kerr

Councillor Kerr thanked the K'omoks First Nation for hosting Indigenous Peoples Day and advised that he attended the Regional District meetings.

e. Councillor Grant

Councillor Grant advised that he attended:
- a North Island 911 meeting,
- the regional solid waste management meeting, and
- the regional district sewer commission meeting.

f. Councillor Meilleur

Councillor Meilleur advised that she has nothing to report.

g. Mayor Minions

- Mayor Minions advised that:
- the Town issued a letter of support for Courtenay, and Courtenay was selected, to have a Peer Assisted Care Team;
 - she attended a tour of the d'Esterre Cypress Gardens on Balmoral Avenue; and
 - she attended a couple of leadership meetings reviewing upcoming Provincial changes regarding housing;

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 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.*

(2023.252) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 8:02 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 9:32 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 9:32 p.m. CARRIED
Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER

RECEIVED

12 July 2023

TOWN OF COMOX

LOG: 23-270	REFER:	AGENDA: RCM 09 Aug 2023
FILE: 6130-20/M:	ACTION: MR	

o - cfile 6130-20
Copies - Council
-JW/SR/SA/LP

Comox Town Council

1809 Beaufort Avenue, Comox BC
V9M 1R9

naomi.radawiec@
sd71.bc.ca

June 9, 2023

Dear Comox Council,

My name is Ainslee. I am in grade five and go to Brooklyn Elementary. I love animals and books.

Recently, my class and I went on a field trip to Mack Laing park with Archeologist Dr. Morrin and I learned alot of things that should be shared with the world. So, I am asking if you could work with the K'omoks First Nation to add some signs to inform other people about the 2,500 years that the Pentlatch lived there, and maybe some fencing around the Middens to protect them. Perhaps you could add some information on the veiwing platform you are going to build.

Some things I learned that you can put on the signs are: If you see a lot of clamshells not in their natural habitat, it's probably a Midden. A single Midden can have billions of clamshells. Clams are not all the Pentlatch people ate, though. They also ate lots of salmon (particulaly chum,) they hunted deer and elk, ate berries and something called camas. The Pentlatch people had to travel down the river by boat to get to the camas, but when they returned they would have boatloads of it. Then they would cook the camas by burrying it really deep. Suprisingly, there were lots of oysters, but the Pentltch people never ate them. Also, "Pentlatch" means "berry belly" because there was tons of food where they lived.

People should learn this information so that they can undersand the past and respect the Pentlatch people a little more. The K'omoks First Nation would apreciate it if you shared their past with the world. It would really help with reconciliation.

In conclusion, you should add some signs to explain the history of the Pentlatch People, and fencing to protect the Middens. Thank you for considering my request.

Sincerely,

Ainslee

June, 2023

Dear Comox Council,

My name is Alice Cathro. I am in 5th grade at Brookln Elementary School.

I'm writing to you to ask you if you could add some signs in Mack Laing Park to teach people about the Pentlatch people that lived there for 2,500 years. I think it would be very helpful for residents of the Comox Valley. It would be especially helpful for residents that are new to the area and would love to learn about the history of Mack Laing Park. I think even visitors would like to learn about it.

My class went on a field trip to the park and learned some very interesting information about the Pentlatch people from archaeologist, Jesse Morrin. They'd been living there for 2,500 years. The Pentlatch people built houses called "big houses." They built fish traps that helped catch different types of fish, mainly a variety of salmon. One of the main ways the Pentlatch people would get herring eggs was descending a cedar or hemlock branch into the water and scraping the eggs off. The Pentlatch people also ate a root called "camas." They roasted the camas and ate it like a potato. Camas was traded for food and goods from other nations. Another main source of food for the Pentlatch people was clams. They ate a variety of clam species such as Butter clams, Manila clams, and Razor clams. It was super cool to see the middens that were made from broken up clam shells from when the people used to live here.

I think it is very important that people learn about the Pentlatch people living in Mack Laing Park, not only because people would find it fascinating, but because it is a form of reconciliation and healing for Indigenous people. I would love and hope to see Comox Council and K'ómoks First Nation working together to create signage in Mack Laing Park about the Pentlatch people who lived here for 2,500 years.

In conclusion, I think that the whole Comox Valley community would be very satisfied and content if signage was made. We would all learn so much from it. So, please take this into consideration.

Sincerely, Alice Cathro

June 9, 2023

Dear Comox Council,

My name is Nicky Benson. I am a grade six at Brooklyn Elementary School.

Recently, my class visited Mack Laing Park and it has come to my, and my classes attention that there are few to no signs in Mack Laing Park talking about the Pentlatch people. We as a class believe that there should be signage telling park users about the Indigenous people who lived there for 2,500 years, and protection around the middens

There are many things that you can put on the signs to help inform the people walking in the park. For example, the Pentlatch people ate tons of clams and salmon but, they ate no oysters. Or they built their houses in a way that they could remove the planks and move to a different place. All of these things were taught to me by Archeologist Jesse Morrin. You could ask him for ideas for what could be put up on these signs and consult with the K'omoks First Nation.

If we add these signs, then it would help towards reconciliation with the K'omoks First Nations. It would acknowledge the people who lived there before us and took care of the land we live on.

In conclusion, I encourage you to put up some signs around the park and fences around the middens to help teach the park users about the Pentlatch people and protect the land.

Sincerely,

A handwritten signature in black ink that reads "Nicky Benson". The signature is written in a cursive, slightly slanted style.

Nicky Benson

June 9, 2023

Dear Comox Council,

My name is Martina. I live in K'omoks, and I go to Brooklyn Elementary School. I am in grade 6.

I want to ask you to build SUPER cool and interesting signs about the Pentlatch people that lived in what is now called Mack Laing Park because we need more information about what they did, ate, and how they lived. I also wanted to ask if you could please build at least tiny fences around the middens and a tiny sign that explains what middens are, why they are important.

My class and I went on a field trip with Archaeologist Dr. Morrin. We learned that the Pentlatch people lived there for 2,500 years. Also that they liked to eat fish, especially chum because it would last longer for storage after they dried it. They ate butter clams, little neck clams and more. We also learned that there are some bones of Indigenous People that lived there. The middens contain charcoal, shells and Pentlatch People food waste. We learned that "Pentlatch" means "Berry Belly" or " Full Belly" because K'omoks had alot of fish, berries, and shells. They had houses in front of the ocean shore so they could leave their canoes close to their houses. They could take apart there houses because they were made of cedar wooden tree planks, so they could take the planks off and transport them with their canoes to other places with more people, food or just to change places.

We should learn this type of information because we need to honor our ansestors. Also because we want to focus on reconciliation by building more signs about the Pentlatch people, fences around the Middens, and more of what you could think of.

In general I want you to please build signs about the Pentlatch people and about Indigenous Middens through the paths of Mack Laing Park so we can learn more about the Land and the Pentlatch people that lived here way before us. I think you should suport us because we have a voice and some of the thinking and saying we do IS important. So thank-you for trying your best to do these things, and for taking your time in reading this letter.

Sincerely,



Martina

June, 2023

Dear Comox Council,

My name is Garrett and my school is Brooklyn Elementary. I'm in grade six.

I would like to teach others how the Pentlatch used to live in the Brooklyn Creek area for 2,500 years. I learned from an archeologist named Dr. Morrin with my class.

He showed us that the Pentlatch people liked shell fish but not oysters. They also liked salmon such as chum and a root vegetable called camas.

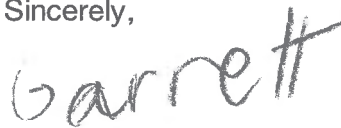
We know that they ate shell fish and salmon because we found shell fish shells and fish bones on water banks and in large mounds called Middens. He also told us about how there might be bones under the middens too.

You could show the history of the middens in Mack laing park by creating signs to educate people. Also it would be important to protect the middens by building fences and have viewing platforms to show them how people lived there for 2,500 years.

I would like you to do this because people should know the history of the middens, Pentlatch and Coast Salish People. I want others to have to have the cool experience that I had learning about all of this while acknowledging the First Nations People.

Thank you for taking your time to read what I wrote.

Sincerely,

A handwritten signature in black ink that reads "Garrett". The letters are cursive and slightly slanted to the right.

Garrett.

June, 2023 😊

Dear Comox Council,

Hi my name is madeline kelly and I go to Brooklyn Elementary and I'm currently in grade five, I am asking you for something really important for this town...

I was hoping you could put some signs up around Mack Laing park so people could see that the park was once home to hundreds of Puntledge People and that they lived there for over (2500) years.

I recently went on a feild trip with archaeologist Dr. Morrin and I discovered that there are remains of big houses in Mack laing park (forest). And that there are remains of puntledge people and the clam shells left on th beach are the ones that they ate and put back on the beach and in the forest. The puntledge people lived there for over 2500 years (wow) thats a long time!

I think that this is an important request that should happen and I think that people need to learn more about the history of Indigenous people and their culture. I know a lot about the terrible history that happend to indigenous people in canada and if we put some signs up then more and more people can learn about indigenous people and how they used to live 2500 years ago!

The reason I'm asking for these signs to show the history of puntledge people is because its important for this town and our comunity!

Thankyou so much for taking the time to read and consider my request! 😊

Sincerely, MK! 😊

June 9, 2023

Dear Comox Council,

My name is Jersey and I'm in grade 6. I go to Brooklyn elementary school .

I am writing to you to ask for there to be some signs at the middens in Mack Laing Park and along the trail so that people know about them and don't step on the Middens. If people don't know about it they will just walk on it and eventually it will no longer be there. So I am asking for some signs to educate people and to keep the middens safe. The middens were the Pentlatch people's land that we need to keep safe.

You should also check out Archeologist Jesse Morrin. He taught us a lot and he has taought us about the shell beds and the diffrent shells. He showed us where Halmilton Mack Laing's houses were and proof that the Indigenous people used to live there. Overall, I think it would be great to educate people more about the Indigenous people and about the middens.

We should learn about this so people know about the middens and Indigenous people, and what it was like back then and how they lived. We need to keep the middens safe and the Indigenous peoples land safe.

I think we should get this done not just for the middens but for the people.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jersey Webber', with a long horizontal stroke extending to the right.

Jersey webber

June 9, 2023

Dear Comox Council,

My name is Saskia and I am a grade 5 student at Brooklyn Elementary School.

I am writing you to ask that you put up more signs regarding the Pentlatch people in Mack Laing Park. I also think it's important to work on preserving the middens.

My class went on a field trip with Archeologist Jesse Morin and I learned that there are countless clamshells in the middens. Other things you can find in the middens are charcoal, ashes, bones, and berries. The middens are basically the Indigenous landfills.

Pentlatch people were living in that park and people deserve to know it. You need to make the signs for more reconciliation. You should also block off the middens so that little kids who don't know any better won't ruin the history by jumping on them.

In conclusion you must make more of an effort to give people information about the Pentlatch people.

Sincerely,

Saskia

A handwritten signature in blue ink that reads "Saskia" followed by a small blue heart symbol.

June 9, 2023

Dear Comox Council,

My name is Brynly Peter and I am in grade 5 at Brooklyn Elementary School.

We want you to put some signs up in Mack Laing Park so that people can learn about the middens. We also encourage you to put up some fences so people do not destroy the middens. We want you to help the Pentlatch people who were there for so long by making sure the land is not destroyed by people now. We are building homes on the Pentlatch People graves!

I learned that the Pentlatch People came here a long time ago. They found ways to live without all of this technology that we have now. They needed to find ways to survive. They used wood or bark to make nets or tools.

We want you to put up some signs for the middens or put up some fences for the Pentlatch people. Archaeologist Dr. Morrin could help create the signs about the Pentlatch People and the Indigenous people.

We are hurting the Pentlatch people's middens and homes so my class is asking you to help the Pentlatch people. This will help people who go in the park to learn about the Pentlatch people.

Thank you for reading this letter.

Sincerely,

From Brynly peter. 😊

Brynly Peter

June 21, 2023

Dear Comox Council,

My name is Stella Lefebvre. I'm a grade six student in Brooklyn Elementary.

I recently visited a park in K'omoks First Nation with my class. I started wondering about the First Nation and how they lived in ancient history. It would be great if the Comox Council could work with the K'omoks Band to add signs to parks about the First Nation's history.

I was recently able to learn from Dr. Jesse Morrin. He taught my class about Indigenous culture, as well as how they could move to different homes. They had wood structures, and if they wanted to move, they would take apart their buildings and carry it with them to find a place to rebuild.

I think it's important to have signs around the Town of Comox, that explains the First Nation's history and how they lived in this area. It would help local people and tourists learn more about the First Nation. More importantly, it would help heal the relationships with the First Nation, and recognize how important their history is.

It's necessary for the Comox Council to talk to the K'omoks First Nation to add signs to parks about their history. It would help the community to learn more about the First Nation and how they lived.

Sincerely,

Stella Lefebvre

June 9th, 2023

Dear Comox Council,

My name is Fin, I am in grade 6 and go to Brooklyn elementary school just down the road from you.

Me and my class are writing to you because we just went to Mack Laing park and saw the First Nations middens with Jesse Morrin (archeologist). We saw that there were no signs about Mack Laing and the K'omoks First Nation. We are also asking for you to fence off some of the middens too.

If other people know the history, they will try to preserve it! We learned that the Pentlatch people lived here for 2500 years! They did not like oysters but they loved clams and salmon (Chum). Usually where the middens were, a house was there. We think that you should put that information on some of the signs in Mack Laing park.

People should know the history of Mack laing and the K'omoks First Nation/Pentlatch people. You should put signs up by some of the middens that say stuff about them like, "This is a midden. It is a landfill that the K'omoks First Nation created over 2500 years!" Then people won't climb on them and destroy them.

In conclusion, people should know what the big shell piles are and who made them. The signs that are there are great, but they don't say a word about the K'omoks First Nation. We think that they should acknowledge the First Nations that have been here.

Sincerely,

Fin

Fin

June 8th , 2023

Dear Comox Council,

My name is Kaiya Evans and I'm a grade 5 student at Brooklyn Elementary.

I would like you to team up with the K'omoks First Nation and create signs in Mack Laing Park that teach park users about the Indigenous history of the Pentlatch people that lived in the area for 2500 years. Mack Laing park was named after after Hamilton Mack Laing.

On Friday June 2nd my class went to Mack Laing Park and learnd about the Penlatch people with Archaeologist Dr. Jesse Morrin. When we where there, we saw shell beds and walked where the Pentlatch people lived, ate, and walked. The Pentlatch people ate butter clams, little neck clams, cockles, and salmon (mostly chum).

In Mack Laing Park, there are lots of signs about plants but barely any signs about the Pentlatch People. It would be really nice if you could put up some signs about the Pentlatch people.

In conclusion, it would be nice if you could put up signs in Mack Laing Park. I think lots of people would enjoy it and learn about the Pentlatch people.

Sincerely,
Kaiya Evans

Kaiya E

June, 2023

Dear Comox Council,

My name is Brecken, and I'm in grade 5 at Brooklyn Elementary. This letter is about Mack Laing park. The middens need fencing and signs.

I'm asking for you to make signs that talk about the history of Indigenous people in Mack Laing park, and put fencing around the middens in Mack Laing park to acknowledge the Pentlatch people who lived there before us for 2500 years.

Archaeologist Dr. Morrin said the middens are very big piles of the clam shells, ash and fire cracked rocks that houses were built on by the Indigenous people who lived there for about 2500 years.

If we don't teach people about the history people will never know. People would want to learn about the Indigenous people.

Please put signs and fencing around the middens in Mack Laing park to acknowledge the Pentlatch people who lived there before us. It would be something people would want to learn about.

Thanks for taking your time to read this.

Sincerely,

Brecken

June 9 2023

Dear Comox Council,

My name is Julien I am a grade 5 student at Brooklyn elementary school. We recently went on a field trip to the Mack Laing park it was really fun.

We want you to work with the K'omoks First Nation to create signs and fences to teach people about the land and protect it.

A guy named Jessie morrin came in and taght us about the Pentlach people. It was really cool and I learnd a lot. Here are some things I learned about the Pentlach people. They ate a lot of fish, mostly chum. They ate lots of clams, mostley butter clams, little neck clams, and cockles. They also ate a root vegetable called camas.

If you make the fences and the signs it will help people recognize who lived here first and it will help protect the land. I hope you take my request clearly. Thank you so much for taking time and effort to read this.

Sincerely,



Julien

June, 2023

Dear Comox Council,

My name is Jacob. I go to Brooklyn elementary. I am in grade 6.

I'm asking you to please put up signs to tell people about the First Nations people who lived in Mack Laing Park. Many people are just walking down the forest not knowing what the shell beds are.

I went on a fieldtrip and learned that that First Nations eat a lot of shells and that they love salmon. They used tools or a rake that with nails on it to collect herring.

Signs about the Pentlatch people would be good because it's good to learn about it and helps with reconciliation.

In conclusion, I think that you should put up signs to help people learn about the First Nations that lived there.

Sincerely,

Jacob

Jacob

June, 2023

Dear Comox Council,

My name is brady. I go to Brooklyn Elementry and I am in grade 5.

I think that there should be some signs at Mack laing park that say the history of the Pentlach people and some fencing to keep people off of the middens to preserve the middens.

I just went on a feild trip with my class and archeologist Jesse Morrin. We learned that the Pentlach people lived there for 2,500 years. They ate a lot of fish and clams but not oysters.They moved from one house to a second house.

People should know about the history of the the Pentlach people to help reconciliation.

You can help lots of people learn the history and help preserve the middens and help with reconciliation.

Sincerely, Brady 😊

Brady

June, 2023

Dear Comox Council,

My name is Dylan Ledgard and I go to Brooklyn Elementary school in grade 6.

I would like you to create signs that teach park users about the Indigenous history of Mack Laing Park area.

Archeologist Jesse Morrin taught me that at Mack Laing park for a long time, people used to throw their clams in one spot, so over time it grew bigger. Houses were long and transportable, so when they wanted or needed to move, they took them apart.

People should learn about this because we need to remember what it was like then. It helps with reconciliation by people knowing who used to live there.

In conclusion, I want you to create signs that teach park users about the Indigenous history of that area.

Sincerely,

Dylan

Jun 20, 2023

Dear Comox Town Council,

My name is Meadow and I'm a grade six student from Brooklyn Elementary. I'm writing you today to ask for you to put up signs in the Mack Laing Park about the First Nations People that used to live there. Information should be more accessible for people. It's not a secret so why don't you have signs about it? People should know the past about the middens and who used to live there. The Pentlatch People lived and fished in this area for 2500 years. Our class had a field trip and an archaeologist named Jesse Morrin came. I remember him saying that the Pentlatch used to put dead bodies in boxes and hang them up on trees I found this interesting, and I think that you should put it on signs because other people might find this interesting. He also said that they could tell what they mostly ate that year like salmon, herring or clams by looking at the middens. I think if you put up signs that will help towards reconciliation.

Sincerely,

Meadow Fallows

Meadow Fallows

June, 2023

Dear Comox Council,

My name is Kai Bevans and I'm in grade 6 at Brooklyn Elementary School.

I'm asking you to please put up signs to tell the people of Comox about the Indigenous people that have lived in Mack Lane park for 2500 years.

I recently went to a on a field trip and we learned from an Archeologist named Jesse Morrin all about the Indigenous people that lived in Mack Laing Park. We learned about all the things that the Indigenous people did, like eating different types of clams, fishing, finding herbs and the tools they used.

People should know about this stuff because the history of Mack Laing Park is a mystery because the park is a good way to learn about the Indigenous people that lived in Mack Laing park for 2500 years.....if you think about it, it's interesting.

I'm just saying that you should put up signs to show that Indigenouns people have lived in Mack Laing park for years.

I don't want people walking on Indigenous peoples remains because it is disrespectful to the people, so putting up signs to show the people of Comox about the history of the indigenous who lived in the area.

This is a good way to show respect to those indigineous that lived in the park of Mack Laing for 2500 year in the park.

Sincerely

KAI BEVANS from Brooklyn Elementary School.

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

LOG: 23-276	REFER:	AGENDA: 09Aug2023
FILE: 0400-80	ACTION: MR	

RECEIVED

20Jul2023

Town of Comox – Administration

TOWN OF COMOX

From: NIC President <president@nic.bc.ca>
Sent: July 20, 2023 12:59 PM
To: Town of Comox – Administration
Subject: North Island College's BUILD 2026 Strategic Plan and Year 2 Dashboard Report
Attachments: BUILD 2026 Strategic Plan and Year 2 Dashboard.pdf

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

Dear Mayor and Council,

The North Island College (NIC) community has been working together for two years under the guidance of our strategic plan, [BUILD 2026](#), and we are very pleased to share our progress with you in the attached *BUILD 2026 Strategic Plan and Year 2 Dashboard*. The dashboard provides updates on the itemized, measurable goals of this visionary plan, offering inspiring news on expanded educational opportunities that are helping to strengthen this region, from Bamfield to Bella Coola.

BUILD 2026 was developed through meaningful consultation with the First Nations and communities that NIC has the honour and privilege of serving. Your ongoing input continues to inform this responsive document, as it navigates us toward our mission of working together to build healthy and thriving communities, one student at a time.

BUILD 2026 serves in tandem with NIC's overarching Indigenization plan, [Working Together](#). These plans are further supported by [Widening Our Doorways](#) (ensuring all learning at NIC is relevant and accessible), [Journeying Together](#) (connecting international students and faculty with Indigenous perspectives) and [The CARE² Plan](#) (supporting the mental health and wellbeing of all members of the college community). The five plans and their dashboard reports (as published) are shared on [Engage NIC](#), where we encourage your feedback.

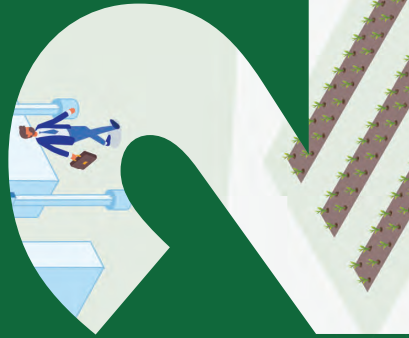
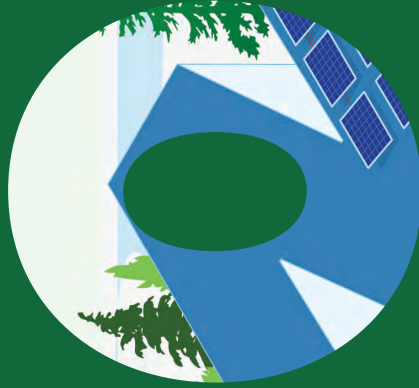
Please reach out to [Danielle Hoogland](#), Community Engagement Liaison if you wish to discuss our progress on the initiatives in *BUILD 2026* or share your vision of how we can better support communities across the region through post-secondary education.



Lisa Domae, PhD, RPP
President and CEO
North Island College
2300 Ryan Road, Courtenay, BC V9N 8N6
250.334.5270

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

BUILD



STRATEGIC PLAN AND YEAR 2 DASHBOARD

North Island College

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.



The BUILD 2026 vision uses architecture as an analogy to illustrate a responsive, student-centred strategic plan. It envisions stronger, thriving, more integrated places of learning that reflect and support the richness of the region. It opens the College to the communities we serve, creating a welcoming educational home for students and communities to call their own.



7 A **roof**, or values of governance, that promote resiliency and create a safe place where all students and employees belong.

6 **Windows** that allow the world to see who we are.

9 **Communities** that connect us and provide opportunities to engage, learn and collaborate.

2 A solid **foundation** and **frame** that supports students and employees and provides a basis to build upon.

1 A team of dedicated **people**, or employees, who are supported and committed to the work ahead.


4 Accessible **doorways** and **rooms**, or programs, that are open to all, making education more attainable and responsive for everyone.

8 A sustainable **environment**: vital to local cultures, economies and people.

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 Look for the *Working Together* symbol to see how *BUILD* 2026 supports and works with NIC's Indigenization Plan.

WELCOME

This strategic plan is founded in our passionate belief that learning empowers people and builds healthier and more resilient communities.

BUILD 2026 is North Island College's commitment to ensure students are at the centre of everything we do. It is our promise to support unique people and communities through individualized learning.

MISSION

WORKING TOGETHER, NIC BUILDS HEALTHY AND THRIVING COMMUNITIES, ONE STUDENT AT A TIME.

BUILD 2026 represents a strengthening of our commitment to the many, diverse communities we serve. It is about raising our ambitions together with community. In many ways, we are putting down roots, and we are asking you to join us.

Originally created during COVID-19, this plan is designed to be responsive and has been adjusted annually to meet students' and communities' ever-changing needs.

Just as NIC was created as an innovative experiment to bring education and training to people in every corner of the vast 80,000-square km region, NIC will continue to change.

During our short history, we have evolved from tutors visiting logging camps and remote coastal communities in school buses and a former whaling boat, to mobile training units, to four campuses in Campbell River, the Comox Valley, Port Alberni, Port Hardy, a regional learning centre in Ucluelet, as well as a temporary location at St. Joe's in Comox.

We have adapted many times to students' changing personal, professional and educational needs. We have invested in digital learning technologies to sustain our in-community program delivery and regional learning. We serve an increasing number of students from across BC and around the world.

Though our delivery methods and programs have changed, our commitment to student-centred learning and the communities we serve has never wavered.

This plan takes individualized education and training further, so more people can discover, grow and transform themselves through education, as they prepare for rewarding careers, participate in shifting economies and contribute to more diverse and just societies.

Though our vision is ambitious, we are ready. We know we are capable of responding quickly to students' needs, when they need it most.

BUILD 2026 requires us to prepare students and communities to be more resilient. It invites us to continue to be responsive and refine our operations to meet ongoing change.

We are grateful to align *BUILD 2026* with NIC's first Indigenization Plan, *Working Together*.

The two overarching plans, supported by a growing number of integrated and supporting plans, guide our work as we strive to meet our obligations to Indigenous peoples across the region, ensure education and training is accessible to all and meet the social and economic needs of students and communities across the region.

Visit engage.nic.bc.ca to share your voice as we continue building NIC together.

YEAR 2 IN

REVIEW

As NIC enters the third year of this integrated strategic plan, we are so proud of how much we have accomplished.

Two years ago, we had an ambitious vision — to deliver BC's best individualized education and training experience by 2026. We started this plan by listening, then responding to calls for NIC to be front and centre in the region; to build stronger connections with communities, businesses, the post-secondary sector and the Province.

VISION **BY 2026, NIC WILL DELIVER** **BC'S BEST INDIVIDUALIZED** **EDUCATION AND TRAINING** **EXPERIENCE.**

We are seeing results across a wide range of programming, infrastructure, Indigenization and health and well-being measures. A few examples of our Year 2 achievements include:

Regional Delivery: NIC earned \$5M in one-time funding and delivered 438 domestic full-time equivalent (FTE) students in regional skills training, economic recovery and Indigenous-led programming across the region. This constitutes an estimated 19% of NIC's total domestic FTEs that were delivered in partnership with community, industry and First Nations. Many

more students accessed a wide range of programs, including micro-credentials, health and adult upgrading.

Student Housing: NIC secured an additional \$11.4M to meet the \$77.4M cost of the 217-bed student housing project at the Comox Valley campus. With a new design build team in place, NIC hosted a well-attended site blessing by K'ómoks First Nation, and the site was cleared in anticipation for construction in Summer 2023.

Port Alberni Campus Master Plan: NIC undertook wide-ranging engagement to ensure facilities in the Port Alberni region meet student needs for the long term. The resulting proposal includes an expanded trades building at the Roger Street campus to support growing community needs. The building creates the foundation to support goals for childcare, a new Indigenous gathering space and student housing onsite.

Journeying Together: Guided by the NIC Indigenous Education Council, *Journeying Together* introduces international students to Indigenous knowledge and understanding throughout their studies and commits NIC to advancing Indigenization, decolonization and reconciliation through a global lens. The plan is one of Canada's first Indigenous-focused international education plans, and received a national award for excellence in global education at the Colleges and Institutes Canada World Congress in April.

CARE²: Informed by the National Standard of Canada for Mental Health and Well-being for Post-Secondary Students (July 2020), *CARE²* provides a comprehensive framework for student mental health and wellness. Developed with input from students, the plan outlines NIC goals over five years and is already receiving support. Bell Canada awarded NIC a \$100K Let's Talk grant to support mental health in trades training.

While there is much more to do, we are confident that this plan will continue to position us for ongoing success.

We are excited about the expanding possibilities in the region, as NIC continues to meet the needs of the students, Nations, industries and communities we serve.



Jane Atherton

Chair, North Island College
Board of Governors

Lisa Domae PhD, RPP

President and CEO,
North Island College

Working together to support students and communities.

NIC's two overarching strategic and Indigenization plans, **BUILD 2026** and **Working Together**, are supported by **Journeying Together**, **Widening Our Doorways** and the **CARE² Plan**. Through the implementation of these plans, the College connects international students and faculty with Indigenous perspectives, ensures all learning at NIC is relevant and accessible and supports the mental health and wellbeing of all members of the college community. The five plans work collectively to realize connected goals, measures and targets which support student success, strengthen communities and foster lasting, meaningful reconciliation across the region.



Look for the *Working Together* symbol throughout this document to see how the *BUILD 2026* actions support the goals from NIC's first Indigenization Plan.

27 Commitments

NIC's commitments were confirmed during the 2019 consultation with employees, students and community members. In 2021, the commitments were further defined, integrated and amended to meet students' changing learning needs.

These commitments inspired our *People* action statements.

ENGAGING PEOPLE

1. Healthy and Productive Workplaces
2. People Development
3. Employee Engagement and Collaboration

SUPPORTING STUDENTS Caring and Supportive

4. Student Well-Being
5. Student Support and Persistence

Access

6. Program Entry
7. Learning and Services
8. Pathways to Learning

Learning and Programming

9. Indigenous-Led Education
10. Community-Connected Learning
11. Self-Directed and Customized Learning
12. Global Learning
13. Program Response and Renewal

These commitments inspired our *Frame, Doorways and Rooms* action statements.

STRENGTHENING THE COLLEGE

Enrolment Services

14. Brand and Identity
15. Marketing & Recruitment
16. Integrated Enrolment

Infrastructure

17. Teaching and Learning
18. Finances
19. Information Technology
20. Campuses and Centres

Leadership

21. Reconciliation
22. Diversity, Equity and Inclusion
23. Transparency and Accountability

These commitments inspired our *Foundation, Windows and Roof* action statements.

ENVIRONMENT

24. Climate and Sustainability

SERVING COMMUNITIES

25. Serving the People of the Region
26. Community Engagement
27. Social and Economic Development of the Region

These commitments inspired our *Environment and Communities* action statements.

9 Action Statements

Our vision, while ambitious, will be realized when we turn our commitments into action statements.

These action statements were inspired by our *Engaging People* commitments.

- People**
1. We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

These action statements were inspired by our *Strengthening the College* commitments.

- Foundation**
2. We will strengthen our core operations to make NIC more resilient and agile.

These action statements were inspired by our *Supporting Students* commitments.

- Frame**
3. We will embed caring learning services that support students in their studies.
- Doorways**
4. We will increase the many ways students can access education and training at NIC.
- Rooms**
5. We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.

These action statements were inspired by our *Strengthening the College* commitments.

- Windows**
6. We will raise awareness about the quality and diversity of learning at NIC.
- Roof**
7. We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.

These action statements were inspired by our *Serving Communities* commitments.

- Environment**
8. We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.
- Communities**
9. We will serve the social and economic development needs of the people and region.

How the Dashboard Works

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
ROOMS								
5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING a. Increase # of students with advising support above 425 students	> 425	On Track	Su F	W Su/F W/Sp Su/F W/Sp Su/F W/Sp	W Su/F W/Sp Su/F W/Sp Su/F W/Sp	W Su/F W/Sp Su/F W/Sp	W Su/F W/Sp Su/F W/Sp	576 students have been assigned to an advisor.
	YEAR 5 GOAL Combines the action of each of the plan's Year-5 targets with its measurable, providing a cohesive goal statement for ease of review	STATUS Provides a consistent glanceable summary of the current status	MILESTONE Highlights past, upcoming and/or scheduled achievements	TARGET The Year-5 target — listed as either the item's defined benchmark or default as complete	TIMELINE BAR Represents the five years of the plan, subdivided into reporting periods within each plan year, as defined in the reporting schedule below (grey shading indicates when data available)	COMMENTS Each project lead provides information to support/clarify milestones on the timeline		
LEGEND			Complete	On Track	Behind	No data yet	Not started	

BUILD 2026 REPORTING

PLAN YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26	2025/26
Term	Summer	Fall	Winter	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring	Summer/Fall
Measurement Period	May to Aug 2021	Sep to Dec 2021	Jan to Apr 2022	July to Dec 2022	January to June 2023	July to Dec 2023	January to June 2024	July to Dec 2024	January to June 2025	July to Dec 2025
Reporting Date	Sep 21	Jan 22	Jun 22	February 2023	June 2023	February 2024	June 2024	February 2025	June 2025	February 2026
										January to June 2026
										June 2026



People

NIC will commit to increasing the number of Indigenous employees with ongoing appointments throughout the institution, including Indigenous senior administrators.

The power of NIC lies in the strength, commitment, and diversity of our people and workplaces. In our fast-changing digital world, our ability to act quickly, creatively and entrepreneurially requires a collaborative culture of growth and innovation. **We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.**

1.1 HEALTHY AND PRODUCTIVE WORKPLACES

Positive workplaces are cultivated. Care for our employees' physical and psychological health leads to greater satisfaction, commitment and productivity. A healthy workplace promotes healthy lifestyles, safe physical environments, diverse and culturally safe and supportive work cultures and strong mental health for employees, and ultimately, the students we serve. We will instill health and wellness more intentionally into college structures and operations.

Outcome: Healthier employees working in safe and supportive workplaces

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp					
PEOPLE								
1.1 HEALTHY AND PRODUCTIVE WORKPLACES								
a. Evaluate, recommend and implement benchmarks based on research and the National Standard of Canada for Psychological Health and Safety in the Workplace	Complete	On Track	Foundational research begins	Begin implementation of Not Myself Today				Research on the National Standard continues. The next step is to engage with the Canadian Mental Health Association (CMHA) and implement the CMHA's <i>Not Myself Today</i> program as a precursor to moving forward with implementing the National Standard.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

1.2 PEOPLE DEVELOPMENT

NIC's people are our pillars of strength and our competitive advantage. Professional, dedicated and caring employees are at the heart of our student experience. **Excellent people, working together with support and development, will realize our vision and achieve our strategic goals.**

Outcome: Thriving, inspired and productive employees

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	
PEOPLE								
1.2 PEOPLE DEVELOPMENT								
a. Implement People Plan to develop thriving, inspired and productive employees	Complete	On Track		Draft strategy complete				Fulsome, college-wide consultation, conducted between January and March, identified key themes which will be embedded in the first draft of the plan, due this summer. Feedback on the draft plan will inform the finalized plan, to be launched in Fall 2023.

1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION

All NIC employees are valued. The ability to share perspectives with colleagues across college campuses, groups and department areas creates a culture of collaboration that shares knowledge and makes NIC a more positive, engaging place to work. **We will empower people to collaborate, inspire and support each other.**

Outcome: A culture of collaboration supported by peer networks

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	
PEOPLE								
1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION								
a. Develop and implement an internal communications strategy	Complete	On Track		Draft strategy complete				Recommendations on a new employee communications strategy have been received and are being shared with those who have provided feedback. Work to integrate some recommendations into the People Plan is underway. Prioritization of the recommendations will begin in Winter and Fall 2024 towards developing a budget for 2024/25.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started



Foundation

The quality of NIC's teaching and learning experiences, its financial health, information technology framework and its campuses and centres are the foundation for the delivery of NIC's education and training programs. They provide the basis necessary to achieve our vision, mission and mandate. Properly laid, the foundation also withstands the unavoidable pressures on today's operating environment. **We will strengthen our core operations to make NIC more resilient and agile.**



2.1 TEACHING AND LEARNING

Exceptional teaching and learning experiences are key to each student's academic success. While the educational landscape continues to change, we will support students' learning needs and experiences by encouraging excellence and learning within faculty groups. **We will systematically support and enhance the quality of instruction at NIC through the development of a comprehensive teaching and learning strategy.**

Outcome: Teaching excellence

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
FOUNDATION								
2.1 TEACHING AND LEARNING								
a. Maintain or increase the target of 90% graduate and former student assessment of the quality of instruction across all programs	≥ 90%	On Track	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	96% 93%				NIC continues to exceed targets set in the Province's accountability framework.
b. Implement a student learning experience survey	Complete	On Track	Survey complete	Implement survey institution-wide				The Student Learning Experience Survey will be formally launched college-wide in Fall 2023.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
FOUNDATION								
2.1 TEACHING AND LEARNING <i>continued</i>								
c. Implement combined teaching and learning/digital learning strategy	Complete	On Track	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Begin draft combined teaching and learning/digital learning strategy				Development continues on a holistic strategy, focused on teaching, learning, digital learning and innovation, with a first draft underway in Spring 2024.

2.2 FINANCES

NIC has a long history of strong and sound financial management, in keeping with our responsibility to the Province and people of the region. This ensures our sustainability over the long term, giving confidence to students and employees, as we recover from the pandemic and guard against future challenges and threats to our financial security. **We will develop a responsive financial model to eliminate the deficit and create fiscal health.**

Outcome: Fiscal strength

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
FOUNDATION								
2.2 FINANCES								
a. Balanced budget within three years of the pandemic ending	Balanced	On Track	Projected: (\$1.5M) Actual: \$57K	(\$793K)	(\$643K)	0	\$100K	NIC is continuing to recover revenues lost during the pandemic. The actual deficit for 2022/23 is slightly lower than the projected amount, and the Ministry has approved the projected deficit for 2023/24.
b. Long-term financial health (positive net asset position)	> \$2.8M	On Track	Projection in 2021: \$3.9M Current Projections: 4.1M Actual: \$5.4M	\$2.8M	\$2.1M	\$2.1M	\$2.2M	NIC's net assets remain in a good position, due to the small surplus produced in fiscal year 2021/22 and the lower-than-anticipated deficit in 2022/23. The erosion of NIC's net assets hasn't been as significant as estimated at the beginning of the pandemic, maintaining these funds for future use.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

2.3 INFORMATION TECHNOLOGY

NIC's need for a more robust and effective Information Technology (IT) framework was reinforced throughout the pandemic. A solid network, resilient hardware and an integrated suite of applications and services for students and employees require additional investment to meet 21st-century learning needs. **We will actively and intentionally leverage our IT capacity through planning and investment.**

Outcome: Resilient, stable and secure IT services with predictable costs

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W					
FOUNDATION								
2.3 INFORMATION TECHNOLOGY								
a. Implement IT Service Management (ITSM) model*	Complete	On Track						Extended inventory planning/implementation continues, and knowledge base is also progressing. Both efforts have slowed due to core business needs but fundamentally remain on track. Notable progress bringing the HR/Payroll teams onboard with the Service Desk. Upcoming efforts will utilize the ITSM approach and tool to develop an improved change management process.

* IT Service Management Model (ITSM) is a set of policies, practices and procedures for consistently improving the processes, activities and supports required to deliver customer-service oriented technologies in alignment with business goals.

2.4 INTEGRATED ENROLMENT

Integrated enrolment planning is a collaborative, college-wide process to ensure NIC offers, administers and promotes a forward-thinking and relevant mix of program types and student spaces in the region and beyond. Important planning considerations include government priorities, labour market needs and, most importantly, student demand. **We will adjust our offerings through data-driven, program-specific, regionally responsive, collaborative enrolment planning and review that responds to student demand and guides our resourcing.**

Outcome: Optimum college-wide domestic and international enrolment

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
FOUNDATION								
2.4 INTEGRATED ENROLMENT								
a. Define optimum enrolment for NIC	Complete	Complete	Su F	W Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp				
								The Education Team continues its work in enrolment planning to meet the College's enrolment targets, set at 3,000 FTEs by 2026. The FTE measure may need to be reconsidered, as Ministry directions for shorter, faster, labour-market-focused programming continue.
b. Implement enrolment targets for all programs	Complete	Complete						
								Annual program targets are in place, and a new integrated Enrolment planning process has been developed to promote the offering of a forward-thinking, relevant mix of programs and student spaces in the region and beyond.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

2.5 CAMPUSES AND CENTRES

Since 1975, NIC's facilities have changed with the region's needs. Once a collection of 24 regional learning centres, NIC now operates four campuses in Campbell River, Comox Valley, Port Alberni and M̓ixalakw̓ila (Port Hardy) and the Ucluelet centre. In 2019, we opened the temporary St. Joe's location of the Comox Valley campus to meet burgeoning program needs. **We will review the capacity of our teaching locations, re-imagine our places, spaces and programming and support the development of living-learning communities* through student housing.**

Outcome: Thriving, inspired and integrated campuses and centres

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	
FOUNDATION													
2.5 CAMPUSES AND CENTRES													
a. Develop Campus Master Planning concepts and share with communities	Complete	On Track				M̓ixalakw̓ila complete				Comox Valley complete			Campus planning continues to support key projects: replacing the Tebo Centre in Port Alberni and the Village portables in Comox Valley and expanding the Campbell River campus. The new Port Alberni Campus Plan was approved by the Board of Governors in February 2023 and presented to the community in March.
						Port Alberni complete				Campbell River complete			
b. Establish a fully operational NIC Housing Commons at the Comox Valley campus	Complete	On Track				Tree removal/site clearance							Under the direction of design-build team, Urban One, the building site was cleared in Winter 2023. Building permits will be reviewed by the City of Courtenay this summer, and construction will begin in Fall 2023. A new Student Housing Manager joined the College in April and is supporting the Student Housing Operations Committee in meeting operating milestones.
						Operational development begins							Housing opens

* Living-learning communities are places where students live in a supported environment that directly connects them to peers and supports.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

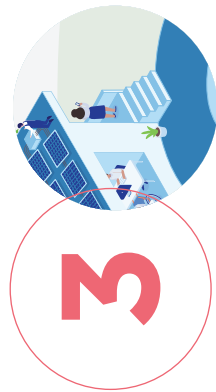
2.6 RISK MANAGEMENT

Risk is inherent in many aspects of post-secondary operations, and as we cannot eliminate all risk, a coordinated approach to risk management is critical to help us think through what might happen as we position ourselves to harness the present and embrace the future. **We will manage risk effectively in order to protect and enhance the value that NIC delivers to the community.**

Outcome: Informed decision-making and a proactive risk management culture

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
FOUNDATION								
2.6 RISK MANAGEMENT								
a. Develop and implement a College-wide risk management program	Complete	On Track	Su F	W Su/FW/Sp Su/FW/Sp Su/FW/Sp Su/FW/Sp Su/FW/Sp	W Su/FW/Sp Su/FW/Sp Su/FW/Sp Su/FW/Sp Su/FW/Sp	W Su/FW/Sp Su/FW/Sp Su/FW/Sp Su/FW/Sp	W Su/FW/Sp Su/FW/Sp Su/FW/Sp	NEW Adding this as a new BUILD goal demonstrates the College's commitment to risk management. Work is underway to develop NIC's risk management program framework and guidelines.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet Not started



Frame



From the moment students enter the college, our services support their learning experiences. With “we are NICE” setting the tone, our learning services integrate with our many and varied courses and programs to ensure students are supported. **We will embed caring learning services that support students in their studies.**

3.1 STUDENT WELL-BEING

Health and wellness begins with knowing students as individuals, treating each student fairly and equitably, and celebrating and learning from their diversity. **We will embed student well-being into programming to improve accessibility and build connections between students as they balance their responsibilities.**

Outcome: Increased student-well-being

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
FRAME								
3.1 STUDENT WELL-BEING a. Develop and implement a Student Mental Health and Well-Being plan	Complete	Complete	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	
			Plan complete	Implementation plan complete	Recruit for CARE ² Advisory Committee	2023 CARE ² Dashboard		

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet Not started

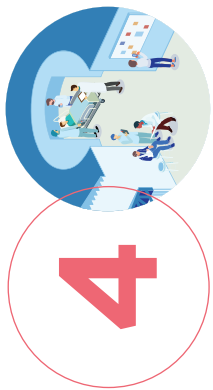
3.2 STUDENT SUPPORT AND PERSISTENCE

NIC students are never alone on their educational path. While each student's situation is unique, financial stress, lack of childcare, the wrong learning path, under-developed study skills, learning struggles, inter-personal conflict, and feeling a lack of belonging can all factor into their ability to reach their educational goals. **We will seamlessly integrate in-class and out-of-class experiences to support students in completing their studies.**

Outcome: Retain students with proactive support strategies

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	Su	F	W/Sp	Su	F	W/Sp	Su	F	
FRAME													
3.2 STUDENT SUPPORT AND PERSISTENCE													
a. Increase first-year student retention (Fall to Fall) above 47%	> 47%	On Track	52% retention (Fall 2021)		57% retention (Fall 2022)								The next report will be in Fall 2023. This measure is expected to remain on track.
b. Maintain or increase \$ scholarships, bursaries, awards and emergency funds available to students	≥ \$500K	On Track	≥ \$540K		≥ \$635K								The 2023 awards program distributed \$545,090 to 450 students. The 2024 awards program is projected to have \$530K-\$540K available for distribution.
c. Increase # of childcare spaces above 94	>94	On Track	Inventory of seats complete		Explore expansion opportunities								NIC has secured funding to support 75 new childcare seats at the Comox Valley campus.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started



Doorways

Learning is a journey towards self-discovery, personal growth and socio-economic prosperity. At NIC, our passionate commitment to life-long learning ensures we provide relevant and accessible learning opportunities for all. For many students, access also means valuing their life experiences and being able to choose what, how and when they progress through their studies. **We will increase the many ways students can access education and training at NIC.**

4.1 PROGRAM ENTRY

At NIC we recognize that learning happens in a variety of ways, both inside and outside traditional classrooms. We will enable more students to achieve their goals through NIC. **We will review programs to ensure they support students with multiple access points and provide pathways to learning for under-represented students.**

Outcome: Wider access to courses and programs

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W	
DOORWAYS								
4.1 PROGRAM ENTRY								
a. Increase the % of full-time equivalents (FTEs)* in access** courses and initiatives above 40%	> 40%	On Track	72%	60%				The College continues to source one-time funding opportunities in collaboration with community partners, including Indigenous Nations, to support in-person and digital programming throughout the college region.

* Full-time Equivalent (FTE) is the metric used to measure enrolment across BC public post-secondary institutions. Full-time students count as one FTE while students taking part-time course loads count as less than one FTE.

** Access includes off-campus, non-traditional credit courses delivered at a time or place that is more available to students. This involves programs delivered off-campus, face-to-face, across the region, Adult Basic Education, Employment Transition, Joy of Lifelong Learning, dual credit and dual admission courses as well as evening and weekend courses.

4.2 LEARNING AND SERVICES

Time and place can render post-secondary learning and services inaccessible for students with multiple family and work commitments. **We will increase access to education and training by offering students flexible learning and service options.**

Outcome: Serve more adult students through flexible delivery

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	
DOORWAYS													
4.2 LEARNING AND SERVICES													
a. Increase % of courses with more than one entry point per year above 27%	> 27%	On Track	28%		28%								The College was successful in sourcing funding to support the offering of both credential and non-credential programs. These were offered throughout the college region with multiple points of entry through the academic year.
b. Increase the % of courses with multiple modes of delivery above 9%	> 9%	On Track	44%		33%								The Centre for Teaching and Learning Innovation (CTLI) continues to support and provide guidance to faculty, successfully delivering courses through multiple modes, including digital, in-person and blended.
c. Develop and implement fully operational digital service strategy	Complete	On Track	Digital service strategy complete										The Digital Service Strategy was approved in April 2023 and will be operationalized in Fall 2023.
			Digital service strategy implementation										

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

4.3 PATHWAYS TO LEARNING

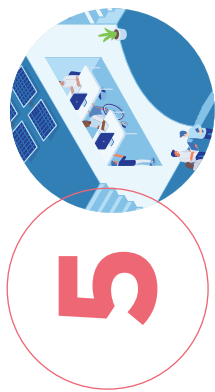
NIC links students, community, employers, industry and educational institutions. We welcome students from educational institutions on Vancouver Island, across BC and around the world. We are a gateway for learning.

We will connect students to learning opportunities close to home and across BC.

Outcome: Seamless transitions to and from NIC

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS						
			Su	F	W	Su	F	W	Su	F	W	Su		F	W	Su	F	W	Su
DOORWAYS																			
4.3 PATHWAYS TO LEARNING																			
a. Maintain dual credit enrolment above 170	> 170	On Track				253 enrolments													Through the collective efforts of Student Services and the Education Team, the College successfully enrolled 275 students in dual credit courses.
b. Maintain or increase the # of partnership agreements each year, equal to or above 16	≥ 16	On Track				16 partnership agreements													Continued success in this measure is attributed to the combined efforts of Student Services and the Education Team in fostering and formalizing strategic educational agreements with other post-secondary institutions and educational partners.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet Not started



ROOMS

NIC will implement intellectual and cultural traditions of Indigenous peoples through curriculum and learning approaches and relevant to learners and communities.

Learning is NIC's reason for being. Our high-quality, relevant and responsive programming draws students from across BC and around the world. COVID-19 has shifted local and global industries, regional labour markets, employment rates and individual student needs. **We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.**

5.1 INDIGENOUS-LED EDUCATION

Serving the distinct 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions has strengthened NIC's programming, spaces and services. With the guidance of Indigenous leadership, Elders, students and employees, we are committed to supporting Indigenous-led education and celebrating Indigenous knowledge. **We will work collaboratively with Indigenous communities to develop and deliver unique programming that incorporates Indigenous knowledge, language and culture.**

Outcome: Indigenous-led learning

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
ROOMS								
5.1 INDIGENOUS-LED EDUCATION								
a. Maintain or increase % of FTE Indigenous students* greater than or equal to representation in the population	≥ 14%	On Track	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp	Strategies outlined in the <i>Working Together</i> Indigenization Plan are supporting success in this measure. In 2022/23, the College established 10 partnerships and educational agreements with Indigenous communities. Priority admission was renewed for all Health and Human Service programs and added to all Trades programs for the 2023/24 academic year.
b. Maintain or increase % of Indigenous students satisfied with NIC's help in achieving educational goals, above or equal to 90%	≥ 90%	On Track	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp	The 2023 NIC Indigenous Student Satisfaction Survey will be conducted in November 2023, and data will be included in the January 2024 dashboard.

* Inclusive of First Nations, Métis, Inuit and their communities, arts, cultures and histories in Canada.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
ROOMS								
5.1 INDIGENOUS-LED EDUCATION								
c. Implement Indigenization Plan recommendations	Complete	On Track	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Indigenization Plan costing complete	Year 1 Working Together Dashboard complete	Year 2 Working Together Dashboard complete		The Year 2 Dashboard of NIC's Indigenization Plan, <i>Working Together</i> , will be approved by the Indigenous Education Council in Fall 2023.

5.2 COMMUNITY-CONNECTED LEARNING

Community-driven, applied learning provides students with tactile understandings of their studies and new connections to employers and industry. **We will enrich student learning through student-centred, community-relevant learning.**

Outcome: Place-based learning

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
ROOMS								
5.2 COMMUNITY-CONNECTED LEARNING								
a. Maintain or increase the # of students participating in co-ops, practicums, internships and work-integrated learning experiences to over 700 participants	> 700	On Track	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	916 students	921 students			921 students participated in co-ops, practicums, internships and/or work-integrated learning (WIL) in 2022/23. WIL is a powerful form of experiential education, helping students forge new career paths and new networks for success in a rapidly changing world.
b. Implement place-based learning initiatives in program renewal plans	Complete	On Track		Strategy implemented				Within their renewal plans — which identify and prioritize goals against the benchmarks and targets outlined in <i>Widening Our Doorways</i> and <i>Working Together</i> — program areas continue the strategy to infuse place-based learning. New initiatives include the offering of the Awinakola ABE program at the Mixalakwila campus and the first offering of the Island Pre-health diploma program.
c. Open an expanded and fully operational integrated child-care and learning facility at the Comox Valley campus	Complete	On Track	Business case development	Business case approved	Builder selected	Academic & child-care spaces open		The Province has committed \$14.2M toward the new \$14.7M Centre of Excellence in Early Learning at the Comox Valley campus. Design plans will be finalized this summer and a builder contracted in Fall 2023. Consultations with Beaufort Children's Centre (the main operator) continue, and NIC is providing operational planning support.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING

Rapid economic and social change is being unevenly felt across the region. Students now need more accessible skills and credentials that provide access to changing economies.

We will offer individualized and customized education and training to meet the changing needs of students, industry and communities.

Outcome: Individualized advising support and customizable training or programs

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	
ROOMS													
5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING													
a. Increase # of students with advising support above 425 students	> 425	On Track	547		543	576							576 students have been assigned to an advisor.
b. Maintain or increase # of short-term and micro-credential programs above 14	≥ 14	On Track	24		26								NIC's Education Team successfully secured one-time funding agreements to develop and deliver 26 short-term, customized micro-credentials and programs throughout the college region.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

5.4 GLOBAL LEARNING

Global learning enriches the educational experience of all students at NIC, builds a diverse campus community and supports NIC's sustainability. It brings the world to NIC and provides all students opportunities to study, learn and gain international experience. COVID-19 is affecting student mobility worldwide, with many students beginning their studies in their home countries. We value international students' many contributions to the communities we serve and look forward to connecting international and Indigenous students with communities through learning.

We will develop a phased plan to broaden and renew international education at NIC.

Outcome: Revitalize and diversify international engagement at NIC

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS	
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F		W/Sp
ROOMS														
5.4 GLOBAL LEARNING														
a. Increase # of new international student enrollments each year above 214 new students	> 214	On Track											194 new students in academic year 21/22 304 new students in academic year 22/23	304 new international students joined NIC this academic year. September 2023 intake numbers are nearing capacity in all academic, vocational and human services programs, and Winter 2024 intake is looking strong.
b. Increase # of agreements, including one international project by 2023 and 20+ students engaged internationally	Complete	Complete											One international project New Tanzania project 45 study-abroad scholarships 5 faculty engaged internationally 20+ students engaged internationally	The Office of Global Engagement (OGE) secured a new international project in Tanzania and granted 45 study-abroad scholarships for students participating either physically or virtually in mobility education in several countries. Faculty were supported to create new programming in Brazil and to develop new virtual exchange programs.
c. Maintain or increase % of international student responses (agree/strongly agree) that NIC provides a supportive learning environment above 81%	≥ 81%	On Track											84% Next survey conducted	Next survey will be conducted in 2025.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

5.5 PROGRAM RESPONSE AND RENEWAL

NIC's courses and programs must continuously evolve to be responsive to the changing needs of students, communities, businesses and industries across the region. In a world where there are growing questions about the value and relevancy of post-secondary education, we strive to be the touchpoint for the region's students. **NIC will continue to deliver high-quality, relevant and responsive programming.**

Outcome: High-quality, relevant and responsive programming

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS							
			Su	F	W	Sp	F	W	Sp	F	W	Sp	F	W	Sp
ROOMS															
5.5 PROGRAM RESPONSE AND RENEWAL															
a. Complete renewal plans* for all programs	Complete	Complete	Program renewal plans complete	2022/23 Progress Reports Complete	2023/24 Renewal Plans Complete			Program areas provided progress reports on their 2022/23 renewal plans at the end of May 2023. Departments will submit updated renewal plans for the 2023/24 academic year by the end of June 2023.							
b. Complete Provincial Quality Assurance Process Audit (QAPA)**	Complete	On Track	QAPA orientation	QAPA Panel Visit	Institutional report submitted			NIC's program review process launched six new programs this spring and engaged in a QAPA orientation with the Ministry. In June, three to four programs for review will be identified. NIC's institutional report will be submitted in late September 2023, with the QAPA panel visit scheduled for November. Quality Student Learning info sessions and workshops, engaging the college community, were held this spring, and further engagements are scheduled for Fall 2023.							

* Program renewal plans provide programming and embedded services for workers, small business owners and industries negatively affected by the pandemic.

** An external review process, required by all public post-secondary institutions, Government of BC website: bit.ly/BCQAPA



Windows

At NIC, we champion the value of post-secondary education and training and deliver high-quality learning and training experiences. When asked, over 90% of students tell us they are satisfied with their education, say our quality of instruction is high and feel well prepared for further studies.* Yet, there remains a lack of awareness about who we are, what we do and what sets us apart from other post-secondary institutions. **We will raise awareness about the quality and diversity of learning at NIC.**

NIC will support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous peoples.

6.1 BRAND AND IDENTITY

NIC operates in an increasingly crowded post-secondary marketplace, occupied by public and private post-secondary institutions and non-traditional digital providers. **We will build on history and culture to establish our distinct place in an increasingly competitive post-secondary landscape.**

Outcome: Clearly describe who we are, what we do and for whom we do it

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
WINDOWS								
6.1 BRAND AND IDENTITY								
a. Establish brand with better overall role and scope of the College	Complete	On Track	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp	Internal/external audits complete Tactical plan operative Brand architecture finalized Brand strategy complete Consultant recommendations received Brand strategy consultant secured
Consultant work completed on time, and Marketing and Future Students team is working with the recommendations to refine brand ecosystem for soft launch in Fall 2023 and full brand refresh launch in Winter 2024.								

* Based on BC Student Outcomes Survey of Diploma, Associate Degree, and Certificate Students, survey year 2022, data prepared by BC Stats

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

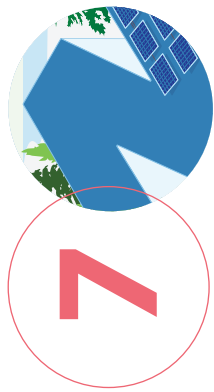
6.2 MARKETING & RECRUITMENT

Engaging marketing, relevant recruitment and supportive advising will enable more students to meet their goals. NIC's digital presence must be responsive to a rapidly changing online landscape to effectively empower student recruitment, retention and engagement. **We will integrate marketing, recruitment and advising strategies to better serve students.**

Outcome: Better coordinate and strengthen how we communicate the value of our programs to prospective students*

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	
WINDOWS								
6.2 MARKETING & RECRUITMENT								
a. Establish a clearly defined student audience profile for all areas of study	Complete	On Track		On Track	Audience profiles complete			Guided by brand report recommendations, the Marketing and Future Students team is refining personas in Spring/Summer 2023.
b. Implement annual marketing and recruitment plans	Complete	Complete		Complete	2023/24 tactical plan complete			In consultation with program-area leads and informed by the 2022/23 campaigns and promotional initiatives, Marketing and Future Students is developing the 2024/25 recruitment and marketing tactical plan for domestic audiences. The plan will retain the current digital-first strategy, offer refined targeting of promotions directed to mature learners and include the January 2024 launch of NIC's refreshed brand. The plan will be accessible to the internal NIC community on the college portal.

* A person from any demographic or community who has expressed interest in studying at NIC for any amount of time.



Roof



Good governance puts values and principles into practice every day. It ensures programs are accountable to the people who fund our work, including governments, the public and students, and our social responsibilities to each other and the planet. **We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.**

7.1 RECONCILIATION

Meaningful reconciliation with Indigenous Peoples and communities requires inclusive policies and processes that invite Indigenous participation and perspectives in NIC decision-making. **We will include Indigenous worldviews in governance processes across the College.**

Outcome: Adoption of the Truth and Reconciliation Commission's (TRC) Calls to Action for education and the UN Declaration on the Rights of Indigenous Peoples

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp					
ROOF								
7.1 RECONCILIATION								
a. 75% of employees complete NIC-specific Indigenous intercultural competency training	≥ 75%	Behind & No data yet		Behind	Behind	Behind	Behind	Development continues on the NIC-specific cultural training framework, with four of seven modules complete. The revised completion goal is Fall 2023. Under the direction of our regional Nations, storytelling videos and interviews are being conducted through the summer to integrate into the training.
b. 100% of all named program areas with clear measurable commitments to address specific TRC Calls to Action for education	Complete	Complete	Complete	Complete	Complete	Complete	Complete	This measurable has been achieved — all program areas have made commitments to address this goal.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

7.2 DIVERSITY, EQUITY AND INCLUSION

Everybody has the right to see themselves respectfully represented in the NIC community and its places. This is a core value, central to our mission and integral to students and employees alike. **We will meaningfully foster diversity, equity and inclusion by creating safe learning and workplaces and eliminating the inequities in NIC classrooms, systems and structures.**

Outcome: A diverse, equitable and inclusive college that welcomes all



YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS	
			Su	F	Su	F	W/Sp	Su	F	W/Sp	Su	F		W/Sp
7.2 DIVERSITY, EQUITY AND INCLUSION														
a. Maintain or increase 88% (2020) of students that agree strongly with "I am respected regardless of my personal characteristics, identity or background."	≥ 88%	On Track												The Student Affairs team is building on initiatives, including the CARE ² Plan, Accessibility Plan, new counseling model and revised conduct processes to achieve success in this measure.
b. Maintain or increase 88% of students that agree or strongly agree with "My institution values diversity."	≥ 88%	On Track												Through the initiatives noted in 7.2.a., Student Affairs is striving to increase the number of students who feel that NIC values diversity. NIC's People Plan is expected to positively impact success in this measure and help ensure a great student experience for every student. Next survey will be launched in 2025.
c. Implement Diversity, Equity and Inclusion Strategy	Complete	On Track												The Accessibility Advisory Committee formed in Spring 2023 was tasked with drafting NIC's first Accessibility Plan by June 2023. The plan will be finalized by the September 2023 legislated deadline and will help inform the development of the broader DEI strategy.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

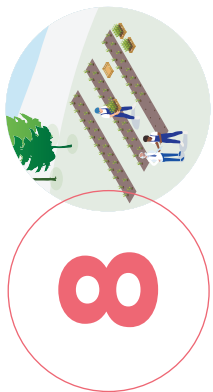
7.3 TRANSPARENCY AND ACCOUNTABILITY

Transparent decision-making builds a culture of trust and respect. We will facilitate open dialogue, collaboration, and consultation, to manage risk, achieve our goals, and obtain results.

Outcome: Clear, productive and accountable organizational structure that uses a respectful and consultative decision-making framework

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W	Su F W Sp	Su F W Sp	Su F W Sp	Su F W Sp	
ROOF								
7.3 TRANSPARENCY AND ACCOUNTABILITY								
a. Implement new administrative structures, teams and operational committees to meet strategic and operational needs	Complete	Complete						Being revised as needed.
b. Increase engagement with the North Island Students' Union (NISU)	Complete	Complete						The VP, Students & Community Engagement and the Executive Director, NISU meet regularly to advance integrated planning and collaboration through the Campus Life Advisory Committee. Events include orientations, end-of-term lunches (for students and employees), Thrive events, Black History Month, Pink Shirt Day, Transgender Day of Visibility and Mental Health week. NISU has also increased its participation in administrative selection committees and college-wide committees.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet Not started



Environment

The places where we live, learn, work and play matter. The incredibly biodiverse coastal mountains, ocean and forests which form the landscape we live on are key to our identities, inspire us and support the health and economies of people. **We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.**

8.1 CLIMATE AND SUSTAINABILITY

As a forward-focused organization that improves people's futures through education and training, NIC is grateful to support people in the region in their environmental efforts. This includes the most vulnerable members of society, who disproportionately experience the impacts of climate change. **We will combat climate change through education, research and operations.**

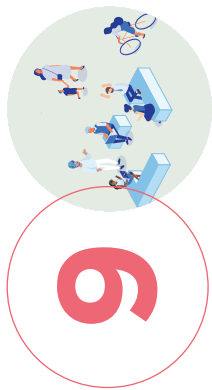
Outcome: Climate change education and research

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
a. Reduce greenhouse gas emissions	Complete	On Track	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su F W Su/F W/Sp Su/F W/Sp	NIC's greenhouse gas emissions in 2022 were 12% lower than in 2010 (944 tonnes vs. 1,069 tonnes). We are on track to meet CleanBC's 2025 target of a 16% reduction in emissions, focusing on reducing emissions created through building operations, paper use and transportation..
ENVIRONMENT								
8.1 CLIMATE AND SUSTAINABILITY								

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet Not started

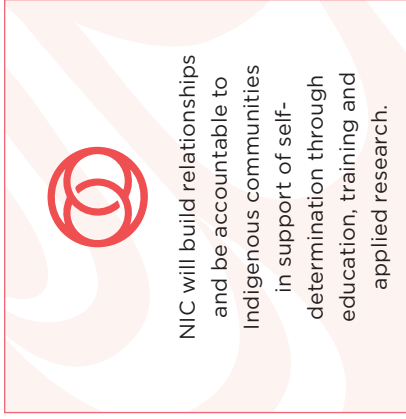
YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22		YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS	
			Su	F	W	Su	F	W	Su	F	W	Su		F
ENVIRONMENT														
8.1 CLIMATE AND SUSTAINABILITY														
b.	Implement process to track # of courses, research and applied learning initiatives that include sustainability	Complete	On Track					Process established						Sustainability outcomes were incorporated in 18 applied-research initiatives, including the study of forage-fish populations in collaboration with Project Watershed, the support of Kwiakah First Nation in assessing wild kelp beds in their territory and the restoration of kelp habitat.
c.	Explore adoption of the Sustainability Tracking Assessment and Rating System for Higher Education (STARS)	Complete	On Track					Decision on tracking system						The Sustainability Tracking Assessment and Rating System (STARS) is a global standard for higher education. We have met with post-secondary partners to better understand the value of STARS and have conducted a gap analysis to help inform the College's decision.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started



Communities

Communities come together through NIC. We anchor the region's communities through education, training, knowledge and innovation. We work with people, industry, Indigenous and not-for-profit organizations to enrich learning. The mutually beneficial exchange of knowledge and resources leads to healthy and thriving people and communities. It also leads to a healthy college. **We will serve the social and economic development needs of the people and region.**



9.1 SERVING THE PEOPLE OF THE REGION

Each of the communities in the region we serve is unique in their cultures, economies and access to digital technology and infrastructure. Before the pandemic, fewer people across the region were prepared for further education than the provincial average; and the pandemic may have created new obstacles on their educational path. We believe all students and communities should have access to education. **We will serve all communities, including those with barriers to participation in education and the economy.**

Outcome: Higher enrolment from within the region

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	Su/F W/Sp	
COMMUNITIES								
9.1 SERVING THE PEOPLE OF THE REGION								
a. Increase above 278 the # of students participating in custom regional and in-community programming	> 278	On Track	353	374				Success in this measure has been achieved through the ongoing initiatives set out in <i>Widening Our Doorways 2026</i> .

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

9.2 COMMUNITY ENGAGEMENT

NIC is a meeting place where communities come together and work to enrich the region's health and sustainability through education. This is possible only if we are in conversation with those around us, if we are open to hearing a diverse range of voices and if we are committed to work in concert to tackle the issues in front of us. **We will support the people and communities we serve through active collaboration and engagement.**

Outcome: To be at the heart of civic conversations

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS	
			Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W	Su F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W Su/F W		
COMMUNITIES									
9.2 COMMUNITY ENGAGEMENT									
a. Create community-engagement strategy	Complete	Complete	<div style="background-color: #4CAF50; width: 100%; height: 15px; margin-bottom: 5px;"></div> Consultation complete	<div style="background-color: #4CAF50; width: 100%; height: 15px; margin-bottom: 5px;"></div> Draft strategy in development	<div style="background-color: #4CAF50; width: 100%; height: 15px; margin-bottom: 5px;"></div> Draft strategy complete	<div style="background-color: #4CAF50; width: 100%; height: 15px; margin-bottom: 5px;"></div> Final strategy approved	<div style="background-color: #4CAF50; width: 100%; height: 15px; margin-bottom: 5px;"></div> Final strategy shared with external consultees		An Advisory Committee to support strategy operation is being developed.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION

NIC is a publicly funded college established by the provincial government to serve the people and communities of the region. In doing so, we support the region's health and sustainability. **We will intentionally use human, financial and physical resources to promote social and economic development.**

Outcome: To be a hub for knowledge, service and innovation in the North Island

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su F W	Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	Su/F W/Sp Su/F W/Sp Su/F W/Sp Su/F W/Sp	
COMMUNITIES								
9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION								
a. Create alumni-relations capacity	Complete	On Track	Alumni-relations readiness assessment complete Capacity plan complete	Alumni-relations readiness assessment complete Alumni Relations established	Alumni Relations established	Alumni Relations established	Alumni Relations established	The alumni-relations readiness assessment advises that capacity in this area be built prior to the formation of an association. Anticipate successful hire of Alumni Relations Liaison and beginning work on developing the alumni-relations program in Fall 2023.
b. Increase the number of active community partnerships to enhance programming	12	On Track	18 partnerships	31 partnerships	Alumni Relations Liaison job description approved and posted			Community Engagement continues to foster dialogue within NIC and throughout the communities we serve, and in fiscal year 2022/23, community partnerships have expanded to 31.
c. Increase # of students involved in research projects to greater than 13 students	> 13	On Track	13 students	30 students	30 students	28 students		In 2022/23 fiscal year, 16 NIC students were hired to participate in research projects, and another 14 students participated as part of their course work.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started



RECEIVED

21Jul2023

TOWN OF COMOX



RESOURCE BREAKFAST SERIES Mining - Energy - Forestry

LOG: 23-277	REFER:	AGENDA: RCM 09Aug2023
FILE: 0390-01	ACTION: MR	

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Copies - Council
-JW/SR/LP

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

Dear Mayor and Council,

Re: Invitation to the 10th Annual Resource Breakfast Series – September 19, 21, 22, 2023

It is my pleasure to invite you to attend the 10th Annual Resource Breakfast Series scheduled for September 19, 21 and 22, 2023 at the Terminal City Club in Vancouver, BC. Over the past decade, the Resource Breakfast Series has become a staple event bringing together Mayors, Councillors, the Resource Sector and Provincial Government for meaningful conversations that help drive progress amongst the communities in British Columbia.

Event Details:

Date:	September 19, 21, 22, 2023	Location:	Terminal City Club, Vancouver
Time:	7:00 – 8:30 am	Dress Code:	Business Casual
Style:	Plated Breakfast	Price:	\$31.00 + tax per breakfast

Registration: <https://www.eventbrite.ca/e/10th-annual-resource-breakfast-series-tickets-664748339177>

The 10th iteration of the event will provide a platform for Resource Ministers to engage and share the latest initiatives and developments from their Ministries. We are pleased to announce the following Ministers have confirmed to speak over the span of three mornings: **Honourable Josie Osborne**, *Minister of Energy, Mines and Low Carbon Innovation*, **Honourable Bruce Ralston**, *Minister of Forests* and **Honourable Nathan Cullen**, *Minister of Water, Land and Resource Stewardship*.

The Resource Breakfast Series is not affiliated with the Union of BC Municipalities but is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC’s natural resource sector and its importance to the communities and economy of the province. This is an invite only event to local area government leaders, Provincial Ministers, MLAs, and MPs.

We look forward to seeing you at the 10th Annual Resource Breakfast Series. Please reach out if you have any questions.

Sincerely,

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



580 – 688 West Hastings Street
Vancouver, British Columbia
V6B 1P1, Canada

(604) 343-4847
info@c3alliancecorp.ca
www.c3alliancecorp.ca



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

RECEIVED

JUL 18 2023

JUL 26 2023

Her Worship Nicole Minions
Mayor of Comox
Office of the Mayor
1809 Beaufort Avenue
Comox BC V9M 1R9

TOWN OF COMOX

LOG: 22-287	REFER:	AGENDA: RCM 09Aug2023
FILE: 6640-01	ACTION: file	

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Copies - Council
- JW/SR/MK/LP

Dear Madam Mayor:

I am writing in response to your letter of February 8, 2023, addressed to the Honourable Anita Anand, Minister of National Defence, requesting the Department of National Defence (DND) to examine the Comox Airport Zoning Regulations in view of advancements in other airport zoning regulations and the housing crises in the Comox Valley. The Minister has asked the Department to review your correspondence and reply on her behalf.

I appreciate your comments and the issues raised, and I am pleased to share with you the following update. The Assistant Deputy Minister (Infrastructure and Environment), 1 Canadian Air Division, and 19 Wing Comox have created an Aerodrome Zoning Program to address the Aerodrome Zoning Regulations (AZR) at all DND aerodromes, including Comox, which is the initial aerodrome for redeveloping appropriate AZRs.

I understand that the Air Zoning Program staff are planning to meet with the City of Comox and Courtenay to better understand their future development plans. In this regard, the Royal Canadian Air Force (RCAF) is committed to working with our civic partners in their development efforts while ensuring future operational effectiveness of the RCAF.

Should you require further information, I invite you to contact Isabelle Beaudin, Senior Geomatics Analyst, Director Real Property Services, by email at LROAerodromeZoning@BEIZona.gc.ca.

I hope that this information is helpful, and thank you for writing.

Yours sincerely,

Anne Bank
Acting National Defence Corporate Secretary



LOG: 23-289	REFER:	AGENDA: RCM 09Aug2023
FILE: 1855-03/C\	ACTION: file	



July 26, 2023 o - cfile 1855-03/CWF
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Mayor Nicole Minions and Council
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

RECEIVED

JUL 28 2023

TOWN OF COMOX

Dear Mayor Nicole Minions and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$352,367.79 is expected to occur in August 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

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

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

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

Sincerely,

Councillor Jen Ford
UBCM President

PC: Clive Freundlich, Director of Finance

RECEIVED

JUL 28 2023

[Redacted]
Comox
[Redacted]

TOWN OF COMOX

July, 2023.

The Mayor and Council
Comox.

LOG: 23-290	REFER:	AGENDA: RCM
FILE: 5350-20/ 23-01	ACTION: MR	09 Aug 23

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JW/SR/KG/GK/CP

Dear Mayor and Councillors,

Re: Multi-Dwelling Automated Curbside Collection Notice

We have recently received your circular relating to the above subject. Thank you for this. Obviously, while this is to improve efficiency and presumably will be more cost effective, we have a couple of concerns.

As we are going to be experiencing increasingly hotter temperatures throughout the summer, we question the decision to only pick up garbage bi-weekly. Obviously, we assume this is to do with cutting costs which is always desirable where possible. However, although the carts have a lid, some of the contents are inevitably going to smell (smelly wrapping paper for example.). Not everyone is going to be disposing of their garbage "by the book".

The other issue that really concerns us is the disposal of diapers. There must be thousands of these disposed of daily throughout the Comox Valley. Are you suggesting these accumulate over a period of two weeks before pick-up. Again, there is the question of odour. Disinfectant can be used, but it is only partially effective. We think it is inappropriate these are left to "fester" for two weeks. Also, used diapers are bulky, so will the carts accommodate two weeks of used diapers plus two weeks of garbage?

We have looked at the website and there is no mention of this at all (diapers). Has this issue been covered.? Perhaps you should think again about bi-weekly pick up for these items.

We hope you will read this letter and give the content serious consideration.

Yours sincerely,

Jack and Kathryn Turner

e-mail address is [Redacted]

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



RECEIVED

July 15, 2023

31 July 2023

LOG: 23-283	REFER:	AGENDA: RCM 09Aug2023
FILE: 5380-01	ACTION: MR	

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File: 0380-30-03

TOWN OF COMOX

Regional District of North
Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9

Ministry of Environment &
Climate Change
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2

Recycle BC
405-221 West Esplanade
North Vancouver, BC
V7M 3J3

Re: Recycling Program for Antifreeze Containers and Used Oil Collection at the Armstrong Spallumcheen Diversion and Disposal Facility

At the Monday, May 1, 2023 Township of Spallumcheen Regular Council Meeting, the following resolution was passed:

"...THAT the Township of Spallumcheen Council recommend a letter be sent to the Regional District of North Okanagan (RDNO), Ministry of Environment and Climate Change, and Recycle BC to support plastic, such as antifreeze containers, and used oil collection/recycle depot at the Armstrong Spallumcheen landfill/transfer station located at 4399 Powerhouse Road, noting that the program should be at no cost due to the environmental fee already being paid at the time of product purchase;

AND THAT the Township of Spallumcheen Council direct staff to carbon-copy the letter to the BC member municipalities and to the Union of British Columbia Municipalities (UBCM) to gain support of Municipal and RDNO landfill/transfer station sites."

The Township Council believes that keeping these types of containers and contaminants out of our landfills is essential to maintaining healthy lands and aquifers.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,

Cindy Webb
Corporate Officer

CW/mw

cc: Member Municipalities

Office of the Chair

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



RECEIVED

02Aug2023

File: 6410-20/CV RGS Amendment

August 2, 2023

TOWN OF COMOX

Sent via: russwurm@comox.ca

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

LOG: 23-288	REFER:	AGENDA: RCM 09Aug2023
FILE: 0400-60	ACTION: MR	

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

Dear Mayor and Council:

Re: Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2

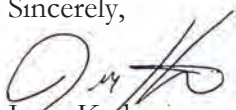
This letter is to advise the Town of Comox Mayor and Council of the initiation of a process to amend the Comox Valley Regional Growth Strategy using a minor amendment process and provide notice to consult with affected local governments and First Nations. The proposed minor amendment will:

- Update population and employment projections, and greenhouse gas emissions reduction targets;
- Update mapping to reflect municipal incorporation of previously electoral area lands;
- Update language to reflect K’ómoks First Nation’s treaty process (in accordance with K’ómoks First Nation’s direction);
- Add reference to “Regional Growth Strategy Action Plans” as a Regional Growth Strategy implementation tool; and
- Remove obsolete references (e.g. “Comox Valley Economic Development Society”).

A report will be provided in the Fall of 2023 to our Board that will include a a consultation plan for consideration. The Town of Comox will have an opportunity to comment on the draft bylaw prior to first reading as per the approved consultation plan.

Full details of the Regional Growth Strategy is available online at <https://www.comoxvalleyrd.ca/RGS>. If you have any questions in the meantime, please contact Alana Mullaly, General Manager of Planning and Development Services, at amullaly@comoxvalleyrd.ca.

Sincerely,


Jesse Ketler
Chair

cc: James Warren, Acting Chief Administrative Officer
Alana Mullaly, General Manager of Planning and Development Services
Robyn Holme, Manager of Long Range and Sustainability Planning
Jordan Wall, Chief Administrative Officer

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

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.

1. WHEREAS for over 90 years, United Way British Columbia has supported the development of healthy, caring and inclusive communities across the province, helping those who need it the most.

2. WHEREAS United Way British Columbia helps people of all ages – from children to seniors – meet their basic needs through child and youth, food access, mental health, seniors and confidential referral (211) programs as well as supporting communities in times of crisis.

3. WHEREAS United Way British Columbia is responsive in finding new and innovative ways to meet the changing and complex needs of our communities, the people who live in them and the social sector that serves them.

4. WHEREAS at the heart of United Way British Columbia's work is local, community driven solutions fueled by the commitment and caring of United Way British Columbia's partners – social services, businesses, government, generous donors, passionate volunteers, Labour and hardworking community champions.

5. WHEREAS United Way BC Day is an opportunity to emphasize the importance of local love in action in the Town of Comox, and to recognize United Way British Columbia's ongoing commitment to offering essential supports and services to Comox's residents thus building a strong, healthy and resilient community.

OFFICE USE ONLY

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

If NO:

- Group not located in Comox Valley
- Event/Request related to political, 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)

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.

RECEIVED

02Aug2023



TOWN OF COMOX

August 2, 2023

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

LOG: 23-292	REFER:	AGENDA: RCM 09Aug2023
FILE: 1855-03	ACTION: MR	

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

Reference: AP8180

Re: 2023 Next Generation 911 Funding – Approval Agreement & Terms and Conditions of Funding

Dear Mayor Minions and Council,

I am pleased to inform you that a grant in the amount of \$45,000 has been approved for the Town of Comox under the Next Generation 911 funding program that is being administered by the Union of BC Municipalities (UBCM).

This funding is to support local preparedness for the implementation of Next Generation 911. Funding is being provided on an allocation-basis and 50% of the approved amount will be issued when the signed copy of this agreement is returned to UBCM. The balance of the grant will be available when UBCM has received and approved the required final report and financial summary.

The Ministry of Citizens' Services has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) The funding is to be used solely for the purpose of local preparedness for the implementation of Next Generation 911;
- (3) All expenditures must meet eligibility and funding requirements as defined in the *Program & Application Guide* (refer to Sections 3 and 4);
- (4) All project activities must be completed within three years and no later than August 2, 2026;
- (5) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 2, 2026;
- (6) Any unused funds must be returned to UBCM within 30 days following the project end date;

The Next Generation 911 program is funded by the Province of BC

Please note that descriptive information regarding eligible recipients will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials may be made available to the provincial government.

If you have any questions, please contact the undersigned at 250-356-2947 or jwoodrow@ubcm.ca.

Sincerely,



Jonas Woodrow, Program Officer

cc. *Jordan Wall, CAO*

Reference: AP8180

Approval Agreement (to be signed by the CAO or designate)

I, _____, authorized designate of the Town of Comox, have read and agree to the general Terms & Conditions and the requirements for funding under the **2023 Next Generation 911** program.

Signature

Date

Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to lqps@ubcm.ca



ANNUAL REPORT 2022



TOWN OF
COMOX

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.

N. 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

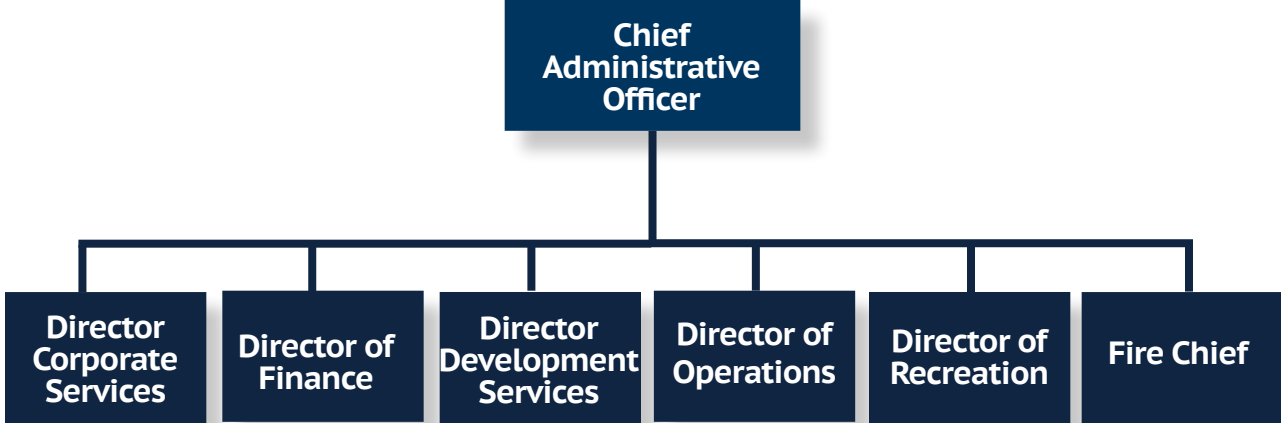
One of the most significant events of 2022 was the loss of our beloved former Mayor, Russ Arnott (2018 – 2022). He was a tireless advocate for our Town and contributed greatly to the success of Comox and the region over the years. His leadership, warmth, respect, and compassion were felt by all who had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

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

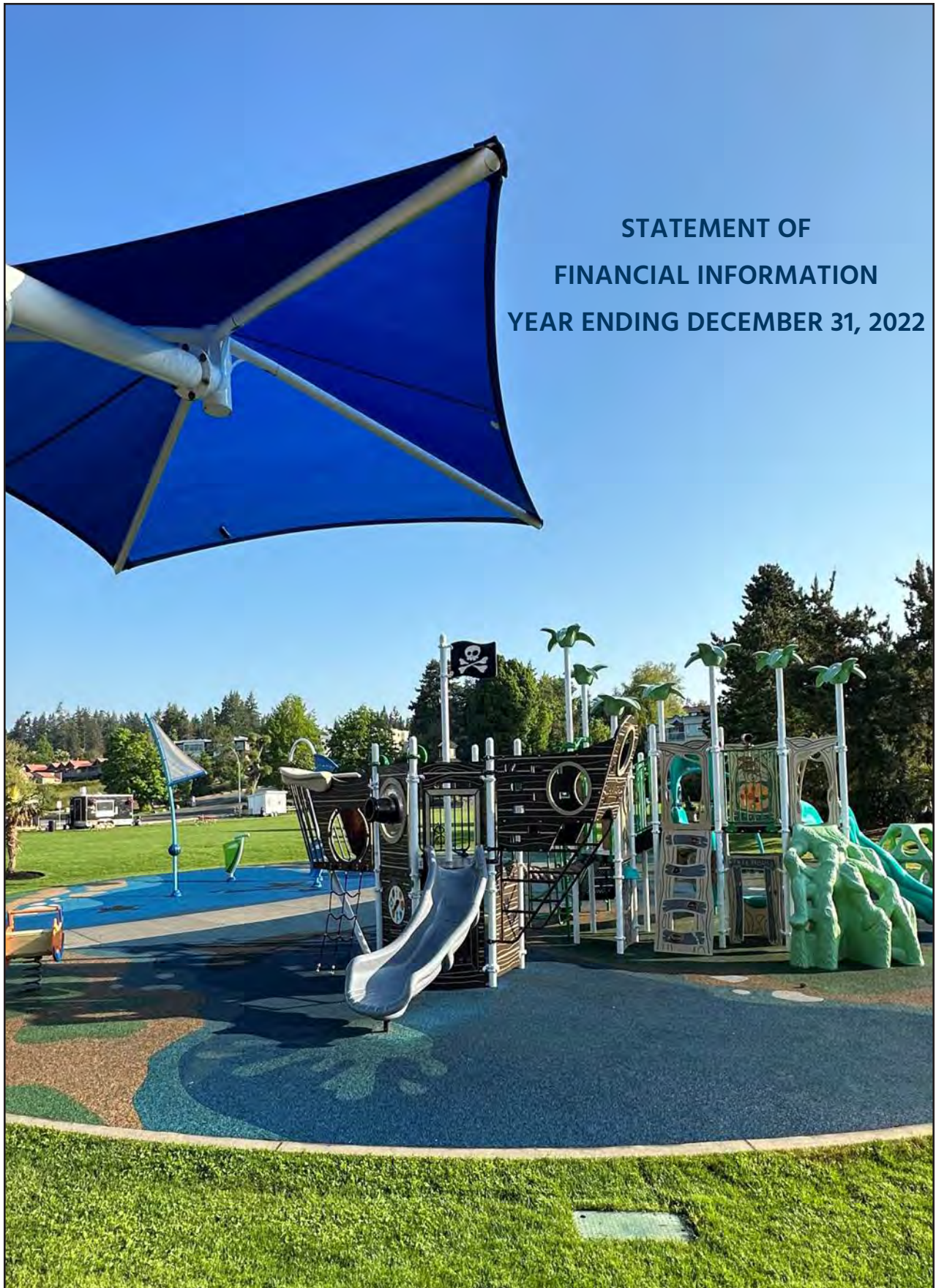
COMPLETED



- 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

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Year Ended December 31, 2022

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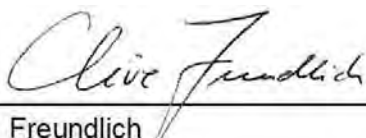
Town of Comox

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
Financial Assets:		
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
	50,022,953	50,589,011
Financial Liabilities:		
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
	18,220,784	20,445,597
Net Financial Assets	31,802,169	30,143,414
Non-financial assets:		
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
	90,130,242	87,142,891
Accumulated surplus	\$ 121,932,411	\$ 117,286,305
Accumulated Surplus consists of:		
Accumulated surplus (Note 16)	122,093,344	117,286,305
Accumulated rereasurement loss	(160,933)	-
Accumulated surplus	\$ 121,932,411	\$ 117,286,305

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
Revenue			
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
	31,135,077	29,514,758	26,769,389
Expenses			
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
	25,331,043	24,707,719	23,631,476
Annual surplus	5,804,034	4,807,039	3,137,913
Accumulated surplus, beginning of year	117,286,305	117,286,305	114,148,392
Accumulated surplus, end of year	\$ 123,090,339	\$ 122,093,344	\$ 117,286,305

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
Accumulated remeasurement losses, beginning of the year	\$ -	\$ -
Unrealized loss attributable to portfolio investments	(160,933)	-
Accumulated remeasurement losses, end of year	\$ (160,933)	\$ -

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
Annual surplus	\$ 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
Net Financial Assets at end of year	\$ 24,149,363	\$ 31,802,169	\$ 30,143,414

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:		
Operating activities:		
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
Investing Activities		
Short-term investing	4,081,177	(4,193,759)
Capital Activities		
Acquisition of tangible capital assets	(6,173,949)	(2,077,686)
Financing activities:		
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
Cash and cash equivalents, end of year	\$ 10,914,514	\$ 6,944,651
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.

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
Total receivables	\$ 1,479,547	\$ 1,934,291

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
Total payables	\$ 3,976,779	\$ 3,370,741

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

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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	\$ -

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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

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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)
Closing balance of Reserve Funds	\$ 20,974,585	\$ 19,366,742

Represented by the following financial assets:

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

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

Schedule 2

	2021	2022				
	Balance	Recognized as Revenue				
	Balance	Refunded				
	Receipts	Interest				
	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
Total Deferred Revenue	1,523,179	3,726,718	9,094	6,198	3,660,125	1,605,064

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
Other Restricted Revenue	6,796,252	363,621	-	(36,807)	255,907	6,867,159
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
Total Restricted Revenue	9,816,952	535,490	-	(36,807)	2,265,779	8,049,856

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
Closing Balance of Equity in Tangible Capital Assets	\$ 89,743,085	\$ 86,803,345

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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
	\$ 89,743,085	\$ 86,803,345

Schedule 4

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

Annual Report 2022

	Totals											
	Land	Land Improvements	Buildings	Equipment	Transportation	Storm Drain	Water Service	Sewer Service	Work in Progress	2022	2021	
Cost												
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	
Accumulated Amortization												
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	Parks,			Marina	Water	Sanitary Sewer	Total All Segments	2022 Budget
						Transportation	Recreation & Culture	Marina					
Revenue													
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	
	14,713,502	947,642	1,857,250	1,151,046	189,332	626,570	2,367,197	450,375	3,586,831	3,625,013	29,514,758	31,135,077	
Expenses													
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	2,342,594	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	
	3,506,695	4,145,253	1,591,869	17,634	763,926	4,267,171	4,944,143	350,981	2,515,835	2,604,212	24,707,719	25,331,043	
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	Parks,			Marina	Water	Sanitary Sewer	Total All Segments	2021 Budget
						Transportation	Recreation & Culture	Marina					
Revenue													
Property taxation	\$ 11,415,653	\$ -	\$ -	\$ -	\$ 73,008	\$ 4,713	\$ -	\$ -	\$ 401,746	\$ 399,815	\$ 12,294,935	\$ 12,138,242	
Sale of services	202,434	1,406,981	1,789,233	-	161,005	14,472	1,214,187	430,886	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	-	-	-	-	741,875	714,375	
Gain (loss) on disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-	
Other	80,770	32,334	-	-	-	-	-	-	-	-	113,104	72,300	
	13,470,978	1,463,359	1,789,233	-	250,178	1,205,828	1,270,784	431,484	3,588,834	3,298,711	26,769,389	27,681,020	
Expenses													
Employees	1,791,209	1,641,088	-	-	560,936	1,314,955	2,634,462	82,359	199,654	87,388	8,312,051	8,052,547	
Materials	65,142	257,569	22,106	-	1,660	295,171	361,229	13,926	1,988,625	22,548	3,027,976	3,000,092	
Services	540,599	2,035,532	1,382,838	-	137,447	256,651	1,271,515	150,214	526,329	2,683,121	8,984,246	9,745,248	
Interest	4,863	-	-	-	-	-	-	-	12,331	1,927	19,121	27,240	
Amortization	201,576	157,589	-	-	-	1,889,933	539,764	43,307	277,896	178,017	3,288,082	3,250,000	
	2,603,389	4,091,778	1,404,944	-	700,043	3,756,710	4,806,970	289,806	3,004,835	2,973,001	23,631,476	24,075,127	
Surplus (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



comox.ca



250-339-2202

To: Mayor and Council	File: PR 23-19
From: Marvin Kamenz, Director of Development Services	Date: August 9, 2023
Subject: Planning Report PR 23-19 CMHC Housing Accelerator Fund Application	

Supervisor:  Marvin Kamenz, Director Devel. Serv.	Financial Approved:  Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council direct staff to submit a Housing Accelerator Fund Action Plan that includes the initiatives as generally outlined in the staff report dated August 9, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Town’s application under the Housing Accelerator Fund program; and
2. THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Town be approved for funding under the program.

PURPOSE/PROPOSAL

The purpose of this report is to seek Council’s endorsement of the Town’s application to the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF), and to provide an opportunity for Council input on the required Action Plan ahead of the August 18th application deadline.

The proposed HAF Action Plan aligns with several of Council’s strategic priorities and contributes to the Town’s commitment to increase affordable housing and housing choice. If successful, the contribution the Town receives from the HAF will be used to support initiatives to achieve the Town’s goal of providing improved housing diversity and affordability. In addition to the completion of the seven

proposed actions, HAF's incentive-based funding can be used to upgrade infrastructure to facilitate housing, support affordable housing, acquire land and/or construct amenities to support growth.

The proposed HAF actions are aligned with the Town's current OCP policy which aims to diversify the housing stock across the housing spectrum, provincial initiatives aimed at increasing housing supply, and recent efforts to streamline the development approval process. HAF funding is intended to incent municipalities to streamline processes and increase the housing supply at a rate and volume over and above the status quo over the course of the funding term to alleviate the housing crisis currently being experienced across Canada. If the application is successful, the Town would be eligible to receive several millions of dollars to be used to both implement the Action Plan and invest in a number of future investments aimed at supporting the costs of growth and increasing housing supply.

STRATEGIC PLAN LINKAGE

This report has linkages to several tasks identified in the 2022 Strategic Priorities Chart for the CAO and Planning Services including but not limited to:

- Decrease Processing Timelines
- Future Development Forecasting
- Anderton Corridor Land Use Plan
- Balancing Affordable Housing Needs and Short-Term Rental Demand
- Downtown Master Plan
- Subdivision Bylaw Update

BACKGROUND

At the federal level, the HAF provides incentive funding to local governments to increase housing supply across Canada. The HAF program is a \$4 Billion fund intended to support the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse. The HAF aims to see the creation of 100,000 new housing units across the country over a 4-year period.

HAF is unique from other National Housing Strategy initiatives given that it incentivizes municipalities to apply transformational changes and offers municipalities the flexibility on how to use funding to support housing growth.

Evaluation Criteria

Applications to the HAF will be assessed on set evaluation criteria. Local governments must demonstrate how they will:

1. Create housing supply at an accelerated pace,
2. Foster complete communities,
3. Support affordable and diverse communities,
4. Provide housing across the entire housing continuum, and
5. Support the development of low-carbon and climate-resilient communities

Application Deadline and Funding Timeline

The HAF application intake is now open and closes on August 18th. There is one application intake for the HAF, and 25% of funding payments will be made upon funding approval and annually for three years, subject to program conditions being met.

HAF Action Plan

Applications to the HAF must include an Action Plan with housing supply growth targets and initiatives to grow housing supply and speed up housing approvals. Housing Action Plans must align with program objectives and supported priorities and should reflect best practices in urban planning. Action Plans will also be included in the contribution agreement and municipalities are required to commit to and report on the activities during the four-year program.

Local governments with a population equal to or greater than 10,000 are required to identify seven initiatives to form the HAF Action Plan. The HAF application guide includes a menu of initiatives that are aligned with the objectives of the HAF program. While the type of initiatives supported by the HAF program vary, initiatives should generally be long-lasting, anticipated to continue to incent housing units long-term, impact a large portion of developable land, improve development predictability and stability, or otherwise present the potential of increasing housing supply across the housing spectrum. Scoring associated with the application evaluation is heavily weighted towards actions that will result in additional housing supply early in the funding program.

A balance between supply-focused initiatives and other transformational initiatives to support more long-lasting improvements to the broader housing system should also be considered when developing the Action Plan. While local governments are encouraged to select initiatives from CMHC's list of recommended actions, there is flexibility to consider innovative initiatives that contribute to more housing supply. Current projects underway since the HAF was announced may be included in the Action Plan. Based on the above, the following actions are proposed to form the Town's application to the HAF:

- 1. Development Approvals Process Streamlining, Process Clarity, and e-Permitting:** The goal of this initiative is to make improvements to the development process to streamline application intake, reduce processing timelines, and determine existing infrastructure servicing capacities and necessary upgrades to accommodate growth.
- 2. Accessory Dwelling Unit Bylaw Amendments and Incentives Strategy:** The goal of this initiative is to encourage Accessory Dwelling Units (ADUs) within the Town's low-density residential zones. The initiative involves implementing a series of policy updates to permit the creation of additional ADU's in the Town through amendments to various Town bylaws including the consideration of pre-zoning areas to allow both a secondary suite and detached ADU on a low-density residential lot. The initiative recommends using HAF funding to provide incentives for both the creation and the legalization of unauthorized existing ADUs.

3. **Downtown Master Plan Zoning Amendments and Infrastructure Assessment:** The goal of this initiative is to develop a Downtown Master Plan that would establish future land use regulations and identify necessary infrastructure upgrades to support the vitalization of downtown including transitional land uses at the edges of downtown.
4. **Parking Regulations Review and Revisions:** The goal of this initiative is to introduce parking reductions for developments in Downtown Comox and along transit corridors to incent the development of affordable housing that aligns with the Town's housing and transportation goals. Reducing parking requirements will also streamline development approvals, as amendments to the Zoning Bylaw to vary parking requirements are often requested or identified as impacting market viability.
5. **Missing Middle Zoning Actions Implementation:** The goal of this initiative is to transition from low density neighbourhoods zoned exclusively for single-detached housing by also permitting missing-middle housing forms such as duplex, triplex and fourplexes in select areas with high probability of redevelopment. The Town will establish criteria and pre-zone targeted residential areas for plex-type development to allow up to four (4) dwelling units on a traditional single-family lot in anticipation of provincial legislation.
6. **Bylaw and Policy Updates (Develop Community Amenity Policy, Update Subdivision Servicing Bylaw, Update Development Procedures Bylaw, Update Development Cost Charge Bylaw):** The goal of this initiative is to undertake a series of updates and amendments to the Town's Bylaws including the Development Procedures Bylaw and the Subdivision Servicing Bylaw. Amendments are intended to update out-of-date standards, create more clarity, and to provide a streamlined, consistent and fair approval process. The initiative also intends to update the Town's Development Cost Charge Bylaw to ensure that growth is paying for the associated infrastructure costs and establish a Community Amenity Contribution Policy to ensure that new growth is paying toward community amenities that are not currently covered under DCCs.
7. **Anderton Corridor/Guthrie Road Transit Oriented Development Housing:** The goal of this initiative is to undertake a comprehensive review of land uses surrounding Anderton Road and Guthrie Road to identify opportunities to upzone and construct transit-oriented development. HAF funding would provide the Town with the resources to undertake the zoning analysis which would increase the economic viability of creating high density building forms and much needed purpose build rentals in the community.

HAF Funding

There are three components of the HAF funding framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. Base funding is designed to incent all types of supply across the housing spectrum. Top up funding is designed to incent certain types of housing supply. An affordable

housing bonus is designed to incentivize communities that can increase their share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF.

The amount of HAF funding a successful applicant will receive is based on a formula which prescribes a dollar value for each net-new building permit set out in the housing supply growth target. All units created from HAF initiatives will receive base funding of \$20,000 per unit. To incent certain types of units, all housing types except a single detached dwelling with no secondary suite or ADU will receive additional top up funding. In addition to the base funding and top-up funding, units that are considered affordable will receive an additional bonus. The following provides an overview of the HAF funding formula – Baseline + Top Up + Affordable.



For example, a single detached dwelling with a suite that came online as a result of a HAF initiative would equate to \$64,000 while a single detached dwelling would equal only \$20,000. The funding formula seeks to incentivize affordable multi-unit developments, providing less of an incentive for single detached homes. The amount of funding is determined by the growth targets put forward in the Action Plan. Building permits that would be typically issued over the course of the program without HAF funding would not be eligible for HAF incentive funding, HAF funds the portion of units over and above the typical supply of housing.

FINANCIAL IMPLICATIONS

There are three components of the HAF funding framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. Base funding is designed to incent all types of supply across the housing spectrum. Top up funding is designed to incent certain types of housing supply. An affordable housing bonus is designed to incentivize communities that can increase their share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF. The HAF program allows municipalities to use funding to pay for the implementation of the action plan and support investments in infrastructure and increase in affordable housing units provided that these initiatives all lead to facilitating residential growth.

The amount of the funding application is in development as it relates directly to the number and housing type of the projected additional units that would come on stream as a result of the proposed actions over the course of the 3-year funding program between the winter of 2023 and 2026. The Town’s HAF application is anticipated to be in the \$10 –12 million range.

OPERATIONAL IMPLICATIONS

Despite the Town’s efforts to increase the efficiency and effectiveness of its development approvals processes, it is anticipated that the internal capacity will be limited to complete all the identified actions

in-house. The Development Services Department has several initiatives planned for 2023-2026. Currently, there are limited resources to complete the initiatives in the HAF Action Plan. If the Town's application is successful, it is recommended that the HAF funding be used to consider the addition of a contract term position to manage the implementation of the HAF actions or to assist with current staff responsibilities to free up staff time to manage the project. The services of consultants will also be required to assist in completing the identified initiatives. Both term positions and consultant services are fully fundable by the program and would enable the Town to complete tasks earlier in the program resulting in a higher probability of application success.

MK

To: Mayor and Council	File: DVP 23-7
From: Marvin Kamenz, Director of Development Services Robin Pallett, Planner II	Date: August 9, 2023
Subject: Development Variance Permit Application: DVP 23-7 Variance to permit heat pumps in the front yard of 2250 Manor Place	

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

That Development Variance Permit DVP 23-7 for 2250 Manor Place be issued subject to the Development Variance Permit Conditions listed in **Schedule 1** of the August 9, 2023 Planning Report on DVP 23-7.

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 (the Zoning Bylaw) to permit heat pumps in the front yard of the subject property.

The applicant’s submission is contained in **Attachment 1**.

REPORT SUMMARY

Subject Property:

2250 Manor Place

Property Size: 19.8 ha

Owner: Strata VIS1245

Applicant: Brian Perry (President of Strata VIS1245)

Property Contains: Three multi-family buildings, containing a total of 39 apartment dwelling units.

Legal Address: SECTION 3, COMOX DISTRICT, STRATA PLAN 1245

Surrounding Land Uses: Multi-family residential uses to the east and west; single-family residential uses to the south and across Comox Avenue to the north.



Key Issues:

Legal front	The front of the subject property is along Manor Place.
Noise Impact	Heat pumps are known to emit noise and the Zoning Bylaw regulates noise-generating equipment to mitigate impact to surrounding uses, including the public realm of the street.
Public Health	High summer temperatures affect vulnerable residents, including children and elderly.

Council Decision

To grant or deny a development variance permit to allow installation of the proposed heat pumps in accordance with **Schedule 1**.

Decision options

Implications

Recommended

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



Will permit installation of the proposed heat pumps in the front yard, as proposed by the applicant.

2. Alternative 1 - Council grants the Development Variance Permit with additional conditions



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

3. Alternative 2 - Council denies the DVP



Applicant would be required to install the proposed heat pumps in accordance with the Zoning Bylaw (outside of the front yard), if possible.

STRATEGIC PLAN LINKAGE

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

BACKGROUND

Notification of Council's intent to consider DVP 23-7 at the August 9, 2023 Regular Council Meeting was mailed to abutting properties owners and tenants. Correspondence received in advance of the August 9, 2023 RCM will be distributed to Council prior to commencement of the RCM.

Applicant notification

As part of the application, the applicant has conducted their own notification of neighbours¹. Results from this notification are summarized below and included in **Attachment 1**.

Address	Response
168 Manor Place (across Manor Place to the south)	Supportive
169 Manor Place (across Manor Place to the south)	Supportive
177 Manor Place (abutting subject property to the west)	Opposed ²

OCP IMPLICATIONS

Official Community Plan Land Use Designation: Residential: Low Rise Apartments, Townhouses & Ground Oriented Infill

Variance request: Proposed variance is consistent with the Official Community Plan.

Development Permit Areas	Development Exempt from DPA?
DPA #3 General Multi-Family	Exempt under section 3.3.4(D)
DPA #17 Coach House	Exempt under section 3.17.4(B)
DPA #18 Secondary Suites	Exempt under section 3.18.4(A)

ZONING IMPLICATIONS

Zoning: RM3.2 Apartment/Townhouse – High Density

The subject property is a double-fronting multi-family residential lot, with street frontage along both Comox Avenue to the north and Manor Place to the south. Being the shortest lot line abutting a street, the Manor Place

¹ Neighbours are defined as any property which shares a lot line with or is across the street from the subject property

² The owner of 177 Manor Place has submitted an email to state their opposition to the proposed variance (**Attachment 2**).

frontage is the legal front as per the Zoning Bylaw. Building A is the southernmost building on the subject property, and its balconies are all southern-facing (ground level patios face both south and north). The applicant proposes to install a heat pump onto the balcony or patio of any dwelling unit whose owner has requested one (through the strata's heat pump program). Because the south-facing balconies and patios in Building A are within the front yard of the subject property, a variance is required before the heat pumps can be installed in those locations.

Section 5.4 of the Zoning Bylaw regulates noise-generating equipment. These regulations were included in response to complaints from the public regarding the noise impact from heat pumps and other such devices. The regulations seek to reduce the noise impact on the public realm (which is typically, but not limited to, the fronting street) by restricting their placement in front yards, but also include required setbacks and acoustic screening. The zoning regulations are intended to keep noise impacts from the equipment largely within the property owner's on-site private space so that noise impacts to neighbours and the public is mostly self-regulated.

Building A is located approximately 10.0 m from Manor Place and approximately 14.0 m from the nearest abutting single family lot (177 Manor Place). The building is screened from the road and abutting residential lots with fulsome landscaping and some mature trees (as shown on **Attachment 1**).

The applicant's professional installer has provided written confirmation (**Attachment 3**) of the outdoor decibel level³ of the proposed heat pump model and what that means for noise impacts as experienced from the street or neighbouring lots.

MK/RP

Schedules:

1. Development Variance Permit Conditions

Attachments:

1. Applicant's Submission
2. Opposition to the Proposed Variance
3. Installer's Statement

³ An outdoor decibel level of 48 was accepted in 2020 for heat pumps via DPX 20-17.

SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) This development variance permit is to permit installation of one or more heat pumps (a maximum of one per dwelling unit in Building A) in the front yard of the subject property in compliance with **Attachment 1**;
- (2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850,
 - i. Section 5.4(2) Noise Generating Mechanical Equipment

From:

Noise generating mechanical equipment affixed to land, to a building or structure, or for the better use of the land or buildings and structures on the land, shall... not be located in a front or exterior side yard;

To:

Noise generating mechanical equipment affixed to land, to a building or structure, or for the better use of the land or buildings and structures on the land, shall... not be located in an exterior side yard;

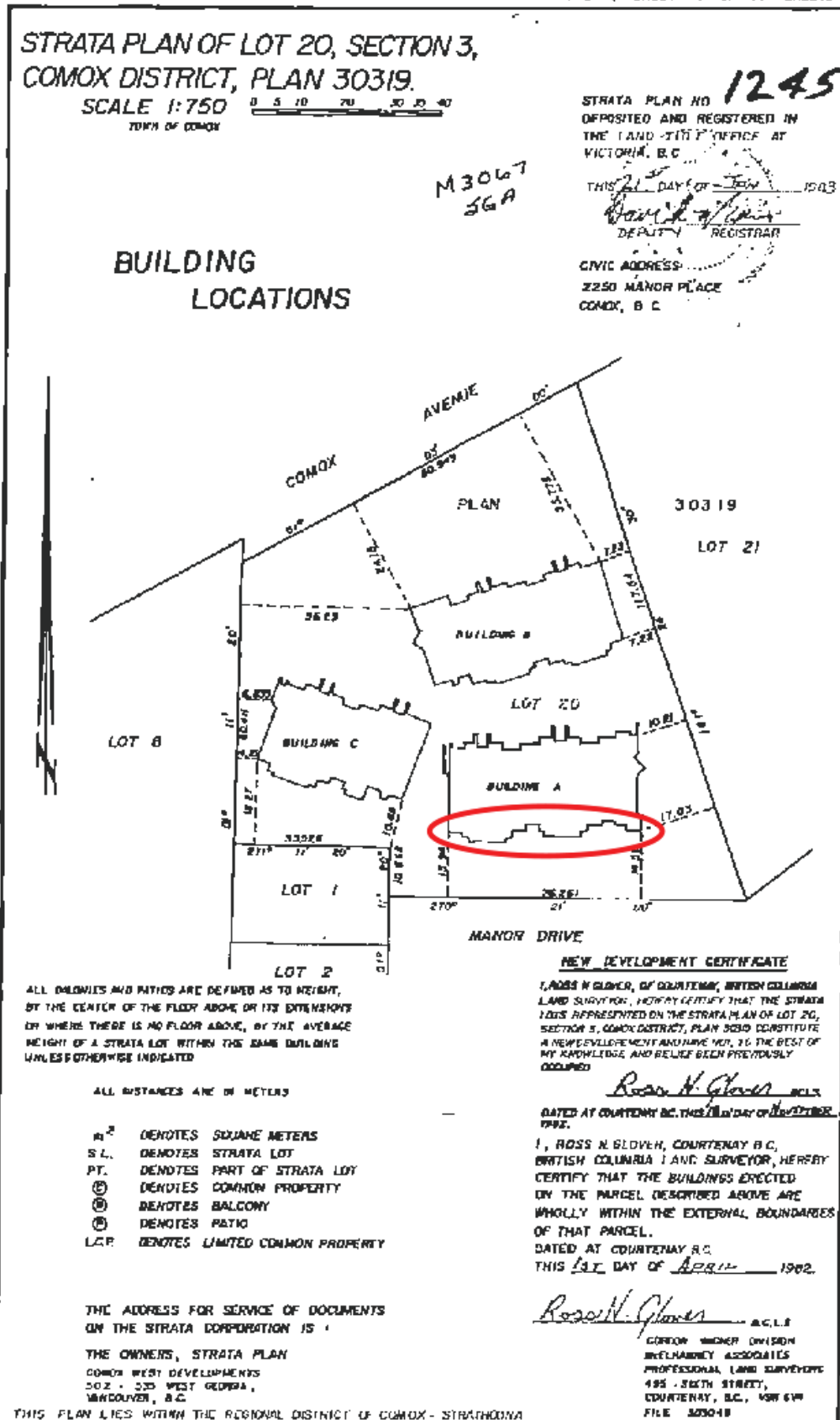


ATTACHMENT 1

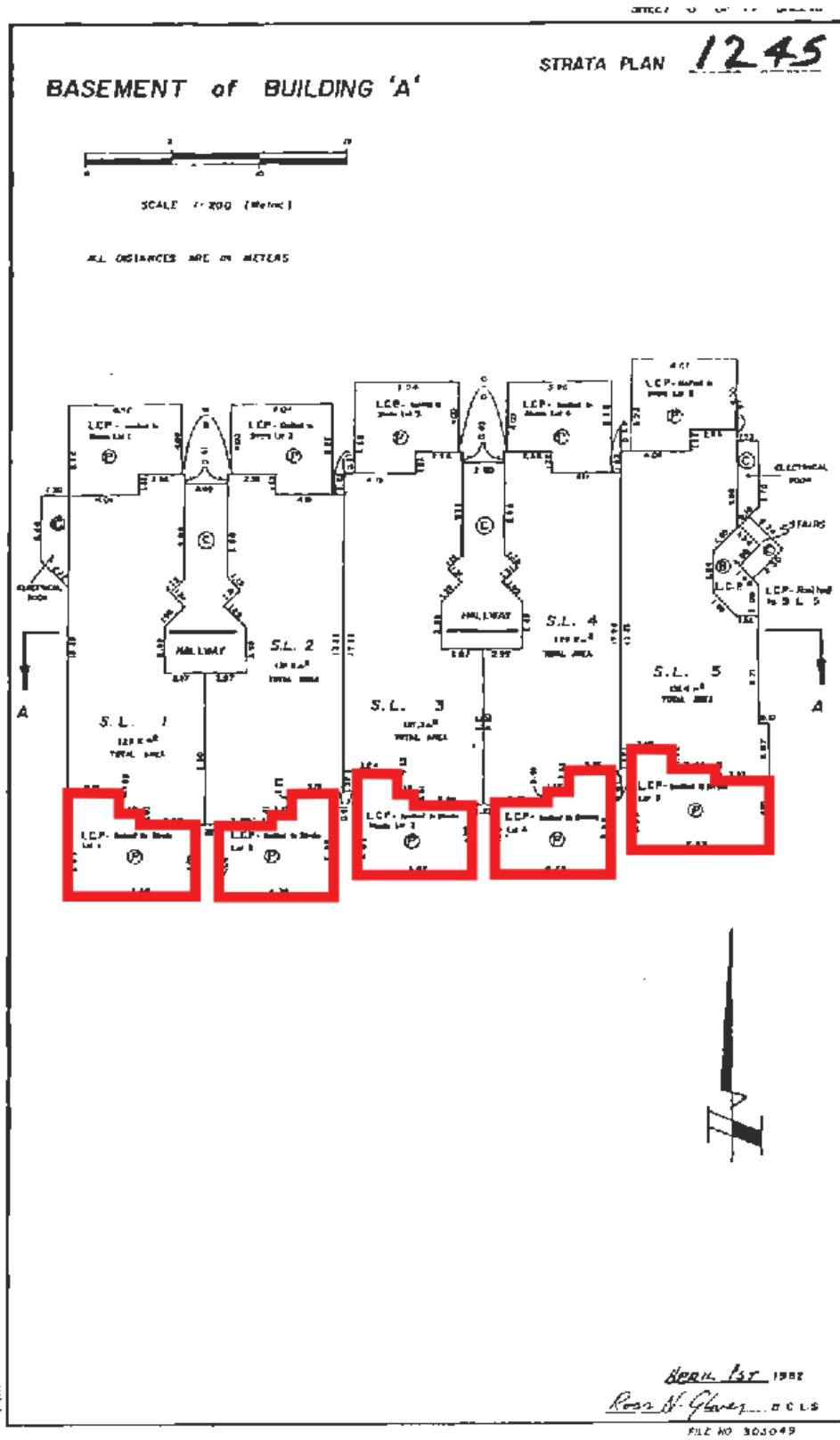
APPLICANT'S SUBMISSION



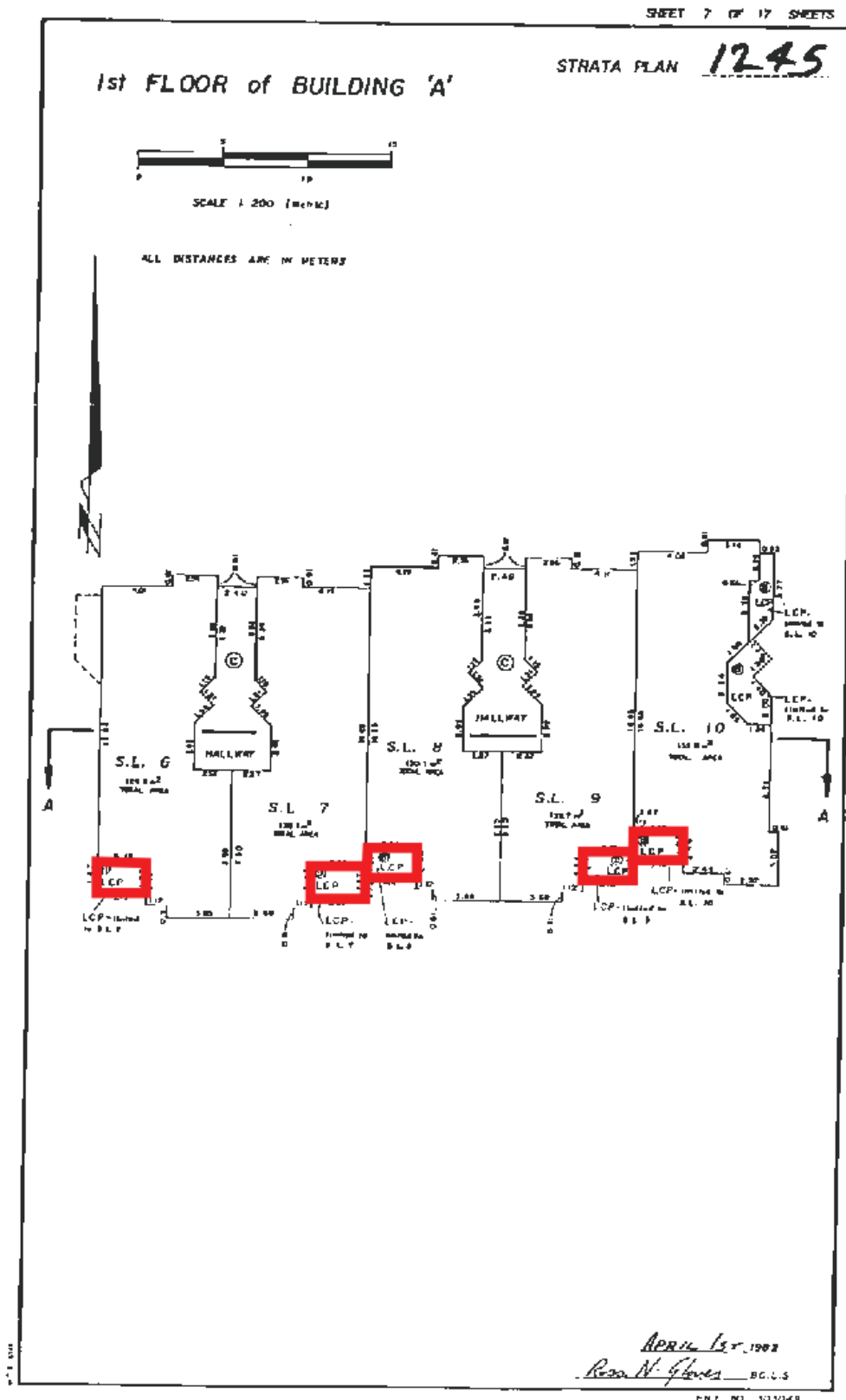
Building locations on the site (subject area circled in red)



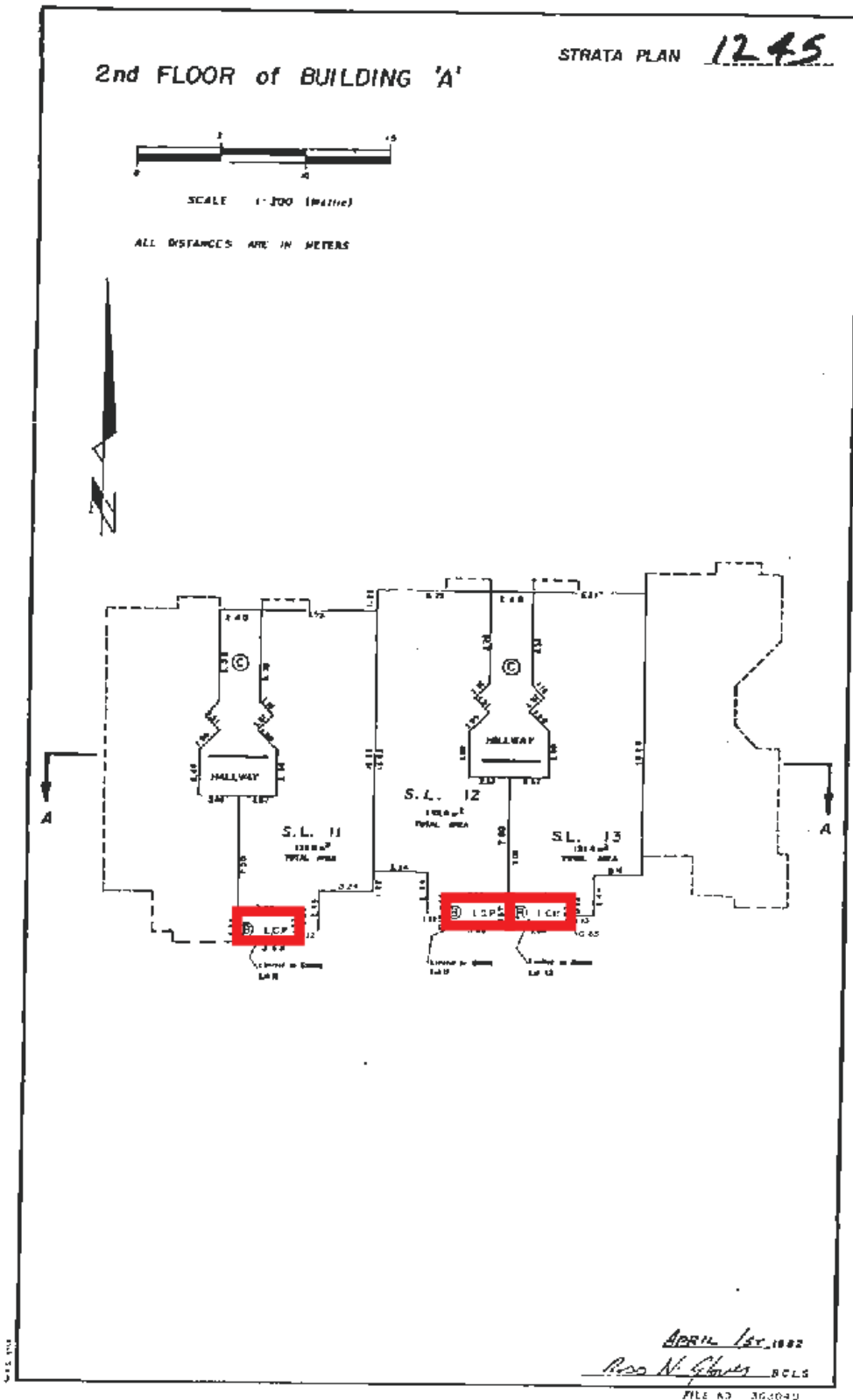
South-facing patios on the ground floor of Building A (outlined in red)



South-facing balconies on the 1st floor of Building A (outlined in red)



South-facing balconies on the 2nd floor of Building A (outlined in red)



APPLICATION RATIONALE

Present Use: Standard condominium development; three buildings, each with 13 units; the units are either on ground floor, second floor or third floor; second and third floor units each have a balcony. Balconies are used for seating, plants, etc.

Proposed use: As present but with the installation of indoor/outdoor heat pumps on the balconies of one or more units.

Proposed variance: One of the buildings (Building A) is deemed by the Town Planning office to front on Manor Place and thus according to bylaw cannot have heat pumps. We are applying to have a variance to the bylaw so that units in Building A can have heat pumps installed.

Section number of the bylaw that is proposed to be varied: Bylaw 1850, Section 5.4 (2)

How much of the regulation proposed to be varied: to allow the “Noise Generating Mechanical Equipment” (Heat Pumps) to be installed on Building A balconies, thus varying the Section which prohibits them from being in a front yard.

Why the variance is needed:

We would like to install heat pumps on the balconies or patios of any unit in any of the three buildings in the strata lot, which requires all the buildings to be deemed to be in compliance with the Bylaw. However, one of the buildings (A) is currently considered by the Town Planning Office as not in compliance as its balcony side is deemed by the Town to front on Manor Place.

We suggest that since balconies on A do front the street, access to the building units is from the other side – which faces inward to the rest of the lot – and thus would be more reasonably be considered the front. Considerations follow:

1. The part of the property adjacent to Manor Place is largely well covered by mature trees (pictures) and thus it is unlikely that passers-by would even see, and probably not hear, a heat pump installed on A’s balcony
2. If the current ruling stands, we would not allow heat pumps on any building in the interests of equity - we do not want to create two classes of units where there is just one class now. Thus, no resident would be afforded the comfort that a heat pump offers.
3. Many of our residents are elderly and have suffered through the last two summer’s massive heat waves and through some high temperatures this year as well. Some are considering moving due to the discomfort. The increasing heat we are experiencing represents a significant health hazard to these people as well as to all residents.

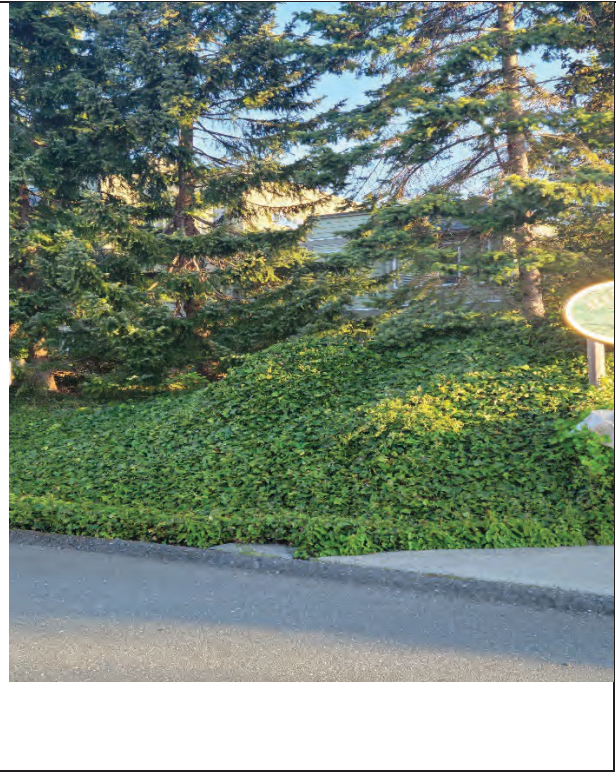
Impact (if any) expressed by adjacent property owners:

Colin Koszmans said he was opposed but did not give a rationale.

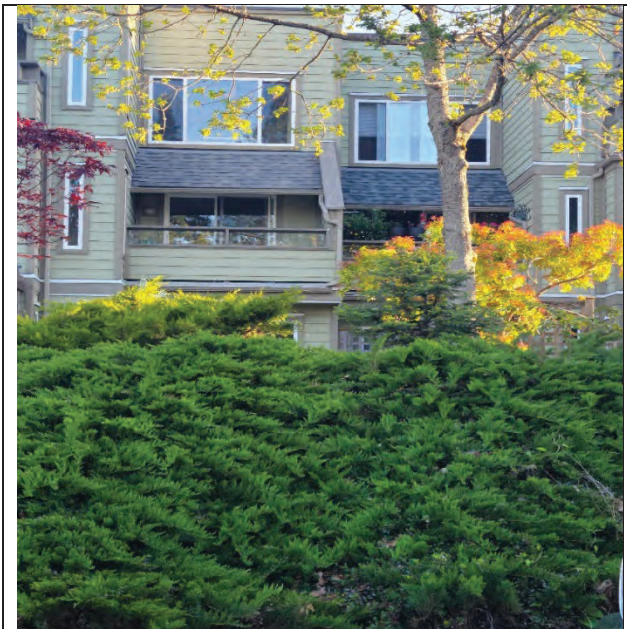
Benefits to the community: One group of citizens will have more comfortable summers, and in extreme heat situations elderly citizens may not become sick or die.

SCREENING OF HEAT PUMPS

Many balconies are screened by trees:



All are also screened by their balcony structures:



PHOTOS OF EXISTING BALCONIES AND BUILDING ELEVATIONS - ITEM 14

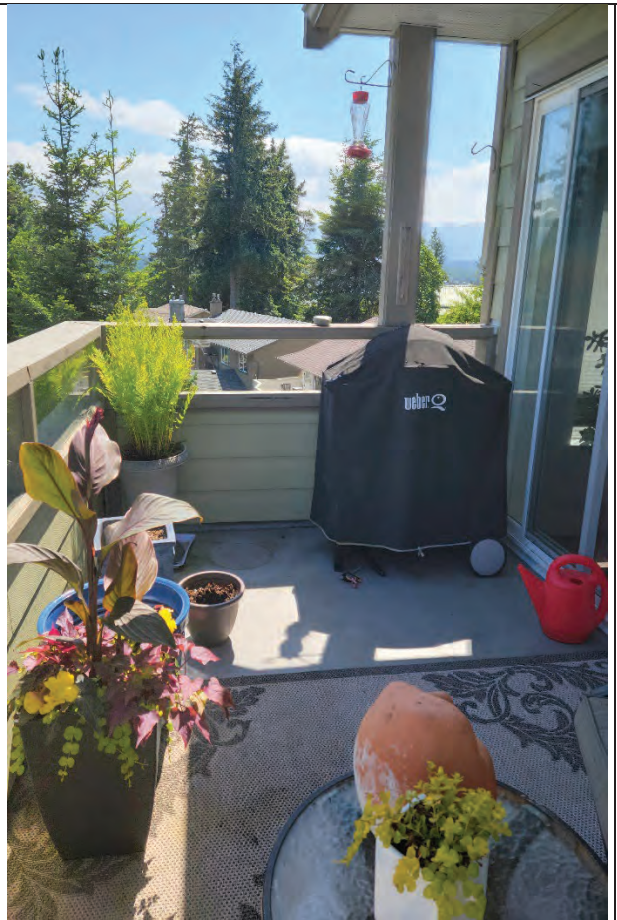


PICTURES OF SAMPLE BALCONY BEFORE AND AFTER HEAT PUMP INSTALLATION – ITEM 17

As we have no actual heat pumps available to us, we built a cardboard replica with the same dimensions as the heat pump specified in Item 9, and show the balcony with no heat pump and then the balcony as it would look with a heat pump in it



Balcony cross sections



Privacy screens for heat pumps: There is no need for these since the heat pumps will be hidden behind balcony walls on second and third floors. As noted above, screening will be put in place for any ground floor units.

Exterior building screening materials: see Attachment A, Also, Council will require ground floor units to camouflage the outside hardware with wood or comparable covering of a permanent nature (see picture below for an example)



ATTACHMENT 2

OPPOSITION TO THE PROPOSED VARIANCE



Town of Comox – Administration

From: COLIN KOSZMAN
Sent: November 13, 2022 6:44 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Fwd: Heat pumps- Attention Planning/Corey Cooper

Hello Corey,

I wanted to pass on my response given the request for a heat pump trail at the apartment complex/condo directly beside me (at 2250 Comox Ave). We do not support a trial at 2250 with heat pumps given the existing bylaws. Heat pumps would disturb our neighborhood.

Please see the below and let me know if you have any questions. I would appreciate receipt of this email.

Thank you,
Colin Koszman
177 Manor Place
Comox BC
V9M 1C6

From: "COLIN KOSZMAN"
To: "BRIAN PERRY"
Sent: Sunday, November 13, 2022 6:35:55 PM
Subject: Re: Heat pumps

Hi Brian,

Thanks for knocking on my door several weeks ago and sharing the information below. We have concerns with noise so we do not support a variation from the existing town bylaw. We feel that heat pumps do not comply with existing bylaws.

Thanks again for the information.

Colin Koszman
177 Manor Place.
Comox BC
V9M 1C6

ATTACHMENT 3

INSTALLER'S STATEMENT



From: [Joe Cheriex](#)
To: [Robin Pallett](#)
Subject: Samsung 12000 btu submittal
Date: July 19, 2023 7:30:15 AM
Attachments: [Samsung 12000 btu 3.0e.pdf](#)

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

Attached is the submittals for the Samsung 12000 btu heat pump. The outdoor decibel rating is 46db. These units run extremely quiet and I suspect you would not be able to hear it from the street. If need I can get some contacts from a strata apartment building that I have been installing these units in Courtenay for reference.

Joe Cheriex
Owner /Service Manager
Controlled Air Heating and Cooling
Cell 250-792-2682
controlledairheatingandcooling.com

Samsung WindFree™ 3.0, wall mounted evaporator, split system

Job Name _____
 Purchaser _____
 Submitted to _____
 Unit Designation _____

Location _____
 Engineer _____
 Reference Approval Construction
 Schedule # _____

Specifications

Model	Indoor Unit Model Number (US Code)		AR12CSDABWKNVCV (RNS12ABC)	
	Outdoor Unit Model Number (US Code)		AR12CSDABWKXCV (RXS12ABC)	
Performance	Nominal Capacity	Cooling / Heating (Btu/h)	12,000 / 12,000	
	Capacity Range	Cooling (Btu/h)	3,000 - 15,000	
		Heating (Btu/h)	2,600 - 21,500	
	SEER2 / EER2		23 / 13.5	
	HSPF2		10.5	
Power	Voltage	ø / V / Hz	1 / 208-230 / 60	
	Working Voltage Range (VAC)		187 - 253	
	Operating Current (min. / std. / max.)	Cooling (A)		1.0 / 4.2 / 6.3
		Heating (A)		1.1 / 3.8 / 9.0
	Max. Breaker	Amps		20
	Min. Circuit Ampacity (A)			12.5
Dimensions	W X H X D (in.)	Indoor Unit	35 x 11-3/4 x 8-7/16	
		Outdoor Unit	31-1/8 x 21-9/16 x 11-1/4	
	Weight (lbs.)	Indoor Unit	23.4	
		Outdoor Unit	71.4	
Sound Pressure Level	Indoor Unit dB(A)	H / Silent	39 / 22	
	Outdoor Unit dB(A)	High	46	
Operating Temperatures	Outdoor	Cooling	14 ~ 115°F (-10 ~ 46°C)	
		Heating	-5 ~ 75°F (-20.5 ~ 24°C)	
	Indoor	Cooling	61 ~ 90°F (16 ~ 32°C)	
		Heating	50 ~ 86°F (27 ~ 30°C)	
Pipe Connections	Indoor & Outdoor	High side (flare)	1/4"	
		Low side (flare)	3/8"	
	Maximum (ft.)		66	
	Maximum Vertical Separation (ft.)		49	
Refrigerant	Condensate Connection		11/16" OD	
	Type		R410A	
	Control Method		Electronic Expansion Valve	
	Factory Charge	lbs.	2.54	
	Charge for		25 ft.	
Compressor	Additional Refrigerant Charge		0.16 oz. / ft. over 25 ft.	
	Manufacturer		Samsung	
	Type		BLDC Rotary	
Evaporator Fan	RLA	Amps	9.2	
	Type		BLDC motor with cross-flow fan	
	Air Volume (L/MH/Turbo)	Cooling (CFM)		250 / 321 / 374 / 427
		Heating (CFM)		286 / 357 / 410 / 463
	Output	Watts		27
FLA	Watts		0.12	
Condenser Fan	Motor		BLDC With Axial Type Fan (1)	
	Output	Watts	40	
	FLA	Amps	0.18	
	Air Volume	CFM (max.)	1589	
Safety	Certifications		UL 60335-2-40	
	Devices	PCB fuses, indoor unit terminal block thermal fuse, current transformer, over-voltage protection, crankcase heating, temperature limit protection logic, compressor overload sensing		



(actual equipment appearance may vary)

General Information

- The indoor unit shall feature WindFree™ mode. In cooling mode, as room temperature nears set temperature, the unit will close its louver and will disperse air into the space through thousands of micro-holes on the front of the indoor unit preventing cold air drafts on occupants.
- The indoor unit shall have Wi-Fi capability as standard.
- Outdoor unit shall provide 208/230V power to indoor unit via 14 AWG X 3 interconnect power cable.
- Built-in motion sensor for airflow direction control and energy saving operation.

Construction

- Indoor unit chassis shall be UL94 V0 with a galvanized steel mounting bracket
- The indoor unit shall have easy-access to wire, pipe, and drain connections via access panel on the bottom of the unit for simple installation and service
- The outdoor unit shall be galvanized steel with a baked on powder coated finish for durability

Heat Exchanger

- The heat exchangers shall be mechanically bonded fin to copper tube

Refrigerant System

- The compressor shall be hermetically sealed, inverter controlled, BLDC Rotary
- Refrigerant flow shall be controlled by an electronic expansion valve at the outdoor unit

Indoor Fan

- The indoor fan shall be a single, antibacterial cross-flow type
- Three fan speed settings and auto setting
- Automatic (motorized) vertical swing (up/down) and horizontal swing (left/right) louvers

Controls

- The system shall have a built in Wi-Fi adapter as standard to allow control and monitoring using the Samsung SmartThings app (Android, iOS)
- Dual set temperature support when connected to MWR-WG00UN Advanced Wired Controller.
- The indoor unit shall have a simple connection for overflow detection devices or any other normally closed contact for simple unit shutdown
- The indoor unit shall ship with a wireless controller, holder, and batteries
- Wired controller options available
- Samsung central control compatible (MIM-R10UN accessory required)
- Interconnect control wire between outdoor and indoor unit shall be 16AWG X 2

Convenience

- System energy consumption can be viewed using the Samsung SmartThings mobile app or on the indoor unit display using the included wireless controller**
- AI (artificial intelligence) Auto Mode technology monitors factors such as indoor temperature, outdoor temperature, set temperature, and operating time to learn the patterns within your home to automatically adjust system operation to maximize occupant comfort and efficiency (Wi-Fi connection required)
- Eco Mode to reduce energy consumption during low demand operation
- Smart install mode - startup system diagnostics operation to ensure system readiness during initial operation
- Auto restart
- Auto Clean Function
- Freeze Wash Function
- 7-segment digital display on front of unit to display temperature and unit status
- "Fast" mode to quickly reach set temperature
- Auto changeover
- Good sleep mode
- Quiet mode
- Dry mode
- Simple ON/OFF time function – Using the wireless controller specify the ON and/or OFF times
- Electro-static, washable, main filter as standard accessible from the top of unit
- Filter cleaning reminder

¹Certified in accordance with the AHRI Unitary Small Air-Source Heat Pumps (USHP) Certification Program which is based on the latest edition of AHRI Standard 210/240.

Proper sizing and installation of equipment is critical to achieve optimal performance. Split system air conditioners and heat pumps (excluding ductless systems) must be matched with appropriate coil components to meet ENERGY STAR criteria. Ask your contractor or visit www.energystar.gov.

*The WindFree™ unit delivers an air current that is under 0.15 m/s while in WindFree™ mode. Air velocity that is below 0.15 m/s is considered "still air" as defined by ASHRAE (American Society of Heating, Refrigerating, and Air Conditioning Engineers).

Samsung HVAC maintains a policy of ongoing development. Specifications are subject to change without notice. Refer to www.AHRIdirectory.org for current reference numbers.

Optional Accessories

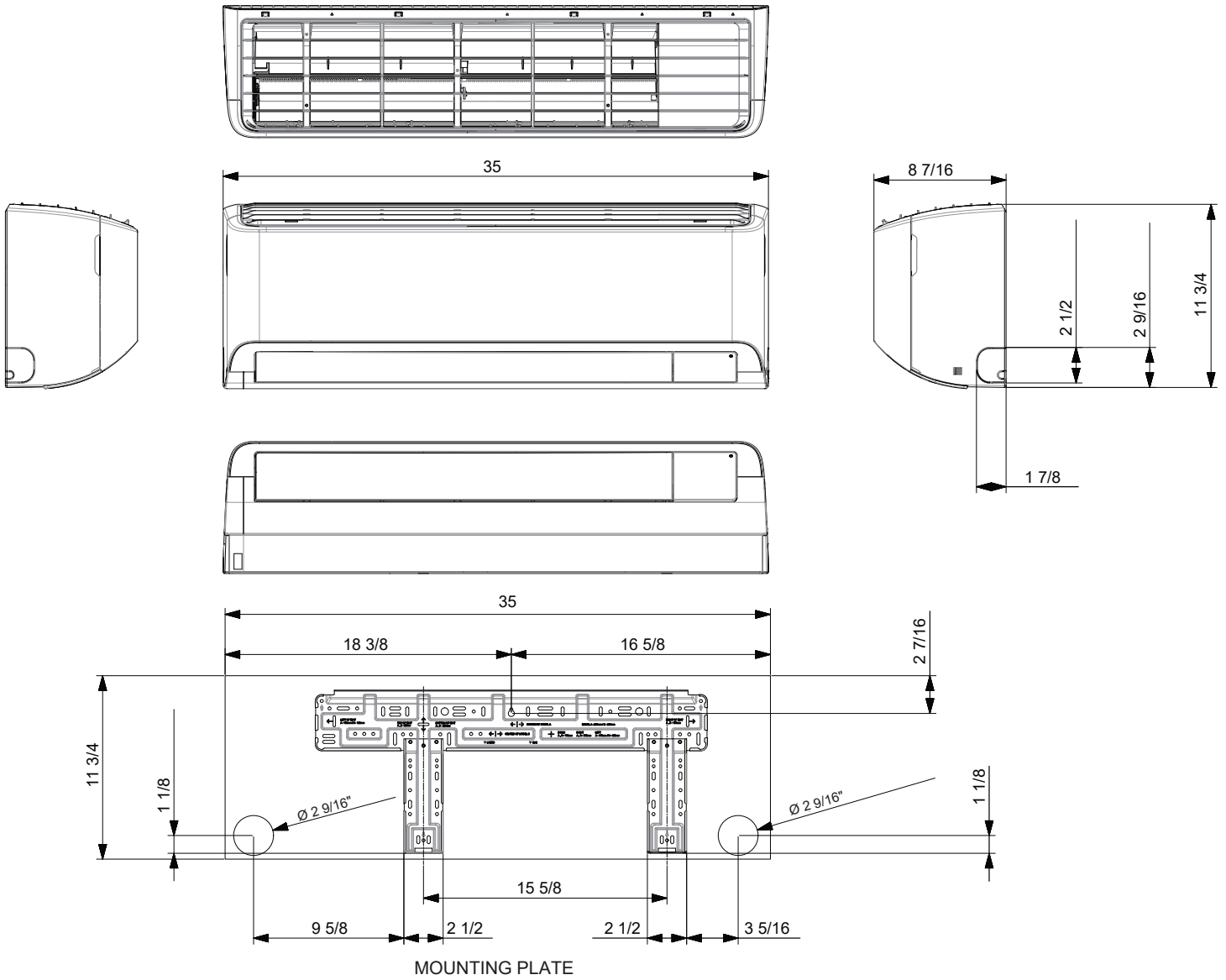
Condensate pump	Aspen Mini Orange	<input type="checkbox"/>	ASP-MO-UNIV 110-250
	Blue Diamond	<input type="checkbox"/>	BD-BLUE-230
Wired controller ¹	Advanced	<input type="checkbox"/>	MWR-WG00UN
	Simple Touch	<input type="checkbox"/>	MWR-SH11UN
Wired controller sub-PCB		<input type="checkbox"/>	MIM-A00UN
24 VAC thermostat adapter ¹		<input type="checkbox"/>	MIM-A60UN
External temperature sensor		<input type="checkbox"/>	MRW-TA
Central control interface module		<input type="checkbox"/>	MIM-R10UN
External contact control interface module ²		<input type="checkbox"/>	MIM-B14
Line sets - insulated and flared, interconnect cables included		<input type="checkbox"/>	25' - ILS2506
		<input type="checkbox"/>	50' - ILS5006
Wall bracket (for outdoor unit)		<input type="checkbox"/>	CKN-250
Wind Baffle / Guard	Front	<input type="checkbox"/>	WBF-3M
	Back	<input type="checkbox"/>	WBB-5M

¹ Sub-PCB model MIM-A00UN is required when connecting optional wired controllers or MIM-A60UN 24VAC thermostat adapter.

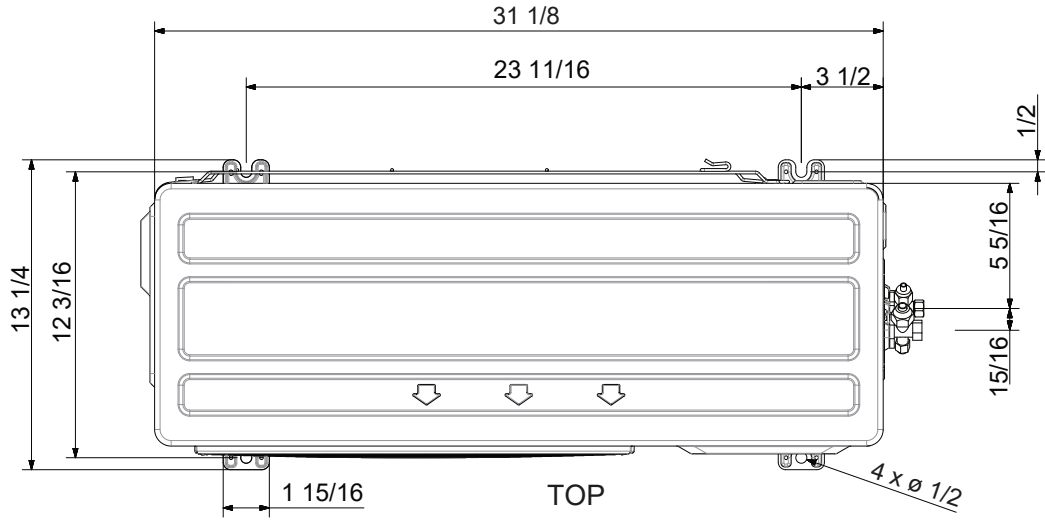
² When applying MIM-B14 external contact control interface module, MIM-A00UN wired controller sub-PCB is required.

Samsung WindFree™* 3.0, wall mounted evaporator, split system
Indoor unit dimensional drawing

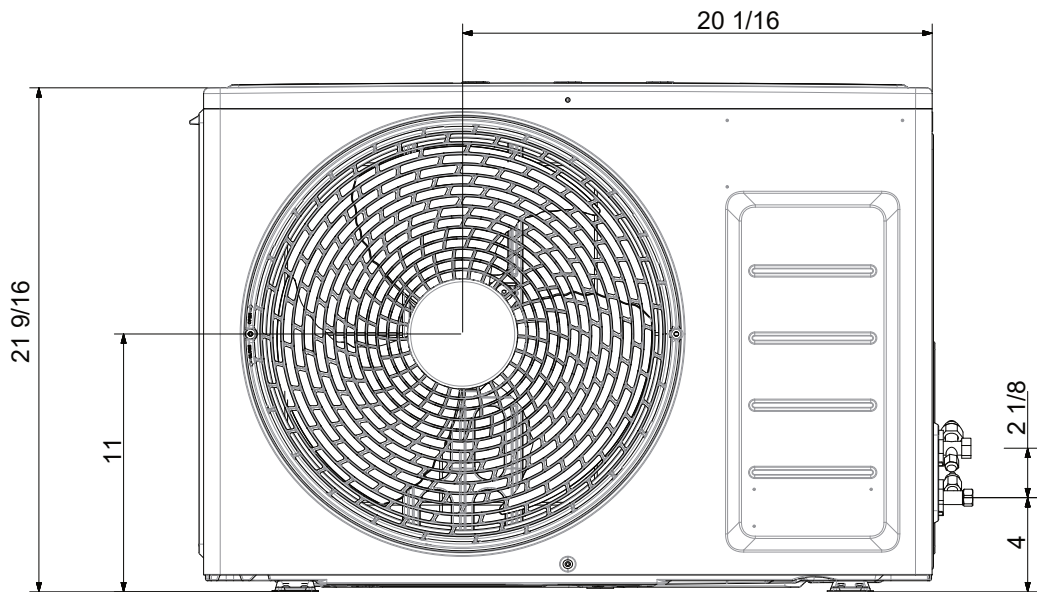
Unit: inches



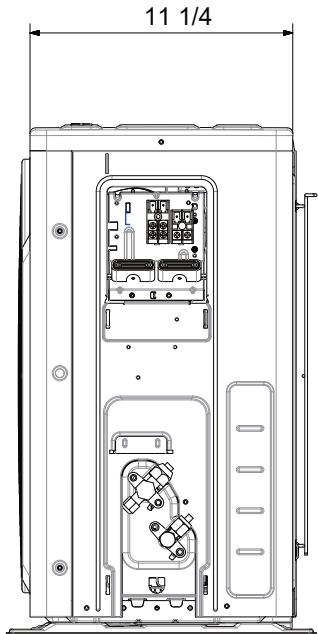
Unit: inches



TOP
(pictured without valve/wire cover on right side)

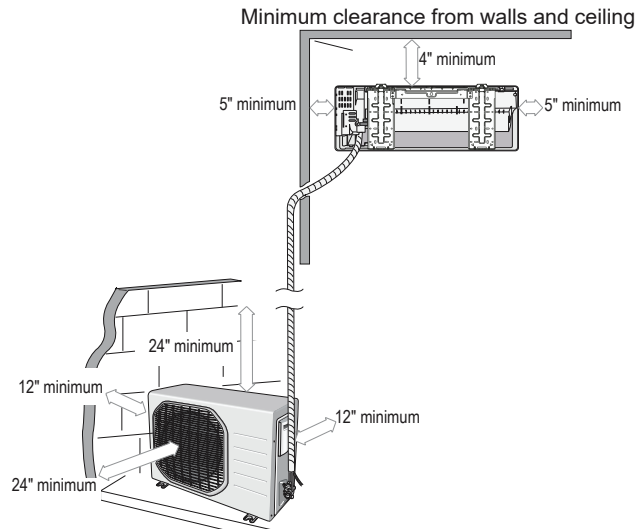


FRONT
(pictured without valve/wire cover on right side)

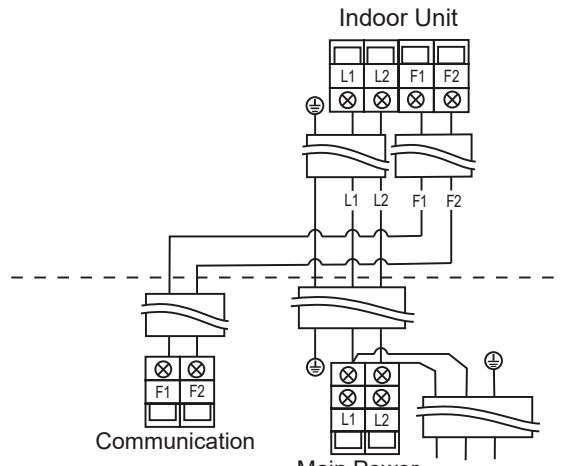


RIGHT
(pictured without valve/wire cover)

For reference only. Always refer to installation manual for complete details.



Basic power and communication wiring between indoor and outdoor units

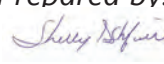





TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: August 9, 2023

TO: Mayor and Council	FILE:
FROM: Shelley Ashfield	DATE: July 31, 2023
SUBJECT: CVRD Conveyance Project Nighttime Works	

<i>Prepared by:</i>  <hr/> Shelley Ashfield, Director Operations	<i>Supervisor:</i> <hr/>	<i>Financial Approved:</i> <hr/> Clive Freundlich, Fin. Director	<i>Report Approved:</i>  <hr/> Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council delegate authority to administration to review and approve variances to Bylaw No. 1652 for construction at night for the CVRD Sewer System Conveyance Project if it aligns with the Traffic Management Strategy which was presented to the Comox Valley Sewage Commission on February 14, 2023 and attached to this report.

ALTERNATIVES TO THE RECOMMENDATION:

Alternative 1 - THAT Council do not delegate authority to administration for review and approval of variances to Bylaw No. 1652, requiring them to be approved by council.

Approval of this alternative will require further discussions with the CVRD and likely changes to their procurement documents to inform contractors that efficiencies of night work proposed in the Traffic Management Strategy are not assured, and thus increase proposal costs. Further it will result in increasing the length of time traffic will be delayed in Comox.

PURPOSE

To seek delegation authority for Town Staff to allow for the implementation of the Traffic Management Strategy of the CVRD Sewer System Conveyance Project, which includes an allowance for night work within the Town to minimise cost and disruption to the public.

BACKGROUND

The CVRD Sewer System Conveyance Project (SSCP) is a major infrastructure project which traverses the Town of Comox, installing regional sewer infrastructure, replacing aging municipal infrastructure and implementing major surface work projects. This project will have major impacts to the Town's residents and businesses. To minimise these impacts a Traffic Management Strategy (TMS) was produced, in consultation with many stakeholders including Town of Comox staff and the Comox BIA. The TMS was refined based on this engagement and was received by the Sewage Commission on February 14, 2023.

The TMS includes an allowance for nighttime work along Comox Avenue between the Town’s west boundary and Glacier View Drive, as the road width is narrow and one lane of daytime traffic needs to be maintained at all times. Nighttime works are required to ensure standard construction methods can be utilized, minimizing construction duration, and project costs.

The other section of road, Administration would consider nighttime works is on Beaufort Avenue between Church St and Nordin St at this is a very busy area and if the contractor could demonstrate that the construction window would be reduced, administration would support this request.

The allowances for night work in both these specific areas have been transferred into the contract documents that are being released for tender in September. Contractors will schedule and price the work based on the knowledge that night work on Comox Avenue west of Glacier View Drive is acceptable and nighttime works on Beaufort between Church Street and Nordin Street would be considered if the contractor can demonstrate a benefit.

ANALYSIS/ISSUES/IMPLICATIONS

Currently, any night work requires a variance to Bylaw No. 1652, which can only be approved by Council. If CVRD proceed per the TMS and drafting of tender package, then contractor pricing will be based on the acceptability of night work in the areas defined by the contract documents. If then, during construction, the contractor’s application for night work is delayed or rejected due to the process of gaining a variance to Bylaw No. 1652, the project will be exposed to contractor claims.

FINANCIAL IMPLICATIONS

Calculating the financial implications of contractor claims due to this issue are not possible due to the numerous variables. The range of implications vary from single day equipment standby claims to a complete change in means and methods of construction requiring different equipment. On Comox Avenue specifically, the financial implications are significant.

COMMUNICATION

The Traffic Management Strategy is a public document which CVRD has, and will continue to, engage the public on. During the engagement with stakeholders, no stakeholders challenged the concept of night work in these two areas.

Once the project has construction schedules from contractors, a significant communication campaign will commence by CVRD to inform residents about timing of impacts to specific areas. This will include information on areas that will experience night work, and the parameters around that work.

PROJECT TIMELINE

- Tender: Fall 2023
- Construction start: Spring 2024
- Forcemain complete Jane Place to Torrence: Fall 2024
- Forcemain complete Town’s West boundary to Jane Place: Spring 2025
- Surface works complete: Summer 2026

DATE: February 9, 2023**FILE:** 5330-20/SSCP**TO:** Chair and Members
Sewage Commission**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer*R. Dyson***RE: Sewer System Conveyance Project – Traffic Management Strategy****Purpose**

To provide the final Traffic Management Strategy (TMS) completed as part of the Sewer System Conveyance Project (SSCP) and summary of the stakeholder consultation.

Recommendation from the Chief Administrative Officer:

For information purposes only.

Executive Summary

Due to the extent and anticipated duration of construction for the SSCP, the project will have significant impacts to traffic throughout the course of construction. As such, traffic impacts have been identified as a key project risk and a TMS has been developed by Urban Systems with input from stakeholders and project partners.

The TMS is intended to outline the proposed traffic management strategies for each portion of the project that result in the least disturbance, but does not provide the details for how or when (for the most part) construction must occur. The TMS provides the guidelines that the contractor must comply with when developing their own traffic management plans. The actual construction schedule and details for when work will be occurring throughout the project alignment will be informed by the contractor's own schedules and traffic management plans, which will be completed later in spring 2023. The final TMS is attached as Appendix A and key recommendations are summarized below:

- The length of the construction zone and resulting single lane alternating traffic has been shown to significantly impact traffic capacity and resulting delays on Comox Road and Comox Avenue. In a comprehensive review of options, it was determined that unidirectional westbound traffic has a number of benefits over single lane alternating and should be implemented during construction. This option includes:
 - Free-flowing westbound traffic through construction zones on Comox Road/Avenue from Rodello Street to the 17th Street Bridge.
 - Eastbound traffic would detour into Comox through Ryan Road and Lerwick Road. Detoured traffic is generally making right turns which minimizes the impact on traffic performance.
 - Unidirectional traffic does not limit the length of the contractors working zone, increasing efficiency of construction and ultimately decreasing construction duration along Comox Road and Avenue.
 - Access for emergency vehicles in both directions will be ensured at all times.
 - Two-way pedestrian and cyclist access along the corridor can be accommodated and will be required.

- For some sections along Comox Road, full night-time shutdowns during off-peak hours will be accommodated to facilitate construction.
- Due to the two-contract nature of this project, construction will be occurring at different times on different sections of Comox Road, impacting the extent of the unidirectional traffic. Eastbound traffic will be allowed along sections of Comox Road that are not under construction. Significant signage and communications will be required to coordinate between the two contract working zones.
- Construction closures through the Town of Comox local road network should be limited to a maximum of two blocks at a time and will need to include access considerations for all residences and businesses.
- Back Road will be discouraged from being used as a detour route and traffic calming measures will be considered to reduce speeds and traffic loads.
- No construction work within the Town of Comox or on Comox Road for three days prior to or during Nautical Days festival.
- No full or partial closures to the Comox boat launch or the marina from May 1 to October 1 annually.

In development of the TMS, meetings, presentations and surveys have been completed with varying stakeholder groups to provide an overview of the project, discuss traffic impacts and solicit feedback. Engagement included meetings with key stakeholder groups such as emergency services, BC Transit and the School District, presentations to Town and City Councils and downtown business associations, and engagement through a survey for other private utilities and stakeholders. During the development of the TMS, all stakeholders were provided the opportunity to comment on the draft TMS and every comment received has been reviewed and follow-up responses provided.

The Comox Valley Regional District understands that keeping the public properly informed about traffic impacts will be key to managing traffic flows during the project and to maintaining public trust in the process. The project team is committed to keeping the public informed about this project and has hired a dedicated communication role for the SSCP to ensure open and consistent communications with partners, stakeholders and the public leading up to and during project construction. More details about planned project communication and engagement will be provided at subsequent Sewage Commission meetings.

Prepared by:	Concurrence:	Concurrence:	Concurrence:
<i>Z. Berkey</i>	<i>C. Gore</i>	<i>K. La Rose</i>	<i>M. Rutten</i>
Zoe Berkey, P.Eng. Senior Engineering Analyst	Charlie Gore, P.Eng. Manager of Capital Projects	Kris La Rose, P.Eng. Senior Manager of Water/Wastewater Services	Marc Rutten, P.Eng. General Manager of Engineering Services

Government and Community Interests Distribution (Upon Agenda Publication)

City of Courtenay	✓
Town of Comox	✓
K’ómoks First Nation	✓

Attachments: Appendix A – “Sewer Conveyance Project, Traffic Management Strategy,” Urban Systems, January 2023

Sewer Conveyance Project Traffic Management Strategy



Prepared for
Comox Valley Regional District

January 2023

File no.
3023.0019.01

Contents

1.0 Overview	1
1.1 Traffic Strategy Purpose.....	2
2.0 Construction Parameters.....	3
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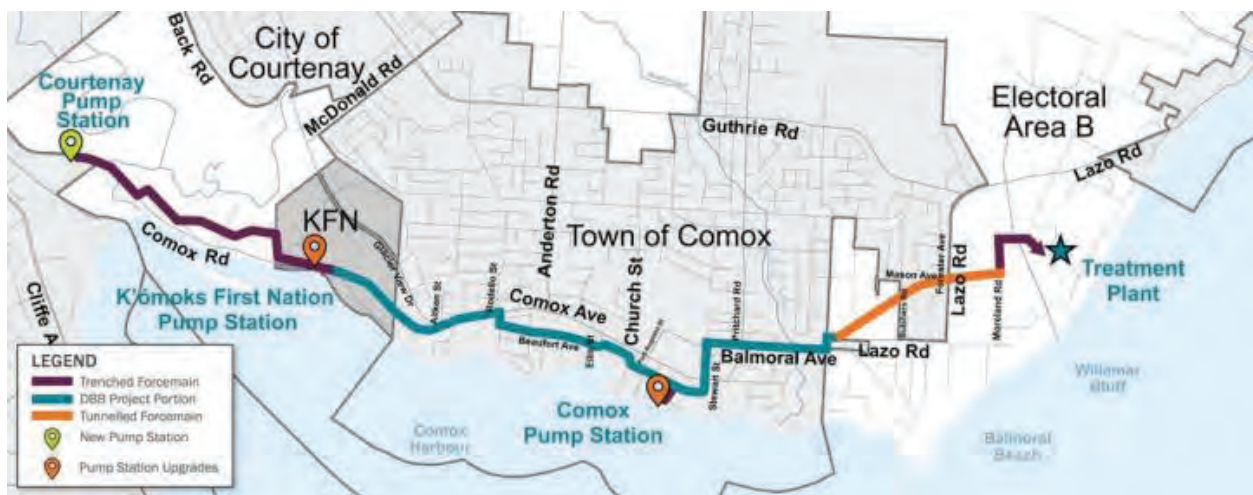
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1.0 Overview

The Comox Valley Sewer Conveyance Project is a multi-year construction project that will replace the conveyance pipe and upgrade the pump stations that move more than 14,000 cubic metres of raw sewage each day to the sewage treatment plant on Brent Road. This new system will route sewer pipes further inland away from the foreshore and provide increased capacity in the system.

The project scope includes upgrades to existing infrastructure and new piping infrastructure that will be installed between the Courtenay Pump Station on Comox Road and the Comox Valley Water Pollution Control Centre (CVWPCC). The conveyance route, outlined in **Fig 1.1**, moves through the lands under jurisdiction by the City of Courtenay, the Comox Valley Regional District, K'ómoks First Nation, and the Town of Comox.

Figure 1.1 – Sewer Conveyance Project Alignment



Construction will include traditional trenching ('cut and cover') pipe installation along Comox (Dyke) Road, Comox Hill, Comox Avenue (to Rodello Street), Beaufort Avenue, Stewart Street, Balmoral Avenue and Morland Road. The pipe will be tunneled from Lazo Road to Morland Road and will cross through Lazo Marsh to the treatment plant. The project will also include a new, relocated, Courtenay Pump Station and upgrades to the K'ómoks Pump Station in IR#1 and Comox Pump Station located at Jane Place in the Town of Comox.

The Comox Valley Sewer Conveyance Project will be constructed and funded in one phase but will include two separate construction contracts. One contract will be delivered as a Design-Build contract noted by the purple and orange alignments in **Fig 1.1** with the second

contract being a conventional Design-Bid-Build (DBB) contract for works generally through the Town of Comox.

The CVRD is working with the K'ómoks First Nation to protect archaeologically sensitive areas during construction to preserve cultural heritage sites, ancestral burial places and artifacts. It is also collaborating with the Town of Comox to ensure smooth and efficient delivery of the project that will see planned infrastructure improvements for the Town delivered in conjunction with the sewer project to minimize disruption to homes and businesses along the route.

1.1 Traffic Strategy Purpose

The conveyance route and surface works comprising the project will have significant impacts to traffic movements in vicinity of the works, and the greater roadway network. The purpose of the Traffic Management Strategy is to understand the impact that the construction of the new infrastructure will have on all modes of travel and to identify a proactive strategy for mitigating community impacts to the greatest extent possible. Mitigation strategies range from traffic management, to travel demand management and strategic communications. The strategy is intended to address concerns identified by the project team and impacted users and is intended to be refined through on-going discussions.

It is expected that this strategy, along with contract specifications will help guide construction in a way that can minimize disruptions to traffic, residents and other corridor users. The recommendations of this strategy will ultimately support the contractors in preparing detailed Traffic Management Plans for the project. As such, much of the strategy is focused on project level traffic impacts through the corridor and the wider network. While localized impacts are noted, and mitigations are recommended for all project sections, many of the localized management opportunities should be implemented through project specific needs and consideration for local bylaws and determined with conversations with the eventual contractors for these works.

The recommendations in this report are based on the anticipated construction approach and resulting traffic management requirements. However, the recommendations in this Traffic Management Strategy will likely be refined in conjunction with the successful contractors and implementation will be subject to the contractors' work plans.

2.0 Construction Parameters

The following sections highlight several project parameters that have been considered with respect to preparing a thorough and specific traffic management strategy for the project corridor.

2.1 Construction Sequencing

As noted above, the project is being delivered in two contracts. The expectation is that both contracts will be advancing at the same time at various locations along the construction corridor. The Traffic Management Strategy, and ultimate Traffic Management Plans, will need to consider that more than one (or two) construction zones may be impacting traffic at the same time at different locations. It will be important that communications during construction and schedules prepared by the various contractors take this into account.

2.2 Project Timing

The work is anticipated to start in mid 2023 and take upwards of 24 months to complete. Timing will ultimately depend on the final extent of the rehabilitation works and the approach to construction phasing proposed by the contractors.

It is not expected that the contractors will be expected to follow a prescribed schedule for works along the corridor. This will impact traffic as the closures noted in this strategy could be implemented at any time or at various times during the contract period. Again, this will require significant communication during construction and schedules prepared by the various contractors will need to take this into account.

2.3 Surface Roadway Improvements

As part of the project there are several roadway improvements that are also planned which are intended to greatly improve traffic circulation. These upgrades include:

- A new roundabout located at the intersection of Glacier View Drive and Comox Avenue within the Town of Comox.
- A new roundabout located at the intersection of Comox Avenue and Rodello Street within the Town of Comox; and
- Roadway corridor improvements on Beaufort Avenue from Ellis Street to Stewart Street within the Town of Comox.
- Roadway corridor improvements on Balmoral Avenue from Stewart Street to Pritchard Street and Donovan Drive to Albatross within the Town of Comox

These roadway improvements are expected to be completed after the initial sewer conveyance line has been installed but within the same contract.

2.4 Construction Corridor Expectations

The CVRD has been working closely with project partners and design teams to identify expected construction impacts based on the proposed upgrades. The ultimate designs are still being completed, and phasing and construction means will be the responsibility of the contractors.

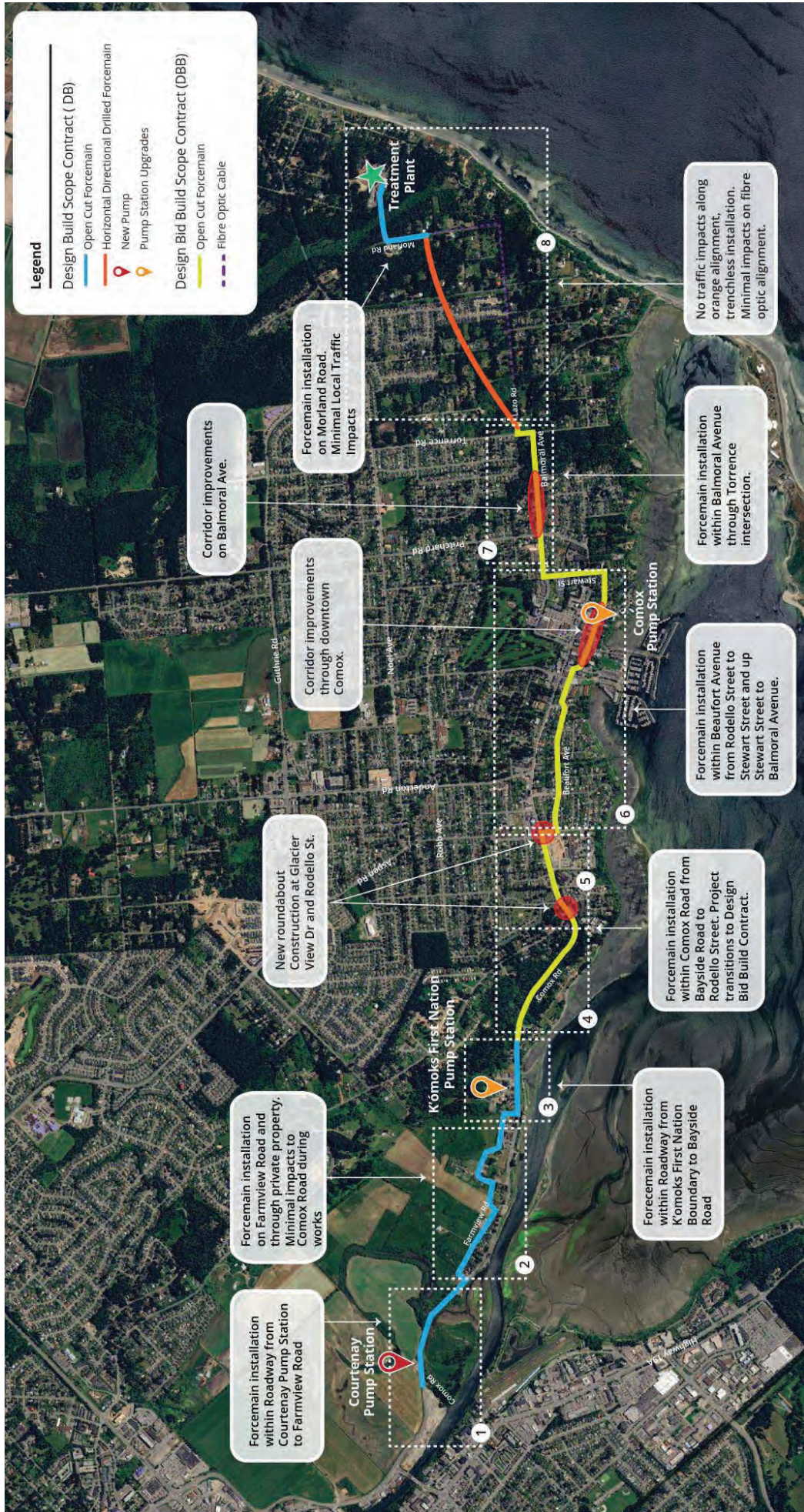
The installation of the sewer main has been designed to follow existing roadways for most of the alignment. In general, it is expected that the installation of the sewer main throughout the Comox Road corridor can be completed while still maintaining one lane of traffic, and space for people who walk and cycle. There are localized exceptions to this which are discussed further in the strategy. As the project moves into the Town of Comox and off Comox Road it is expected that localized road closures will be required along Beaufort Avenue and Stewart Street. Closures of Balmoral Avenue are also expected to facilitate the sewer construction. Beyond Balmoral Avenue the installation changes to trenchless means which will minimize impacts to traffic. Overall, the expected general construction impacts are shown on **Fig 2.1**. For communications purposes we have broken down the construction corridor into 8 separate sections which each have their own unique considerations and challenges. These sections are further discussed in **Section 5**.

Due to the length of the project, and the two-contract approach, it is also expected that more than one construction zone will be active at any given time throughout the project timeframe. That is to say that at any given time during construction road users may encounter no traffic impacts within the construction corridor or could encounter multiple construction zones through the corridor.

The strategy has been prepared based on the expectation that long sections of the construction corridor may be impacted at one time.

URBAN SYSTEMS

Figure 2.1 – Project Construction Impacts



3.0 Existing Traffic Conditions

The current traffic conditions and travel patterns along the Comox Road corridor and through the Town of Comox, including daily traffic profiles, typical congestion, and travel times near various locations along the construction route have been reviewed and are summarized in the sections below.

The information presented in this report has been compiled from several sources. We appreciate the cooperation of the project partners in providing critical information to better inform the strategy. These sources are:

- 1) The Town of Comox Traffic Model,
- 2) The City of Courtenay Traffic Model,
- 3) The Town of Comox 2020 Transportation Master Plan Update; and
- 4) Traffic data received via StreetLight Data, which gathers digital data from cellular and navigation systems to provide mobility patterns.

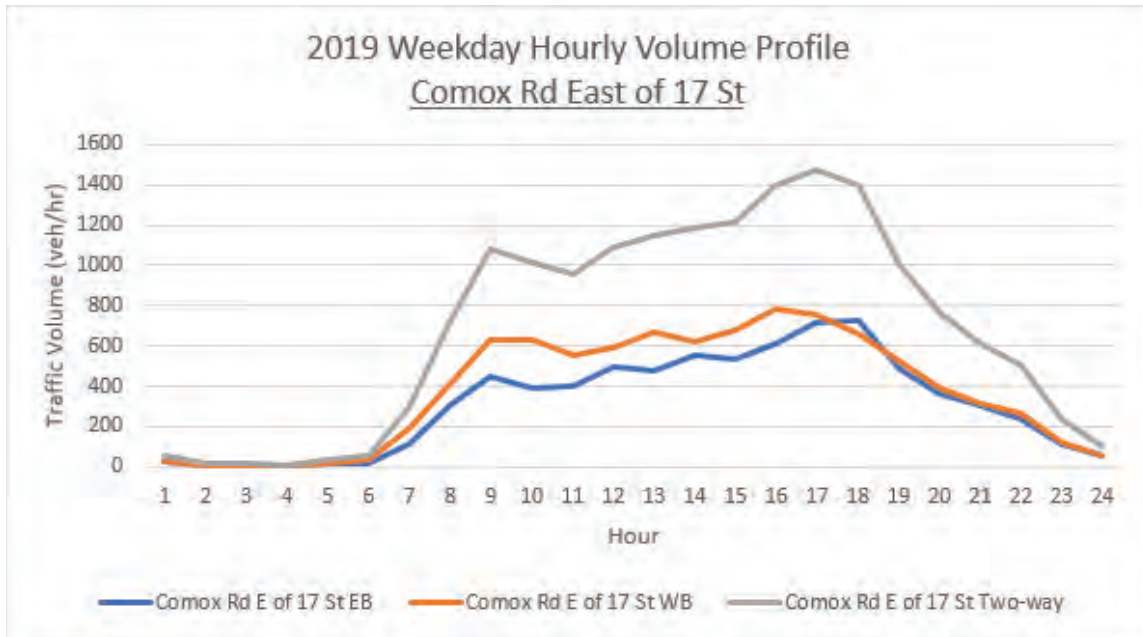
It should be noted that for the traffic analysis we have generally used 2019 data as this coincides with traffic data prepared for the Town of Comox Transportation Master Plan, as well as it does not risk impacts to traffic patterns through the year due to COVID restrictions that have periodically been in place over the last few years.

3.1 Daily Traffic Profile

The traffic along the Comox Road Corridor generally reaches a morning peak around 9 a.m. and then continuously builds throughout the day and reaches the afternoon peak at between 4 pm and 5 pm as shown by the 24-hour traffic profile in **Fig 3.1**.

The directional traffic on the corridor is slightly higher westbound throughout the day than it is eastbound. During the PM peak hour directional traffic volumes vary from 600 to 900 vehicles per day. Additionally, the traffic volumes on the corridor are highest between the 17th Street bridge and Glacier View Drive and decline as you head east into the urban core of the Town of Comox.

Figure 3.1 - 24-Hour Traffic Volume Profile (Comox Road E of 17th Street Bridge)



3.2 Seasonal Traffic Variations

There is minimal seasonal variation in the traffic volumes on Comox Road. The summer weekday traffic volume is within 10% of the annual average daily traffic as shown in **Table 3.1**, below.

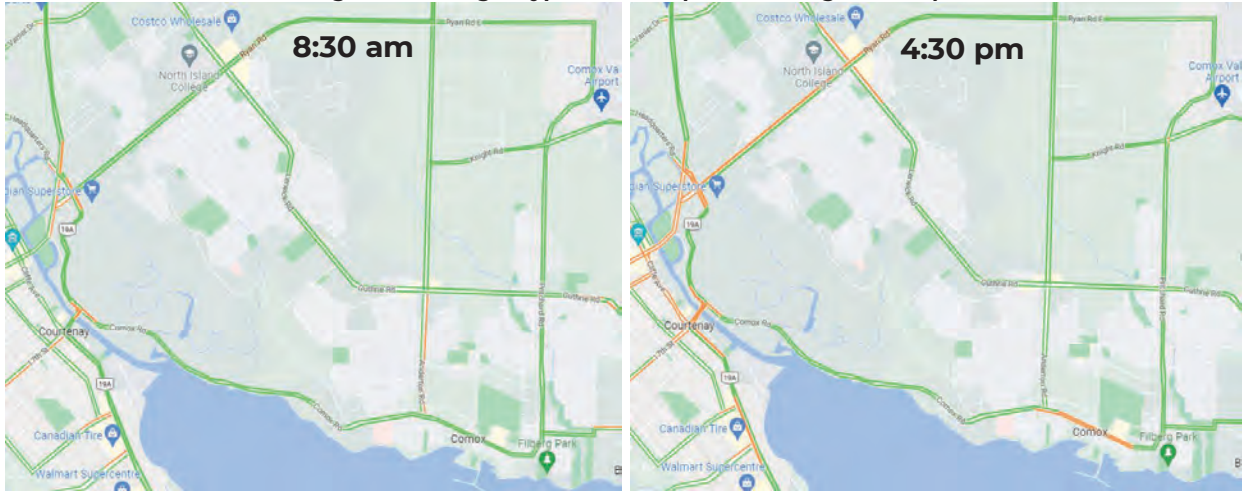
Table 3.1: Comox Road Seasonal Traffic Comparison

	East of 17 th Street Bridge	West of Rodello Street
Annual Average Daily Traffic (AADT)	15,700	13,800
Summer Weekday Daily Traffic	16,700	14,800
Variation (%)	6%	7%

3.3 Typical Traffic Condition

Google Typical Traffic indicates that afternoon traffic conditions are typically worse than morning conditions. Traffic pressure is generally concentrated around the 17th Street Bridge, Ryan Road and the town core on Comox Road as shown on **Fig 3.2**, below. Green indicates light traffic, while orange and red indicate heavier traffic or congestion. On certain days, actual traffic performance is worse than Google Typical Traffic’s long-term average.

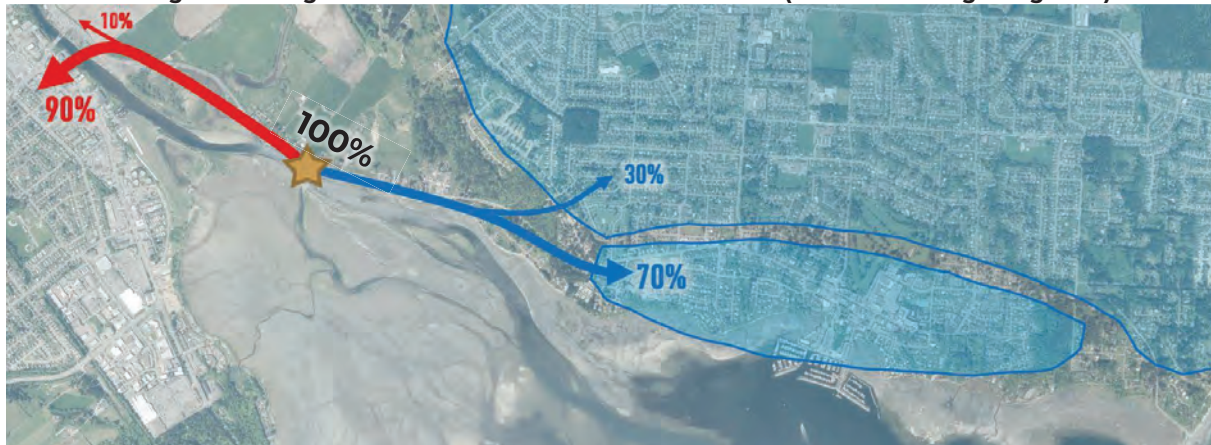
Figure 3.2: Google Typical Traffic (Source: Google Traffic)



3.4 Travel Pattern (Origin and Destination)

Origins and destinations of the Comox Road traffic is illustrated in **Figure 3.33**. The majority of vehicles using Comox Road are travelling between the 17th Street Bridge and areas in the core of the town near Comox Road. Approximately 90% of the traffic on Comox Road crosses the 17th Street Bridge.

Figure 3.3. Origin and Destination of Comox Road Traffic (Source: Streetlight Big Data)



3.5 Travel Time

There are three main options to travel between the 17th Street Bridge and the Town of Comox core, as shown in **Figure 3.44**. Generally, the travel distance via Comox Road is much less compared to using Back Road or Lerwick Road, which requires circuitous routing.

Figure 3.4. Travel Route Options



Travel times along the three routes during a typical weekday PM peak hour have been estimated using Google Typical Traffic information and transportation model data. **Table 3.2** summarizes the typical travel time and distance of the three routes illustrated above.

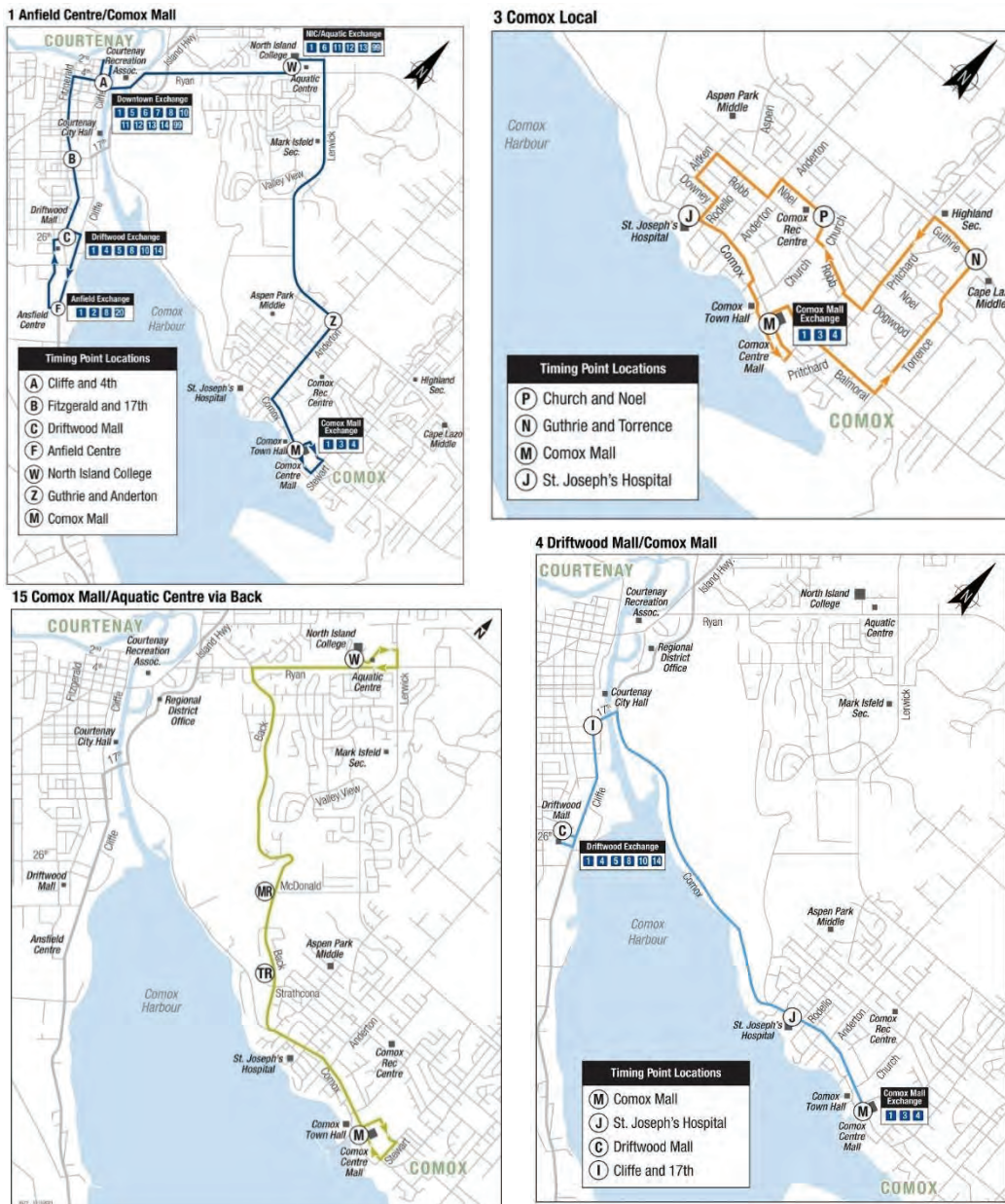
Table 3.2. Google Travel Time between 17th Street and Comox Mall

	Comox Road		Back Road		Lerwick Road	
	Distance (km)	Travel Time	Distance (km)	Travel Time	Distance (km)	Travel Time
From 17 th Street to Comox Mall	5.5 km	7-10 min	8.6 km	12-18 min	10 km	12-22 min
From Comox Mall to 17 th Street		7-14 min		12-20 min		14-24 min

3.6 Transit

The project corridor is used extensively by BC Transit to provide transit services to the project areas and beyond. Under current conditions BC Transit operates 4 routes (Route 1, 3, 4 and 15) that will be impacted by traffic disruptions. Other routes also have the potential to be impacted if traffic detours from the construction zones to other corridors within the network. The transit routes are noted in **Fig 3.5** and are impacted by various locations of construction.

Figure 3.5 – Impacted Transit Routes



3.7 Pedestrians and Cyclists

The construction corridor is extensively used by pedestrians and cyclists. Facilities include sidewalks within the Town of Comox as well as dedicated cycling facilities along Comox Avenue and Comox Road. Comox Road is used by commuter bike traffic connecting between Comox and Courtenay while local road networks provide commuter and recreational cycling routes. Beaufort Avenue for instance is signed a local cycling greenway between Rodello Street and Ellis Street.

For all sections of the corridor, providing pedestrian and cyclist facilities for individuals to safely navigate the corridor during the construction phase is crucial. Good connectivity for pedestrians and cyclists will not only support the users' safety but also encourage individuals to choose walking or cycling instead of driving and help reduce congestion.

Communications, encouragement, and advertisements of other cycling routes beyond the immediate project zones should also form part of the overall traffic strategy. Existing cycling routes through Crown Isle, northwest Comox and the Hobson Ave. corridor could provide alternatives to Comox Road, Back Road and Lerwick Road during detours. The Comox Valley Cycling Coalition maintains a detailed map of cycling routes throughout the valley and could also be engaged to support cycling communications during construction.

4.0 Traffic Conditions - During Construction

The following describes how the planned construction works will impact traffic. This includes both the impacts on the transportation function of the construction corridor, as well as the impact on local and network-wide traffic conditions.

Traffic modelling and analysis has been completed to understand the impact of construction on Comox Road, local roads through the Town of Comox and the broader network. The forcemain alignment is split between lower volume roads (collector or below) and collector and arterial sections of Comox Road. For lower volume sections, the impacts from construction are generally expected to be limited to localized traffic impacts. These impacts are described in **Section 5** as part of the Traffic Management Strategy. However, for sections of Comox Road/Comox Avenue, there are three sections of forcemain that will have significant impacts: Courtenay Pump Station to Farmview Road, west boundary of IR #1 to Glacier View Drive, and Glacier View Drive to Rodello Street.

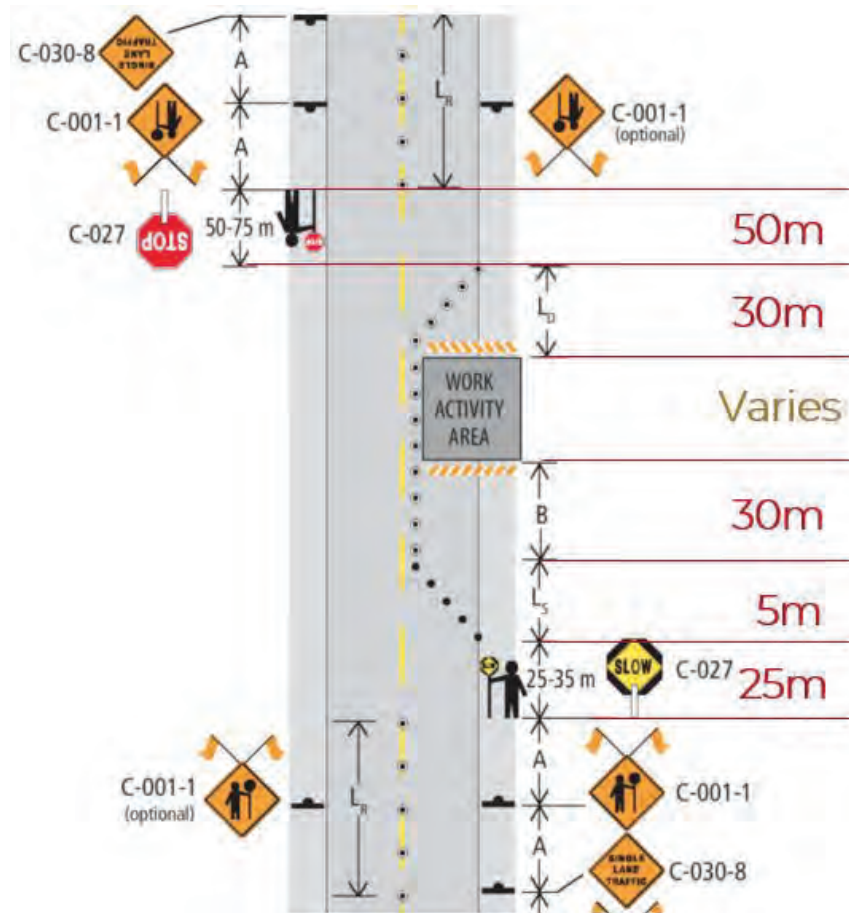
Along Comox Road from the Courtenay Pump Station site to Rodello Street, a variety of different traffic management options were considered to understand the potential traffic impacts of having a single lane available for traffic. These options included: short single lane alternating (SLAT) segments, longer SLAT segments, full road closures, and unidirectional traffic flows. These potential scenarios for traffic movement along Comox Road are summarized in **Table 4.2**.

In addition to the traffic considerations, each option has different impacts on the contractors' efforts and how effectively and efficiently they can complete the required work. Selection of the preferred Traffic Management Strategy requires balancing traffic impacts, community impacts and whether the constraints posed by the Traffic Management Strategy are overly onerous for the contractors and will, therefore, impact how efficiently they can complete the work.

4.1 Considerations for Single Lane Alternating Traffic

Single Lane Alternating Traffic (SLAT) is a typical mitigation measure that would be used for navigating a single lane of traffic. Implementation of SLAT requires space for buffers, cone tapers, traffic control people/temporary signals in addition to the construction or work activity area as shown in Error! Reference source not found.. For example, a 50 m construction area requires 190 m of SLAT while a 100 m construction area requires 240 m of SLAT.

Figure 4.1: Single Lane Alternating Traffic Space Requirements



The length of the single lane alternating segment has a significant impact on the roadway capacity and the resulting delays. This is largely related to the time required to clear the traffic and transition to traffic travelling in the opposite direction (i.e., the “All Red” time). **Table 4.1**, below, summarizes the roadway capacity for four different length scenarios that were reviewed for Comox Road. A construction area of 50 m to 100 m has a capacity of 400 to 500 vehicles per hour whereas increasing the construction area length to 220m results in a 50% reduction in capacity. Moving beyond a 250 m construction zone starts to significantly impact the capacity of the corridor. Increasing the construction zone to 450 m or 750 m, which aligns with potential sections of Comox Road reduces the capacity further to a point where the SLAT severely impacts the overall network.

Table 4.1: Single Lane Alternating Traffic Capacity Comparison

Construction Area	100 m	250 m	450 m	750 m
SLAT Length	240 m	390 m	590 m	890 m
“All Red” Time	35 s	52 s	1.5 min	2 min
Capacity (in each drxn)	415 veh/h	220 veh/h	150 veh/h	<100 veh/h

Based on corridor widths and constructability, it is understood that limiting the work zone to a 100 m or 250 m construction area would be difficult and restrictive for the segment of Comox Road from the Courtenay Pump Station to Farmview Road, as well as the section of roadway between the west boundary of IR #1 and Rodello Street. The short length SLAT (i.e., 100m to 250m) impacts the contractor’s ability to efficiently complete the required work and would result in longer overall construction duration and increased costs and therefore short length SLAT scenarios have not been brought forward as viable options.

Traffic impacts have been modelled within the network for a 450 m work zone and a 750 m work zone which coincides with the length between Glacier View Drive and Rodello Street and the length between the Courtenay Pump Station and Farmview Road. If these zones were to operate as SLAT, the corridor volumes reduce to a point where less than 150 vehicles per hour could navigate the zones with cycle times in the 4 to 5-minute range. Modeling suggests that, under these scenarios, traffic does not clear through every cycle and significant queues form at each end of the work zone. Based on the construction zone lengths, the corridor operating in a SLAT scenario of 450 m to 750 m would be operating in a similar way to a fully closed scenario and would have major network impacts.

As short SLAT (~100 m to ~250 m) was found to not be viable since it was too short for the contractor to work efficiently and longer SLAT was found to not be viable due to the traffic impacts, alternative configurations for Comox Road, including unidirectional traffic were considered. All the potential Comox Road traffic scenarios are summarized below in **Section 4.2**.

4.2 Comox Road Traffic Scenarios

Based on the above, all the potential traffic scenarios that would enable the contractor to effectively complete the required work have been modelled and reviewed for major sections along Comox Road with the goal of identifying the scenario that is the least impactful. These are summarized in **Table 4.2**, below. Note unidirectional traffic implies traffic in one direction only.

Table 4.2 - Comox Road Traffic Scenarios

Scenario	Description	Traffic Considerations/Impacts
Full Closure	Full Closure of Comox Road between Courtenay Pump Station and Glacier View Drive. Local Access only from Glacier View Drive to Rodello Street.	<ul style="list-style-type: none"> • Network wide congestion/gridlock. • Network wide transit impacts. • Need to enable local property/IR #1 access.
Full Night Closures	Full Closures at night to facilitate work with other traffic scenario during the day.	<ul style="list-style-type: none"> • Nigh closures can be accommodated with minimal network impacts. • Closures should be limited to off-peak hours (8pm to 6am). • Full closures will require a fully signed and communicated detour.
Long SLAT (650 m to 750 m Construction -Full Length)	Longer Sections of SLAT traffic through construction zones. Likely more than one construction zone at one time. Example: SLAT from Courtenay Pump Station to Farmview Road.	<ul style="list-style-type: none"> • Essentially same impacts as full closure. • Network wide congestion/gridlock. • Requires 4.5 min cycle length, results in capacity 100 veh/h or less. • Delays/queues could be problematic for site access. • Network wide transit impacts. • Need to enable local property access.

<p>Long SLAT (450 m Construction -Full Length)</p>	<p>Shorter sections of SLAT traffic through construction zones. Likely more than one construction zone at one time. Example: SLAT from Glacier View Drive to Rodello Street.</p>	<ul style="list-style-type: none"> • Network wide congestion/gridlock. • 4.0 min cycle length, results in capacity of ~150 veh/h. • Delays/queues could be problematic for site access. • Could allow transit and local access. • Need to restrict/manage access to Comox Road from side roads/driveways.
<p>Comox Road Unidirectional Westbound</p>	<p>Unidirectional traffic westbound from Rodello Street to the 17th Street Bridge. Detour route eastbound into Comox through Ryan Road / Lerwick Road</p>	<ul style="list-style-type: none"> • No significant delays/congestion/queues. • Bypass would increase travel times eastbound into Comox due to the longer travel distance. • Traffic generally clears every cycle at the signalized intersections with signal optimization. • Detoured traffic (eastbound) is generally making right-turns which minimizes the impact on the traffic performance.
<p>Comox Road Unidirectional Eastbound</p>	<p>Unidirectional traffic eastbound from the 17th Street Bridge to Rodello Street. Detour route westbound into Courtenay through Lerwick Road / Ryan Road</p>	<ul style="list-style-type: none"> • Negative network impacts as westbound traffic volumes are higher than eastbound and therefore requires more traffic to detour than westbound unidirectional on Comox Road. • Also requires the detoured traffic to make left-turns on the detour route which has a significant impact on the traffic performance.
<p>Comox Road Unidirectional Westbound / Back Road Unidirectional Eastbound</p>	<p>Unidirectional traffic westbound from Rodello Street to the 17th Street Bridge. Detour through unidirectional eastbound traffic on Back Road.</p>	<ul style="list-style-type: none"> • Back Road Eastbound provides no benefits to traffic performance. • Back Road/Glacier View Road are collectors and, therefore, not a desirable route to encourage as a detour.

Overall, based on the construction parameters and the above modelled scenarios operating Comox Road in a unidirectional westbound configuration provides the least impact to traffic flows along the construction corridor and the greater network. No other reviewed option would be able to be implemented without significant negative impacts to the traffic network. This option is also expected to be the least impactful from a schedule and costs perspective as it allows flexibility for the contractors to work within a large zone of the construction corridor and traffic management should be less intensive than SLAT or full closure scenarios.

4.3 Work Through the Town of Comox

As the project progresses past Rodello Street onto local roads within the Town of Comox traffic impacts shift from network considerations to local traffic and neighborhood impacts. Construction along Beaufort Street, Stewart Street and Balmoral Avenue will have less impact to the greater network but will impact residents and businesses.

The proposed mitigation impacts for local road are highlighted in Section 5 and are generally following best practices for working within a local road network. For local traffic concerns, the mitigations measures in this strategy are high level and it is likely they will not identify all considerations. The construction efforts and contractor's traffic management plans will need to consistently monitor traffic impacts on a local scale and adjust as necessary based on actual impacts. More specific considerations are discussed in more detail in **Section 5**.

4.4 Impacts to Transit

As noted, the work on Comox Road, Comox Avenue and the corridor through the Town of Comox will have impacts to existing transit routes. To date there have been discussions with BC Transit and the local transit provider to minimize these impacts and the CVRD will continue to actively work with BC Transit and their team to provide mitigations where possible. Based on the current transit routes, the following are expected impacts to the existing routes noted previously in **Fig 3.5**.

4.4.1 *Route 1 – Comox Mall / Anfield Center*

Route 1 runs between the Comox Mall and the Anfield Center via North Island College. There will be a minor impact to Route 1 from the construction. Route 1 uses Stewart Street as a circular turn around to access the transit exchange at the Comox Mall. Stewart Street will need to be closed to traffic during the installation of the forcemain which will require transit vehicles to detour around this section. It is expected that Pritchard Road can accommodate

this detour. Construction sequencing will need to ensure this detour is open to transit during Stewart Street Closures.

The route may also see impacts from increased general traffic along the route, specifically on Anderton Road, Guthrie Road / Lerwick Road and Ryan Road. The CVRD is working with BC Transit to quantify these travel time changes.

4.4.2 *Route 3 – Comox Local*

Route 3 is a circular route within the Town of Comox. The route will be impacted at several locations throughout the Town of Comox due to the construction works. These impacts include:

Comox Avenue and Rodello Street - The route runs south on Rodello Street and turns left onto Comox Avenue. Forcemain and surface works will have an impact on this intersection and could cause delays to transit. It is expected that transit vehicle can still be accommodated through this intersection during construction. It is recommended that the traffic management plans should ensure this movement for transit vehicles is maintained.

Beaufort Avenue between Ellis Street and Stewart Street – Beaufort Avenue and Stewart Street will experience rolling closures during the installation of the forcemain and the surface works. Transit vehicles will be required to detour around these closures during construction.

Balmoral Avenue – The route runs east on Balmoral Avenue and turns northbound on Torrence Road. For the forcemain installation and surface improvements it is expected that there will be periods of full closures as well as periods of SLAT. During times of full closures transit will need to detour around the construction zone.

4.4.3 *Route 4 – Driftwood Mall / Comox Mall*

Route 4 will be significantly impacted by the proposed change of traffic flow along Comox Road between the 17th Street Bridge and Rodello Street. The current route includes travel westbound and eastbound along Comox Road between the Comox Mall and the 17th Street Bridge. In the unidirectional traffic scenario transit will not be able to run eastbound along Comox Road as it does now. Transit vehicles would still be able to run westbound, with traffic, along the route but the eastbound direction would need to be rerouted via the detour or other routes.

Options were modelled where transit was provided priority eastbound through the construction zones on Comox Road, however, it was found that this caused significant impacts to the network as well as provided inconsistent travel timings for transit through the

construction corridor. Based on this, it is recommended that Comox Road and Comox Avenue between the 17th Street Bridge and Rodello Street be closed to eastbound transit vehicles.

4.4.4 Route 15 – Comox Mall / Aquatics Center Via Back Road

Route 15 will be impacted through the proposed change of traffic flow along Comox Avenue between the Glacier View Drive and Rodello Street. Currently transit vehicles travel eastbound and westbound along Back Road / Glacier View Drive to Comox Avenue and along Comox Avenue to the Comox Mall. The proposed unidirectional traffic scenario will restrict the eastbound route between Rodello Street and Glacier View Drive.

Route 15 also uses Stewart Street as a circular turn around to access the transit exchange at the Comox Mall. Stewart Street will need to be closed to traffic during the installation of the forcemain which will require transit vehicles to detour around this section. It is expected that Pritchard Road can accommodate this detour. Construction sequencing will need to ensure this detour is open to transit during Stewart Street Closures.

4.4.5 School District 71 Bus Routing

There is a school district bus route that serves the KFN community on Comox Road and Back Road. Bus route 850 is a dedicated route that travels from Courtenay eastbound on Comox Road, picks up children at KFN and travels eastbound into Comox and along Glacier View Drive and Back Road to bring children to various schools.

This route will be impacted due to the proposed traffic changes. The CVRD should inform and initiate discussions with the School District and KFN regarding this route and possible detours or other considerations for this bus route.

5.0 Traffic Management Strategy

Based on review of traffic data, modelled traffic scenarios and constructability constraints, we can provide the following consideration and recommendations with respect to a proposed traffic strategy for project construction. These considerations and recommendation should be included and built upon in project specific traffic management plans for the project that will provide specific means and methods for implementing the recommendations of the strategy. **Figure 5.1** includes a general summary of the impacts.

While the analysis and background has narrowed in on the Comox Road corridor, localized impacts are equally as important, specifically through residential areas within the Town of Comox.

Figure 5.1 – Traffic Strategy Overview



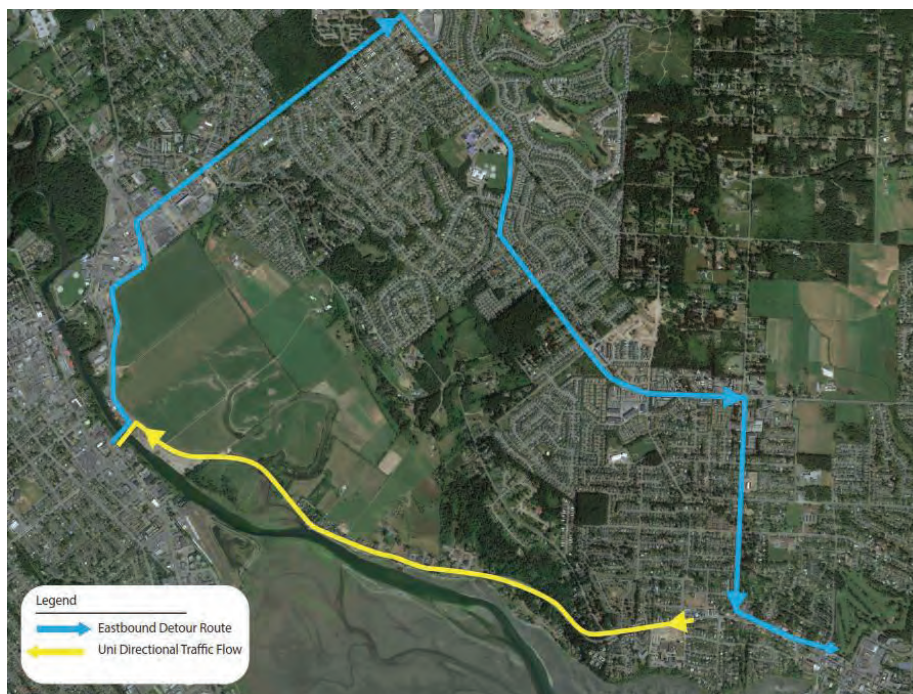
5.1 General Traffic Movements

Based on the network traffic analysis results, a review of stakeholder input, and through discussions with the project partners, the recommended Comox Road traffic management option is to operate Comox Road as a unidirectional westbound only route during periods of time when forcemain installation requires single lane traffic on Comox Road. It is recommended that the unidirectional traffic control would be in place 24 hours per day, except when a night work requires a full closure of Comox Road.

This option minimizes the traffic impacts on the network while also enabling the contractor to complete the project reasonably efficiently since there is no limitation on the length of the construction zone/excavation. It also provides flexibility between the two contractors as multiple construction zones can operate concurrently within this configuration. This will involve a level of communication and planning between the two contracts, but this would be necessary with all traffic pattern changes.

The official signed detour route for eastbound traffic would be via Ryan Road, Lerwick Road and Anderton Road. Some traffic will likely choose to use Back Road and Glacier View Drive; however, this will be actively discouraged as an official detour route as it is a residential collector road. Back Road traffic management considerations are discussed further in **Section 5.4**, below. The general flow and detour route configuration are shown in **Fig 5.2**.

Figure 5.2 - Comox Road and Detour Traffic Route



As the eastbound traffic using Comox Road / Comox Avenue will divert via the assigned detour route, the eastbound travel time for the diverting traffic is anticipated to increase due to this being a less direct route. However, traffic analysis indicates that the overall travel time changes for the detour routes are generally comparable to pre-construction conditions despite the change in travel patterns. This is partially due to traffic at certain locations, namely the northbound left turn at the 17th Street and Comox Road intersection, experiencing less delays without eastbound traffic compared to today. The reduction of delays at various locations offset the slightly increased delays along the remaining detour routes on Ryan Road, Lerwick Road and Anderton Road. The impacts of the detour are also minimized as the detour has vehicles making right hand turns for most of the route. In short, the eastbound travelers that use Comox Road / Comox Avenue today will experience longer travel time mainly due to longer travel distance. The travel time of detour routes will be similar to the existing conditions illustrated in **Table 3.2**, which means travel times of 5 to 12 minutes more when diverting through the detour for vehicles traveling from the 17th Street Bridge into the Town of Comox. General traffic using Ryan Road and Lerwick Road travelling to other destinations will see increased traffic, but the intersections are able to accommodate this increase and travel times are not noticeably longer within the greater network.

However, to best accommodate the diversion of eastbound travel through the detour route, several signalized intersections require signal re-timing. The timing of these intersections to provide additional volume in movements along the detour is critical to a balanced network and keeping similar travel times to existing. Based on the modeling, below is a list of the signals that require signal timing adjustments by priority.

High priority

- 17th Street & Comox Road
- Island Highway & Ryan Road
- Ryan Road & Sandwick Road
- Ryan Road & Back Road

Medium Priority

- Cliffe Avenue & 17th Street
- Ryan Road & North Island Highway
- Ryan Road & Lerwick Road
- Guthrie Road & Aspen Road
- Guthrie Road & Anderton Road
- Anderton Road & Noel Avenue
- Comox Avenue & Anderton Road

Low Priority

- Remaining signals in Comox and Courtenay

Locations ranked as high priority indicate that the signal timings would require to be re-timed to ensure the detour traffic can flow through the detour route efficiently. Locations ranked as a medium priority mean that these locations will likely require signal re-timing to best accommodate the traffic patterns at a network level. Locations ranked as low priority indicate that these locations will not likely require immediate signal re-timing but should be monitored throughout the construction phase on an as-needed basis.

We recommend that the CVRD open discussions with the various jurisdictions and confirm the ability to and process for reviewing and revising signal timing of these intersections during construction.

5.2 Emergency Vehicle Access

Based on the recommended scenario, portions of Comox Road would be greatly impacted from access by emergency vehicles. In a westbound traffic scenario, it is recommended that provisions in the traffic management plans be made to accommodate emergency vehicle access from both westbound and eastbound points at any location along Comox Road and the works zones. Depending on the location of the works, the set up of the work zones and traffic flows, this would be expected to be supported by either traffic management personnel, traffic lights with emergency pre-emption or other means of providing immediate westbound and eastbound emergency vehicle access against eastbound flowing general traffic.

Beyond Comox Road, throughout the project corridor access for emergency vehicles is a priority for all residences and buildings. All construction corridors through the site day and night will have plans in place to always accommodate emergency vehicles during the project works. Emergency service providers should also have the chance to review submitted traffic management plans for the works.

5.3 Considerations for Full Closures on Comox Road

As noted, there are sections of the corridor that require a full shut down to traffic to facilitate the installation of the forcemain (Section 1 and portions of Section 4 – **Fig 2.1**). For these sections, it is recommended that if a full shut down of Comox Road is required, that it occur at off-peak travel times to reduce impacts to the network. For full shutdowns of traffic, the detour for westbound traffic should follow the detour being proposed for eastbound traffic (via Anderton Road, Lerwick Road and Ryan Road). Any shutdowns and detour routes will need to be adequately signed, communicated to the public and all impacted users of the corridor and considerations for local emergency vehicle access would need to be confirmed.

Based on the volume patterns on the corridor we would recommend that any full shutdowns occur between 8 p.m. and 6 a.m. Project partners should be consulted regarding any timing of shutdowns. Also, for emergency access considerations Section 1 and Section 4 (**Fig 5.1**) for the corridor should not be closed to traffic at the same time as to allow access to both ends of any construction zones.

For areas outside the above noted corridor section, accommodation of night work is not recommended based on the proximity to homes and residential neighbourhoods. However, there may be some extremely limited circumstances where night work outside of the specified corridor section may be necessary.

5.4 Back Road Traffic Management Considerations

The official detour route for eastbound traffic will be via Ryan Road, Lerwick Road and Anderton Road since these roads are arterials and designed to accommodate higher traffic volumes. All communications and signage will encourage motorists to use this route. However, some motorists who are familiar with the area may use Back Road and Glacier View Drive. These roads are classified as collector roads with residential fronting the roadway.

The two key potential issues associated with detour traffic using Back Road and Glacier View Drive are excessive traffic volumes and excessive speed, both of which can contribute to safety issues. A series of escalating traffic calming measures can be implemented to discourage use of the route as a detour and support motorists in selecting an appropriate speed.

Potential traffic calming measures for Back Road include:

1. speed reader boards,
2. temporary curb extensions using Traffic Calming Curbs¹ at pedestrian crossing desire lines.
3. speed humps; and

While these measures can help discourage use of this corridor as a detour route, these measures and speed humps, in particular, are often not universally supported by local residents. Therefore, the benefits of traffic calming should be weighed against the impact on residents and an appropriate balance sought. Increased police enforcement can also support the use of appropriate speeds. Based on the need for reduced traffic flows on Back Road we

¹ Traffic Calming Curbs: <https://www.calgary.ca/roads/safety/traffic-calming-curbs.html>

would recommend that the above three noted measures are considered and included in the initial traffic management plans for the project.

Should the above measures not be sufficient to discourage use of Back Road as a detour route, a barricade could be added such that Back Road is temporarily no longer a through route with local access considerations. Allowing Back Road to only flow in a westerly direction for certain sections could also be considered. These options would have a significant impact on accessibility for residents and emergency services and therefore it is only recommended as a last resort after further engagement with residents and emergency services. The closure would also need to be designed to accommodate a turnaround for vehicles on either side of the barrier.

Existing average traffic volumes for Back Road are in the 2,000 to 2,500 veh/day range. Traffic volumes during construction can be monitored against these existing conditions to support consideration for escalating measures during construction.

5.5 Cyclist and Pedestrian Accommodations

Providing pedestrian and cyclist facilities for individuals to safely navigate during the construction phase is crucial. Good connectivity for pedestrians and cyclists will not only support users' safety but also encourage individuals to choose walking or cycling instead of driving and help reduce congestion.

It is recommended that, for portions of Comox Road from Rodello Street to the 17th Street Bridge, access for pedestrians and cyclists is maintained during construction apart from periods of full closures. The following considerations are desirable to accommodate two-way cyclists. Of note, the below assumes that travel lane minimums are 3.3 m which is typically accepted as a reduced travel lane that will accommodate transit buses. Additionally, all of these dimensions are to the edge of the work zone and it is assumed that the contractor will provide the any required barriers and setback from the barrier within their work zone.

Bike accommodation options through the construction site should generally follow the following dimensions:

- **Unidirectional bike lanes (all same side of excavation)**
 - 1.5 m westbound bike lane
 - 3.3 m westbound vehicle lane
 - 1.5 m eastbound bike lane
 - **TOTAL 6.3 m (minimum)**
- **Westbound bike share vehicle lane through construction zone**
 - 3.3 m westbound vehicle lane (westbound bikes will be instructed to take the lane)

- 1.5 m eastbound bike lane
- **TOTAL 4.8 m (minimum)**

A bi-directional bike facility is not recommended since it requires the cyclists to cross the vehicle lane to access the facility and then cross back to continue their journey at the end of the work zone. Additionally, the minimum recommended width for a bi-directional bike facility is 3.0 m. Therefore, a bi-directional bike facility provides no space savings compared to two 1.5 m unidirectional bike lanes. Additionally, motorists are often not expecting bi-directional cyclists which can increase safety risks.

For the section of Comox Road from the Courtenay Pump Station to Farmview Road it is understood that there will be a total of 5.9 m² available to accommodate all modes through the construction site while there is a total of 5.3 m³ available from Bayside Road to Glacier View Drive. Based on the required dimensions, outlined above, the recommended approach for both segments is to provide an eastbound bike lane with westbound bikes instructed to take the vehicle lane through the construction zone. This has the added benefit of not needing to have cyclists' cross traffic at the end of the zones as would be the case with a single shared lane on one side. With the limited space available the eastbound bike lane will need to also accommodate pedestrian traffic. The lane should be signed accordingly to communicate this to cycling traffic.

For Comox Road from the IR #1 west boundary to Bayside Road there is additional width available. provision of unidirectional bike lanes in both directions plus a 3.3 m westbound vehicle travel lane is recommended.

With respect to pedestrians, the entire corridor is used by pedestrians. On Comox Road, the westbound shoulder should be maintained as a pedestrian corridor through the construction zone and access to various properties on the east side of Comox Road will need to be accommodated in traffic management plans.

5.6 Section Specific Traffic Management Considerations

Further to the above project considerations, the Traffic Management Strategy has been broken down into eight traffic mitigation sections as per **Fig 5.1**. Each section is discussed in greater detail below.

² 5.9 m is based on the contractor's work zone extending to the center line. This leaves 5.9 m from the center line to edge of pavement.

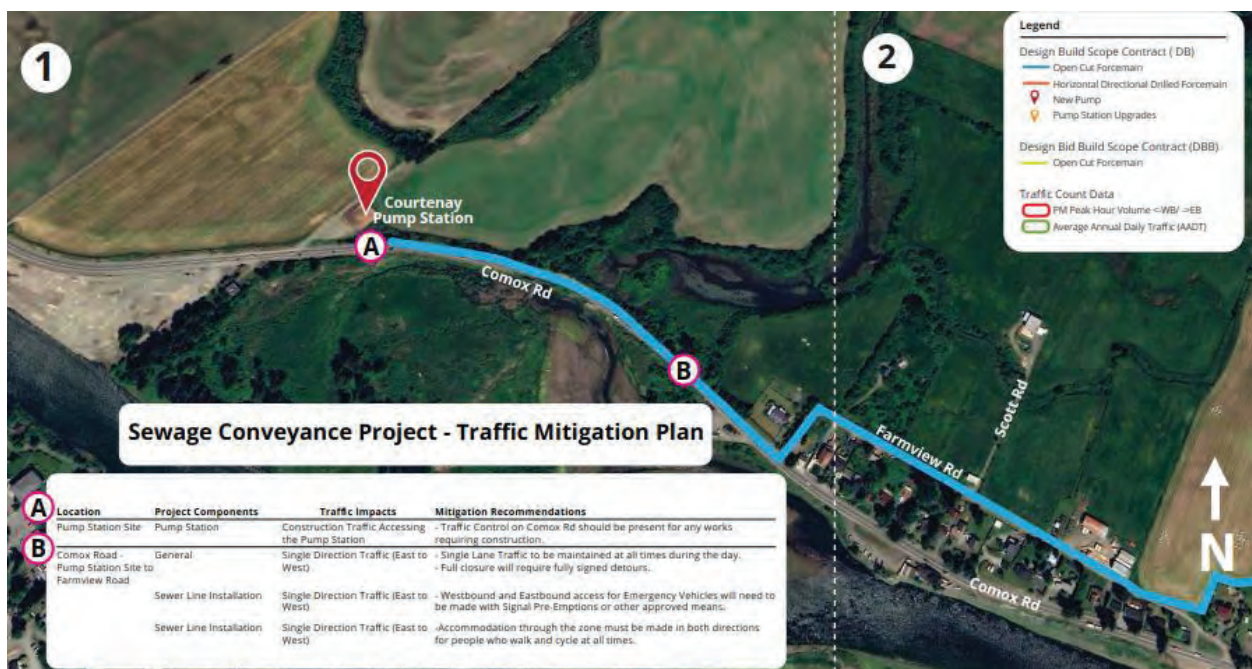
³ 5.3 m is based on the contractor's work zone extending to the center line. This leaves 5.3 m from the center line to the asphalt curb.

5.7 Section 1 -Comox Road (Courtenay Pump Station to Farmview Road)

Section 1 involves approximately 650 m of forcemain installation within Comox Road from the Courtenay Pump Station to Farmview Road. To facilitate the construction works on Comox Road, single lane westbound traffic should be in place during the construction within the roadway.

Construction at the Courtenay Pump Station site is expected to have minimal traffic impacts as the work is occurring off Comox Road. However, traffic control should be provided on Comox Road, as necessary, to facilitate safe access to the site for construction vehicles and material deliveries.

Figure 5.3 – Section 1 Traffic Mitigation Plan



Other mitigation measures for Section 1 that should be addressed in a traffic management plan include:

- Ensuring adequate signage and notice for the traffic impacts;
- Ensuring emergency access through and beyond the construction zone (eastbound and westbound); and
- Providing accommodation for pedestrian and cyclists through the construction zone.

Based on the location, there could be the opportunity to have full closures during off peak times as per **Section 5.3** without major impacts to residents and homes. Any shutdowns

would need to be signed and communicated and considerations for emergency vehicle access would need to be confirmed.

Access for pedestrian and cyclists through this section, as per **Section 5.5**, should be always maintained, except during periods of full closures during off peak times.

5.8 Section 2 -Farmview Road and Agricultural Land

Section 2 involves installation of the forcemain along a section of Farmview Road, north of Comox Road, a portion of Scott Road and through agricultural land. The traffic impacts for work along this segment are expected to be minimal beyond local impacts. Mitigation measures for Section 2 that should be addressed in a traffic management plan include:

- The work will impede the access to several homes and cross several driveways along Farmview Road. Planning of work will need to consider access for residents.
- The work along Scott Road will impact access to homes. A local access should be maintained during the work for these residents.
- It is expected that construction traffic will need to enter and exit Farmview Road and Scott Road off Comox Road. Traffic control means should be provided to accommodate construction traffic accessing the site.
- Access for emergency vehicles will need to be accommodated to all residences.

Figure 5.4 – Section 2 Traffic Mitigation Plan



5.9 Section 3 – Comox Road (IR #1 West Boundary to Bayside Road)

Section 3 involves 650 m of forcemain installation within Comox Road from the K’ómoks First Nation IR #1 west boundary to Bayside Road. This is the last section of the Design-Build Scope on Comox Road.

To facilitate the construction works on Comox Road, single lane westbound traffic should be in place during the construction within the roadway. Opportunities to maintain localized 2-way traffic to provide a connection for local access to homes and the K’ómoks First Nation Administration Buildings could be considered, but feasibility of this would need to be confirmed with the contractor.

Local traffic access to Queneesh Road and Bayside Road should always be maintained during construction with a specific access plan or local bypass in place for the forcemain crossings at each intersection.

Like other segments, access through the corridor should be maintained for pedestrian and cyclists for the duration of the works, as per **Section 5.5**.

Figure 5.5 – Section 3 Traffic Mitigation Plan



5.10 Section 4 – Comox Road (Bayside Road to West of Glacier View Drive)

Section 4 includes a section of Comox Road from Bayside Road to west of Glacier View Drive.

Based on the general traffic recommendations, Section 4 should be operated as westbound single lane unidirectional traffic during construction in the roadway that require single lane traffic.

It has been noted that a full closure to traffic is required to accommodate the force main installation on Comox Road between Bayside Road and Glacier View Drive. Full closures should only be accommodated at night and follow the recommendations noted in Section 5.3 and be minimized where possible. This section does have driveways on the south side of Comox Road that will need to be accommodated for access. It is recommended that discussions should be had with these residents regarding any restrictions or full shutdowns.

Other traffic mitigation recommendations for this corridor are included in **Fig 5.6**.

Figure 5.6 – Section 4 Traffic Mitigation Plan



5.11 Section 5 – Comox Avenue (Glacier View Drive to Rodello Street)

Section 5 includes the section of Comox Avenue from Glacier View Drive to Rodello Street and includes the Glacier View Drive and Rodello Street intersections, both of which are being significantly improved with roundabouts after initial installation of the forcemain. Note that for the purposes of this report Comox Road changes to Comox Avenue at the Town of Comox boundary located west of the Glacier View Drive intersection.

Based on the general traffic recommendations, Section 5 should be operated as westbound single lane unidirectional traffic during construction in the roadway that require single lane traffic.

Under a unidirectional traffic pattern, access to Glacier View Drive from Comox Avenue will be important to remain open during construction. Glacier View Drive will provide a return access point to the local network for vehicles and will act as an offramp for vehicles entering from the south side of Comox Avenue. For instance, residents of Manor Drive would be able to turn left on Comox Avenue and right on Glacier View Drive allowing them back into Comox rather than being required to continue west on Comox Road. Local neighborhood traffic calming, and measures noted in Section 5.4, and signage should be implemented for Glacier View Drive and the local network to discourage unnecessary traffic trying to detour around the construction zones.

Once the forcemain installation is complete through this section, it is expected that unidirectional traffic or shorter SLAT segments will be used during the construction of the surface works at the Glacier View Drive and Rodello Street intersections. Discussions with the design team and eventual contractor should confirm if this is achievable from a constructability perspective.

Other traffic impacts a mitigation recommendation for this corridor are included in **Fig 5.7**.

Figure 5.7 – Section 5 Traffic Mitigation Plan



5.12 Section 6 – Beaufort Avenue/Stewart Street (Rodello Street to Balmoral Avenue)

Section 6 includes portions of Rodello Street and Beaufort Road through the Town of Comox to Stewart Street and northbound to Balmoral Avenue. The forcemain in this corridor will be installed within the existing roadway, which will require closure of the roadway for most sections. When roadway closures are required, contractors should work one or two blocks at a time with rolling single/double block closures to traffic to minimize impacts. Double block closures should be minimized and only accommodated where shown to be necessary. Local access to homes and businesses will need to be accommodated and communicated with the property owners. At a minimum, pedestrian access to all homes and businesses should be always maintained.

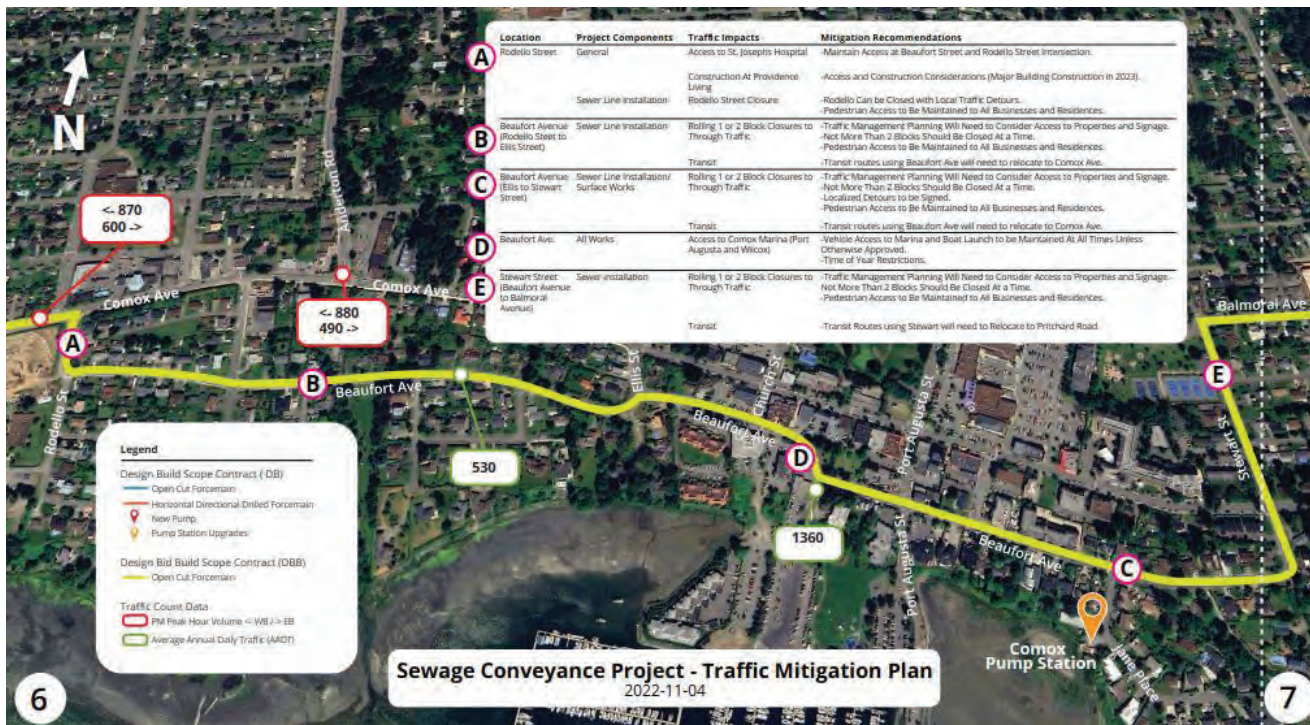
This corridor includes access points to the Town of Comox Marina and boat launch. It has been agreed to with the Town of Comox that no full or partial access closures to the boat launch will be accommodated between May 1st and October 1st as to not restrict boat access.

The Town of Comox marina also hosts “Nautical Days” which is typically held on the BC Day long weekend. It has been agreed to with the Town of Comox that construction must not

impact Comox Road and any roads within the Town of Comox boundary three days prior to, or during the Nautical Days festival. This should be included and confirmed in the traffic management plans for the project.

Additional traffic Impacts and mitigation recommendations are included in **Fig 5.8** for this corridor.

Figure 5.8 – Section 6 Traffic Mitigation Plan



5.13 Section 7 -Balmoral Avenue (Stewart Street to Torrence Road)

Section 7 includes a section of Balmoral Road between Stewart Street and Torrence Road. The forcemain in this corridor will be installed within the existing roadway, which will require either full closures or a reduction to single lane traffic. When roadway closures are required, contractors should work one or two blocks at a time to minimize impacts. A signed detour route should be in place during closures. There are local detours using Noel Avenue or Guthrie Road that are available without major impacts to the network. Other localized network detours are available to various destinations beyond the construction zone as well.

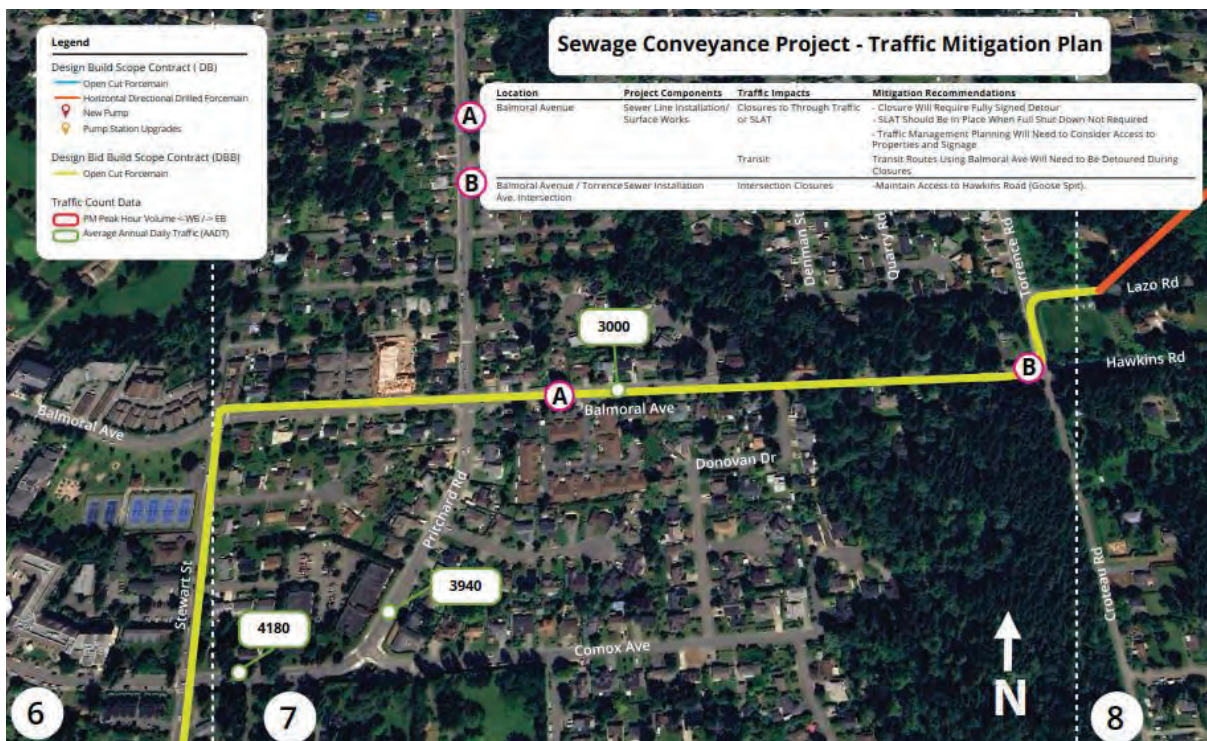
Local access to homes will need to be accommodated and communicated with the property owners. At a minimum, pedestrian access to all homes and businesses should be always maintained.

When one lane can be utilized for traffic, due to the lower volume of traffic within the corridor, we recommend that SLAT can be implemented through the construction zone during construction. Based on the traffic volumes, we would recommend that initially SLAT zones are maximized at 200 m to maintain a minimum level of traffic through the work zone. It is expected that a percentage of local traffic would detour where practical, which will minimize traffic through the corridor.

While Stewart Street is closed to traffic, transit is expected to use Pritchard Road to access Balmoral Road. Routes will then either turn westbound or eastbound on Balmoral Ave. Based on this, while Stewart Street is closed to traffic, Pritchard Road and Balmoral Road intersections will need to be open to transit and general traffic. Once work is completed on Stewart Street it should be opened back up to traffic and transit prior to commencing the any work on Balmoral Ave. that would impact the Pritchard Road and Balmoral Ave. intersection.

The Torrence Road and Lazo Road Intersection includes connection points to Hawkins Road (Goose Spit) and Croteau Road. This intersection is the only access to these areas and will need to be maintained during installation of the forcemain through the intersection.

Figure 5.9 – Section 7 Traffic Mitigation Plan



5.14 Section 8 – Trenchless Installation to Morland Road

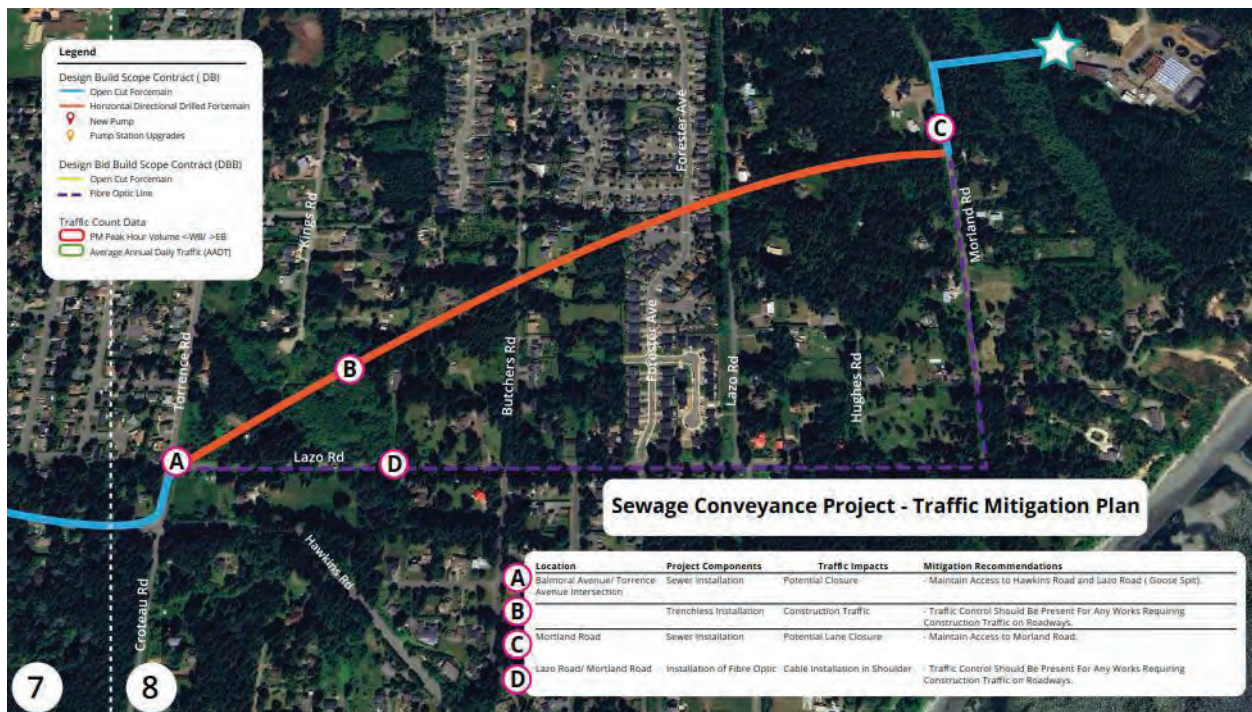
The final section includes areas around the final trenchless installation of the forcemain and the final connection to the treatment plant.

Construction at the trenchless site off Lazo Road is expected to have minimal traffic impacts as the work is occurring off Torrence Road or Lazo Road. However, traffic control should be provided, as necessary, to facilitate safe access to the site for construction vehicles and material deliveries. Tie in of the forcemain to the trenchless section, however, will require a full closure of Lazo Road for a brief period (2 to 3 days). During this shut down a local detour will need to be put in place to route traffic around the construction.

As part of the project, fiber optic cable will be installed from the Lazo Road and Torrence Road intersection along Lazo Road and up Morland Road. While this cable will be installed within the shoulder, there may be minor traffic impacts during the installation. It would be expected that SLAT at a minimum would be maintained to maintain access to the area.

On the plant side of the installation there is a minor section of open cut trench that may impact access for residents on Morland Road. The contractor should ensure that access to all homes is maintained during the installation of the forcemain.

Figure 5.10 – Section 8 Traffic Mitigation Plan



6.0 Transportation Demand Management

The Traffic Management Strategy recommendations do have an impact to travel routes within the Comox Valley and do increase travel times between the City of Courtenay and The Town of Comox. As well, the project will increase traffic and travel times on other routes within the network. Based on this demand, management should be considered.

Transportation Demand Management (TDM) refers to strategies that influence travel behavior. Opportunities to use TDM approaches to address challenges during construction are explored in the following sections, both in terms of shifting travel demand to mode/options that are less impacted and shifting travel demand to off-peak periods.

6.1 Mode Shift

Several opportunities to facilitate and support shifting travel to modes that are less impacted by the construction works have been identified. In general, it is very difficult to gauge the effectiveness and eventual use of mode shift opportunities. Mode shift opportunities are typically oriented toward commuter traffic and typically there needs to be a very large impact to travel times or routes to have commuters or general traffic shift travel habits. However, if opportunities are available without significant investment or disruption, they can be a great incentive to local commuters.

6.1.1 Park-and-Ride

Park-and-Ride requires establishing and promoting parking locations available to commuters throughout the construction period. These could be located in both downtown/west Courtenay and east Courtenay, or downtown Comox to facilitate park-and-ride activities in both directions. Typical target parking areas may include public facilities or commercial sites with under-utilized parking supply.

There are three travel options that may be considered for transporting individuals between identified park-and-ride parking areas and key end destinations such as downtown Courtenay, Downtown Comox, North Island College, and North Island Hospital. Important for all options is that they result in greater convenience and/or reduced travel time as compared to a single-occupant vehicle.

The three options are as follows:

- 1) **Transit** – Encourage use of existing transit routes. Route No.1 (Comox Mall / Anfield Centre) or other routes in east or west Courtenay that might access dedicated parking areas. Increased communication and an education campaign could be useful in attracting and promoting transit ridership and a park-and-ride system.

This approach has the benefit of utilizing an existing service and potentially exposing new users to transit which may encourage increased Transit use post construction.

- 2) **Rideshare** – Targeted communications could be used to encourage ridesharing and reduce the number of vehicles on the road. Creation of dedicated parking spaces at key end-point in Downtown Comox, North Island College (outside peak semesters such as summer months) and some of the commercial areas in West Courtenay or along Ryan Road could also support rideshare. Rideshare can either be informal (involving individuals who already have a pre-existing relationship) or through a more formal ride matching program. One example of a rideshare program is the Kootenay Rideshare⁴; it facilitates shared transportation which reduces congestion and carbon emissions while being free to use for drivers and passengers.

The parking spaces for rideshare will be subject to interest and cooperation from the property owners, including issues of liability. Temporary signage and information would need to be made available clarifying which areas of identified parking are available for rideshare and the conditions of using the parking area. For example, a maximum stay of 10 to 12 hours and rideshare activities only.

- 3) **Shuttle** – Consideration may be given to operating a shuttle service during the construction period operating between identified park-and-ride locations and key destinations. For this to be an appealing option, the shuttle must operate throughout the day (or timed to align with key shift start/end time) and have high enough frequency to be comparable with driving. This approach may be challenging to justify given the considerable operating cost over the project life and unknown demand. In many cases it might be more cost effective to provide a transit subsidy rather than operate a separate shuttle.

Based on the proposed traffic movements and the proposed detour route during unidirectional traffic flows, we feel there is likely limited advantages to mode shift beyond the opportunities to use and encourage transit ridership. Individuals typically choose their travel mode based on optimizing travel time, cost, and safety in alignment with their personal values and circumstances⁵. Often the greatest opportunity for mode shift or TDM is created when a new travel option such as new bike facilities, high occupancy vehicle lanes or a new transit route/increased frequency is introduced since this can alter an individual's assessment of their optimal travel mode. Without dedicated high occupancy lanes or detour efficiencies there is limited opportunities to entice drivers away from driving in the context of this

⁴ Kootenay Rideshare: <https://kootenay.ride-share.org/>

⁵ Personal values and circumstances can include a variety of factors such as: access to a vehicle, need to transport children/bulky items, environmental considerations, etc.

project. Broader community efforts to support TDM measures can be perused independent of the Sewage Conveyance Project. Based on initial discussions Park and Ride programs will not be explored at this time.

6.2 Encouraging Cycling

As noted previously, providing opportunities for cyclists to navigate the construction zone effortlessly is imperative. The Comox Road corridor is already used as a commuter cycling route and this should be encouraged and accommodated (in both directions) throughout the construction.

Along with providing the facilities, communication and advertisement of this option should be brought forward. Based on the traffic patterns and proposed mitigations, cycling could provide the greatest opportunity for demand management as it does provide opportunity to bypass detour routes and possibly reduce travel times for those that are able to commute via bicycle.

Collaboration with the Comox Valley Cycling Coalition could also bring forward other opportunities and to promote and encourage cycling.

7.0 Closing

The Traffic Management Strategy for the Sewer Conveyance Project has been prepared to identify and evaluate various traffic management scenarios and develop a recommended strategy for the project impacts. The goals of this strategy are to provide a safe environment for all road users during the construction phase while minimizing impacts to the public, businesses, and priority vehicles (transit, emergency services, etc.). The recommendations are intended to be used by the Comox Valley Regional District to communicate both internally and externally as well as forming the basis of the contractor's Traffic Management Plans.

The recommendations in this report are based on the anticipated construction approach and resulting traffic management requirements. However, the recommendations in this Traffic Management Strategy will likely be refined in conjunction with the successful contractor and implementation will be subject to the contractor's work plan and the available budget.

Overall, the following general mitigation recommendations have been included in the strategy:

1. Comox Road / Comox Avenue should be operated in a unidirectional westbound configuration for periods of time where two-way traffic cannot be maintained along the corridor.
2. An eastbound detour route using Ryan Road, Lerwick Road / Guthrie Road and Anderton Road into the Town of Comox should be signed and communicated during times of westbound unidirectional traffic on Comox Road/Comox Avenue.
3. Eastbound and westbound access for emergency vehicles must be always maintained for each construction zone. This would include the ability to stop westbound traffic and provide eastbound access to emergency vehicles.
4. For sections noted, full shutdowns can be accommodated at off peak hours with signed detours and communications in place.
5. Where feasible transit movements should be prioritized. This could include means for transit vehicles to be prioritized through SLAT sections or other non-unidirectional traffic-controlled sections of the project.
6. Space for cyclist and pedestrians needs to always be accommodated throughout the corridor.
7. Back Road should be discouraged from being used as a detour route and traffic calming measures should be put in place to reduce speeds and traffic loads.
8. Construction closures through Town of Comox local road network should be limited to two blocks at a time and include access considerations for all residences and businesses; and
9. Other mitigation measures as noted.

Based on the recommendations of the strategy we would suggest the following next steps with respect to implementation.

- 1) The Traffic Management Strategy should be distributed and reviewed by project partners and impacted user groups to ensure the recommendations of the strategy are achievable and can be supported by all interested groups.
- 2) The recommendations should be considered and added to the contract specification for implementation into the two separate construction contracts.
- 3) Continued dialogue with BC Transit should be advanced with respect to mitigations for transit route impacts and opportunities to support and encourage transit ridership during construction.
- 4) Continued Dialogue with KFN should be advanced regarding mitigation for works within IR#1 on Comox Road and for and the proposed level of traffic calming measures proposed through IR#1 on Back Road during construction.
- 5) Strategic and timely communications will be an important mitigation effort to assist in minimizing impacts to the community. Proactive communications should continue with respect to information being provided to the travelling public and the broader community

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24 July 2023

TOWN OF COMOX



LOG: 23-278	REFER:	AGENDA: RCM 09Aug2023
FILE: 1475-01	ACTION: MR	

July 16, 2023

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Copies - Council
-JW/SR/KG/LP

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

Dear Mayor Minions and members of the Town of Comox Council:

We are writing to ask the Town of Comox in the Comox Valley to show its support for local news media by following the example of the Province of British Columbia and the Federal and Quebec governments and stop all advertising with Meta platforms Facebook and Instagram. We are also asking that you direct staff to divert the portion of your advertising budget spent on Meta to invest in local news media.

Comox Valley Record needs your assistance to safeguard the ongoing ability of our journalists to continue to report freely on matters of public interest. Canadian media is facing unprecedented challenges that are affecting our ability to continue to publish journalism that readers can trust. Our huge audience growth over the past ten years isn't reflected in the advertising investment by governments and private corporations. As audience numbers continued to grow at an unprecedented pace, media investment supporting Canadian news organizations has dropped from 23.1 per cent in 2014 to a mere 5.7 per cent in a five-year span.

With the passage of Bill C-18, the Online News Act, Meta has announced it will remove all accredited news content from its pages rather than negotiate a fair deal with Canadian news media. Google has also indicated that unless its demands are met, it will deindex news organizations, making it impossible for Canadians to find local news sources using Google search.

More than ever, democratic principles are under attack from bad actors that spread information at a rate only made possible by algorithm-driven mega-companies like Meta that control almost every facet of our information networks.

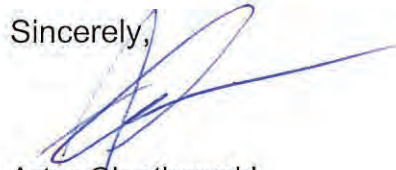
Trusted news sources like the Comox Valley Record are an important indicator of a thriving democracy. We've gained huge audiences by adding balance in an increasingly unbalanced world and by helping to communicate the work being done by many non-profit organizations, service clubs, business associations and individuals to build a better community for all. Black Press Media averages more than 4.1 million unique

views a month on our news sites including the Comox Valley Record and we employ more BC-based journalists than any other BC news organization.

We ask that the Town of Comox use its economic clout and join its provincial and Canadian counterparts and governments around the world that are taking a stand at this crucial time in history to proclaim that the power to decide how and what information is shared isn't the purview of an elite group of foreign-based players, but should be in the hands of democratic governments and the people who elect them.

We thank you for your time and we trust the Town of Comox will side with Canadian news media and the democratic principles that have shaped our country.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Artur Ciastkowski', with a long horizontal flourish extending to the right.

Artur Ciastkowski
Publisher
Comox Valley Record

RECEIVED

31 July 2023

TOWN OF COMOX



Filberg Heritage Lodge and Park Association
61 Filberg Road, Comox

LOG: 23-280	REFER:	AGENDA: RCM 09Aug2023
FILE: 6130-20/FI	ACTION: MR	

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July 26, 2023

Mayor and Council

Town of Comox

Dear Mayor Minions and Council,

I am writing to you on behalf of the Board of Directors of the Filberg Heritage Lodge and Park Association (FHLPA). As you may be aware, we are experiencing a significant increase in attendance to the Park, as evidenced by the people counter located at Gate 1. We are currently second in attendance for Comox Parks, directly behind Marina Park. The numbers listed do not consider our other three access points. While it is wonderful that people are visiting the Park, it presents a challenge to keep up with cleaning our public washrooms. These washrooms are in the lower field and next to the caretaker's cabin. Our increase in washroom usage is also attributable to the visitors to the Hands On Farm and their camps, Comox Recreation day camps and adult fitness classes. Currently, both myself and the staff of the Hands On Farm, coupled with a private contractor, are working diligently to ensure that the washrooms are cleaned and well stocked. We are finding it very difficult to keep up with this process. Our goal is to mitigate the health and safety risks to our employees, volunteers and the public; therefore, we request that the washrooms at FHLPA be added to the cleaning rotation currently in place with other public washroom facilities in the Town. We propose for your consideration the following schedule:

- From May 1st to September 30th – cleaning 7 days a week
- From October 1st to April 30th – cleaning 3 days a week

I would be happy to discuss this at your convenience, and thank you for your consideration of our proposal.

Kindest regards,

Linda Thomas

Linda Thomas, Executive Director

Filberg Heritage Lodge and Park Association



TOWN OF
COMOX

RECEIVED

01Aug2023

TOWN OF COMOX

LOG: 23-286	REFER:	AGENDA: RCM 09Aug2023
FILE: 0630-01	ACTION: MR	

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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. 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: MIKI'SIW Metis Association		
Primary purpose of Organization: To represent the Metis People of the Comox Valley and educate general public about the Metis People.		Number of members: 448
Mailing address of Organization: #207 - 576 England Ave.		Contact Name: Myrna Logan
		Phone: 250-871-7353
City: Courtenay	Postal Code: V9N 2N3	Email: comoxvalleymetisoffice@gm
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input type="checkbox"/> Proclamation <hr/> (Dates – day, week or month)	<input checked="" type="checkbox"/> Flag-Raising Nov 13-17, 2023 <hr/> (Dates - maximum 7 days)	<input type="checkbox"/> Building Lighting <hr/> (Colours - maximum 2 colours) <hr/> (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion	<input checked="" type="checkbox"/> Arts and Cultural Celebration	
<input checked="" type="checkbox"/> Public Awareness Campaign	<input checked="" 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): Metis Week, which includes November 16th which is Louis Riel Day. Métis Week celebrates the heritage, history and contributions of Métis people to British Columbia and Canada with events held across the province.		
Has a similar request been submitted in the past five years? <input checked="" type="checkbox"/> YES (provide date of previous request): too late last year		<input type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: We would like to invite members to the flag raising if approved, so we would like to have a specific time so we can invite. We will be holding our annual event for our members on November 16th at the Comox Legion, this is a invite only event		
Date of application: 01-Aug-2023	Signature of applicant:	Print name: Myrna Logan

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): November 13 - 17, 2023

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.

LOG: 23-296	REFER:	AGENDA: RCM 09Aug23
FILE: 5960-01	ACTION: MR	

RECEIVED

04Aug2023

Town of Comox – Administration

Subject: FW: Toxic Plant Removal from Comox Golf Course

TOWN OF COMOX

From: Patricia Sloan [REDACTED]
Sent: Tuesday, August 1, 2023 10:43 PM
To: Nicole Minions <NMinions@comox.ca>
Subject: Toxic Plant Removal from Comox Golf Course

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

Hi Nicole,

This is my first official contact with you as Mayor and I don't intend to become a harasser. But I hope that you can help me and my strata in removing a threat currently invading our property from the publicly owned Comox Golf Course. If you could pass this issue on to those of your staff who have the most influence or add to a Council Meeting agenda (whatever's appropriate) I and my strata council would be very grateful.

THE ISSUE: Remove Daphne (spurge laurel) - a toxic and invasive plant - from the Comox Golf Course
(<https://bcinvasives.ca/invasives/daphne-spurge-laurel/>)

This is a nasty plant, native to the Mediterranean, which has escaped from gardens and is now spreading rapidly within the Town and elsewhere. Touching it can cause everything from rashes to comas. We have walked the course and can confirm that it is widespread in the rough areas on that property. As you know, I live at [REDACTED] which backs on to the course and the spurge is now spreading from the course onto our property which is used by residents and guests. Undoubtedly, it's affecting many other properties adjacent to the course and farther away. As I understand it, there are specific methods to effectively remove a plant, all of which is discussed on the website noted above.

Thank you very much for your attention, Madame Mayor. I'll look forward to hearing or seeing whatever action will follow in future.

Best Wishes,

Pat Sloan

[REDACTED]

Comox BC V9M [REDACTED]

[REDACTED]

[REDACTED]