

STRATEGIC PLANNING COMMITTEE MEETING

AGENDA FOR WEDNESDAY NOVEMBER 13, 2024

We respectfully acknowledge that the land on which we gather and work is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

Adoption of the Agenda

1. CORRESPONDENCE:

- (2) a. [Tracey Clarke, Executive Director \(Comox Valley Chamber of Commerce\): Support the Municipal Business Initiative](#)

2. STRATEGIC PRIORITIES REPORT:

- (4) a. [Strategic Plan Scorecard](#)

3. PRESENTATIONS:

- (9) a. [Director of Development Services: Parcel Area & Frontage Width in the R1.0 \(Small-Scale Multi-Family Zone\)](#)
- (15) b. [Director of Operations: Subdivision and Development Services Bylaw](#)

4. STAFF REPORTS:

- (32) a. [Tree Management and Protection Bylaw Update](#)

THAT Council forward \$50,000 to the special project budget consideration for an update to Comox Tree Management and Protection Bylaw No. 1125, 1994.

5. OTHER REPORTS:

- (53) a. [Town of Comox Economic Development Strategy Waterfront and Marine Appendix](#)

THAT the draft report titled "Town of Comox Economic Development Strategy Waterfront and Marine Appendix" be Received.

ADJOURNMENT



CORPORATE OFFICER

RECEIVED

November 6, 2024

LOG: 24-434	REFER:	AGENDA: SCM 13-NOV-24
FILE: 0230-20	ACTION: MR	

Copies: Council
JW/SR/CD/KG

TOWN OF COMOX

From: Executive Director at Comox Valley Chamber <ExecutiveDirector@comoxvalleychamber.com>

Sent: November 6, 2024 1:15 PM

To: Jordan Wall <jwall@comox.ca>

Subject: Support the Municipal Business Initiative—Help Us Spread the word!

Hi Jordan, Can you please share this with Comox Mayor and Council in case they want additional materials to share with their networks, beyond the planned business walks we can do in person:

Subject: Support the Municipal Business Initiative—Help Us Spread the Word!

Dear Comox Mayor and Council,

On behalf of the *Comox Valley Chamber of Commerce*, I'm reaching out to invite you to support the launch of our [Municipal Business Initiative Survey](#). This survey is a crucial part of our Business Retention and Expansion (BRE) Program, gathering feedback from local businesses and nonprofits to inform strategies for long-term economic growth and workforce development in Courtenay and Comox.

The survey will be open from 10:00 a.m. on October 21, 2024, to 10 a.m. on November 18, 2024.

We would greatly appreciate your help in sharing this initiative with your network. To make this easy, we've created a communications toolkit with pre-written social media posts, newsletter templates, and more. You can download it here:

<https://docs.google.com/document/d/1yvLkmP-GYDc88C9CoflDCemNvvovh-qw-Mu9rCHVJgl/edit?usp=sharing>.

By working together, we can ensure that every voice in our business community is heard.

Thank you for your support!

Best regards,

Tracy Clarke

Executive Director, Comox Valley Chamber of Commerce

Toolkit

[Partner toolkit](#)

Tracey Clarke

Executive Director

Join me at our upcoming [events](#):

Wednesday, November 13 - Introduction to Strategic Planning Webinar

Friday, November 15 - Political Roundtable with Honourable Gord Johns, Member of Parliament

Thursday, November 20 - Business After Business, ARTWRX Studio Gallery

Working remotely? Discover our [co-working desks](#), board room and workshop rentals!



Tracey Clarke

Executive Director

(250) 465-0019

executivedirector@comoxvalleychamber.com

#103, 576 England Ave,
Courtenay B.C. V9N 2N3



www.comoxvalleychamber.com

[gilakas'la / čęče haθęč](#), *The Comox Valley Chamber respectfully acknowledges that the land we gather on is the unceded traditional territory of K'ómoks First Nation, the traditional keepers of this land.*

ORGANIZATIONAL EXCELLENCE	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	*	STATUS
	Asset Management	Develop and implement an asset funding strategy to close the infrastructure deficit		2023		Council approved closing the financial infrastructure gap over a 10 year period. Asset reserve policies to be developed. Year 2 of 10 for increasing asset replacement fund will be included in 2024 tax notices
		Continue to consider electrification of the Town's fleet and equipment where practical and				
	Staff Retention	Develop Standards of Conduct Policy to promote a positive workplace	Future proof infrastructure to prepare for climate change and events			
			Develop Policy	2023		Policy drafted. Will be brought to Council in tandem with policies below
			Develop/Update accompanying policies - Respectful Workplace, Purchasing, Use of Technology	2023		In progress.
			Council adoption of policies	2024		In progress. Expected in the fall
		Pursue structural alignment through organizational Strategic Plan updates		2022-26		In progress
		Bylaw Enforcement Officer Safety	Safety inventory and assessment	2024		Complete
			Personal protective equipment	2024		Equipment has been ordered and partially received
	Internal Processes	TOP PROJECT: Streamline development application process**	Implement e-permitting for development applications	2024		Needs assessment & software scoping exercise complete Forms for application process being developed. Once forms complete and
			Implement outcomes of development application review process	2024		In progress. Developer meeting held on March 12th Completed application flow charts
		Cross-train casual employees in different departments	Community Centre casual trained in Corporate	2023		Complete
			Corporate casual trained in Finance	2023		Complete
		Digitize requests for information - looking at using online forms for submission of certain requests.	Banner Station - online application	2023		Complete
			Bylaw Complaint - online application	2024		In progress - testing phase
			Business Licence - online application	2024		Complete
		Complete Climate Change Risk Assessment and Action Plan	Deliver Climate Change Risk Assessment and Action Plan	2024		Completed and Council to consider changes to Strategic Plan on September 11th
		Council Policy Development and Renewals	Council Conference and Travel Policy	2024		Approved at Feb 21 RCM
			Video Surveillance Policy	2024		In progress
		Accessibility Requirements	Establish Accessibility Committee	2024		Comox Valley Accessibility Committee established as a regional committee for all Comox Valley local governments. Staff to meet with Accessibiliyt Committee to review draft plan in September
			Complete accessibility audit of Town facilities, services and communications	2024		Audit of Town infrastructure received on March 1st
			Develop an Accessibility Plan	2025		Draft Plan complete
		Legal Agreement Development and Renewals	Marine Service Building Leases	2024		In progress
			Marina Food Vendor Lease Renewals	2024		In progress
			Solid Waste Commercial Contract Renewal	2024		In progress
			Facility Use Agreement Renewals	2024		In progress
		Bylaw Development and Renewals	New Solid Waste Management Bylaw	2023		Complete
			Updated Fees and Charges Bylaw			
			Adopt new Business Improvement Area Bylaw	2024		In progress
		Filing System Review and Archive	Administration files review and archive	2024		In progress
	Customer Service	Move toward macro-focussed customer service model		2024		In progress. Example requirement to shovel sidewalks, requirement to mow boulevards, decreased support for development application construction.
		Develop an organizational growth plan		2024		Council approved 50% non-market growth in 2024 budget towards additional Parks seasonal. Council approved growth in Community Center revenue towards additional part time clerk and increased Ask-a-Trainer hours

* Status Colours: Completed: On Hold: In Progress:

** Strategic initiative reworded

COMMUNITY CONNECTION AND WELLNESS	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	*	STATUS
	Recreation	Focus on providing equitable access to community recreation through the LEAP and TRIP programs.	Provide Council Report: make permanent LEAP Adults	2024		Council approved LEAP adults at RCM June 5, 2024.
		Deliver youth recreation opportunities and continue to support the Comox Youth Council.		2024		New programmer to liaise with CYC.
		Youth Recreation	Hire Programmer	2024		Complete
		TOP PROJECT: Further enhance youth recreation opportunities through the construction of a pump track and development of skate park plans.	Determine location for pump track	2023		Council provided direction to seek grant support for pump track. Site considerations will be included in Parks and Trails Master Plan process
			Seek and submit grant funding proposals	2024		Contractor hired to assist with search for grants.
		Update Recreation Marketing Plan	Add Council Strategic Plan vision, lenses and values to plan and create schedule of monthly communication tactics.	2024		Complete
		Build schedule of Community Centre capital replacement	Source quotes for replacement Gym floor and wall	2024		Quotes received and consideration for replacement timing taking place. Water issue in floor believed to be resolved.
		Sport Field Strategy	Work with Courtenay and the CVRD to implement recommendations from the 2023 Comox Valley Sport Fields Strategy report	2024-25		In progress. Items to be completed: application policy, centralized booking, and fees for youth fields. The project is coordinated with City of Courtenay.
	Parks	Complete Brooklyn Creek greenway south of Noel Avenue.				In progress
		Acquire further parks and nature space within town boundaries.				In progress
		Complete an ocean front walkway connection west of Marina Park to Ellis Street.				In progress. Developer meeting held March 12, 2024
		Explore acquiring a bee friendly designation				
		TOP PROJECT: Develop a Parks Master Plan and Urban Forest Management Strategy to catalogue current needs and map future growth of the Town's parks systems.		2024		Parks and Trails Master Plan is in progress. Phase 2 community engagement is complete. A Draft Master Plan is expected for review by the end of November. The UFMS RFP went to tender in September, with the award currently being finalized.
	Arts and Culture	Continue to support Nautical Days and Filberg Festival.	Renew management and maintenance agreement with Filberg Heritage Lodge and Park Association.	2024		In progress
			Develop Nautical Days Policy	2024		Complete
			Establish Nautical Days Advisory Committee	2024		Council Committee established, Terms of Reference on March 20 RCM, committee members appointed. Complete
			Dissolve Nautical Days Society	2025		Pending
		Provide support for community Halloween and Christmas Market events.		2024		Complete. Council resolved to provide funding to the BIA for these events.
		Continue to provide space for Pearl Ellis Art Gallery and Comox Archives and Museum		2024		Complete
		Construct Mack Laing viewing platform.		2024		Waiting on arch permits
		Hold annual forums, such as an annual Economic Development and Tourism forum and a Developer's Forum, with key Stakeholders				
	Public Safety	Continue provision of health and safety support including smoke detectors, AED's, Fire Smart support and wildfire mitigation, extreme weather event centers, and supporting outreach during extreme weather events.	Direct communications and assistance with citizens on improving their fire safety.	All		Very successful and on-going projects. 50 AED's have been installed across Comox one of the highest per capita in Canada. Extreme weather event policy adopted by Council and Town staff committed to outreach support in conjunction with other valley municipalities during extreme weather events.
		Focus on life saving protection through the timely response to fire rescue and medical emergency situations.	Maintain good response times to emergencies.	All		Using a combination of career and paid on call staff service delivery times meet current needs. Current daytime response of less than 2 minutes out of the station. Becoming very challenging maintaining an active group of dedicated and trained paid on call firefighters. High turnover. Key issues are lack of decent jobs and affordable housing in our community
		Active participation in the Regional Emergency Management Program.	Maintain our partnership with other local governments to develop an effective role and response to local emergencies.	All		Career staff attend regular meetings of Comox Valley Emergency Planning group and participate in training and exercises. Regional pooling of funds for indigenous engagement has been approved
		Increase public awareness of emergency evacuation routes				

* Status Colours:

** Strategic initiative reworded

Completed:

On Hold:

In Progress:

ECONOMIC HEALTH	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	*	STATUS
	Downtown Vitality	TOP PROJECT: Complete a Downtown Action Plan to guide future development and balance the need for growth vs. desire to maintain a small-town feel.				Complete with Council consideration of projects on September 11th
		Support downtown beautification through flower beds and routine maintenance.				In progress
		Provide enhanced development approvals support for downtown projects.				In progress
		Explore and incentivize retail zoning in the downtown				
		Explore establishing a Town of Comox Tourism Commission				
	Balancing Vibrancy & Stability	Promote and support local commercial into residential areas.	Complete communities	2024		In Progress
			Rezoning application processing	2024		
			Update home occupation regulations	2025		
		Support the BIA in their renewal and potential boundary expansion process	Support the Renewal of the Downtown BIA	2025		Regular meetings with BIA initiated.
			Examine the feasibility of expanding the BIA	2025		Complete. BIA has decided to not expand for their next term.
		TOP PROJECT: Complete an Economic Development Strategy and Downtown Enhancement Action Plan.				In progress
		Increase the Town's Employment Lands land base				
	Comox Marina	Complete and provide occupancy to the Marine Services Building.	Building Complete July 2023	2023		Official opening Sep 7, 2023
			Request for Proposals (RFP) for lease of Units 102 & 105, effective Aug 1, 2023	2023		Leases to Big Animal Encounters and Compass Adventure
			Request for Proposals (RFP) for lease of Units 104 & 105, effective Feb 1, 2024	2024		Lease of both Units to Compass Adventure
		Provide marina space to encourage tourism and commercial activities.	2024 Mobile Vendor Renewals	2024		Complete
			Mobile Vendor RFP for 2025-26	2025		
		Improve the pedestrian connection between the Marina and Comox Ave and explore mechanized alternatives				
		Install a floating platform off the breakwater				

* Status Colours:

** Strategic initiative reworded

Completed:

On Hold:

In Progress:

GOOD GOVERNANCE	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	*	STATUS
	Community Participation	Develop a pre-application policy with community input requirements to support and broaden community participation.	Develop Application Flow Charts with specific engagement requirements	2024		Draft flow charts complete and presented to development community. New Provincial regulation changes will limit public participation in development
		Further enhance online information regarding proposed developments.	Include development information on website	2024		Complete but opportunities for public engagement decreased through Provincial Regulation changes.
		Continue Town's communication and social media growth to build knowledge and engagement on town projects and initiatives.	Increase website readership	2023		Website views on top five pages (Homepage, Community Centre, Employment Opportunities, Program Registration, Recreation Guide) increased by 20% YTD in Jan 2024 compared to 2023
			Increase social media engagement	2023		Facebook followers up 11% over 2023, to 5200; Instagram followers up slightly to 1140, X followers 2,657 up over 2023 rates of 2,550.
			Promote ReCollect App for solid waste information	2023		Registered users up over 10% to 1987 users. Currently at 2050 (Nov. 2024)
	Relationships	Maintain high levels of support and coordination with other local governments and K'ómoks First Nation.	Consult with K'omoks First Nations on projects of shared interest	2023		Presentation made to K'omoks Chief and Council
			Partner with other Comox Valley local governments in the Leisure for Everyone Accessibility Program (LEAP)	2023		Regional program established in April 2023
			Partner with other Comox Valley local governments in establishing a regional accessibility committee to meet legislative requirements	2023		Regional framework adopted November 2023
			Partner with City of Courtenay in regional sports field allocation and centralized booking strategy	2024		Underway completion expected September 2025
			Coordinate with City of Courtenay in public engagement strategy for new solid waste collection program	2023		Complete
	Decision Making	Improve ground level data collection and continue to modernize internal processes.	Finance and Public Works Department is exploring Asset Management software to better track and improve coordination of asset management and replacement.	2024-25		In Progress through Complete Communities project
		Include full life cycle costs in all asset acquisition or expansion decisions.		2024		Full life cycle costing is included in all capital acquisition budgeting decisions

* Status Colours:

Completed:



On Hold:



In Progress:



** Strategic initiative reworded

BALANCED COMMUNITY PLANNING	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	*	STATUS
	Strategic Growth	Ensure appropriate amenity provisions in rezoning applications.		2024		Will be reconsidered through the DCC and ACC construction in preparation of OCP completion before 2025
		Develop an organization growth plan that supports and enhance the delivery of services as the community grows.	Work with Courtenay and the CVRD to implement recommendations from the 2023 Comox Valley Sport Fields Strategy report (staff report to Council, November 1, 2023).	2024-25		In progress
	Housing	TOP PROJECT: Update (Complete new) the OCP through community consultation to develop a vision for the future growth of Comox.		2024		Commencing Nov 2024
		Apply for and complete the Complete Community grant program to support future planning decision making.		2023		Complete. Grant obtained
		Apply for and complete the CMHC Housing Accelerator grant program to accelerate the Town's modernization process and secure funding for other community benefits.		2023		Complete. Grant obtained
		TOP PROJECT: Develop a Housing Strategy that creates conditions for a diversity of housing options		2025		Will be part of the OCP process Council received Housing Needs Assessment on Septmber 4th RCM
	Community Addition	Require greenway and connectivity networks in new developments.		2024		Parks and Trails Master Plan is In progress. Project awarded to Lanarc. Currently in phase 1. Public Open House planned for week of April 8-11. TBC. Completion target Nov. UFMS will go out to tender this Fall. Draft Urban Systems Permitting Software Needs Assessment and Software Evaluation received Feb 13/24. Staff comments provided Feb 27/24. Awaiting response.
		Complete a DCC review to ensure equity and fairness in cost allocation in new developments.		2024		Commencing December 2024
		Create a community amenity policy for developments.		2024		In progress and will be considered at completion of OCP and Complete Communities project
		Increase required bike parking and EV charging capabilities in multifamily development				will be reviewed through OCP process
		Create a residential tree planting program				

* Status Colours:

** Strategic initiative reworded

Completed: 

On Hold: 

In Progress: 



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COMOX

Parcel Area & Frontage Width in the R1.0 (Small-Scale Multi-Family Zone)



Background

Small Scale Multi Family Housing

- Provincial Bill 44 required that four dwelling units be permitted on each **existing** single family or duplex lot greater than 280m² (3 units if less than 280m²).
- Through the implementation of SSMUH, existing single-family and duplex zones in Comox were consolidated into the R1.0 zone, with a 650 m² minimum lot area and 20 m frontage width. This area and width was determined through an analysis of existing lots and the minimum size to accommodate four units.



Implications of 650m² parcel area and 20m width

Small Scale Multi Family Housing

- Encourages strata-type developments with multiple units, or rental units being added to existing properties.
- More certainty on density through discouraging subdivision.
- Less driveways and impact to street parking, trees, etc.
- Prevents small-lot single family or duplex developments through the subdivision of an existing larger lot.
- Many property owners don't want to be landlords and would rather sell off an unused portion of their property and remain in their home.



Existing Provisions

Small Scale Multi Family Housing

- Various zoning bylaw provisions impact density:
 - Lot coverage
 - setbacks
 - Vehicle access and parking:
 - 1 space per unit (tandem not permitted).
 - Driveway widths and maximums.
 - Limited lane access.
 - 50% of front yard must be landscaped.



Two Approaches to consider

Small
Scale
Multi
Family
Housing

- 1) Reduce the minimum lot size and frontage width and use existing bylaw provisions to restrict density.
- 2) Continue to require applicants of smaller lot subdivisions to rezone on a case-by-case basis.



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Staff Recommendation

That Council direct Staff to explore options for reducing the minimum parcel area and frontage width for Small Scale Multi-Family zones as part of the 2025 OCP update.



Subdivision and Development Services Bylaw

Craig Perry
Engineering Manager
Municipal Works



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Agenda

1

Purpose

2

Subdivision and Development Servicing Bylaw
Update Status

3

Road Cross Sections

4

Infill Development Upgrade Requirements

5

Questions



Bylaw 1261

Subdivision & Development Servicing Bylaw

- The primary purpose of the bylaw is to establish standards for works and services which must be installed to serve subdivisions approved under the Land Title Act, R.S.B.C. 1996, c. 250 and the Bare Land Strata Regulation (B.C. Reg. 75/78) and building projects.
- Town's current bylaw is out of date and update is a recommendation from the Development Application Review, a goal in the Housing Action Fund (HAF), and a Council Strategic Plan Goal
- Setting the standards provides certainty for developers, increases efficiency, and decreases need for Council involvement in decision making on individual projects.



Bylaw Update Status- Targets

- Working with Urban Systems
- Review of design standards and technical specifications complete
- Internal review ongoing
- Presentation to developers expected Mid January 2025
- First reading by Council February 3, 2025



Road Cross Sections



- Considerations
 - Parking Minimum Requirements
 - On Street Parking/Bike Lanes/Sidewalks
 - Road Dedication
 - Street Trees

- Cross Sections to Consider:
 - Local (63 km)
 - Minor Collector (7 km)
 - Major Collector (9 km)
 - Arterial (13 km)



Local Road Standard Decision Points - LOS

Road Width/On Street Parking

- 6.0m with Parking Pockets
- 8.4m with On Street Parking
- 9.0m with On Street Parking

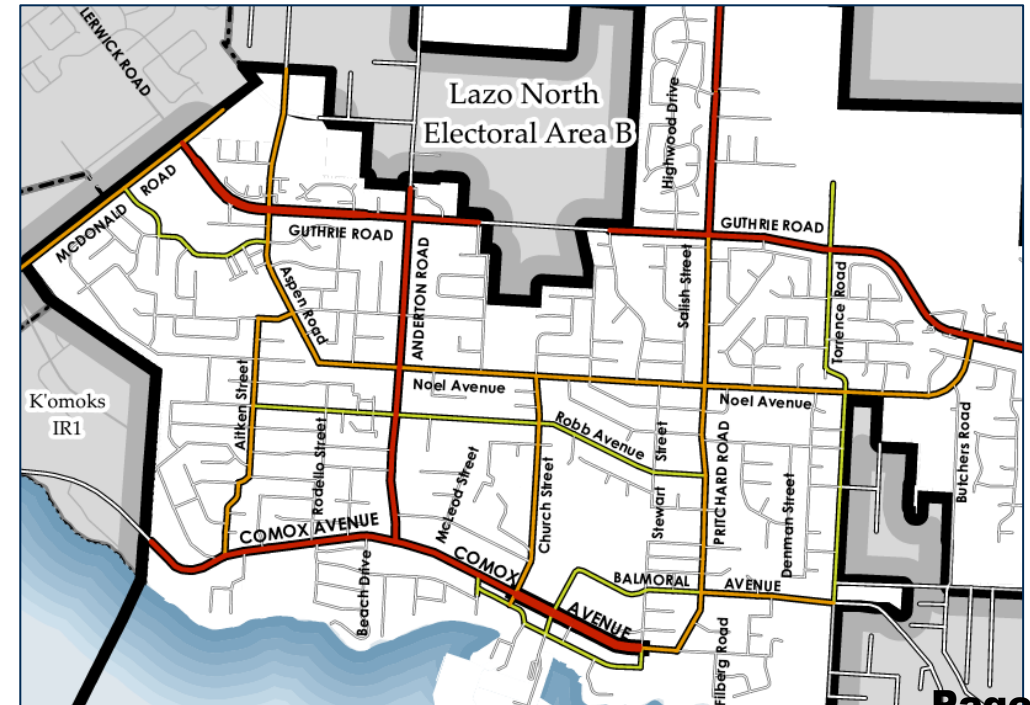
Sidewalk

- One Side
- Two Sides
- None



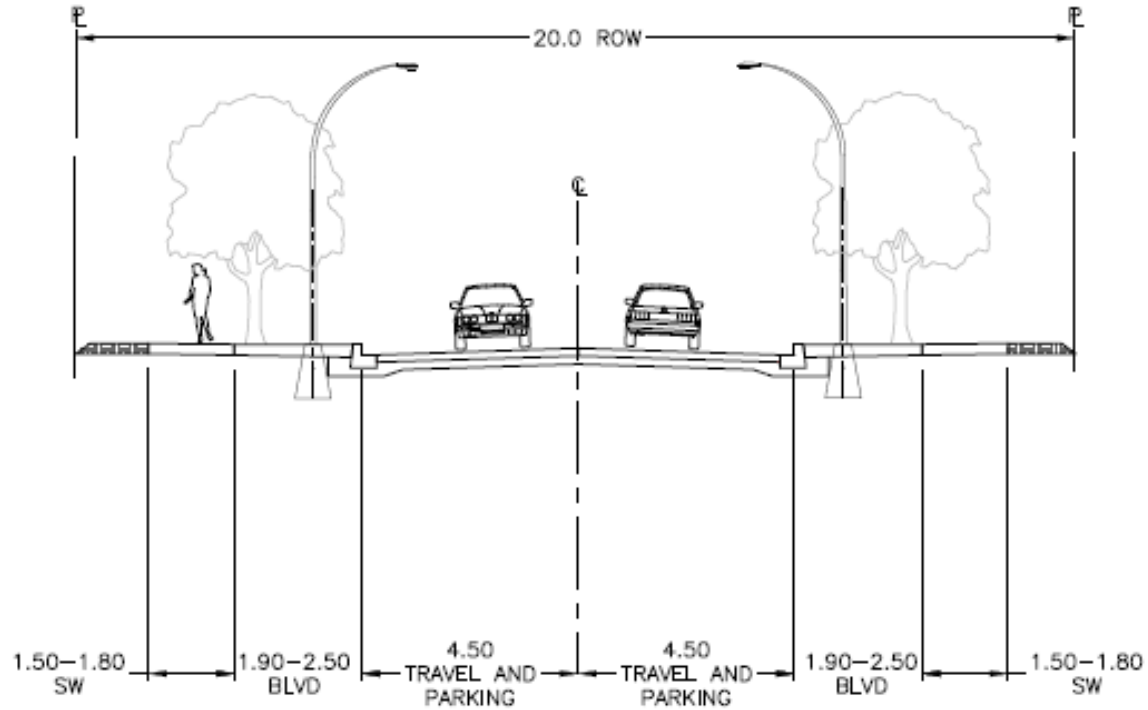
Infill Options:

1. Require full surface upgrades per cross sections
2. Identify areas of Town where upgrades to be exempted
3. Alternative upgrade requirements
 - a. Curb upgrade & no sidewalk upgrade
 - b. Collect cash in lieu of upgrades





Road Standards – Local Road 9.0m \$2150/linear metre



Generally matches current standard
9m asphalt width
Sidewalk – One or Two Sides
Barrier Curb

Pros:

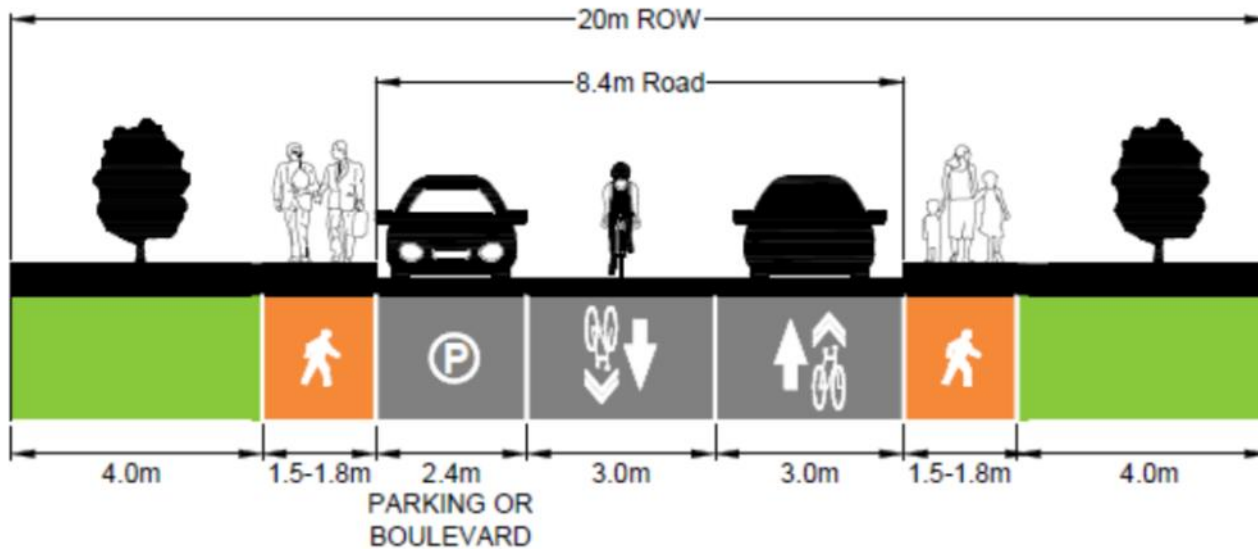
- Matches majority of Town
- Parking can occur on both sides of road

Cons:

- More asphalt is more expensive to replace in future



Road Standards – Local Roads 6m with Parking Pockets. \$1950/linear metre



Most recent subdivision developments have installed this section (Lancaster, Hercules, Grumman, Silversmith, Weaver, southern end of Forester)
6m asphalt width with 2.4m parking pockets
Sidewalk – Two sides
Barrier Curb

Pros:

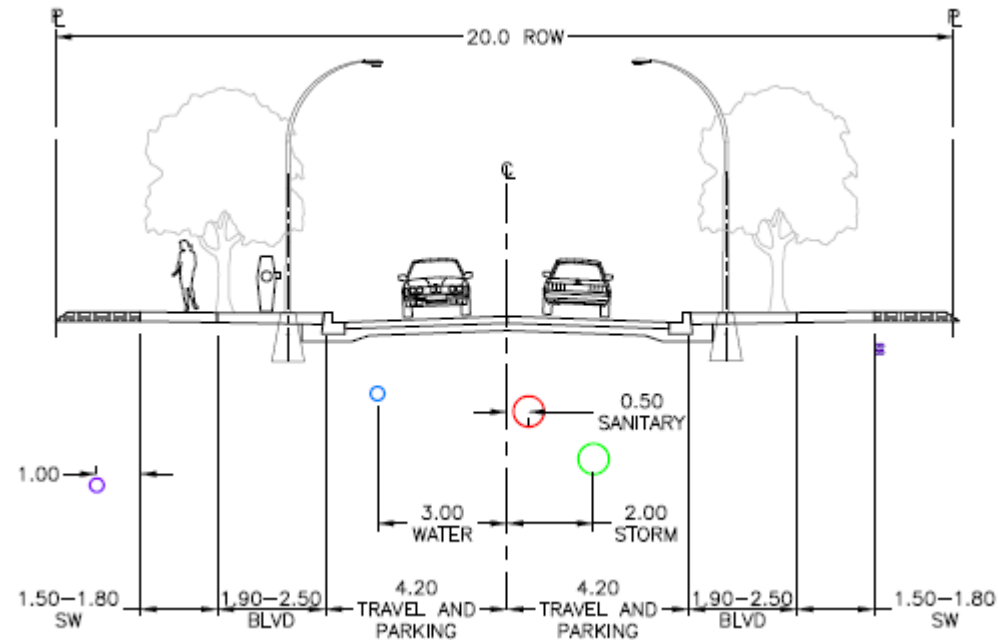
- Provides traffic calming
- Clearly identifies parking spaces

Cons:

- Limits amount of parking
- More difficult to maintain due to parking pockets



Road Standards – Local Roads 8.4M \$2085/Linear metre



This is another option that combines both aspects
8.4m asphalt width
Sidewalk – Two sides
Barrier Curb

Pros:

- Provides traffic calming if vehicles parked on both sides of road
- Parking can occur on both sides of the road
- Narrower travel lane between parking lanes

Cons:

- Narrower travel lane for when vehicles meet in opposing directions

Local Road Standard Decision Points - LOS

Locations

1. Infill
2. Greenfield

Road Width/On Street Parking

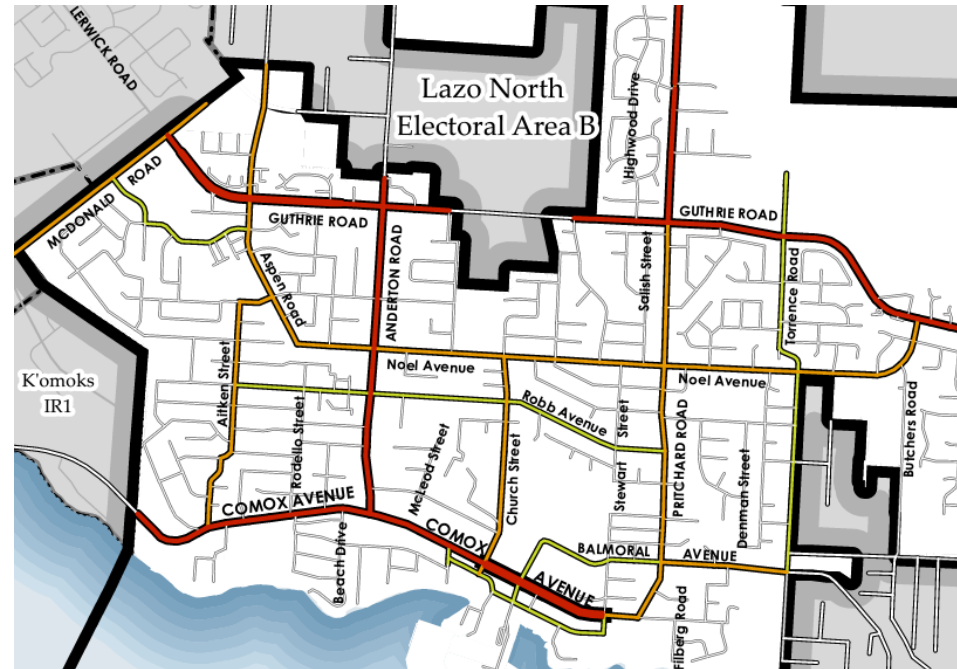
- 6.0m with Parking Pockets
- 8.4m with On Street Parking
- 9.0m with On Street Parking

Sidewalk

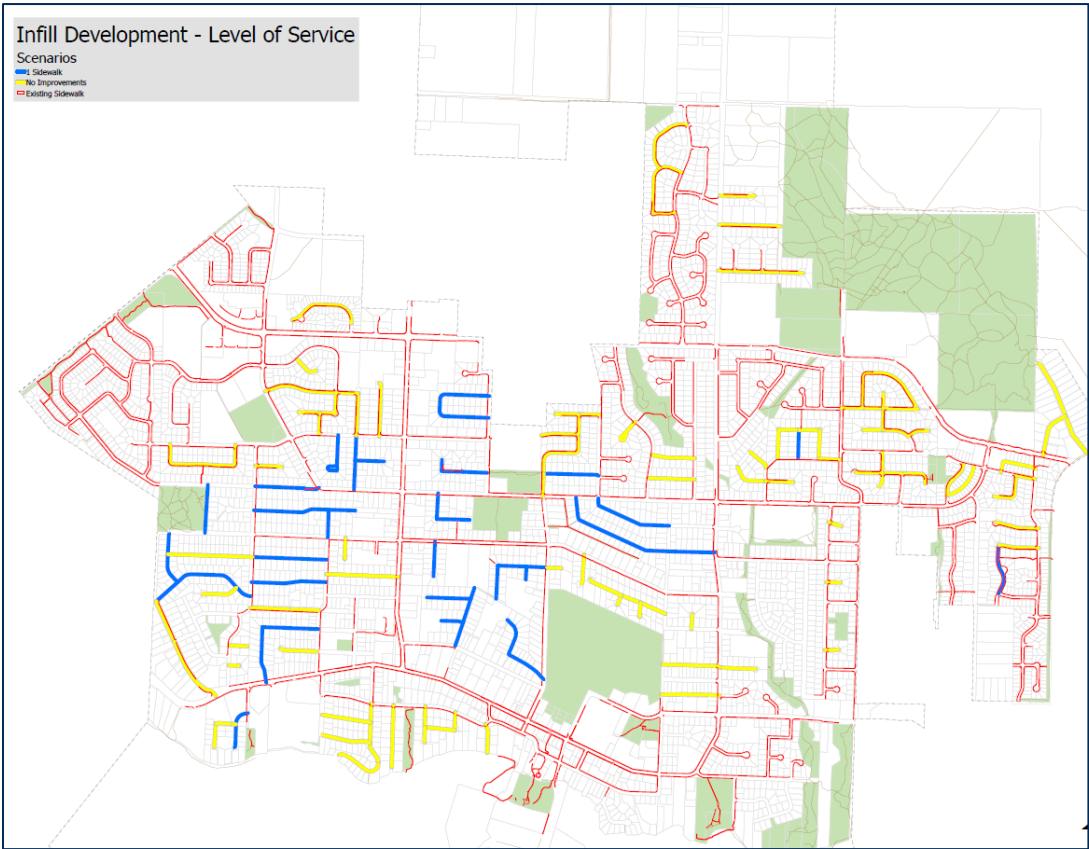
- One Side
- Two Sides
- None

Infill Options:

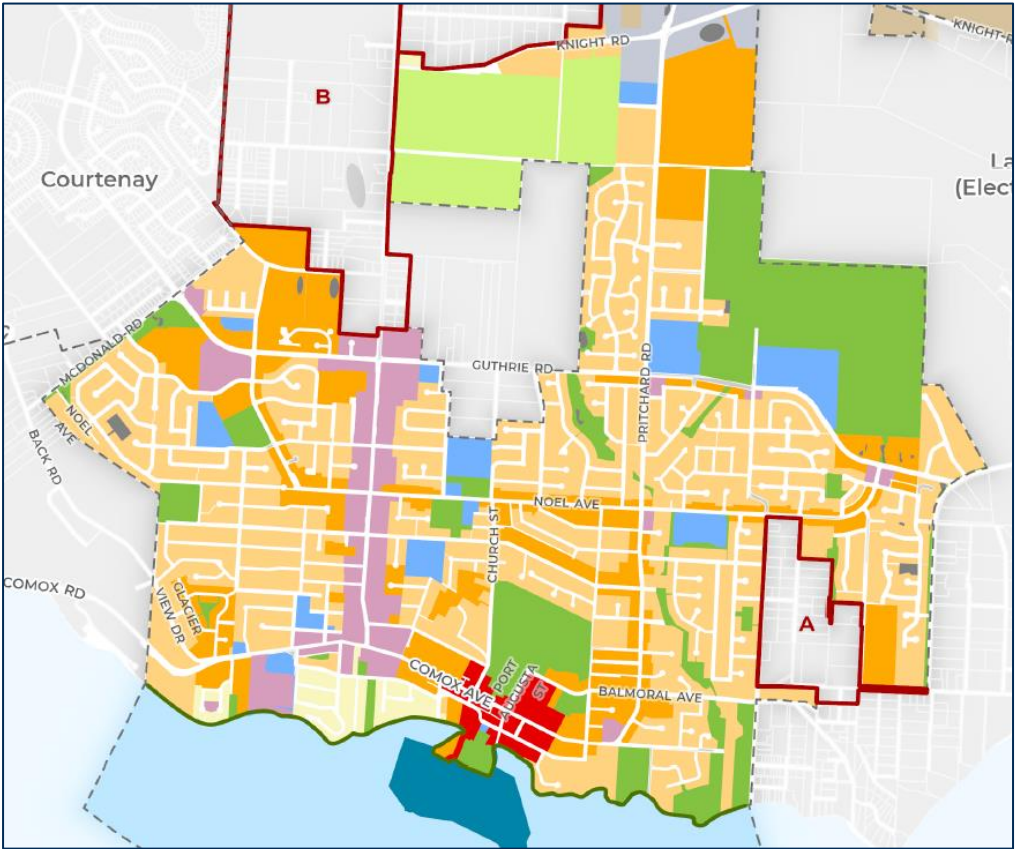
1. Require full surface upgrades per cross sections
2. Identify areas of Town where upgrades to be exempted
3. Alternative upgrade requirements
 - a. Curb upgrade & no sidewalk upgrade
 - b. Collect cash in lieu of upgrades



Infill Development



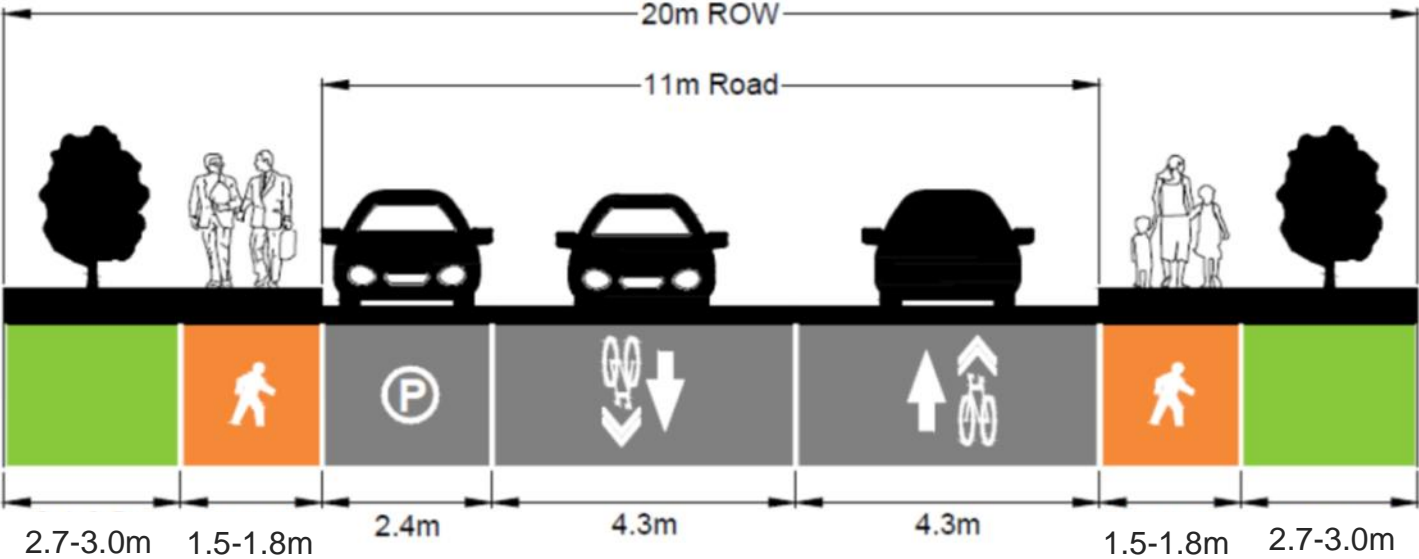
Infill Development – LOS



Complete Communities – Land Use Scenario B



Road Standards – Minor Collector Roads

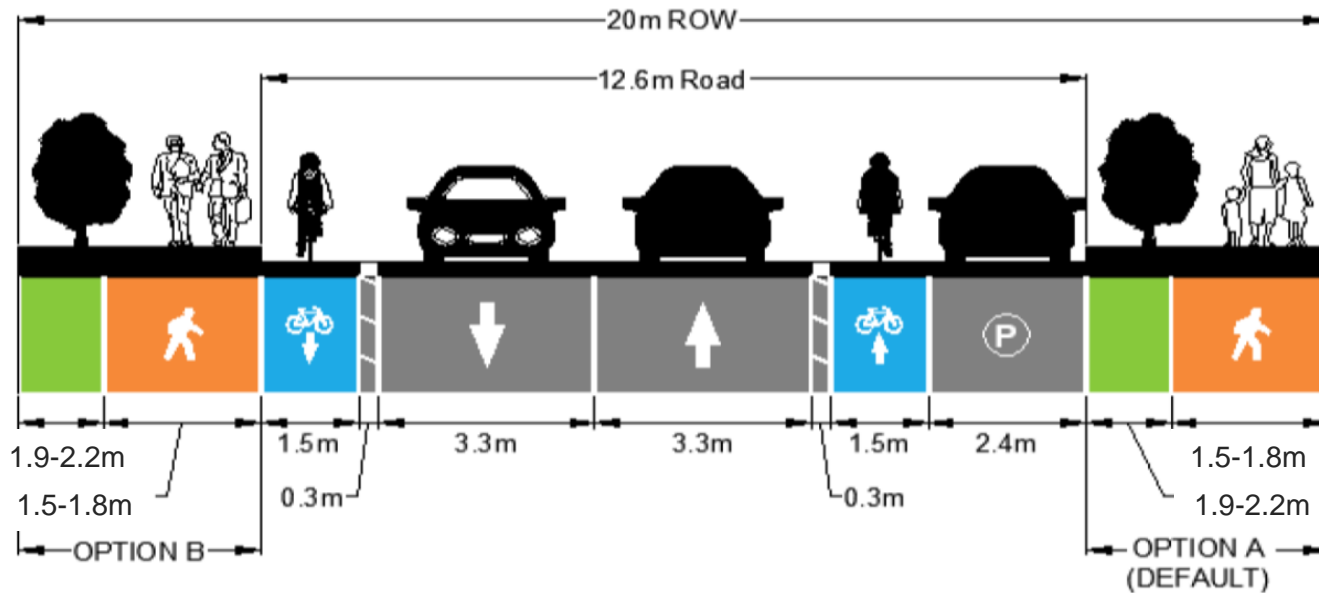


- Features
- 11m Asphalt Width
 - Shared Vehicle and Cycle Lanes
 - Parking Lane – One Side
 - Sidewalk – Two Sides
 - Full Barrier Curb Curb
 - 20m ROW





Road Standards – Major Collector Roads



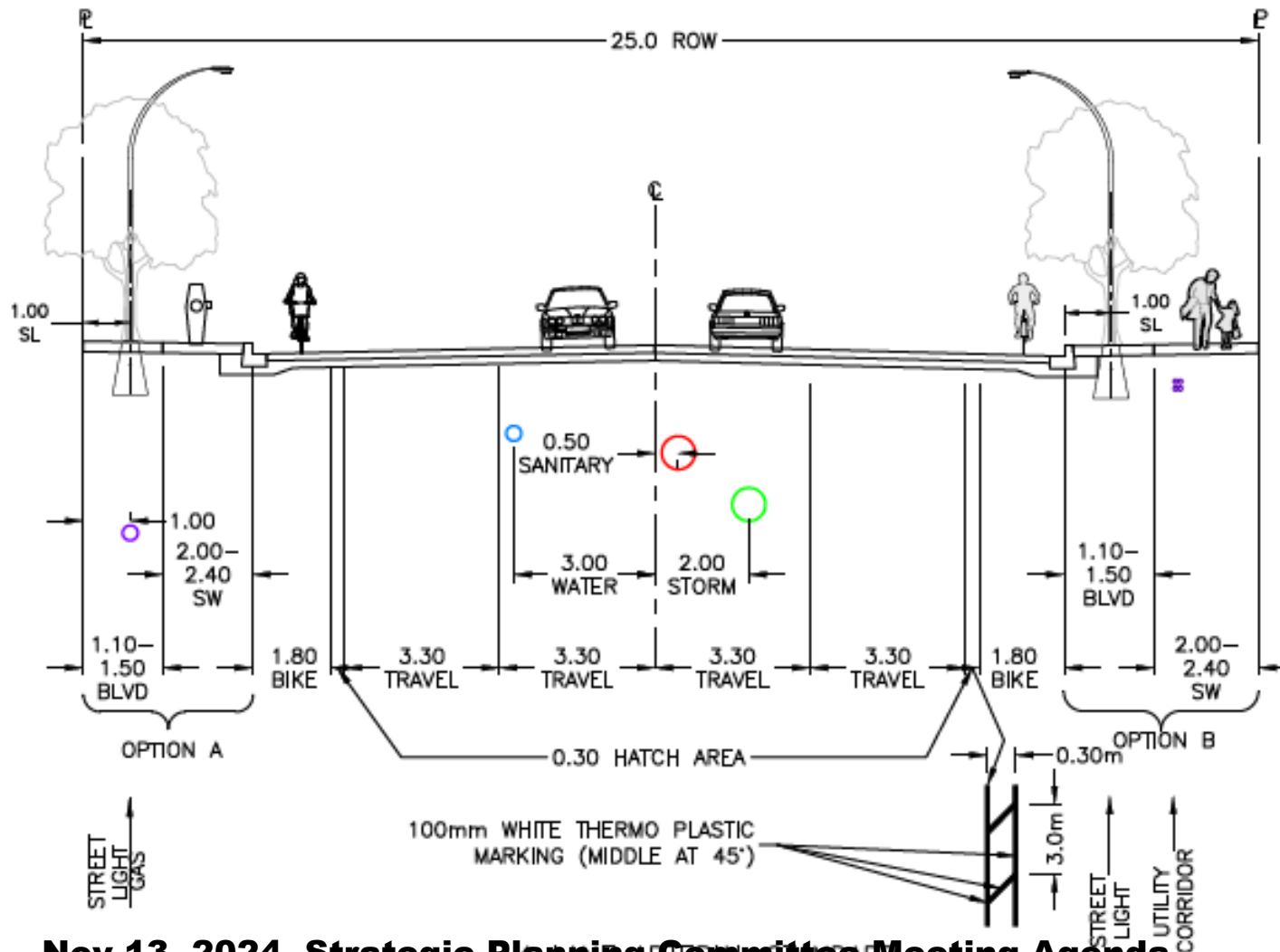
Features

- 12.6m Asphalt Width
- Buffered Cycle Lanes
- Parking Lane – One Side
- Sidewalk – Two Sides
- Full Barrier Curb Curb
- 20m ROW





Road Standards – Arterial Roads 4 Lane

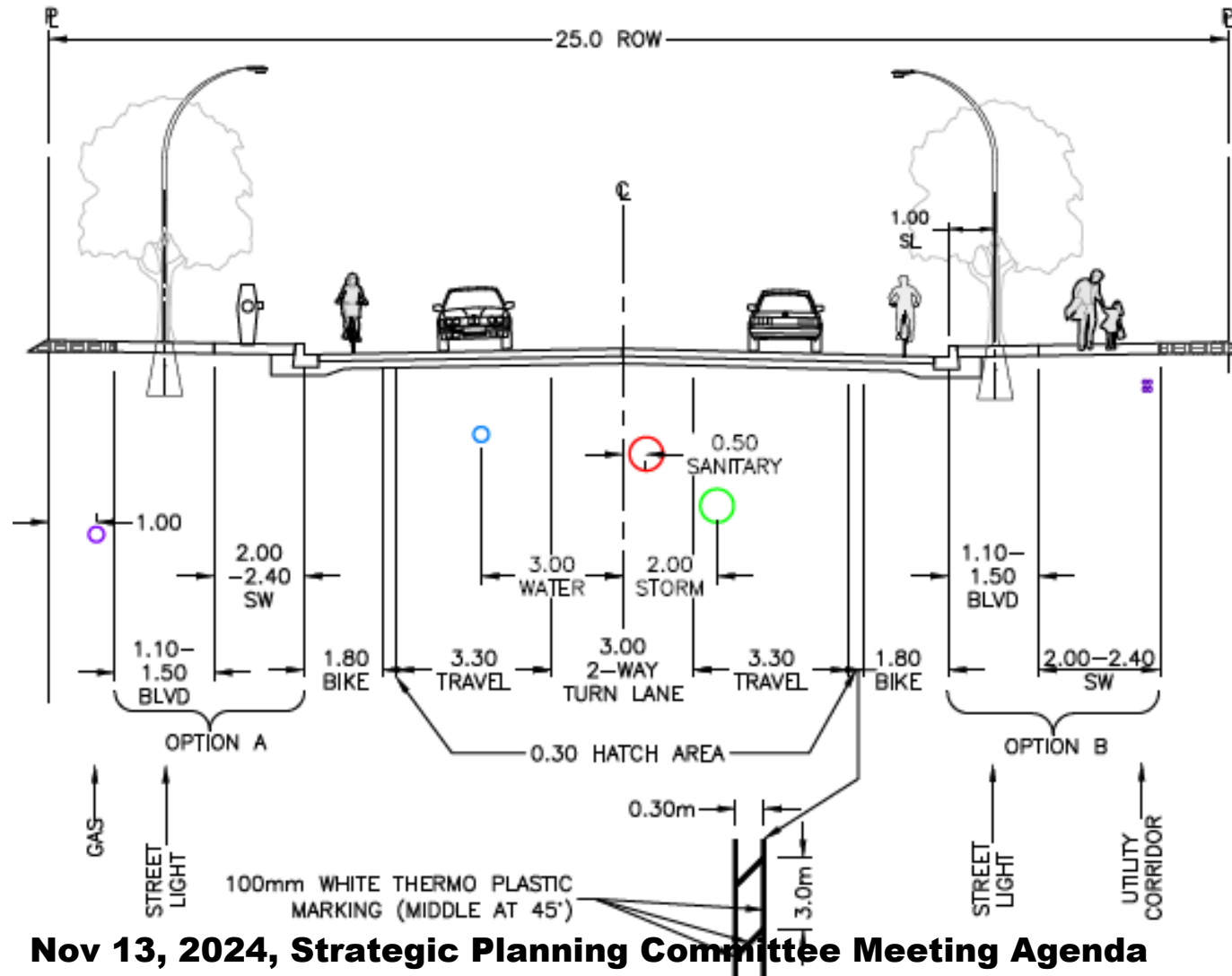


Features

- 17.4m Asphalt Width
- Buffered Cycle Lanes
- No Parking
- Sidewalk – Two Sides
- Full Barrier Curb Curb
- 25m ROW



Road Standards – Arterial Roads 3 Lane

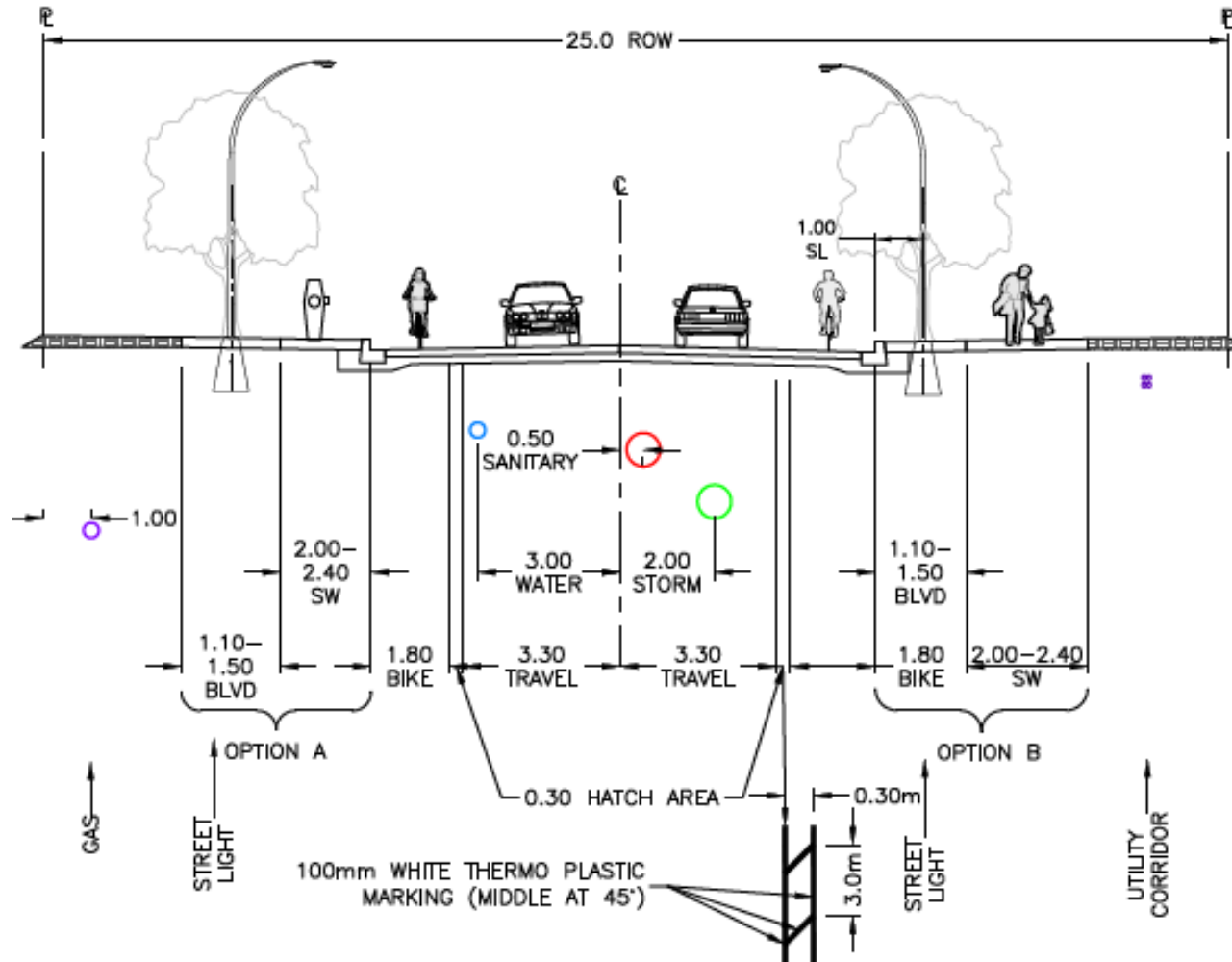


Features

13.8m Asphalt Width
Center 2-way Turn Lane or Left
Turn Lanes
Buffered Cycle Lanes
No Parking
Sidewalk – Two Sides
Full Barrier Curb Curb
25m ROW



Road Standards – Arterial Roads 2 Lane



Features

10.8m Asphalt Width
Buffered Cycle Lanes
No Parking
Sidewalk – Two Sides
Full Barrier Curb Curb
25m ROW






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<u>Costs</u>	<u>Infrastructure</u>	<u>Life Span</u>	<u>Full Cycle Costs</u>
\$990/m	2.0m Sidewalk	50 years	\$20/year/lm
\$150/m	Bike Lanes <small>(painted)</small>	5 years	\$30/year/lm
\$560/m	MUP - asphalt	25 years	\$22/year/lm
\$60/sq.m	Resurface	25 years	
\$110/sq.m	Full Depth	50 years	

Thank you

STRATEGIC PLANNING MEETING

TO:	Strategic Planning Committee	FILE:	3900-02/6300-01
FROM:	Robbie Nall, Parks Manager	DATE:	Nov. 7, 2024
SUBJECT:	Tree Management and Protection Bylaw Update		

Prepared by:  Robbie Nall Parks Manager	Supervisor:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council forward \$50,000 to the special project budget consideration for an update to Comox Tree Management and Protection Bylaw No. 1125, 1994.

ALTERNATE

THAT Council forward \$30,000 to the special project budget consideration for an to update Bylaw No 1125, Tree Management and Protection Bylaw for large lot developments

PURPOSE

To seek Council direction on what approach if any, Council would like to take regarding the Tree Management and Protection Bylaw.

STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2022-2026 Strategic Plan:

Community Connection and Wellness	We believe in fostering community connection and enhancing individual and collective wellness.
-----------------------------------	--

Parks	Our parks and greenspaces connectivity enhances liveability and walkability in the Town and ensures seaside access for all.
Climate	We will consider and value our natural assets and our unique community features and will take responsibility for our long-term impact on the environment for future generations.

BACKGROUND

The existing Tree Management and Protection Bylaw (Bylaw No. 1125) currently applies to select areas within the Town and to parcels larger than 0.5 hectares (Appendix 1). The bylaw has been supplemented by tree protection measures through Development Permit Area (DPA) requirements and rezoning processes.

Recent changes in provincial regulations, stemming from Bill 44, may affect the Town's ability to protect trees, as all land must be pre-zoned. Municipalities are required to update their Official Community Plans (OCPs) and zoning bylaws by December 31, 2025. While updates to the bylaw can occur after this deadline, there will be a period during which trees may not be fully protected.

Currently, private property accounts for 36% of the Town's canopy cover, a critical component of the urban forest that provides significant community benefits.

The Town is also developing an Urban Forest Management Strategy (UFMS) over the next 12 months. This strategy will guide the preservation and enhancement of tree canopy, address climate change impacts, and adapt to urban growth and development. It will include a review of current tree protection policies. The UFMS offers a timely opportunity to assess and update the Tree Management and Protection Bylaw.

Staff seek direction from Council on how to proceed with any updates to the Tree Management and Protection Bylaw, and what approach if any, Council would like to take regarding the bylaw.

EXAMPLES OF TREE BYLAW SYSTEMS

Tree protection bylaw systems vary depending on tree size, land type, and development context. Below are examples of different bylaw systems used in various municipalities:

1. Residential Bylaw Systems

These bylaws regulate the protection and management of individual trees or groups of trees on private property. Municipalities can apply tree protection bylaws to most private lands within

their jurisdiction, with the authority to "regulate, prohibit, or impose requirements in relation to trees" under the Community Charter.

Tree Size Criteria:

- **Small Trees (DBH > 6 cm):**
Some municipalities regulate small trees using a permit system that tracks removals. This is less restrictive but provides data on tree removals.
Pros: Covers most trees and canopy, provides data.
Cons: High permit volume, increases development costs for surveys and management plans.
- **Medium Trees (DBH > 20 cm):**
Medium-sized trees (20-30 cm DBH) are commonly regulated in urban areas. This approach allows municipalities to control removals and enforce replacement requirements.
Pros: Enhances urban landscape through tree replacement.
Cons: High permit volume, possible resistance from property owners due to increased regulation.
- **Large Trees (DBH > 50 cm):**
Large mature trees are the focus, and regulations typically aim to preserve the oldest, most significant trees.
Pros: Protects large canopy trees with lower permit volumes.
Cons: Leaves most of the urban forest unregulated.

Bylaw No. 1125 currently does not regulate trees with a DBH of less than 20 cm.

2. Trees of Interest

Some municipalities protect specific species due to their ecological, cultural, or historical significance. For example, the Town of Qualicum Beach protects species such as Arbutus, Garry Oak, and Pacific Dogwood when they reach certain sizes.

3. Large and Small Lot Development Bylaw Systems

These systems establish canopy coverage or tree density targets for development, ensuring that properties maintain or replace a certain percentage of tree canopy.

- **Canopy Coverage Targets:** Municipalities may require property owners to maintain a minimum canopy coverage (e.g., 10% to 75% depending on lot size).
Pros: Ensures broad participation in tree planting and canopy maintenance.
Cons: May be complex to calculate and enforce.
- **Tree Density Targets:** Some municipalities mandate a specific number of trees per acre (e.g., 50 trees per hectare).
Pros: Ensures consistency in tree density across properties.
Cons: Requires precise calculation and may add complexity to development planning.

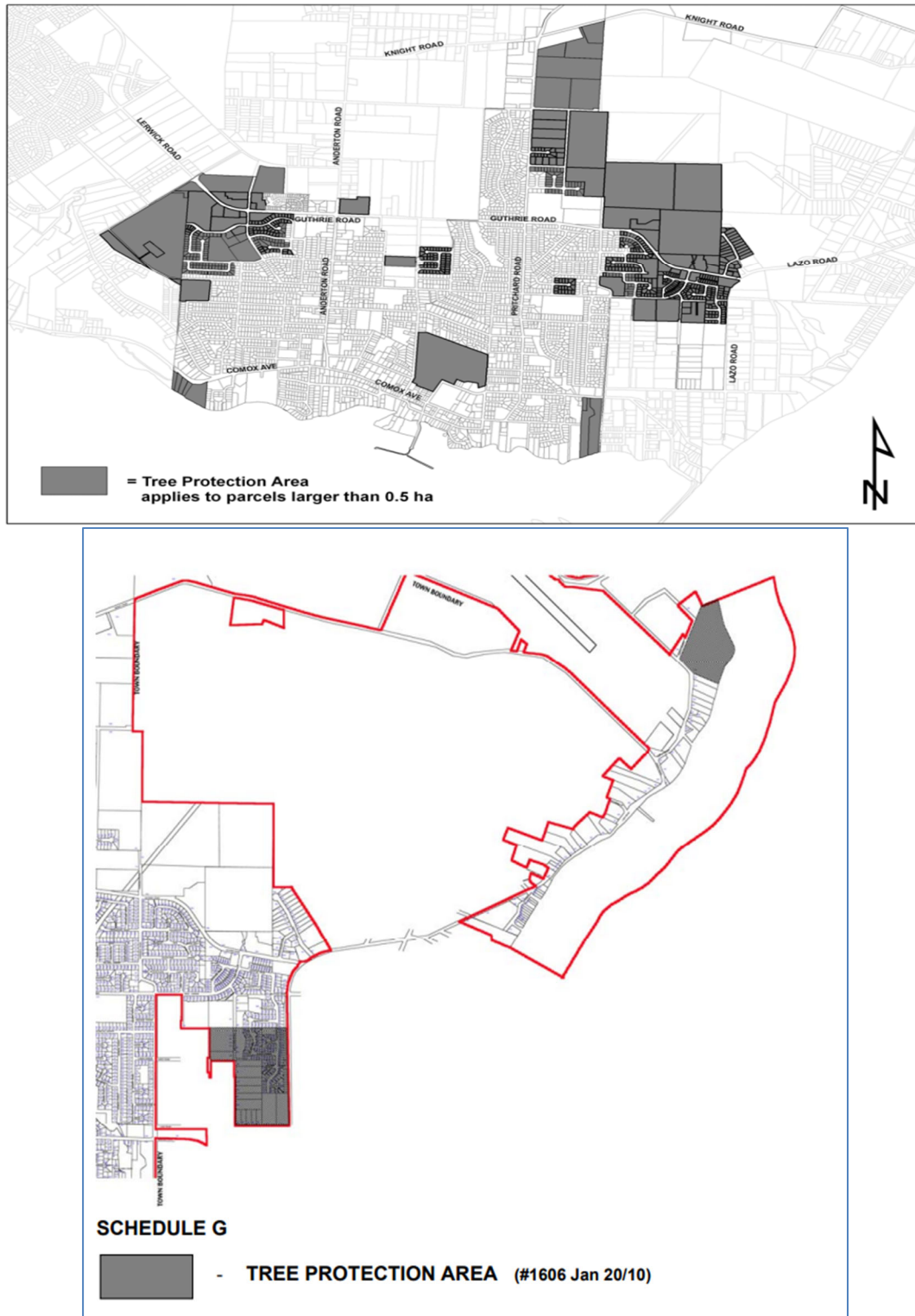
The UFMS is expected to be completed by November 2025, and it is recommended that updates to the Tree Protection Bylaw be initiated after the strategy is finalized. This approach will ensure that policy changes align with the UFMS.

FINANCIAL IMPACTS

To update the Town's Tree Protection and Management Bylaw staff estimate a budget of \$50,000 to complete this work.

GOVERNANCE CONSIDERATIONS

The existing Tree Management and Protection Bylaw does not provide protection for trees across most of the community, creating vulnerabilities, especially as development intensifies. With anticipated growth driven by new SSMUH (Sustainable Small-Scale Mixed-Use Housing) regulations, there is a significant risk of increased tree removal, threatening larger trees and ecologically important species. A bylaw update would potentially address these risks and help mitigate a decline in canopy coverage, which supports climate resilience, community health, and biodiversity. Developing tree regulations will need to be balanced against the desire for increased and more affordable housing provisions as tree protection may increase the complication of development and potentially reduce overall buildable space. Effective updates would prioritize the conservation of mature trees and vital species, ensuring a balance between urban growth and environmental sustainability without placing undue restrictions on new developments.



Appendix 1. Existing Tree Protection Areas

TOWN OF COMOX

BYLAW NO. 1125

CONSOLIDATED TREE MANAGEMENT AND PROTECTION BYLAW

**THIS IS A CONSOLIDATED BYLAW PREPARED FOR CONVENIENCE ONLY.
IT SHOULD NOT BE USED FOR LEGAL OR INTERPRETIVE PURPOSES.**

A BYLAW TO REGULATE AND PROHIBIT THE CUTTING AND REMOVAL OF TREES WITHIN THE TOWN OF COMOX

WHEREAS The Town of Comox may, by bylaw, exercise certain powers within the Town, to regulate cutting and removal of trees and to require their replacement.

WHEREAS the Town considers it in the public interest to provide for the protection and preservation of trees, the regulation of their cutting and removal and their replacement.

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

1. TITLE

- 1.1 This bylaw may be cited for all purposes as the "Comox Tree Management and Protection Bylaw No. 1125, 1994."

2. DEFINITIONS:

- 2.1 In this bylaw:

"Arborist" means a person certified by the International Society of Arboriculture as an arborist or arboriculturist;

"Barrier" means a physical barrier including a fence, guard, frame or any other conspicuous marker which is placed on, around, or near a tree to indicate the tree trunk, roots or branches are not to be cut, removed or damaged;

"Breast Height" means a point on the trunk of a tree 1.5 metres above the base of the tree;

"D.B.H." means the diameter of the trunk of a tree measured at Breast Height;

"Diameter" means circumference divided by 3.14;

"Excess Trees" means those trees with a D.B.H. of more than 20 centimetres (8 inches) that exceed the Standard Cut Limit;

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THE TOWN OF COMOX**

"Existing Trees" means those trees in existence on the date of the adoption of this bylaw;

"Parks Director" means a person appointed by Council as the Parks Director;

"Owner" means the registered owner or owners in fee simple of a parcel of land and the trees growing on it, or a person authorized by the owner or owners in writing;

"Permit" means a tree cutting or removal permit as annexed in Schedule "A", issued in accordance with this bylaw;

"Replacement Tree" means a tree planted on a parcel to replace trees cut, removed or damaged from the same parcel in accordance with Section 10 of the bylaw;

"Standard Cut Limit" means 75% of the Existing Trees with a D.B.H. of more than 20 centimetres (8 inches) on any given parcel of land;

"Town" means, as the context requires, the Town of Comox or the area within the boundaries of the Town of Comox;

"Tree Cutting and Replacement Plan" means a plan, drawn to approximate scale, in Schedule "B", and in accordance with Section 7.1(a) of this bylaw;

"Tree Protection Area" means the shaded areas shown in Schedule "E"; and Schedule "G";

the of "Watercourse" means a channel through which water flows at any time during year, and includes a brook, river, stream, creek, lake, pond and any other body water running through or situated partially or fully within the Town.

3. APPLICATION:

3.1 This bylaw shall apply only to the Tree Protection Area.

4. EXEMPTIONS

4.1 This bylaw does not apply to:

- (a) trees with a D.B.H. of less than 20 centimetres (8 inches);
- (b) the cutting and removal of trees on parcels shown on Schedule "E" with an area of less than 0.5 hectares;
- (c) any tree that is dead, diseased, damaged or otherwise constitutes a physical hazard to persons or property if the Owner provides the Parks Director with a certified statement from an Arborist that the tree is dead, diseased, damaged or is a physical danger to person or property;
- (d) normal pruning of trees including pruning by Town staff or its contractors, in accordance with sound horticultural practice or required for the safe operation of overhead transmission lines;

- (e) the cutting and removal of trees by a qualified land surveyor pursuant to the Land Surveyors Act, R.S.B.C. c.217, 1979 and amendments thereto when cutting survey lines of a width of less than 2 metres;
- (f) the installation of roadway and other utility services required pursuant to the bylaws of the Town regulating subdivision or development servicing, in accordance with a subdivision or development plan that has been approved by the Town or the approving officer, or a servicing plan that has been approved by the Town prior to subdivision or building permit approval;
- (g) the installation physical utility services by a utility under the jurisdiction of the B.C. Utilities Commission or the Canadian Radio-Television and Telecommunications Commission, including B.C. Hydro Authority, B.C. Telephone Company and B.C. Gas;
- (h) the development by the Town, or its contractors, of parks, cemeteries, or works required to provide a public service or utility.

5. PROHIBITION

- 5.1 No person shall cut, remove or damage any tree or suffer or permit any such tree to be cut, removed or damaged except as permitted by and in accordance with the terms of this bylaw.
- 5.2 No person shall fail to comply with the terms and conditions of a Permit issued pursuant to this bylaw.

6. OFFENCE

- 6.1 Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done or omits to do anything required to be done in contravention or in violation of any of the provisions of this bylaw, is guilty of an offence against this bylaw and is liable to the penalties hereby imposed.
- 6.2 Each day that a violation is permitted to exist or continues shall constitutes a separate offence.
- 6.3 When more than one tree is cut, removed or damaged, or more than one tree is not replace or maintained in accordance with a permit issued pursuant to this bylaw, a separate offence is committed in respect of each such tree.

7. PENALTY

- 7.1 Every person who commits an offence against this bylaw shall be liable on summary conviction to a fine of not more than \$2,000.00 per tree.
- 7.2 In addition to any penalty that may be imposed under this bylaw when an Owner cuts, removes or damages, or suffers or permits any tree to be cut, removed or damaged in contravention of this bylaw, or in excess of any permission, or in violation of any terms and conditions of a permit issued under this bylaw, the Owner shall plant Replacement Trees in accordance with a replacement plan that the Owner shall prepare,

pursuant to Section 8.1(a) of this bylaw, and submit to the Parks Director for approval. In such circumstances, Section 10 of this bylaw applies.

8. TREE CUTTING OR REMOVAL PERMIT APPLICATION AND FEES

8.1 An application for a permit to cut and remove a tree prohibited by this bylaw from being cut or removed shall be in the form annexed to this bylaw as Schedule "C" and shall be accompanied by:

(a) Tree cutting and Replacement Plan in the form annexed to this bylaw as Schedule "B". The Tree Cutting and Replacement Plan shall identify:

- (i) the boundaries of the subject parcel;
- (ii) any abutting streets, lanes or public access right of ways;
- (iii) the location of existing buildings on the subject parcel;
- (iv) the location, species and D.B.H. (if greater than 20 centimetres (8 inches)) of those trees proposed to be cut or removed;
- (v) the location, species and D.B.A. (if greater than 20 centimeters (8 inches)) of those trees proposed to be retained; and
- (vi) the location and species of the proposed Replacement Trees.

(b) a report prepared by a certified professional engineer with experience in, as the circumstances require, geotechnical engineering, hydrology or tree management, demonstrating that the proposed cutting or removal will not create an adverse impact including flooding, erosion, land slip or contamination of Watercourses, unless the Town waives the requirement for such a report;

(c) application fee as set out in Schedule "F";

(d) security deposit as determined by this bylaw;

(e) copy of State of Title Certificate, or other acceptable evidence of ownership of the parcel; and

(f) written authorization from the Owner if the applicant is a person other than the Owner, permitting the applicant to act as the Owner's authorized agent.

8.2 At the time of application for the issuance of a Permit, the applicant shall pay to the Town the application fees as set out in Schedule "F".

9. TREE CUTTING PERMIT

9.1 A tree prohibited from being cut or removed shall only be cut or removed where the Owner holds a valid and subsisting Permit to do so.

- 9.2 Where a Permit is required under this bylaw, no Excess Trees may be cut or removed unless the Parks Director so allows in accordance with Section 9.4 herein.
- 9.3 A Permit shall not be issued until the application has been reviewed by the Parks Director. Before approving the Permit the Parks Director shall ensure that all requirements of Section 8.1 have been met, that the Standard Cut Limit has not been exceeded, and that the Tree Cutting and Replacement Plan is not in conflict with any other bylaw, or with any licence or permit granted or issued by the Town, including any development permit, or with any covenant or other agreement entered into with the town.
- 9.4 Where, in his opinion, the Parks Director determines that in the circumstances it is inappropriate, impractical or infeasible to apply the Standard Cut Limit, he may allow Excess Trees to be cut or removed. The Parks Director shall, however, require the replacement of any Excess Trees and such requirement shall become a condition of the Permit and shall be included in the Tree Cutting and Replacement Plan. In such circumstances, Section 10 of this bylaw applies.
- 9.5 Every permit shall, without necessity of endorsement thereon, be subject to the following terms and conditions which shall form part of the permit and be incorporated therein:
- The holder of the Permit agrees to exercise safe tree cutting and removal techniques and agrees to indemnify, save harm less, to release and forever discharge the Town of Comox, its employees and agents, from and against all manner of action, causes of action, claims, suits, demands, costs and expenses whatsoever and howsoever arising by reason of the actions of the holder of the Permit authorized.
- 9.6 For the duration of the Permit, the Permit shall be displayed in an accessible, conspicuous location on the subject parcel.
- 9.7 A Permit shall not be issued for more than one year from the date of issuance. Any obligation to maintain Replacement Trees survives the expiry of the Permit.
- 9.8 A Permit shall be in the form annexed to this bylaw as Schedule "A".

10. REPLACEMENT TREES

- 10.1 Where compliance is required with this section, the Owner shall replace the trees to be cut or removed with a new tree planted on the same parcel in accordance with the criteria as set out in Schedule "D".
- 10.2 Where a person is required by this bylaw to plant a Replacement Tree on a parcel and the parcel has been subdivided since the act giving rise to the requirement was committed, the Replacement Tree shall be planted on a parcel that has been created by subdivision of the original parcel.
- 10.3 An Owner shall plant and maintain every Replacement Tree in accordance with sound horticultural practice.

- 10.4 Where the planting and maintenance of a Replacement Tree is required pursuant to this bylaw, the Owner shall provide to the Town security in the form of cash or a letter of credit in the amount of \$250.00 in respect of each tree to be planted and maintained.
- 10.5 Any letter of credit provided to the Town under this bylaw shall be drawn in favour of the Town, shall be a clear, unconditional and irrevocable standby letter of credit made by a Canadian chartered bank and capable of presentation at a branch of the bank located in the Town, and shall be maintained as good and valid security by the Owner at all times as required by this bylaw.
- 10.6 In the event that the Owner fails to renew or replace any letter of credit and deliver such renewal or replacement to the Town at least 21 days prior to the expiry of any letter of credit then held by the Town, the Town may draw on the current letter of credit without notice or restriction and hold the monies in lieu of it.
- 10.7. In the event that the Owner fails to replace or maintain the trees in respect of which security has been provided to the Town, the Town may, without notice to the Owner, plant or maintain the trees and apply the security to the cost of doing so.
- 10.8 Security held by the Town shall, upon application by the Owner, be returned to the Owner as follows:
- (a) by 25% of the original amount after the planting of all Replacement Trees to the satisfaction of the Parks Director;
 - (b) the balance of the security after one year from the date of the completion of the planting of all the Replacement Trees, upon the Parks Director being satisfied that each Replacement Tree remains in a healthy condition.

11. TREE REMOVAL

- 11.1 Where the cutting or removal of trees has been authorized by the Town, and a valid and subsisting Permit exists, the person undertaking the cutting or removal shall:
- (a) identify with a flag, paint, survey tape or other adequate means each tree to be cut or removed;
 - (b) place a Barrier around those trees which will not be cut or removed in a manner to ensure that the trunk, branches and root structure of the trees are not damaged by the cutting or removal of the trees;
 - (c) dispose of the tree parts by chipping or burning in accordance with Provincial and Town regulations.

12. INSPECTION AND ASSESSMENTS

- 12.1 The Parks Director or person authorized by the Parks Director may assess, inspect or cause an inspection to be made of any tree in the Town, in the following circumstances:

- (a) where land is subject to subdivision, approval of a servicing plan prior to subdivision, a development permit, a development variance permit, a temporary commercial or industrial permit, or a building permit;
- (b) when Replacement Trees have been planted as required by this bylaw;
- (c) when directed by resolution of the Council, and
- (d) to ascertain whether the provisions of this bylaw are being observed.

12.2 For the purposes of any inspection or assessment herein the Parks Director or person authorized by the Parks Director may enter onto any land at all reasonable times.

13. **GENERAL PROVISIONS**

13.1 All Schedules referred to herein form part of this bylaw.

13.2 The provisions of this bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this bylaw.

14. **REPEALMENT**

14.1 This bylaw repeals and replaces the "Comox Tree Protection Bylaw No. 1067, 1992" and all amendments thereto.

15. **ADOPTION**

READ A FIRST AND SECOND TIME this 4th day of May, 1994

READ A THIRD TIME this 18th day of June, 1994

ADOPTED this 1st day of June, 1994.

MAYOR

MUNICIPAL CLERK

THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "A"

Tree Cutting or Removal Permit
Within the Town of Comox

TREE CUTTING PERMIT NO. _____

A1. This Tree Cutting Permit is issued by the Council for The Town of Comox to:

(name of owner - individual or company - the Permittee)

for tree cutting on

(legal description)

(civic address)

pursuant to the provisions of the Town of Comox Tree Management and Protection
Bylaw No. 1125

A2. This permit authorizes the Permittee to cut and remove only the trees listed and described in the Tree Cutting and Replacement Plan attached to this Permit, subject to the terms and conditions below.

A3. This Permit is issued subject to the following terms and conditions:

- (a) The holder of the Permit agrees to exercise safe tree cutting and removal techniques and agrees to indemnify, save harmless, to release and forever discharge the Town of Comox, its employees and agents, from and against all manner of action, causes of action, claims, suits, demands, costs and expenses whatsoever and howsoever arising by reason of the actions of the holder of the Permit authorized.

Schedule "A"

Page 2

- (b) any tree authorized to be cut or removed by this Permit shall only be cut or removed in strict compliance with the provisions of the Town of Comox Tree Management and Protection Bylaw No. 1125, 1994; and
- (c) all Replacement Trees shall be planted and maintained in accordance with the provisions of the Town of Comox Tree Management and Protection Bylaw No. 1125, 1994.

WARNING

THIS PERMIT EXPIRES ON _____
(date)

Date

Parks Director

THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "B"

Tree Cutting and Replacement Plan

INSTRUCTIONS:

In the space provided below (or attached separately if more room is needed) please draw to approximate scale a plan which identifies:

- (i) the boundaries of the subject parcel;
- (ii) any abutting streets, lanes or public access rights of way;
- (iii) the location of existing buildings on the subject parcel;
- (iv) the location, species and D.B.H. (if greater than 20 centimetres (8 inches)) of those trees proposed to be cut or removed;
- (v) the location, species and D.B.H. (if greater than 20 centimetres (8 inches)) of those trees proposed to be retained; and
- (vi) the location and species of the proposed Replacement Trees.

Signature of Registered Owner

Signature of Authorized Agent (if necessary)

Date

Date

FOR OFFICE USE ONLY

Date Issued _____

Permit No. _____

THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "C"

Application for Tree Cutting Permit
Within the Town of Comox

Registered Owner

or

Authorized Agent of Owner

Name _____

Name _____

Address _____

Address _____

Postal Code

Postal Code

Telephone No. _____

Telephone No. _____

I/We hereby make application as provided in Part 28 of the *Municipal Act* for a TREE CUTTING PERMIT to permit the proposed tree cutting as described below on the following parcel:

Legal Description of Parcel _____

Civic Address _____

Lot Size and Dimensions (metric) _____

Present Zoning _____

Existing Use _____

Number, size (appropriate height and diameter), and type of tree(s) to be cut _____

Method of access to the site during cutting _____

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Schedule "C" (continued)

Barrier methods proposed to protect trees which will remain standing_____

I enclose with this application:

- Schedule "B", Tree Cutting and Replacement Plan;
- a report from a certified professional engineer where required;
- application fee in accordance with Schedule "F" of the Comox Tree Management and Protection Bylaw;
- security deposit as set out in the bylaw;
- copy of State of Title Certificate or other acceptable evidence of ownership; and
- letter of authorization from the Owner if applicant is authorized agent.

INDEMNITY

I/We will exercise safe tree cutting and removal techniques and hereby agree to indemnify, save harmless, to release and forever discharge the Town of Comox, its employees and agents, from and against all manner of action, causes of action, claims, suits, demands, costs and expenses whatsoever and howsoever arising by reason of the actions of the holder of the Permit authorized.

NOTICE

I/We will abide with the provisions of the "Comox Tree Management and Protection Bylaw No. 1125, 1994" regarding tree cutting permit applications and inspections.

Signature of Registered Owner

Signature of Authorized Agent (if necessary)

Date

Date

(Please note that, unless otherwise permitted by the Parks Director in accordance with Section 9.4 of the Comox Tree Management and Protection Bylaw, no Tree Cutting and Replacement Plans will be accepted which exceed the Standard Cut Limit, i.e. 75% of the original trees.)

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THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "D"

Replacement Trees

Where Replacement Trees are required to be provided in accordance with this bylaw, such Replacement Trees shall be provided and planted as follows:

- (a) Replacement Trees need not be the same species as the tree cut or removed, but they must be of a species approved by the Parks Director;
- (b) every Replacement Tree in respect of a deciduous tree cut or removed shall be a deciduous tree of the minimum D.B.H. specified for Replacement Trees in column 4 of Table 1 of this schedule in respect of deciduous trees of the D.B.H. specified in column 2 cut or removed;
- (c) every Replacement Tree in respect of a coniferous tree cut or removed shall be a coniferous tree of the minimum height specified for Replacement Trees in column 3 of Table 1 of this schedule in respect of coniferous trees of the D.B.H. specified in column 2 cut or removed;
- (d) every Replacement Tree shall be spaced from existing trees and other Replacement Trees in accordance with sound horticultural practices so as to best ensure the survival of the Replacement Tree and the existing trees; and
- (e) the ratio for replacement shall be a minimum of two Replacement Trees for every tree cut or removed. This minimum ratio may be waived by the Parks Director, where in his opinion it would be inappropriate, impractical or infeasible to do otherwise.

Table 1

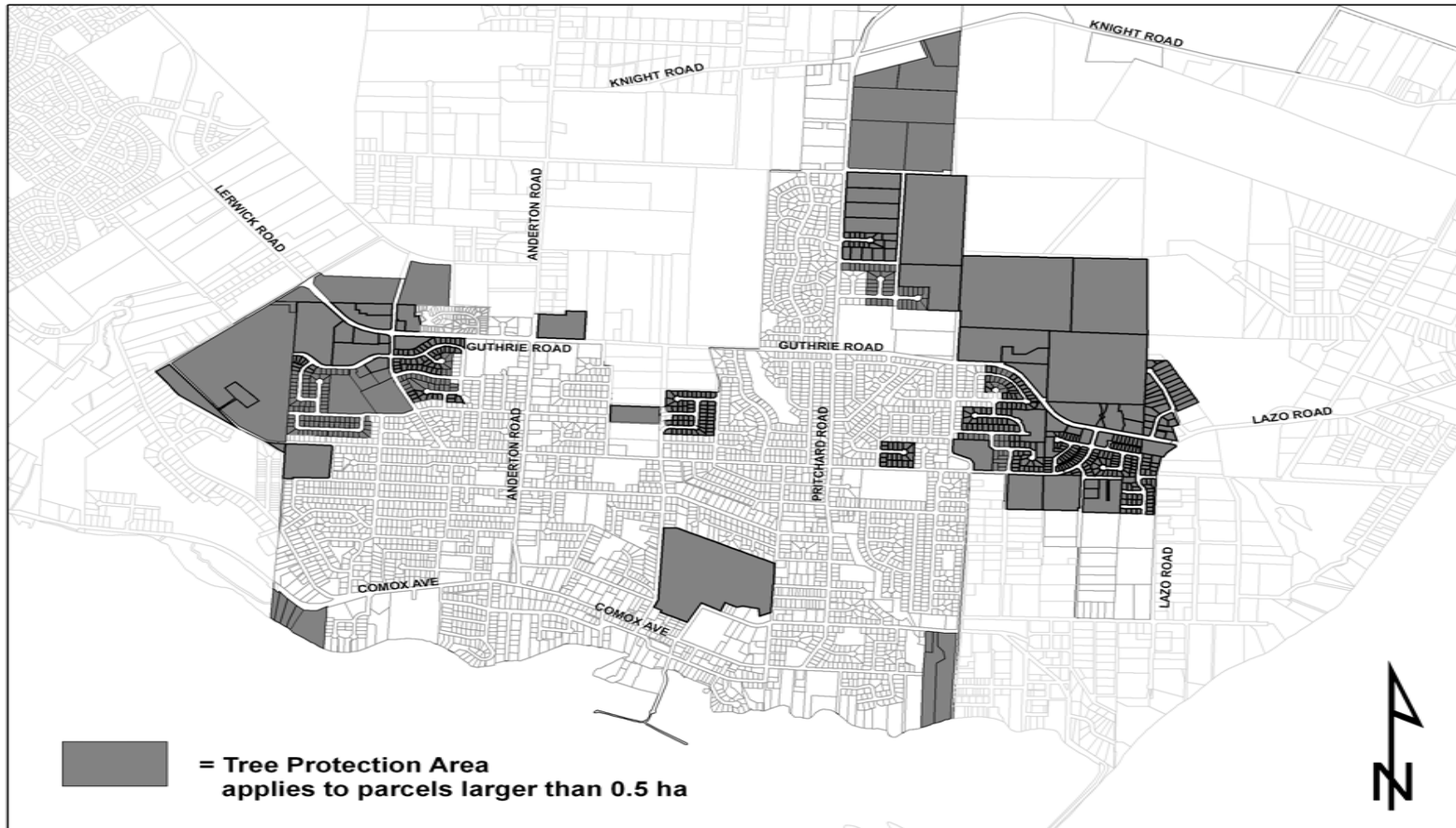
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<u>Class of Tree Cut or Removed</u>	<u>D.B.H. of Tree Cut or Removed</u>	<u>Minimum Height of Replacement Tree</u>	<u>Minimum Caliper of Replacement Tree</u>
Deciduous	8" - 12" (20-30 cm) 12" - 16" (30-40 cm) 16" - 20" (40-50 cm) 20" - 24" (50-60 cm) 24"+ (60 cm or greater)		2.5" (6 cm) 3" (8 cm) 3.5" (9 cm) 4" (10 cm) 4.5" (11 cm)
Coniferous	8" - 12" (20 - 30 cm) 12" - 16" (30 - 40 cm) 16" - 20" (40 - 50 cm) 20" - 24" (50 - 60 cm) 24"+ (60 cm or greater)	6 ft (180 cm) 7 ft (210 cm) 8 ft (240 cm) 9 ft (270 cm) 10 ft (300 cm)	

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THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "E"



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THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "F"

PERMIT APPLICATION FEE

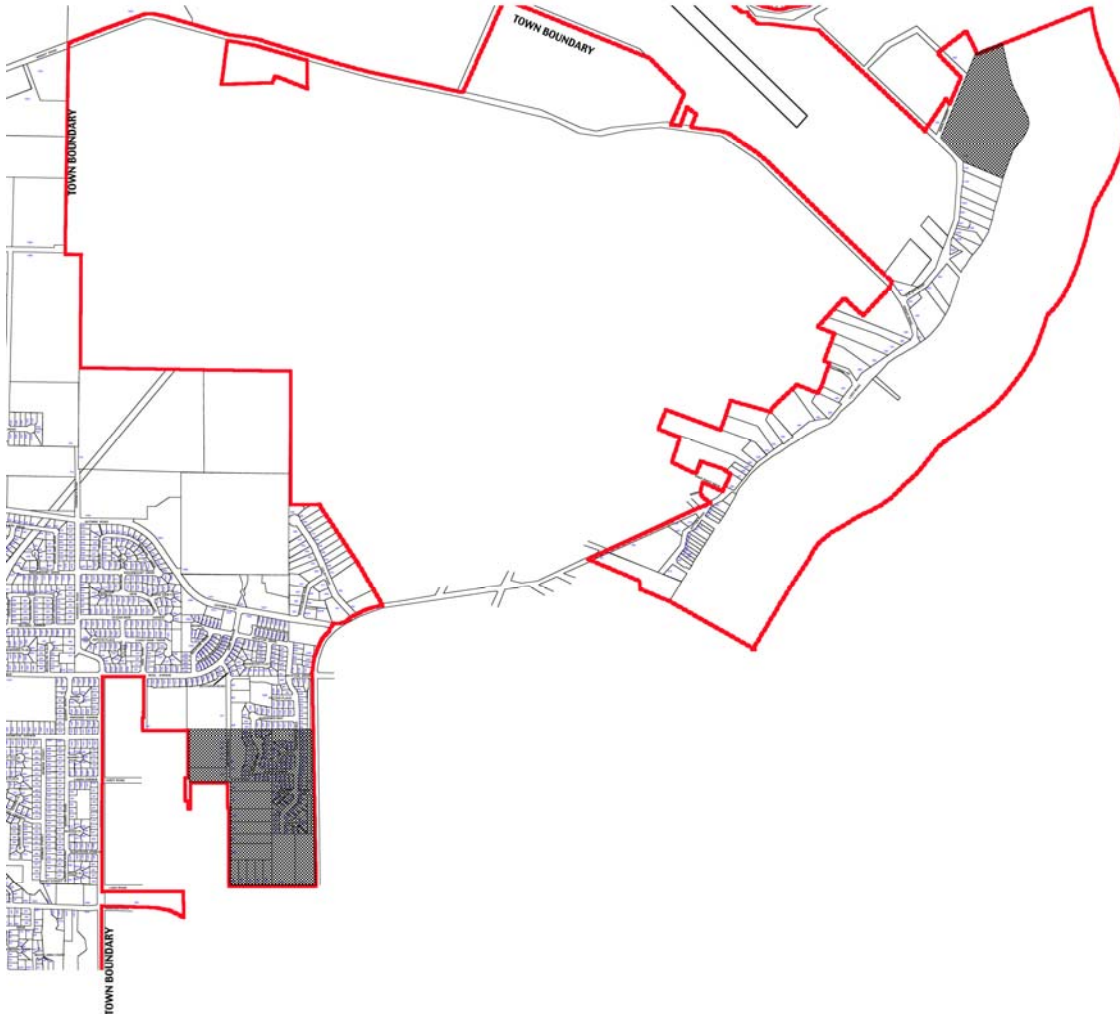
Tree cutting or removal permit

\$100.00

THE TOWN OF COMOX

BYLAW NO. 1125

SCHEDULE "G"



SCHEDULE G

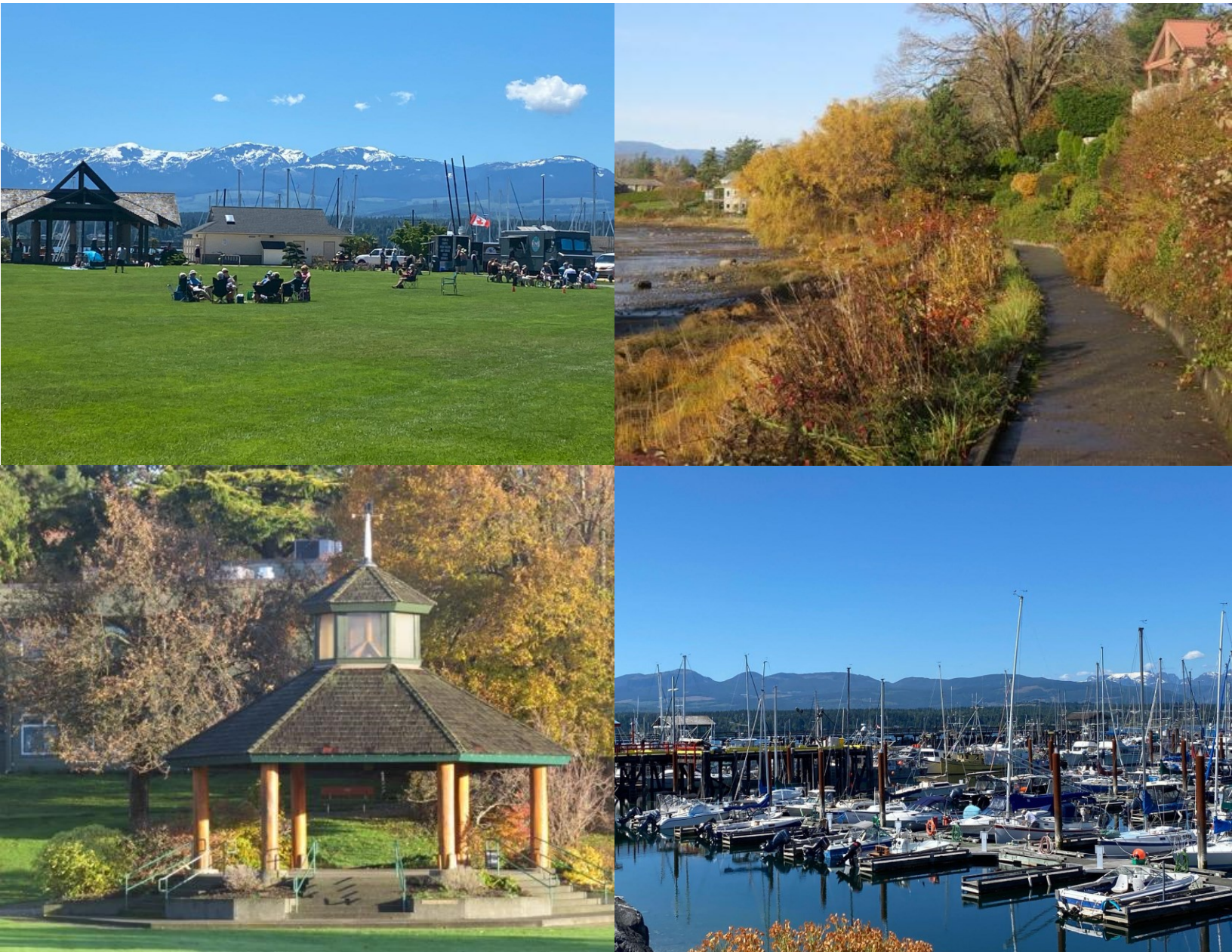


- TREE PROTECTION AREA (#1606 Jan 20/10)

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Town of Comox Economic Development Strategy Waterfront and Marine Appendix

Town of Comox, Gateway to Baynes Sound



REPORT Draft: July 30, 2024

Acknowledgements

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.



We would like to thank all those who were involved in developing this waterfront and marine action plan to support focus on, and expansion of, the Town's shoreline and waterfront within its boundaries. The core of the Town's waterfront - Town Marina, Harbour Authority, Comox Bay Marina, Harbour Air Terminal - will continue to be the central node for waterfront activities. This document, provided as an appendix companion to the 2024 Economic Development Strategy and Downtown Enhancement Action Plan, generates additional opportunities to embrace the waterfront as a key feature of community life.

This report was developed by:

Rynic and J. Watson Consulting
in association with the Comox Business in Action (BIA) and the Town of Comox.



Image: Comox Marina Commercial Float Building Concept

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References	Error! Bookmark not defined.

Executive Summary

A “working” marina economically. Seamless marine integration within a “greater” downtown. A community beating heart lifestyle amenity. A marina waterfront pathway that ultimately extends along the entire shoreline in the Town of Comox. This is the vision for a Town of Comox waterfront that is more connected to its downtown, links the community together along the water, and enables both recreation amenity and commercial opportunity with a high-aesthetic and experiential tie that binds.

The Town of Comox has created a Town of Comox Economic Development Strategy inclusive of a Downtown Enhancement Action Plan.

This sub-report to the overall Economic Development Strategy draws on engagement feedback from 500 community and business survey responses (Economic Development Strategy, 2024), independent interviews, and in-person marine-specific engagement sessions to form a set of priorities and tactics that expand on, and detail marine-focused Economic Development Strategy tactics.

The Economic Development Strategy engagement process indicated that water access and waterfront infrastructure and asset enhancement is the #1-ranked infrastructure enhancement priority. Resident prioritization reflects resident appreciation of the importance of the waterfront/marinas to long-term lifestyle and economic vitality. There is recognition that the waterfront, in its entirety within the Town boundary, is an underutilized natural asset that can be better leveraged over time.

Engagement feedback encompassed not only the Town’s Marina & Marina Park, but also: a) the adjacent Harbour Authority and Comox Bay Marina; and b) the Town's deep and long-standing historic links to Baynes Sound and the broader Salish Sea.

This sub-report provides a foundation for planning for the expansion of marine services, businesses, moorage and amenities for the waterfront within the Town’s boundaries.

Introduction

While the Town has some level of jurisdiction along its waterfront boundaries, it's recognized that both Federal and Provincial governments, K'ómoks First Nation, and a portion of Comox Valley Regional District Area B, alongside a host of external stakeholders, entities and waterfront private landowners in the event waterfront walkways, access points, and other enhancements, must be considered. This summary of engagement-based tactics and research attempts to capture broad opportunities suggested via survey and engagement work.

A multi-faceted coastal tourism industry has emerged over time in Comox with the early establishment of the Harbour Authority and the creation of a safe harbour for the commercial fishing fleet. Marine services in the form of both recreational and commercial operations continue to grow and evolve as customer and operating environments change.

Marine-based growth in the town reflects both private and public sector initiatives. While many opportunities are possible, there are structural obstacles and impediments to growth, business services, residential satisfaction, and visitor capacity posed by the configuration of current infrastructure: DND Wharf, Harbour Authority, Town Marina, gas dock, private Comox Valley Marina, and on-water assets such as breakwaters, dock placement and orientation of the marinas.

The historic importance of the Town's marine gateway with air access - via Harbour Air - is a critical asset for the Town. The marine gateway supports the Town's entrepreneurial residents, businesses, community organizations, livability, and visitation. Establishing long-term planning for improvements, new commercial space and amenities on the water along the entire length of the Town's waterfront can be supported by the convergence of:

- Sustainable infrastructure enhancement plans.
- Addition of vibrant commercial activity that leverages competitively advantageous infrastructure while adding non-residential assessment that improves Town finances.
- Development of community amenities (e.g. beautification, paths, community animation via actions like events or a market).
- Management and mitigation of marine-based climate change impacts.
- Environmental stewardship.

Existing plans and initiatives underscore the importance of the waterfront to civic life and economy. There is a need to integrate various plans into a more singular, focused, prioritized plan of sustained action that recognizes this importance and embraces further potential.

I. CONTEXT

Town of Comox Marina



The Town of Comox owns/operates the Comox Municipal Marina. This important community asset is used not only by Comox residents, but also the larger Comox Valley and Vancouver Island community. It continues to be a destination for commercial and recreational boaters from the Pacific Northwest region. The facility, with Comox's priority on planned and priority strategic investments, has the potential to serve a larger clientele, provide a better level of service for marine and land-based users, and generate more economic activity for both the Town and the greater community. Currently, there is a lack of

modern services, moorage, and commercial activity to support market demand and potential. Demand for available berths has, and is projected to be, very strong.

The Town provides docking facilities for the Comox SARS (Search and Rescue) organization's vessel(s), and fire boat. The Town is intending to make more efficient use of the current docking facilities, create floating and / or land-based commercial spaces for marine-related companies, and provide a more vibrant waterfront for the community.

Feedback from the Economic Development Strategy engagement process suggests that a high-level Council focus and annual waterfront and marine planning as part of the Town's annual strategic planning process could support a significant growth in marine tourism and marine supply chain industry, while serving as an anchor community feature attractive to entrepreneurs and potential new residents. This said, it's one thing to identify aspirations in strategy; it's quite another to plan and commit to significant re-investment required to be catalytic to the future of the community. Reality is significant re-investment is required, and it's supported by priority established in the Economic Development Strategy engagement process.

Key opportunities are identified as follows:

- Expanding focus from the Town's marina to the entire Comox waterfront can capture the waterfront as one master planning process, supporting a range of partners such as the Harbour Authority, Comox Bay Marina, Gas and Go services, DND K'ómoks First Nation.
- Floating commercial spaces for marine industry companies do not exist in the Town. Marine tourism and industry players would further enhance the Town's brand as a marine destination on the Salish Sea and the gateway to Baynes Sound.
- The creation of new commercial buildings for the marine industry, additional boardwalk and docks, and the creation of transient moorage to support short term visitation creates immediate outcomes including increased revenue and economic impact via the realignment of current marina slips that would create new moorage for the 169 waitlisted individuals attempting to secure moorage at the Town marina (as at January, 2024). **By not providing moorage based on current demand, the Town is potentially losing revenue in excess of \$500k annually.**

Additionally, a re-investment project will create 4-6 local marine contractors, 6-8 jobs created for construction, and 3-5 new marine-based businesses. Longer-term indirect outcomes would include ongoing and increasing indirect and induced employment impacts via new marine industry growth.

- The Air Gateways session hosted by the BIA as part of the Economic Development Strategy engagement process explored the idea of removing the closed gate access on the Town-owned docks as a way to give the public additional access to the water. The idea was well received by attending operators and associations.



Waterfront Marinas and Marina Park

Town of Comox Short Term Master Plan

The Town of Comox has numerous documents, engineering reports and options for ongoing Town-owned marina repairs and enhancements. Master Plan objectives are to create a marina area that blends in with the surrounding town - including Marina Park, Waterfront Pier, Federal Docks and more significantly the Spinnaker, Genoa, and new Marine Services Buildings. The Master Plan additionally envisions efficient Town management of boat moorage with maximized use, and ease of client use and Town staff maintenance. The Marina is envisioned to house seasonal businesses on the marina wharf as well as special interest groups. Longstanding intention is to develop the marina park as a whole as a

community focal point – including access to enterprise goods and services, and community events and attractions.

The Master Plan identifies opportunity areas focused on revenue generation, proactive operations, and fiscally-wise asset management via a maintenance program. Opportunity areas are identified as follows:

- 1) Generate financial benefits for the Town of Comox via increase moorage rates, integration of transient boat spaces, reorganization of moorage for larger revenue-generating boats, space lease to vendors, and Town-owned parking.
- 2) Enhance resident and visitor draw that benefits local businesses, including beautification.
- 3) Enhance maintenance via operations and maintenance projects. Needed repair and upgrades has been identified by reports and Town staff.
- 4) Reduce liability and risk via proactive maintenance and user waivers.

Further enhancements are identified as follows:

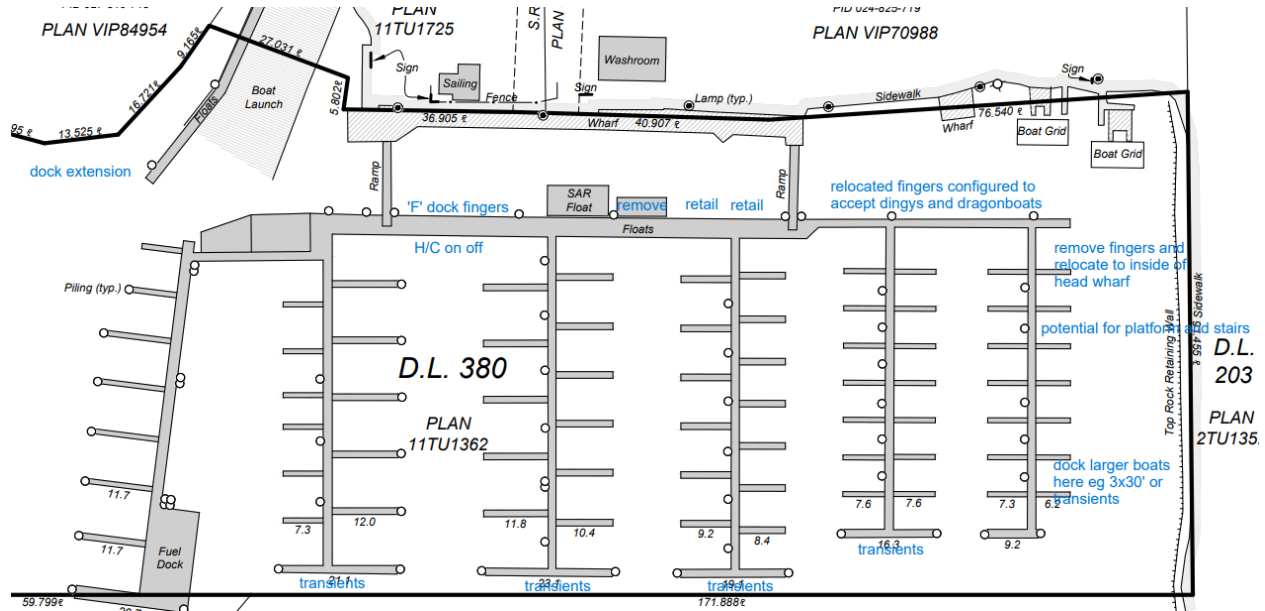
- A comprehensive maintenance program for the sail buildings to ensure high-standard aesthetic.
- A canopy system between the sail buildings for vendors.
- More effective pigeon deterrence.
- Expansion of one of the sail buildings to incorporate a proper washroom, showers and laundry building that would be available for both permanent and transient moorage. This investment would be offset by user revenue.

Over the past few years, significant dock repairs have been budgeted and are ongoing. The Town has a range of professional reports providing details on areas for prioritization. Prioritized maintenance planning for both larger repairs, and smaller “cosmetic” repairs, will ensure the Town remains ahead of maintenance requirements. Town staff have been working through structural repairs to the east gangway pier. Plans for upgrading of structural members on the west gangway pier are also needed.

External to the Town marina, the Government of Canada has agreed to supply and install a fish cleaning station adjacent to the West Gangway. The Gas’n’Go lease renewal is now completed. There are a number of options that can be explored to make the area more attractive, user friendly, and financially productive, including:

- Larger boats on ‘A’ slip parallel to dock for higher revenue generation e.g. 40’ 36’ 30’, which makes for easier fit and maneuvering.
- Transients on outside of B, C, D & E docks. Make this rate comparable to other marinas but lower (10%) due to lack of services (shower, laundry).
- Relocate the finger(s) taken off ‘F’ and ‘A’ wharfs to make a dingy wharf, freeing up space beside SAR for retail.
- If possible, orient SAR perpendicular to the wharf to increase space.
- Locate retail on the north and east side of Marina.

- Construct a ramp down from the east roadway to complete a loop, and for guests returning from or going to the pier.
- Consider enabling vendors on the pier.
- Place dragon boats on a vertical mechanical rack type apparatus to increase space.



Options to explore to make the area more attractive, user friendly, financially productive.

Guest Registration Process

Upgrades to the tenant and guest registration process are very important to quality of experience that drives revenue. The Town could develop a downloadable or online fillable form on the Town's website for all boaters (existing and transient) using the facility. The form can be submitted online along with pre-payment for a space aligned with boat size. This process would require changing the keyed gate lock system to a 4-digit code, which can then be changed at the Town's discretion. This functionality would reduce time required for the current process, and would create staff efficiency.

Repairs - Completed and Planned

Overview: Planned and completed repairs for the Marina and Marina Park.

Planned	Completed
<p>Needed or < 2 years out repairs:</p> <ul style="list-style-type: none"> • Electrical ground and loading systems test • Sacrificial anodes • Repair / replace obvious damaged wood on all parts of the wharf continue with 	<p>Recent repairs (since Oct 2022)</p> <ul style="list-style-type: none"> • End of 'C' wharf done by Coastal Marine (Rob Clarke)

<p>ongoing O&M. (Current comprehensive list to follow once evaluated)</p> <ul style="list-style-type: none"> ● Re/re treated 2x6 to match and have some visual continuity ● Pile repair / replacement as needed ● Replace repair dock pile connectors bumpers etc. ● Replace beams at east pedestrian ramp ● Mussel removal ● Repair, boat haul out ● Vessel draft requirements re: rocks between 'C' & 'B' two fingers out <p>Marina Park area as a whole:</p> <ul style="list-style-type: none"> ● Remediate and improve the existing Compass Adventure area ● Solve drainage problem adjacent to UGST's ● Chain link fence ● Move garbage bins to another area of the parking lot ● Install fish cleaning station (Government of Canada to provide) ● Solve pigeon problem on Spinnaker and Genoa buildings ● Provide a cover between the two sail buildings for casual retailers ● Provide additional tables / benches for food vendors users <p>Additional:</p> <ul style="list-style-type: none"> ● Key, fob, code for gates ● Security cameras ● Replace / upgrade signage ● Beautification (flowers, plants on docks) ● Boat names on replacement boards for a fee 	<ul style="list-style-type: none"> ● Checker plate concrete overlay repairs on the connector between 'E' & 'F'- facilities staff ● Stabilize one dock - facilities staff ● New bull rails in various locations- facilities staff
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Federal Harbour Authority & DND



Comox Harbour (or Port Augusta) has provided shelter for ocean travellers and marine explorers for centuries. It has been known by many names, but it was best known as “The Land of Plenty” by the local K’ómoks First Nation, who lived here for centuries before European explorers arrived. The well-known “Beaver” was one of the early exploration ships that made marine history. The boats and ships came to the Comox Valley for many reasons; to explore, trade, survey, work, and like many today, to relax and enjoy the beauty of the area.

The Comox Valley Harbour Authority is one of 54 BC Harbour Authorities whose primary purpose is to provide services to the commercial fishing fleet on the British Columbia coast. The Comox Harbour has a long history of being a vital transportation link for the surrounding community. Since the first dock was built in 1874 the marine industry has been a major influence. Priority for year-round moorage in this facility is given to commercial fishing vessels. Very limited space is available for year-round pleasure craft. Environmental stewardship is important; marina staff are trained in marine oil spill recovery. Spill kits are located on the docks and at the top of the ramps. Emergency pumps and spill recovery materials are on hand. Regular vessel checks are conducted.

The commercial fleet leaves the dock for the fishing grounds in mid-May and returns in mid-September. During this time the east basin is available for visitor moorage on a first come first serve basis.

Reservations are not accepted; large boats should call ahead for availability. Common seafood species sold at Fisherman’s Wharf include a variety of salmon, tuna, shrimp, cod, halibut, lingcod, and prawns.

Harbour Authority and Town Partnership Projects:

The Town of Comox has been part of the Harbour Authority since its inception, and until recent years has had a staff member sit on the Board of Directors. This practice has not been followed for some time, which may negatively impact communication, and collaboration when needed. In the Town’s Economic Development Strategy engagement process (2024), it was noted that challenges between the tourist and commercial fishing industry continue to impact safety and traffic movements of both residents and visitors.

While the Harbour Authority lease extends from the entrance to the wharf at the bottom of Port Augusta, the Town of Comox is maintaining the planted berm on the west side of the wharf adjacent to the walkway. Recent discussions have raised the idea of removal of the current, bermed and planted area and replacement with cantilevered decking to enhance safety and traffic flow while also generating more parking for commercial tenants. There is potential for creation of small commercial spaces with this investment. A vehicle gate with code access can be installed to manage parking.

Consideration of this partnership project could open an option to bring the new decking along the road and lift in front of the Harbour Authority building and across on the road with a pedestrian designated crossing. Expanding the existing decking on the west and south side of the Harbour Authority building would reconnect to the existing south walkway to the breakwater walk. While conceptual, this approach

would remove all pedestrians from commercial fishing activities, traffic and a working harbour - enabling a new decked walkway that is safe and multi-use with improved visitor and resident experience.

Harbour Authority Services

- Electricity (20, 30, 50 amps, 120/250 volts)
- Washrooms and Showers
- Laundry
- Block and cubed ice
- Visitors lounge area
- Courtesy computer
- Visitor information centre
- Free WIFI
- 2-ton winch
- Pump-out
- Fresh water
- Dockside fish sales
- Breakwater promenade
- Fuel dock next door
- Permit parking, limited pay parking for longer visits
- Dinghy dock, tidal access only
- Used oil recycling

Harbour Air Terminal and Comox Valley Marina

Harbour Air has 12 scheduled destinations with full-service terminals in Vancouver, Victoria, Nanaimo, Richmond (YVR South), Whistler, Seattle, Sechelt, Comox, and Ganges. Connecting across coastal BC and beyond has never been easier with additional pick-up and drop-off service available to and from Maple Bay, Powell River, and Tofino.

Harbour Air's Comox Harbour terminal is located at the privately owned Comox Valley Marina. The Comox town centre is just a short stroll from the Marina. Daily direct flights between downtown Vancouver and Comox run from spring through fall, with planning underway for year-round service.



Marine Engagement Sessions

An Air Gateways engagement session conducted as part of the Economic Development Strategy engagement process provided the following background on the Comox Bay Marina:

The Marina was built about 40 years ago. The Marina needs substantial infrastructure improvements, including dredging, replacement of some docks, accommodation of requests for 30-amp and 50-amp power, and accommodation of larger boats. The Marina is hoping to expand their western foreshore by 30 metres and is in negotiations with K'ómoks First Nation. To alleviate the impact of southeast winds (predominantly winter, some summer occurrences) on some sections of the Marina including the Harbour Air dock, the Marina is looking into addition of breakwater(s). Breakwater analysis is required to determine how extensive this may need to be/whether more than one breakwater is required.

A Marine engagement session conducted as part of the Economic Development Strategy engagement process identified the following infrastructure enhancement priorities:

- The marina needs repairs and infrastructure improvements, which will require new funding.
- It would be ideal to install breakwaters to lessen the impact of storm seasons.
- Harbour Air would like to extend their season to 12 months.
- The dredging project requires renewal.
- There are ongoing negotiations with K'ómoks First Nation to expand the marina's foreshore.
- More facilities need to be added like laundry, showers, and washrooms. Comox can look at the Campbell River marina to better understand what Comox can be in the future.

Organizations:

- Comox Bay Sailing Association
- Gas 'N Go Marina
- Dragon Boat Society
- Desolation Sound Yacht Charters
- Fun Ship
- Comox Valley Yacht Club
- Comox Harbour Charters
- Compass Adventure
- Harbour Authority

1. Marina and Waterfront Opportunities and Constraints

Opportunities	Constraints
Marina Park.	Lack of oceanside pedestrian walkways.
Pedestrian walkway along the waterfront.	Boat ramp over-capacity.
Connecting Port Augusta Park to Filberg Park through a boardwalk on the water.	Lack of retail amenities such as walkways and a boutique hotel.
Ocean market.	Lack of walking paths by the water.
Transient marine tourism attraction.	Individual landowners along the waterfront.

<p>Marine industry near seaplane terminal.</p> <p>Area for development around Harbour Air.</p> <p>Beach water access for activities beyond boating such as a walkway, swimming, kayaking, stand up boarding, and places for kids.</p> <p>Four season market.</p> <p>Climate, views, and proximity to the ocean.</p> <p>Create a pedestrian main street and link in marina parks and goose spit.</p> <p>Inter-island water and air transport/water taxi.</p> <p>Increased waterfront development.</p> <p>Activate the current buildings in Marina Park: convert sail building to commercial/ add more commercial uses.</p>	<p>Marina parking areas need to be used.</p>
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2. Comox Community Survey: Marina and Waterfront Related Responses

A community survey conducted as part of the Economic Development Strategy engagement process received significant feedback about the importance of waterfront access and amenity. The waterfront is a top reason people choose to move to Comox (#4, others in order lifestyle, location, beautiful) and is one of the most appreciated lifestyle features in Comox (#4, others in order small, natural environment, safety).

Marina development and enhancement is a top of mind economic and community development action area for Comox residents:

- #1 action area felt to encourage resident retention.
- #1 “Big Idea” action area in pursuit of exceptional community building.
- Top 5 keyword people use to describe Comox when residents travel beyond the community (beautiful, friendly, marina, quiet, quaint).
- Top-ranked downtown enhancement action area (connectivity into the downtown, market, parks/open space, events, fish market, marina commercial expansion, “more in the marina”, cafes, micro-shops).
- #2 desired infrastructure investment (47%) following downtown enhancement (70%).
- #1 ranked action area (downtown workshop and Economic Summit attendees) Downtown Enhancement Action Plan priority.

II. ACTION AREAS

A. Marine Infrastructure and Services Expansion

Action 1: Create a Long-Term Marine Master Plan that leverages and extends the current short-term plan.

Action 2: Support the Town with the preparation of grant applications, and to undertake continued improvements in the Marina area to drive increased long term economic activity, visitor attraction, tax income and enhanced quality of life with the harbour as a key gateway to Comox.

Key Issue: the marina facility needs to be totally renovated. Slips are old and too small. Many boaters are going elsewhere due to the condition, and moorage fees.

Action Rationale: The Town of Comox has generated an Economic Development Strategy. The importance of a focus on Marina Park and the expansion of services, businesses, moorage and amenities within the larger waterfront and harbour is critical to long-term viability of the downtown and greater Comox area, where a multi-faceted coastal tourism industry has emerged that continues to evolve as customer and operating environments change. Coastal tourism industry growth in the Town reflects both private and public sector initiatives. There is infill opportunity that would enable a lively "**Marina District**" within the greater downtown... a building block for a unique and atmospheric downtown compared to other island downtowns.

The BIA has had a long history of support and engagement regarding the harbour, marinas, and marine tourism and industry needs. Ensuring that the Town emphasizes and includes key sector business cases, such as the marine sector, addresses gaps in economic infrastructure, implements enabling policy, and directs attention to improvements and expansion of the marine assets, will support long-term growth and viability for downtown businesses and additional opportunities for residents and visitors.

The structural difficulties within the harbour stem, in part, from the original infrastructure installment including the DND Wharf, Harbour Authority, Town Marina, Gas dock and private Comox Valley Marina. Coupled with the on-water assets such as breakwaters, dock placement and orientation of the marinas, these difficulties have, for decades, created structural obstacles and impediments to growth, business services and visitor capacity.

The historic importance of the Town's harbour as a transportation node – via both water and air access - is a critical asset for the Town. Transportation access supports entrepreneurial residents, businesses, community organizations, and quality of life.

Establishing a long-term Master Plan for this crucial gateway can incorporate not only sustainable growth plans, but also risk-manage and mitigate climate change impacts while pursuing environmental stewardship.

The Town's downtown core can benefit from an expanded and re-imagined waterfront and long-term Master Plan that generates a new approach to increasing waterfront access for public use in a manner similar to island communities such as Campbell River, Port Alberni, Parksville, and Sidney, and lower mainland communities such as White Rock and North Vancouver's Lonsdale Quay redevelopment.

An expanded marine area in a “Phase 1” should not constrain imagination, ambition, and determination to expand waterfront access along the waterfront to the west, and from Marina Park to the east through to Filberg Lodge and Park, and out to Goose Spit. While this initiative may seem difficult to consider today, it can serve as a defining vision of the future for the downtown and broader coastal waterfront marine strategy that in turn shapes opportunistic and purposeful actions – from grant funding to land dedication to philanthropy.

B. Establish a Town of Comox Waterfront and Marine Tourism Committee

Tourism forms a critical component of the town’s economic well-being. With changes to the structure of regional tourism marketing and more recently, the Nautical Days Committee, the Town is well positioned to benefit from the establishment of a Tourism Commission that can apply focus to a range of tourism sectors including marine-based tourism and events.

The new BIA Strategic Plan identifies the need for this approach. More recently, there was an incredible number of exciting ideas and momentum that arose from the deep dive into the Marina session the BIA hosted in November, 2023, along with a further Air Gateway session. It’s very timely and critical to provide a mechanism to move related initiatives and opportunities forward in a coordinated manner.

Using the past Town of Comox Marina Enhancement Committee as a framework, this committee of Council can be a source of input on a range of items around the enhancement of the marina area, water-based activities and attractions, plus consider how to activate and support events and campaigns. Committees of this nature can be found throughout the province, in big and small municipalities.

With a proper Terms of Reference and structure, a committee would be a source of feedback and guidance to Council and staff, provide guidance on infrastructure and other initiatives, and address tourism industry growth needs and priorities. An over-arching Tourism Commission opens the door to new and more aggressive grant funding pursuits.

Ideally, a Tourism Commission would have a mix of Comox-based tourism industry, a strong focus on marine tourism representation, 1-2 Council members, as well as a Director from the Comox BIA Board. This mix would streamline planning, efficiency, and focus.

C. Expand Commercial Presence in the Marina/Waterfront

Action: Create New Enterprise Opportunity Spaces

Providing new commercial space and increased transient moorage for visitors will enable expansion of services for the public via new business start-ups. Based on previous engagement, companies such as those providing water taxes, whale watching, sailing tours, commercial fishing, canoe, kayak and paddle boarding lessons and tours are expected to create 6-10 new businesses in the marina area.

Key Issue: The Town of Comox can fill a critical commercial moorage and commercial buildings gap that has existed for decades.

With a broader downtown that has virtually zero commercial vacancy and non-residential zoning at a premium in Comox, the waterfront/marina offers vital additional space opportunity for marine-related

and other entrepreneur enterprise. Additional non-residential space, job creation, and tax assessment is important to Town of fiscal sustainability and asset management and re-investment.

Marine-based services are critical to visitors arriving by foot, via marine waterways or Harbour Air seaplane. Visitation numbers to the Marina - especially in peak season - have increased, but there are few services that can be purchased by residents and visitors. There are several tourism operators that wish to expand operations but there is no space where operators and consumers are able to connect safely on the docks. Floating commercial and retail space at the marina will result in increased tourism experiences and marine-related services for visitors and residents. Enterprise presence will deepen positive tourism benefit to Comox by increasing multiplier spending.

Additionally, improvements will contribute to local organization participation and revenue - such as the sailing club, which is needing more space to run services and lessons for youth, and for existing users such as Compass Adventure that has expanded operations year-round for their youth sailing program.

A Marine Master Plan, with associated annual, prioritized infrastructure investment action plan and/or enabling planning or other policy, are needed.

1. Marine Jobs Created Through Waterfront Development Focus

Job	Description
Marina Management	Responsible for overall operations, staff management, strategic planning. Manages the day-to-day activities on the docks, including boat arrivals and departures. Oversees safety and security and enforces regulations.
Marine Mechanic	Provides maintenance and repair services for watercraft.
Marina Attendant	Assists customers with docking, fueling, basic services.
Marine Carpenter	Constructs and repairs docks, piers, boat ramps. Marina Sales and Marketing: Manages promotions, advertising, and sales efforts.
Customer Service Representative	Handles inquiries, reservations, and customer feedback.
Dockhand	Assists with the mooring and unmooring of boats and general maintenance.
Marine Store Clerk	Manages a marina store selling boating supplies and accessories.
Fuel Dock Operator	Oversees the fueling station and manages fuel supplies.
Marine Surveyor	Inspects and evaluates boats for insurance or purchase purposes.
Environmental Compliance	Ensures marina operations comply with environmental regulations.
Events Coordinator	Plans and organizes events, such as regattas or boat shows.
Security Officer	Provides security and safety services for the marina. Pump-out Technician: Operates waste disposal systems for boats.
Marine Services Coordinator	Coordinates boat services, such as cleaning and maintenance.

Dive Master	Provides diving services for underwater repairs and inspections.
Janitorial Staff	Keeps marina facilities clean and presentable
Safety Instructor	Offers boating

2. Marine NAICS (North American Industry Classification System)

Code	Name	Description
488320	Marine cargo handling	This Canadian industry comprises establishments primarily engaged in providing stevedoring and other marine cargo handling services.
488331	Marine salvage services	Marine or ship salvaging service
488511	Marine shipping agencies	This Canadian industry comprises establishments primarily engaged in representing shipping lines, arranging for the taking on of cargo and performing other business transactions in port, on behalf of ship owners and charterers.
713930	Marinas	This Canadian industry comprises establishments, known as marinas, primarily engaged in operating docking and storage facilities for pleasure-craft owners, with or without related activities, such as retailing fuel and marine supplies, boat repair and maintenance, and rental services.
114113	Salt water fishing	This Canadian industry comprises establishments primarily engaged in catching all types of finfish, shellfish and other marine animals, and harvesting other sea products.
488332	Ship piloting services	This Canadian industry comprises establishments primarily engaged in providing piloting service to ships when entering or leaving harbours or where required by law. The areas in which the services of a marine pilot are essential are generally referred to as pilotage waters.
311710	Seafood product preparation and packaging	This Canadian industry comprises establishments primarily engaged in canning seafood, including soup; smoking, salting and drying seafood; preparing fresh fish by removing heads, fins, scales, bones and entrails; shucking and packing fresh shellfish; processing marine fats and oils; and freezing seafood.
524129	Other direct insurance (except life, health and medical) carriers	<p>This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in underwriting insurance, other than life, health or medical directly to policyholders.</p> <p>Marine and aircraft insurance provides protection for losses to vessels, cargo and liability to passengers.</p>

488339	Other navigational services to shipping	<p>This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in providing navigational services to shipping.</p> <p>Examples include docking and undocking marine vessel services, marine vessel traffic reporting, radio beacon service, ship navigation, tugboat service, harbour operations.</p>
488390	Other support activities for water transportation	<p>This Canadian industry comprises establishments, not classified to any other industry, primarily engaged in providing water transportation services.</p> <p>Examples include drydocks, floating, for repairing ships and boats, marine surveyors, cargo, ship repair and maintenance (except in shipyards).</p>
441220	Motorcycle, boat and other motor vehicle dealers	<p>This Canadian industry comprises establishments primarily engaged in retailing new and used motorcycles, watercraft and other vehicles, such as snowmobiles, off-road all-terrain vehicles, utility trailers, and aircraft. These establishments also typically retail replacement parts and accessories, and provide repair services.</p> <p>Examples include boat dealers (retail), marine supply dealers (retail).</p>
447190	Other gasoline stations	<p>This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in retailing gasoline, diesel fuel and automotive oils, whether or not the gasoline station is operated in conjunction with a repair garage, restaurant or other type of operation.</p> <p>Examples include marine service stations (retail).</p>
237990	Other heavy and civil engineering construction	<p>This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in constructing heavy and civil engineering works. The type of work performed can be new work, reconstruction, rehabilitation, and repairs.</p> <p>Examples include docks, piers and wharves, construction, harbour and port facility construction,</p>

D. Water Access Possibilities and Expanded Waterfront Walkway

Action: Create an Integrated and Expanded Marina District Pathway, Including Enhanced Downtown Connectivity.

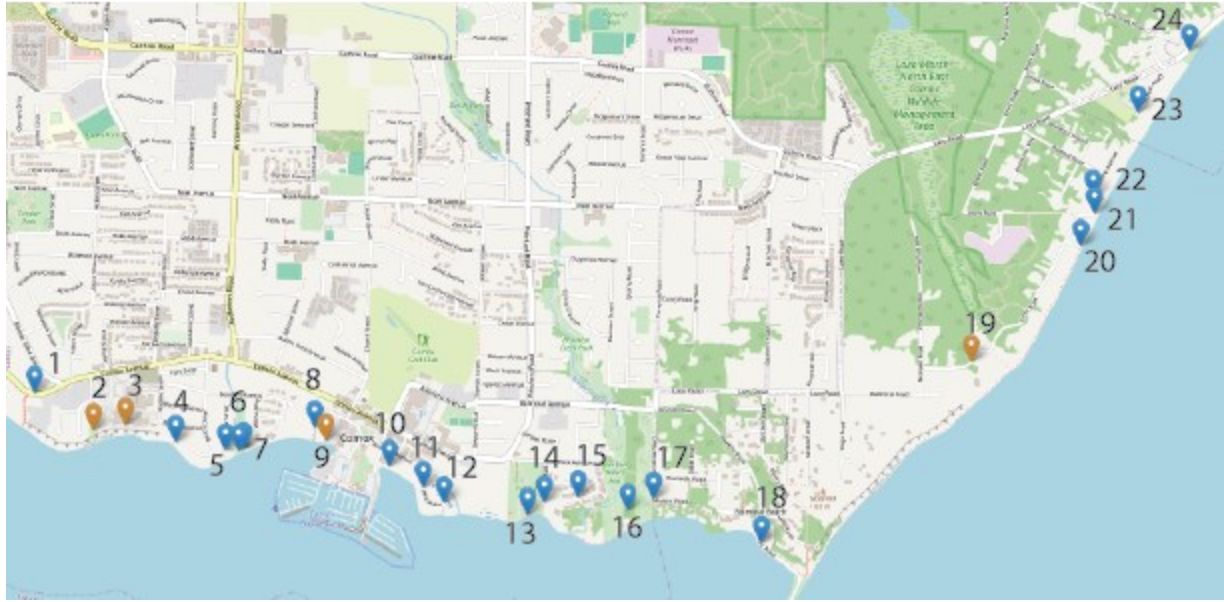
Key Issue: Connectivity within the Blue Zone/Marina District is not conducive to an extended nor loop walk. Functional pathway and visual line of sight from/to the downtown is not ideal, and requires

enhancement to have a “Greater Downtown” generate a seamless Comox Ave/waterfront experience that enables commerce, tourism, and quality of life.

The Vision: As part of the “Greater Downtown Plan”, the Blue Zone or Marina District (brand) is better connected to the downtown core via enhanced sidewalks and greenways. Movement within the Blue Zone/Marina District is enhanced with waterfront pathways with Marina Park as the main feature. The buildings at the waterfront are more commercialized with various marine-related businesses and activities. The waterfront walkway is continuous around the marina and through the park, with eventual extensions east and west to extend the seaside experience. A safer and widened walkway along Port Augusta Street better connects Downtown, the Marina area, and the golf course. More viewpoints and interpretative areas will further attract visitors and residents to the seaside, where they will further appreciate marine ecology, bird life, and outstanding views of the Comox Valley.

Marinas and Marina Park are the meeting places and recreational jewel at the waterfront. Four marinas provide mooring for up to 500 boats. The four marinas are: Comox Municipal Marina, Fisherman’s Wharf, Comox Valley Marina, and Gas ‘N Go Marina. With the addition of the kid’s spray park and adequate parking, Marina Park is the meeting place for young families and waterfront sports seekers. The central green space and gazebo are great assets for flex-play and picnicking just a short distance to the seawall and Comox Fisherman’s Wharf. Challenges include need for improved walking connections to the Downtown, and more supporting commercial uses and vendors along the waterfront.

Marina Walkways are wonderful assets, with the Beaufort Mountains shaping a distant picturesque backdrop. The walk out to the Marina Pier around the marina and the seawall walkway west around the residential community are memorable. In the longer term, the waterfront walkway could extend east to Goose Spit Park, and west with the cooperation of landowners and the Federal Government. Significant east and west expansion may be unrealistic in the short term, but can be achieved in the longer term with the right cooperation and vision. The challenge is that all these pathways and seawall walkways need to be connected and extended with safe pedestrian walking areas. Bicycle safety is also a challenge and should be addressed.



Future potential waterfront access improvements and wayfinding locations.

To understand the existing and potential water access points, existing and potential waterfront accesses were found first by looking at a map, then by visiting the accesses in person to take notes and pictures. All of the waterfront accesses are listed in the table below, including coordinates, with some notes added for context.

Some access points have no current waterfront access (i.e. bushes would need to be cleared and a path or staircase created. These are points marked in orange). Some access points have existing access to the waterfront either via designation as a public beach access or park, , or a small path or trail (marked in blue). To view more details and to see images of each access, view the map here:

<https://comoxwaterfront.michellebeaule.ca>

Access Name	Coordinates	Current State of the Access
#1 - Comox Avenue, Near Emerald Shores	49.67452, -124.94764	There might be an access here. No great nearby spots for parking.
#2 - Pioneer Memorial Park	49.673023, -124.943977	Currently no access to the water. The park ends with lots of bushes.
#3 - Providence Living, the Views at St Joseph's	49.673231, -124.942013	Currently no access to the water. There's a lot of bushes.
#4 - Beach Drive	49.67255, -124.93889	Public beach access.
#5 - Carthew Street	49.672197, -124.935812	Public beach access. Narrow dirt path down to the water.
#6 - Port Augusta Park, west side	49.67218, -124.93497	This half of the park has two steep narrow dirt paths down to the water.
#7 - Port Augusta Park, east side	49.67226, -124.93466	This half of the park has one wider dirt path down to the water. This one is easier to traverse.

#8 - Ellis Street	49.67313, - 124.93027	Very nice brick then wood path, with two sets of stairs going down to the water. The stairs are overgrown. There is no parking on this street.
#9 - Marina Bay Vista condos	49.67273014, - 124.9292278	No existing access. A staircase or a path would need to be created.
#10 - Blackfin Pub	49.67157, - 124.92563	At the end of the concrete path, there is an overgrown path that leads to the water.
#11 - 81 Jane Place	49.670724, - 124.923538	There's a small path beside the pump to access the waterfront.
#12 - 53 Jane Place	49.670099, - 124.92224	Public beach access. There's a brick path between two houses that reaches the waterfront.
#13 - Filberg Park	49.66962, - 124.917028	Can access the waterfront from inside the park.
#14 - Filberg Road	49.67013, - 124.91601	Public beach access.
#15 - Orchard Park Drive	49.67031, - 124.913887	Need to walk through Mack Laing Nature Park to access the waterfront from here.
#16 - Mack Laing Nature Park House	49.669789, - 124.9107	Can access the waterfront from the house /paths inside this park. There is also a path all along the waterfront.
#17 - Croteau Road	49.670268, - 124.909091	Can access the waterfront from the end of this road. There are two parking spots.
#18 - Hawkins Road	49.66848, - 124.902411	At the bottom of the downhill curved road to Goose Spit.
#19 - Curtis Road	49.67577, - 124.88939	There is an easy to miss path from this road to the top of a hill overlooking the beach. The only way to get down to the beach from here is by walking down a very tall and very steep hill of sand.
#20 - Cardem Road	49.6804, - 124.88263	There is access at the end of this road.
#21 - End of Curtis Road	49.6817, - 124.88175	There is an access at the end of this road.
#22 - Andrew Road	49.6824, - 124.88185	There is an access at the end of this road.
#23 - Hutton Road	49.68577, - 124.87907	Public beach access.
#24 - Point Holmes	49.68822, - 124.87587	The entire Point Holmes area along Lazo Road is right next to the beach.

E. Photos and Concept Images



Preliminary trail and pathway concept for the waterfront, downtown, and golf area.



Innovative boardwalk viewing area off sensitive shoreline (waterfront concept from Gibsons, BC.)



The extensions of seawall walkways east and west of the marinas are a high priority for the community.



Marina Park is regarded as one of the destination jewels in Comox especially with the new Rotary Splash Park and the large open grassed area and gathering areas. Complemented by improved pedestrian connections to the downtown, the collective variety of destinations will help make a “Greater” Downtown.

F. Implement an Investment and Policy Enablement Action Plan

The following priority action areas have been identified via Economic Development Survey community engagement, key subject matter expert interviews, and previous community dialogue about investment and enhancement need. These priority action areas extend tactics that form Goal 2 -Waterfront Way: Create a Destination Waterfront - in the Economic Development Strategy.

	Project Description	Responsibility	Timing/Funding
1.	<p>Marinas Areas and Waterfront</p> <p>There are several enhancements that could improve the marina area that arose as priorities in the community Economic Development Strategy community engagement:</p> <ul style="list-style-type: none"> A. Improve connections to the Seawall Walkway and signage from Marina Park. B. Improve the pedestrian connection to the extended pier beyond Fisherman's Wharf. C. Extend the waterfront walkways, trails, connections including: <ul style="list-style-type: none"> a. A connection west from Marina Park to the western waterfront seawall walk. b. Better and safer connections along Port Augusta St. to Comox Ave./ golf course. c. Complete safe pedestrian connections to the pier on the east side. d. An improved connection between the Marinas and the Golf Course. e. Extending the walkways east and west of the Marina area (medium to long term). f. Introducing more commercial uses along the waterfront. D. Extend the non-motorized boat launches along the waterfront east and west of the Marina. E. Brand Comox as an "Ocean Adventure Centre" with four marinas and an endless waterfront. The brand will enhance with completion of trails and exploration points. F. Redevelop the privately-owned parcel west of Marina Park to combine commercial uses on the ground floor and residential uses above and/or including mixed short-term accommodation use on one or more floors. <ul style="list-style-type: none"> a. Four storey stepped mixed use residential building with ground floor commercial and parking (that could include the Harbour Air offices). G. Develop a permanent Harbour Air Terminal with year-round air service office. 	<p>Comox Downtown Action Partnership consisting of BIA, Town, and Marina businesses.</p>	<p>Short Term to Medium Term:</p> <p>Town of Comox, private interests, provincial and Federal potential funding for infrastructure, buildings, and waterfront paths.</p>

	Project Description	Responsibility	Timing/Funding
2.	<p>Ongoing Engagement with K'ómoks First Nation (KFN) Chief and Council, K'ómoks Economic Development Corporation, Guardians and Pentlatch and Salish Seafood Operations. KFN is a significant part of the marine environment and economy in Baynes Sound and holds oyster leases within the bay. There are several steps that could be considered to increase communication, sharing and discussions re future opportunities within the waterfront and broader Baynes Sound:</p> <ul style="list-style-type: none"> A. Establish regular engagement with KFN to increase Town knowledge of the KFN's Shellfish industry. B. Support efforts by KFN to monitor and increase awareness of marine environment protection to the extended pier beyond Fisherman's Wharf. C. Partner on marine-based infrastructure improvements within the Town's foreshore boundaries along the waterfront east and west of the Marina to the Town's waterfront boundaries. D. Support efforts to engage and lobby senior governments for increased environmental spill response within Baynes Sound including rapid and ongoing derelict vessel removal. 	<p>Comox Downtown Action Partnership consisting of BIA, Town, and Marina businesses.</p>	<p>Short Term to Medium Term: Town of Comox, private interests, provincial and Federal potential funding for infrastructure, buildings, and waterfront trails.</p>

	Project Description	Responsibility	Timing/Funding
3.	<p>Town of Comox Marina Repairs and Improvements. There are several enhancements that could improve the marina area that also came up as priorities in the community discussions:</p> <ul style="list-style-type: none"> A. Integration of new dock for transient moorage (min 150ft') in the marina, resulting in increased revenue and services. Comox is unable to accommodate the number of boaters looking to acquire provisions, or use the community's marine related services. Increased moorage will make the community a more viable option for boaters. B. Marina redesigned (incl. detailed drawings) with optimized layout and realignment including efficiencies plan, to create space for more modern large-sized vessels. The current marina configuration will benefit from a redesign that uses the available space more efficiently. C. Install new main dock expansion and floating buildings to allow for lease revenues and new business services space. Commercial space is not available both on the existing dock and along the foreshore. The demand for purpose-built commercial units is common in vibrant marinas. 	<p>Comox Downtown Action Partnership consisting of BIA, Town, and Marina businesses.</p>	<p>Short Term to Medium Term: Town of Comox, private interests, provincial and Federal potential funding for infrastructure, buildings, and waterfront trails.</p>

	<p>D. Installation of new fish cleaning stations adjacent to the west gangway, new signing, gates for fingers, and new lighting all enhance the user experience and user safety.</p> <p>E. Upgrade and streamline guest registration process (existing and transient).</p> <p>F. Connect a new boardwalk in the current gap on the east side of the marina, making the area more accessible for all users, and enhancing the visitor experience.</p> <p>G. Construct new commercial-use laundry, showers and accessible washrooms. These services are essential for maritime visitors and can also be used by the larger community.</p> <p>H. Addition of accessible boat boarding spot within the marina possible between B dock 32 and C1 to be confirmed from design documentation. This will allow greater participation for mobility-challenged individuals re marine-related activities.</p>		
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	Project Description	Responsibility	Timing/Funding
4.	<p>Federal Harbour Authority Marina and Commercial Fishing Fleet. The Federal Harbour Authority (HA) is a considerable economic generator for the Comox and broader region's economy. There are several steps that can be taken to support the HA re challenges and opportunities:</p> <p>A. Regular meetings and an annual planning session between the Town of Comox and the HA Staff and Board members. Increased awareness of the importance of the harbour authority.</p> <p>B. Improve the pedestrian connection to the extended pier beyond Fisherman's Wharf.</p> <p>C. Extend the waterfront walkways and non-motorized boat launches along the waterfront east and west of the Marina.</p> <p>D. Redevelop the privately-owned parcel west of Marina Park to combine commercial uses on the ground floor and residential uses above.</p> <p>E. Include a Harbour Air Terminal office or develop a permanent structure.</p>	<p>Comox Downtown Action Partnership consisting of BIA, Town, and Marina businesses.</p>	<p>Short Term to Medium Term: Town of Comox, private interests, provincial and Federal potential funding for infrastructure, buildings, and waterfront trails.</p>

	Project Description	Responsibility	Timing/Funding
5.	<p>Marinas Areas and Waterfront Economic Diversification. There are several enhancements that could improve the marina area:</p>	<p>Comox Downtown Action Partnership consisting of BIA,</p>	<p>Short Term to Medium Term: Town of Comox, private interests, provincial and Federal potential funding for</p>

	<p>A. Create new business in, and signage from, Marina Park.</p> <p>B. Increase revenue for local businesses or organizations to the extended pier beyond Fisherman’s Wharf.</p> <p>C. Increase tourist visitation</p> <p>D. Establish Tourism Commission</p>	Town, and Marina businesses.	infrastructure, buildings, and waterfront trails.
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	Project Description	Responsibility	Timing/Funding
6.	<p>Marine Engagement Project Opportunities. The Economic Development Strategy and Downtown Enhancement Action Plan identified several enhancements:</p> <p>A. Improve connections to the Seawall Walkway and signage from Marina Park.</p> <p>B. Improve the pedestrian connection to the extended pier beyond Fisherman’s Wharf.</p> <p>C. Extend the waterfront walkways and non-motorized boat launches along the waterfront east and west of the Marina.</p> <p>D. Redevelop the privately owned parcel west of Marina Park to combine commercial uses on the ground floor and residential uses above, and/or mixed use that includes short-term accommodation on one or more floors</p> <p>E. Include a Harbour Air Terminal office or develop a permanent structure.</p> <p>F. Explore the possibility of establishing a swimming platform that would be managed by the Town of Comox and align to the Rotary water park annual opening hours. The platform would be temporarily anchored similar to the English Bay Slide in Vancouver, and be designed and used for a range of uses including outdoor swimming lessons, jumping apparatus, slides rope swings and temporary tie ups for SUB, kayak and small non-motorized pleasure craft.</p>	<p>Comox Downtown Action Partnership consisting of BIA, Town, and Marina businesses.</p>	<p>Short Term to Medium Term: Town of Comox, private interests, provincial and Federal potential funding for infrastructure, buildings, and waterfront trails.</p>

	Project Description	Responsibility	Timing/Funding
7.	<p>Marine Urban Planning Policy. In conjunction with ongoing OCP and Zoning Bylaw review, analyze Sidney, BC as a comparator and best practice and develop more commercial/mixed-use/small entrepreneur space zoning that represents an extension of current Town of Comox zoning focused on institutional focus and use permissions. Sidney and Comox have significant experiential similarities, but key non-residential differences. “Weedy” tactics like</p>	<p>Comox Downtown Action Partnership consisting of BIA, Town, and Marina businesses – advocacy via engagement, and consultants hired to</p>	<p>Short Term: Town of Comox, private interests, provincial and Federal potential funding for infrastructure, buildings, and waterfront trails.</p>

	<p>planning policy enablement can generate significant, tangible, financial upside for Comox.</p> <p>Note: Sidney <u>waterside</u> zoning (on land – not the in-water zoning) in its two marina areas is comprehensive development (high density mixed-use) downtown and marina-industrial mixed use (north harbour). This is distinctly different – and more development aggressive – than Comox current PA 1.1 Public Assembly – which emphasizes institutional uses. Comox recently added permissions for retail, food and beverage processing/packaging, but also includes office – which is not a dynamic waterfront activity. Examples of activities Sidney permits: north harbour – boat manufacture and repair, boat sales/rental, brew pub, pub, warehousing. The Sidney downtown-area waterside in Sidney is a six-storey mixed-use building. It has comprehensive development zoning. This is not permitted waterside or water-adjacent in current Comox zoning, aside from the property to the west of Marina Park with RM5.1 zoning - which is residential-only and needs to be mixed use to be more flexible to investment opportunities.</p>	complete OCP and Zoning Bylaw refresh.	
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