

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY APRIL 16, 2025

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.

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING HAS BEEN SCHEDULED FOR 06:00 PM AT 1801B BEAUFORT AVENUE, IN ORDER TO CONSIDER THE FOLLOWING: ZONING AMENDMENT APPLICATION: PR 25-1 (SHORT-TERM VACATION RENTALS)

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the April 16, 2025, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (6) a. [Charlie Gore, Senior Manager of Capital Projects Delivery \(Comox Valley Regional District\): Delegation Request: Development Permit Variance for Comox Pump Station Upgrade](#)
- (7) b. [Hubert Migue: DVP 25-1 Comox Pump Station](#)
- (12) c. [Twila Skinner \(Comox Valley Farmers' Market Association\): Plans for a Farmers' Market in Comox](#)

4. ADOPTION OF MINUTES:

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

THAT the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, April 2, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

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

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, April 9, 2025, be Received.

COMMITTEE RECOMMENDATIONS:

(1) [Tax Rate Bylaws](#)

1. *THAT Council approves the tax rate bylaws to be created with an increase in revenue of 8.94% for residential properties on the general municipal levy.*
2. *THAT Council approves the tax rate bylaws to be created with an increase in revenue of 7.85% for business properties on the general municipal levy.*
3. *THAT Council approves the tax rate bylaws to be created with an increase in revenue of 7.85% for light industrial properties on the general municipal levy.*
4. *THAT Council approves the tax rate bylaws be created with an Infrastructure Renewal Fund amount of \$103.46 to the average residential property on the general municipal levy.*

6. CONSENT AGENDA:

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

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

1. *Marie Jacobs: Urban Forests in the Comox Valley*
2. *Pete Chambers, President (Comox BIA): 2025 Event Collaboration*
3. *Pete Chambers, President (Comox BIA): AGM Invitation - May 13, 2025 (RSVP by May 2, 2025)*
4. *Jennifer Gordon & Ernst Vegt: Park Improvements*
5. *Julie Micksch: Access Issues on Public Easement: Hector to Aspen*
6. *Will Cole-Hamilton, Chair (Comox Valley Regional District): Regional Grant-in-Aid Program Establishment*
7. *Evan Howatson, Executive Director (Ministry of Health, BC Government): Workplace Nasal Naloxone Pilot*
8. *Trish Fennell: Access Issues on Public Easement: Hector to Aspen*
9. *Select Standing Committee on Finance and Government Services (BC Legislature): Provincial Budget 2026 Consultation*
10. *Philip Perras: Request to not fund E-Comm*

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

11. *Dave and Susie Shaw: Comments Regarding Parks and Trails Master Plan*

12. *Corinne Bjorge, Director of Family Services (Habitat for Humanity Vancouver Island North): Key Ceremony at Wilks Place (RSVP by Friday, April 18th)*

13. *Stuart & Jessica Aldred, Owner Operators (Comox Valley McDonald's): 11th annual McHappy Day in the Comox Valley on May 8th (RSVP by May 5, 2025)*

14. *Will Cole-Hamilton, Chair (CVRD): RGS Minor Amendment Process*

7. UNFINISHED BUSINESS:

a. [2025 Policing Priorities](#)

THAT Council forward the following policing priorities to the RCMP for 2025:

- Speed control*
- Continued presence in Town, including evening checks at Marina Park*
- Continued support for wellness checks as needed*
- Cost-conscious municipal policing, considering rising service and infrastructure costs.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

(228) a. [Comox Affordable Housing Agreement Bylaw No. 2040 \(1966 Guthrie Rd\)](#)

THAT Comox Housing Agreement Bylaw No. 2040 be Adopted.

(270) b. [Downtown Comox Business Improvement Area Renewal](#)

THAT Downtown Comox Business Improvement Area Bylaw No. 2032 be Adopted.

10. NEW BUSINESS:

(278) a. [DVP 25-1 Comox Pump Station \(81 Jane Place\)](#)

THAT Development Variance Permit 25-1 be Approved; AND FURTHER, THAT Administration be directed to issue the permit.

(360) b. [DVP 25-3 \(468 Pritchard\)](#)

THAT Development Variance Permit 25-3 be Approved.

(386) c. [Official Community Plan Update](#)

ITEM SUMMARY: NOTE: A PRESENTATION FROM STAFF WILL BE PROVIDED.

1. *THAT Council endorse the draft OCP Vision and Guiding Principles.*

(386) c. [Official Community Plan Update](#)

2. *THAT Council endorse the Flexible OCP with Medium Pre-zoning approach as shown in "Option 3" of the April 16, 2025 report from Randy Houle, Director of Development Services, titled "Official Community Plan Update" to guide the development of the preparation of the draft OCP and Zoning Bylaw Review.*

(428) d. [Official Community Plan Update \(Property Specific Decisions\)](#)

THAT Council support in principle the draft OCP Land Use Map, as shown in "Attachment A" of the April 16, 2025 report from Randy Houle, Director of Development Services, titled Official Community Plan Update (Property Specific Decisions)" for community consultation purposes.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

(443) a. [Pete Chambers, President \(Comox BIA\): 2025 Summer Fest Road Closure](#)

(447) b. [Lisa Dennis, Manager of Legislative Services \(CVRD\): Removal of the Town of Comox as a Participant in the Comox Valley Housing Service](#)

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 865 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 2" under section 349 of the Local Government Act.

13. LATE ITEMS: NIL

14. BUSINESS ARISING FROM PUBLIC HEARING:

(465) a. [PR 25-1 \(Short-term Vacation Rentals\) - Comox Zoning Amendment Bylaw No. 1850.53](#)

1. *THAT Comox Zoning Amendment Bylaw No. 1850.53 be given Third Reading.*
2. *THAT Comox Zoning Amendment Bylaw No. 1850.53 be Adopted.*
3. *THAT Comox Business Regulation Amendment Bylaw No. 1882.06 be Adopted.*
4. *THAT Fees and Charges Amendment Bylaw No. 2016.07 be Adopted.*

15. REPORTS FROM MEMBERS OF COUNCIL:

16. MEDIA QUESTION PERIOD:

17. PUBLIC QUESTION PERIOD: NIL

18. RESOLUTION TO GO IN-CAMERA:

- a. [Exclude the Public](#)

THAT the Public be Excluded from the In-Camera session of Council on Wednesday, April 16, 2025 pursuant to the following sub-section of section 90 of the Community Charter:

(g) litigation or potential litigation affecting the municipality.

19. RISE AND REPORT FROM IN-CAMERA: NIL

ADJOURNMENT



CORPORATE OFFICER




REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca

Comox BC V9M 1R9 Fx: (250) 339-7110

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

Name(s) of person(s) speaking: Charles Gore		RECEIVED April 4, 2025		LOG: 25-118	REFER:	AGENDA: RCM 16-Apr-25
Organization you are representing: Comox Valley Regional District (CVRD)		TOWN OF COMOX		FILE: 0400-60, 53	ACTION: MR	Copies: Council JW/RH/SR/CD
Primary purpose of Organization: Regional District, managing services for Comox Valley						Number of members: 70,000
Mailing address of Organization: 770 Harmston Ave				Contact Name: Charles Gore		
				Phone: [REDACTED]		
City: Courtenay		Postal Code: V9N2X6		Email: [REDACTED]		
Subject matter: Development Permit Variance for Comox Pump Station upgrade						
Specific request of Council, if any (i.e., letter of support, funding): Support of DVP setback reductions. All infrastructure fits within existing statutory right-of-ways. Extensive engagement with neighbours has been completed.						
Requested meeting and date: April 16, 2025				AV equipment required: HDMI cord to AV		
Date of application: April 4, 2025		Signature of applicant: 			Print name: Charles Gore	

Please Note:

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

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REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue

Comox BC V9M 1R9

Ph: (250) 339-2202

Fx: (250) 339-7110

Email: town@comox.ca

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

Name(s) of person(s) speaking: Hubert Migué		LOG: 25-123	REFER:	AGENDA: RCM
Organization you are representing: April 8, 2025		FILE: 5330-20-2	ACTION: MR	16-Apr-25
Primary purpose of Organization: TOWN OF COMOX		File: 5330-20-2022-02 Copies: Council JW/SA/RH/CP/SR/CD		
Mailing address of Organization:		Contact Name: Hubert Migué		
City: Comox		Phone:		
Postal Code:		Email:		
Subject matter: APPLICATION, DVP 25-1				
Specific request of Council, if any (i.e., letter of support, funding): Clarification on conflicting rederrings of Comox Pump Station and a few related question. Thank-you				
Requested meeting and date: APRIL 16 / 2025		AV equipment required:		
Date of application:	Signature of applicant: H. Migué	Print name: Hubert Migué		

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February 28, 2025

DELIVERED BY HAND

Dear Jane Place Residents and Neighbours

We are writing today to follow up on recent engagement regarding the design of the Comox Pump Station. Thank you to everyone who participated in the engagement process either by attending the open house on February 20, or by reviewing and submitting comments at the project webpage.

Overall, we had 30 people provide submissions about their preferred design features, and the results of that input have given the project team clear guidance on the preferred design for this important infrastructure.

What We Heard: Preferred Design

Submissions from residents showed a clear preference for the **Option 1** design features. This included the preferred approach for:

- Extension Siding: Charcoal, vertical, modern metal
- Roofline: Flat over entire facility
- Front landscaping: Cedar hedging
- Fencing: Charcoal/black vertical post metal fence
- South-east side finishes: Cedar hedging

Architectural renderings of the preferred option, the same as those used for the engagement, are included at the end of this letter (Appendix 1).

The project team also heard some valuable additional input that will be considered:

- **Vines:** While Option 1 was clearly preferred, there was interest in seeing vegetation added as a feature on the front of the building. The project team will look at planting vines to climb the posts supporting the new awning.
- **Landscape Maintenance:** We understand maintaining new landscaping is a priority – budget will be set aside for regular landscaping services at the pump station.
- **Additional Screening of Air Management System:** Requests were made for additional landscaping to be added to screen the new odour control unit. Two locations have been reviewed:

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



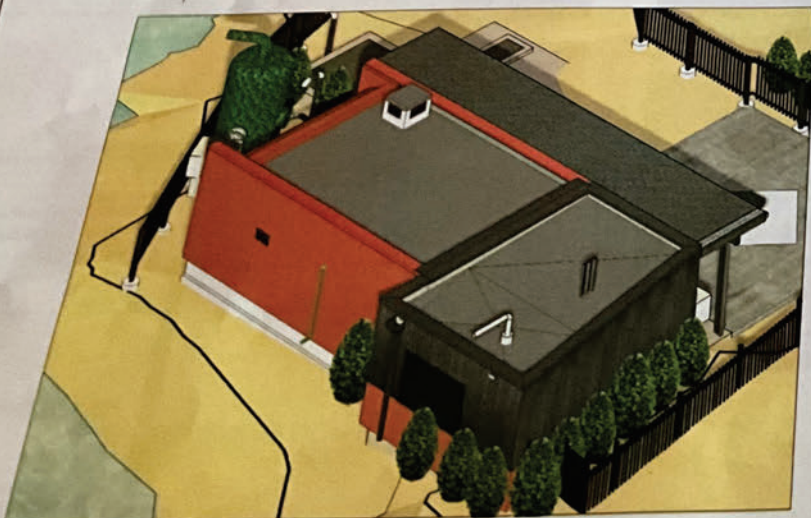
Figure 1 Option 1 Comox Pump Station Retrofit





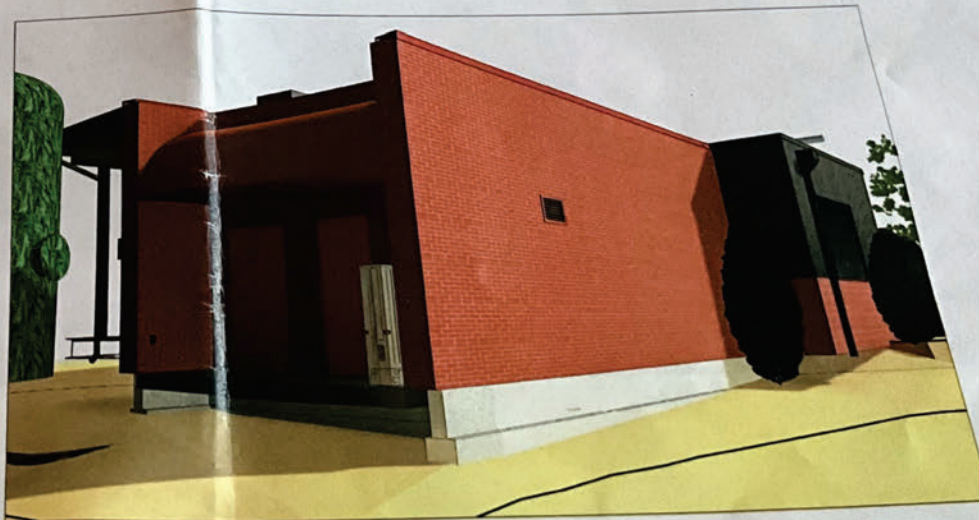
1 SOUTH - EAST 3D VIEW

A-500 SCALE



2 SOUTH WEST 3D VIEW

A-500 SCALE



3 NORTH-WEST 3D View

A-500 SCALE

AECOM

PROJECT
COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY
REGIONAL DISTRICT

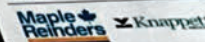
770 Hamilton Avenue
Courtenay BC V9N 6G8
250-334-6000 tel 250-334-4358 fax
www.comoxvalley.ca



CONSULTANT

AECOM Canada Architects Ltd.
Suite 330 1202 Production Way
Burnaby BC V5A 4H4
tel 604 444 6400 fax 604 294 8097
www.aecom.com

CONTRACTOR



NOTICE

THE EXISTENCE, LOCATION AND ELEVATION
UTILITIES AND/OR CONCEALED STRUCTURES
THE PROJECT SITE ARE NOT GUARANTEED
AECOM CANADA LTD.
THE CONTRACTOR IS RESPONSIBLE FOR
DETERMINING THE EXISTENCE, LOCATION
ELEVATION OF ALL SUCH UTILITIES AND
STRUCTURES AND IS RESPONSIBLE FOR
NOTIFYING THE APPROPRIATE COMPLEX
DEPARTMENT OR PERSON(S) OF ITS
TO CARRY OUT ITS OPERATIONS.

REGISTRATION

AECOM CANADA LTD. PERMIT TO PRACTICE

ISSUE/REVISION

NO.	DATE	DESCRIPTION
3	2025/01/18	
2	2024/11/28	
1	2024/06/05	
0	2024/05/11	
PREPARED BY	DATE	

KEY PLAN

PROJECT NO.

60

CVRD - COMOX PUMP STATION

Comox Pump Station, British Columbia



ARCHITECTURAL DRAWING INDEX

A-000	COVER PAGE	4	2025/03/18
A-001	GENERAL NOTES & SCHEDULES	2	2025/03/18
A-003	DEMO PLANS	4	2025/03/18
A-004	DEMO ELEVATIONS	4	2025/03/18
A-005	DEMO SECTIONS	4	2025/03/18
A-006	DEMO 3D VIEWS	4	2025/03/18
A-100	PLANS	4	2025/03/18
A-101	PLANS	4	2025/03/18
A-200	ELEVATIONS	3	2025/03/18
A-300	SECTIONS	4	2025/03/18
A-500	3D VIEWS	3	2025/03/18
A-501	3D VIEWS	2	2025/03/18

AECOM

PROJECT
COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY
REGIONAL DISTRICT
770 Harrison Avenue
Courtenay BC V9N 0G8
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Comox Valley
REGIONAL DISTRICT

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tel 604 444 6400 fax 604 294 8597
www.aecom.com

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REGISTRATION

ISSUE/REVISION

4	2025/03/18	RE RE
3	2024/11/29	IS R
2	2024/09/25	IS
1	2024/06/05	
0	2024/05/17	
IR	DATE	

KEY PLAN




REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

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

Name(s) of person(s) speaking: Twila Skinner RECEIVED April 9, 2025		LOG: 25-126	REFER:	AGENDA: RCM 16-Apr-25
		FILE: 0230-01	ACTION: MR	
Organization you are representing: TOWN OF COMOX Comox Valley Farmers' Market Association		Copies: Council JW/SR/CD		
Primary purpose of Organization: To promote and support local agriculture in the Comox Valley and Strathcona Regional districts.				Number of members: 90
Mailing address of Organization: [REDACTED]		Contact Name: Twila Skinner		
		Phone: [REDACTED]		
City: Courtenay BC	Postal Code: [REDACTED]	Email: [REDACTED]		
Subject matter: General information about our organization and plans for a farmers' market in the Town of Comox.				
Specific request of Council, if any (i.e., letter of support, funding): N/A				
Requested meeting and date: April 16, 2025		AV equipment required: Power Point Presentation		
Date of application: April 9, 2025	Signature of applicant: 		Print name: Twila Skinner	

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday April 2, 2025

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

Absent: Nil

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 4 members of the public in attendance.

Mayor Minions acknowledged that the Town of Comox is standing on the unceded traditional territory of the K'omoks First Nation, the traditional keepers of this land.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the April 2, 2025, Regular Council Meeting agenda be Adopted.

(2025.124) -- CARRIED

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on March 19, 2025, be Adopted.

(2025.125) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Nautical Days Festival Committee Meeting Minutes

**Nautical Days Festival
Committee Meeting Minutes**

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, February 26, 2025, be Received.

(2025.126) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

1. *THAT the Consent Agenda items as follows be received for information:*

1. *Steve Faraher-Amidon: Air quality in the City of Courtenay is improving thanks to local improvements*
2. *Elizabeth Wylie: 2025 to 2029 Proposed Budget Increases*
3. *Shelley & Leon Bohmer, Carol Baert & Dave Hone, Ros Pattison & Dana Way, Colin & Sandra Eves: Comox Pump Station Concerns*
4. *Bob Wells, Mayor (City of Courtenay): Tariffs Response - City of Courtenay Joins Team Canada*
5. *Ben Geselbracht, President (Association of Vancouver Island and Coastal Communities): Requesting Feedback - Reforming the Local Government Act - A Roadmap*
6. *Mel McLachlan: Tree Canopy Status Evaluation*
7. *Lisa Pineault, Mayor (Village of Daajing Giids): Cannabis Taxation Sharing & Municipal-Owned Cannabis Retail Stores*
8. *Maurita Prato & Naomi Robert, Co-Chairs (Comox Valley Food Policy Council): Food Policy Framework to Support Municipal OCP Updates*

(2025.127) -- CARRIED

2. *THAT Item 8. (Maurita Prato & Naomi Robert, Co-Chairs (Comox Valley Food Policy Council): Food Policy Framework to Support Municipal OCP Updates) be removed from the consent agenda for discussion.*

(2025.128) -- CARRIED

7. UNFINISHED BUSINESS:

a. Boundary Extension Application – Torrence Road Properties – Electoral Approval (BE 23-1)

Boundary Extension & AAP

THAT Council accepts the Proposal Report dated January 23, 2025 from the Ministry of Housing and Municipal Affairs for the proposed boundary extension in the Noel Ave, Torrence Road, and King Road area for the following properties:

1. *The North ½ of Lot 20, District Lot 186, Comox District, Plan 449 Except That Part in Plan 24247 (PID 001-095-544, no civic address),*
2. *Lot A, District Lot 186, Comox District, Plan 24247 (PID 002-992-647, 480 Torrence Rd),*
3. *The North ½ of the South ½ of Lot 20, District Lot 186, Comox District, Plan 449 (PID 009-047-671, 456 Torrence Rd); AND FURTHER,*

a. Boundary Extension Application – Torrence Road Properties – Electoral Approval (BE 23-1)

Boundary Extension & AAP

THAT Town of Comox Administration be authorized to proceed with an Alternative Approval Process for electoral approval of a boundary extension application in the Noel Ave, Torrence Road, and King Road area for the above properties.

(2025.129) -- CARRIED

b. Comox Affordable Housing Agreement Bylaw 2040

1966 Guthrie Road, Phase 3

THAT Comox Housing Agreement Bylaw No. 2040 be given, First, Second, and Third Readings.

(2025.130) -- CARRIED

c. Respectful Workplace Policy

Respectful Workplace Policy

THAT Policy CCL-080.01, Respectful Workplace Policy, be Adopted.

(2025.131) -- CARRIED

d. Scott Mercer, Inspector (Comox Valley RCMP): 2025 Policing Priorities

Policing Priorities

Council discussed the 2025 Policing Priorities, and the recommendations will be added to the April 16, 2025, Regular Council Meeting agenda.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

Fire Station Replacement

Fire Station Replacement

Fire Chief Gord Schreiner gave a presentation on the current fire station's issues, noting it no longer meets the needs of the growing department. The proposed upgrade would improve safety, operations, and response, with costs shared by the Town of Comox and the Fire Protection District.

a. Fire Station Replacement

1. *THAT Council direct Administration to develop a financial plan for the replacement of the existing fire station offices, with implementation beginning in early 2026.*

(2025.132) -- CARRIED

2. *THAT a Council tour of the fire station be organized.*

(2025.133) -- CARRIED

3. *THAT Council add "Fire Station Replacement" to the Strategic Plan under Community Connections and Wellness – Public Safety.*

(2025.134) -- CARRIED

b. Disposal of Asset, 2009 TORO Groundsmaster 4000-D

Disposal of Asset

THAT the sale of the 2009 Toro Groundsmaster 4000-D to Comox Golf Club, for the price of \$8,000 be approved.

(2025.135) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock shared information about a substance use awareness event planned for the Comox Valley, set to take place on June 3 or 4.

b. Councillor Swift

Councillor Swift attended a Nautical Days Festival Committee meeting and a Filberg Heritage Lodge & Park Association board meeting, sharing details about an Easter event at the Filberg Lodge on April 19, and announced that Filberg Park has received Level 1 Arboretum Accreditation from the ArbNet Arboretum Accreditation Program and The Morton Arboretum.

c. Councillor Haslett

Councillor Haslett attended the KidSport Cup fundraiser event with Councillor Grant and CAO Jordan Wall, and also participated in the Nautical Days Festival Committee meeting, held on the last Wednesday of each month at 4:00 pm in council chambers.

d. Councillor Kerr

Councillor Kerr attended a Comox Strathcona Waste Management meeting last week and announced that Recycle BC has provided short notice that their agreement must be signed by April 16. They will continue to fund recycling depots and are only providing a 10% increase for curbside pickup.

e. Councillor Grant

Council Grant attended the KidSport Cup fundraiser event and a Comox Strathcona Waste Management meeting.

f. Councillor Meilleur

Councillor Meilleur announced that the Comox Museum is hosting visioning and strategic planning meetings on the next two Saturdays, inviting public comments or attendance, and also shared that the Pearl Ellis 100th birthday celebration will take place on April 12 at the Gallery.

g. Mayor Minions

Mayor Minions announced that the Comox Valley Chamber of Commerce AGM will be held on April 23 at 5:30 at 40 Knots, and the Comox BIA AGM is scheduled for May 12 at 5:30 at RAD Brewery.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:03 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday April 9, 2025

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
E. Henley, Director of Finance
R. Houle, Director of Development Services
G. Schreiner, Fire Chief
T. Hagmeier, Recreation Director
S. Ashfield, Director of Operations

Call to Order: The meeting was called to order at 5:00 p.m.

The Agenda was Adopted.

Mayor Minions acknowledged that the Town of Comox is standing on the unceded traditional territory of the K'omoks First Nation, the traditional keepers of this land.

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

2. STAFF REPORTS:

a. Tax Rate Setting

1. THAT Council approves the tax rate bylaws to be created with an increase in revenue of 8.94% for residential properties on the general municipal levy.

CARRIED

2. THAT Council approves the tax rate bylaws to be created with an increase in revenue of 7.85% for business properties on the general municipal levy.

CARRIED

3. THAT Council approves the tax rate bylaws to be created with an increase in revenue of 7.85% for light industrial properties on the general municipal levy.

CARRIED

TOWN OF COMOX - STRATEGIC PLANNING COMMITTEE MEETING MINUTES

a. Tax Rate Setting

4. THAT Council approves the tax rate bylaws be created with an Infrastructure Renewal Fund amount of \$103.46 to the average residential property on the general municipal levy.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:41 P.M.

CARRIED

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

CHAIR

RECEIVED

March 28, 2025

TO: Comox Mayor and Council
Courtenay Mayor and Council
Cumberland Mayor and Council
Director Comox Valley Regional District

March 28, 2025

TOWN OF COMOX

LOG: 25-104	REFER:	AGENDA: RCM 16-Apr-25
FILE: 6300-01,6	ACTION: MR	

File: 6300-01,6520-20

Copies: Council
JW/RH/SA/RN/SR/CD

RE: Urban Forest Management Strategy

While a resident of British Columbia for only a few years, I have long thought of the province as the “Amazon of the North”, given the importance of its old growth forests and extensive tree canopy to the health of our planet and its occupants. Trees are the literal and environmental anchor of our biosphere. Through the media and personal observation, we are all hearing about and seeing first-hand the alarming loss of trees locally and provincially.

Thank you to Comox’s Mayor, Council, and Staff for undertaking a process to preserve and enhance Comox’s urban tree canopy. The rationale for this initiative is clearly the importance of trees for the environment and our physical and mental health. This should be, and we hope will be, a project that will expand to include Comox Valley jurisdictions acting jointly to preserve and enhance the urban tree canopies within their boundaries through a single consistent policy.

At the Open House, Comox staff were approachable and friendly and the displays helpful in understanding the initiative and current situation regarding the urban tree canopy level, which unfortunately decreased substantially from 2019 – 2023. The 29% canopy level in 2023 was already shockingly low. Clear-cutting for developments in 2024 and to date in 2025 (e.g., Pritchard, Aspen/Hector, Anderton Road and many other sites in the town) have obviously reduced this level even further.

Future events could provide more opportunity to record community input; for example, by posting chart papers with the heading(s): “To preserve and enhance Comox’s urban tree canopy; e.g., Comox should Stop: , Start: , Continue: “ and inviting participants to jot down their thoughts. While the survey may potentially reach a larger audience, surveys tend to be more directed and limiting than, for example, facilitated focus groups.

The areas on which we will comment in this submission are:

- **Where are we now?**
- **How did we get here?**
- **What is our goal?**
- **What are the barriers to achieving our goal?**
- **What actions can be taken to reduce or remove the barriers and advance the goal?**
- **Who should be involved and how?**

Survey questions are completed separately and, in some cases, reference this submission.

WHERE ARE WE NOW? Less than 29% tree canopy

HOW DID WE GET HERE? We need to know the past and present in order to change the future

The way we've grown:

Unlike many communities, the Comox Valley seems to have developed without many boulevards between sidewalks and roads. Municipal ownership of boulevards fronting residential properties provided the opportunity for extensive urban tree planting in such communities (and enhanced safety). This resulted in some more urban communities having a more extensive tree canopy than Comox.

Belief that we have endless trees in our province:

When expressing concern about the loss of urban trees, I have heard comments such as, "There are lots of trees out there". But trees are being logged or otherwise lost "out there" as well as in urban areas. Such attitudes surely have led to the loss of trees.

Enabling legislation and bylaws:

Provincial legislation and municipal permissiveness have led to very high lot coverage – indeed zero setback in many cases – in residential development, leaving little to no room for trees.

The argument for more intense development is that more trees will be saved outside the development area. One flaw in this argument is that trees are being lost everywhere. Also, these practices result in concrete-to-concrete urban heat islands which have a very negative effect on the immediate environment and livability. It is worth noting that the Co-op building on Guthrie Road not only has more plantings but also more aesthetic appeal than recent developments (e.g., Urban Corner). Another result is that the town has assumed almost total responsibility for provision of green space, plantings/trees, and facilities (such as a small gathering area or play space) which were features of large older townhouse developments, for example.

We can't change the past, but we can change the future.

WHAT IS OUR GOAL? (see **ACTIONS**)

WHAT ARE THE BARRIERS TO ACHIEVING OUR GOAL?

Apparent lack of places in built-up areas in which to plant trees

As previously mentioned, having permitted extremely high lot coverage along with the lack of boulevards substantially reduces space for tree planting.

Lack of adequate protective legislation/bylaws at the provincial and municipal levels

Apparently, some developers have been allowed to merely apologize and pay fines after they fail to meet the expectations of their permits. Too many have denigrated their surrounding environment and properties; e.g., cutting more trees than required just because it is easier and cheaper to build that way. Important environmental features or wetlands on their sites or adjacent wetlands have been compromised (e.g., by silt) or destroyed, leaving the challenging process and expense of restoration (where possible) to communities (e.g., <https://www.timescolonist.com/local-news/langford-creek-damaged-by-development-restored-by-volunteers-9648291>). Developers may flaunt their rights, but minimize or ignore their responsibilities, some even seeking additional concessions after approval.

The challenge of tree care for individuals and municipalities:

While desirable for aesthetic, health, and environmental reasons, having trees on one's property can pose challenges. Personal time and ability for tree care (homeowners) along with the cost of tree planting and maintenance (municipalities and property owners) make it easier to do without trees, especially with the high growth rate in this climate. Pruning, disease, pests, extreme weather, dealing with droppings and fallen leaves, and battling invasive species can be difficult for homeowners to contend with.

The new organic collection system in Comox and Courtenay is a heavy burden on homeowners with trees, particularly mature deciduous specimens. At peak times, property owners can accumulate many bags full of leaves and tree droppings, along with other yard waste, which would require several collections to take away. A single large bin is not only inadequate for containing such amounts, but is exceedingly heavy. Because of the addition of kitchen waste, the bags are odoriferous and attract animals. Property owners are left with bags of rotting organics over a number of weeks. Offering a location to drop off 'excess' bags is neither an acceptable or, for many, a feasible alternative to curbside pickup. Those who can't afford a service will either be discouraged from planting trees or, at the extreme, choose to remove one or more from their lot.

Jurisdictional and departmental silos

Jurisdictional and department silos still may be standing in the way of joint action on Comox Valley urban and rural tree canopy and can create frustration for property owners. Valley residents who live literally next door or across the street from each other can face different rules for trees and yard waste collection.

WHAT ACTIONS CAN BE TAKEN TO REDUCE OR REMOVE THE BARRIERS AND ADVANCE THE GOAL?

- The first step is to set a specific goal for preserving and enhancing the urban tree canopy (e.g., % tree canopy desired) which is measurable and achievable, along with a timeline, budget, and strategies for accomplishing the goal.

Regulatory

- Work with other jurisdictions to lobby the provincial government to return local control of development and enhance tree protection.
- Create new bylaws which provide greater protection for trees on private property
- Require boulevards in new neighbourhoods and large development areas
- Reset maximum lot coverage requirements to reflect the need for tree cover and require adequate setbacks to accommodate trees and/or a significant number of shrubs.
- Increase monitoring to confirm that environmental requirements, including tree preservation, have been adhered to by developers.
- Withdraw permits from developers who break their environmental covenants. Ensure developers are aware that this will be the outcome, not just financial penalties.
- Ensure developers pay for remediation of environmental features their project damages on their own and adjacent sites.
- Enshrine current urban boundaries to minimize land speculation and help preserve environmental features and rural trees.

ACTIONS (continued)

Tree planting and care

- Create an up-to-date tree inventory
- Plant trees on the road allowance of private properties and available public spaces. Care for these trees.
- Encourage (or in the case of new developments, require) planting of native species
- Remove invasive plants from roadsides and public areas
- Purchase strategic pieces of land to provide additional tree canopy

Support for Property Owners

- Schedule additional organic collections during peak times of year.
- Provide incentives for farmers, rural residents, and all urban households with sufficient property to plant trees (e.g., through taxes, provision of trees, recommended species).
- Offer support for insect or disease management for trees on private property
- Where sufficient space for tree planting is not possible, encourage planting of and provide advice on the types of shrubs and plantings which constitute the 'next best thing'

WHO SHOULD BE INVOLVED AND HOW?

This should be a whole community effort

- Change the name of the initiative from "Urban Forest Management Strategy" to better reflect the goal and remove the potentially negative connotation of "Management".
- Create a task force from staff, Council, and community to co-ordinate the initiative
- Mount a communication campaign to engage and inform the community; i.e., to raise awareness of the important roles trees play and how homeowners can help advance the preservation and increase of the tree canopy.
- Involve community groups, conservation groups, homeowners, and businesses in the effort to preserve and enhance the tree canopy.
- Work with other Valley jurisdictions to implement consistent rules and regulations regarding tree removal in urban areas.
- Liase with and seek support and funding from provincial and federal Environment Ministries
- Recognize developers who retain more green space and trees on their sites than the minimum required.
- Recognize individuals and groups who have made significant contributions to the advancement of the tree canopy

Marie Jacobs





Community Survey

Thank you for your interest in the Town of Comox's Urban Forest Management Strategy!

We are seeking your input to help develop the Urban Forest Management Strategy. Your responses to this survey will be used to help draft the Strategy's vision, goals, and targets. The survey will remain open until March 31, 2025. **The survey will take approximately 15-20 minutes to complete.**

Freedom of Information and Protection of Privacy: Personal information on this form is collected by the Town of Comox pursuant to s. 26(c) of the *Freedom of Information and Protection Privacy Act* for the purpose of consulting with the community as part of the Town of Comox Planning function.

Please direct any questions about the collection of this information to Parks@comox.ca or call 250-339-2421.

Values

The Urban Forest Management Strategy will set a 30-year vision to inform the future of the urban forest in Comox. The following questions will ask you to share what you value about the urban forest, helping us draft a vision statement.

1. What types of urban forest benefits are most important to you and your community? Please rank the following types of benefits from most (1) to least important (6). It is impossible to rank the first 3 items in the survey as they are inextricably interlinked. Without environmental health, we will not ourselves be able to remain healthy. The first 3 items are important for us to survive, the last 3 to thrive.

- 1** Ecological
e.g. Habitat for native (local) plants and animals
- 1** Environmental
e.g. Rainwater management, air purification, wind protection, energy conservation
- 1** Climate change adaptation and mitigation
e.g. shade and cooling of streets and buildings, flood protection, carbon capture and storage
- 4** Cultural
e.g. heritage value, cultural interest (such as old, unique or culturally important trees), beautification, spiritual significance/meaning
- 5** Health and social
e.g. improved mental health, places to meet people and do outdoor activities
- 6** Economic
e.g. increased property values, tourism, food production

Trees planted along the street in front of your home vary in shape, size, species, colour depending on what neighbourhood you live in. Your answer to questions 2-3 will help us understand:

What your street looks like today

How you would like your street to look in the future

2. What does the urban forest on your street currently look most like: *Select one answer.* The developer or the city (Courtenay) appear to have planted a tree on each lot (within or at the extremity of the road allowance), all of which are now quite mature. A number of property owners have planted additional trees and

- ☐ Few or no trees
- ☐ Mainly small trees, regular spacing
- ☐ Mainly medium-sized trees, regular spacing
- ☐ Mainly large trees, regular spacing
- ☐ Many trees of all sizes and spacing

3. How would you like the urban forest on your street to look in the future:

Select one answer.

- ☐ Few or no trees
- ☐ Mainly small trees, regular spacing
- ☐ Mainly medium-sized trees, regular spacing
- ☐ Mainly large trees, regular spacing

☒ Many trees of all sizes and spacing

Size and spacing should be appropriate for the immediate environment and tree health

Management goals

Questions in this section focus on setting priorities for managing the urban forest in the Town of Comox. Your responses will help us develop goals, strategies, and actions to shape the future of Comox's urban forest.

4. Where in the Town of Comox should more trees to be planted? *Please rank the following options from 1 (most important) to 9 (least important).* **These are all very important. The Town could start where it has most control and where tree cover is the most needed or is lacking – then work to get commercial and residential property owners on board and help them plant on their properties.**

- Locations:
- ☐ Along local (residential) streets that don't have existing street trees
 - ☐ Along major roads (e.g. Pritchard Rd, Anderton Rd)
 - ☐ In commercial areas (e.g. parking lots and high streets)
 - ☐ In landscaped parks (e.g. Anderton Park, Lions Park)
 - ☐ Along active transportation routes
 - ☐ On private land (e.g. residential homes, land owned by businesses or institutions)
 - ☐ In forested natural areas (e.g. Northeast Woods, Brooklyn Creek)
 - ☐ Near playgrounds and schools
 - ☐ Other. Please specify: See above

5. If you could choose a tree to plant in your yard or in the street in front of your home, what characteristics would it be most important for that tree to have?

Please rank the following tree characteristics from 1 (most important) to 7 (least important).

- 3** Resistance to pests and disease
- 7** Tall, broad canopy
- 6** Food production (e.g., fruit, nuts) **Can attract undesirable animals**
- 5** Aesthetics (e.g., leaves turn colour in autumn and/or trees produce flowers)
- 2** Maximizing environmental benefits for issues such as climate change, air quality and flooding
- 4** Attractive to birds and pollinators (e.g., bees and butterflies)
- 1** Tolerance to climate change (e.g. drought tolerant)

6. How important to you is protecting Comox's urban forest on public (Town-owned) property?
Select one answer **This advances the cause and models desired behaviour ("Walks the Talk")**

- ☒ Essential
- ☐ Very important
- ☐ Moderately important
- ☐ Not very important
- ☐ Not important at all

7. How important to you is protecting Comox's urban forest on private property? **The town needs to work with property owners to assist them to retain and maintain trees (the 'carrot' is preferable to the 'stick' but there need to be rules).**

- ☒ Essential
- ☐ Very important
- ☐ Moderately important
- ☐ Not very important
- ☐ Not important at all

8. Which of the following factors in urban forest loss is your biggest concern?

Select one answer

- ☐ I am not concerned about urban forest loss
- ☒ Land development/construction impacts on private property.
- ☐ Land development/construction impacts on public (Town-owned) property.
- ☐ Private property maintenance and landscaping by homeowners (e.g. removing a tree for views)
- ☐ Natural disasters and climate change impacts (e.g. wildfire, extreme weather, flooding, drought, poor forest health)
- ☐ Inadequate replacement of removed trees
- ☐ Other. Please specify: **Rampant, inadequately controlled development is a key driver of tree loss, exacerbating, the effects of climate change. It has been left to municipal jurisdictions and property owners to try to make up for this loss since very few developers are interested in retaining trees or leaving space for them in their multi-family developments.**

Urban forest management “service levels” are the degree to which a municipality provides an urban forest management service in exchange for taxes or fees collected. Consider the following service areas; you might have feelings about how our trees and forests are cared for and managed. The next few questions ask you to share your thoughts about how you feel the urban forest is managed now, and how it should be managed in the future.

Select only one box in each row.

Service areas	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Unsure/Not Informed
Tree planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree pruning and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Protecting trees during development and construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazard tree removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pest and disease management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restoration in natural areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

11. An increase in service levels for the management of the urban forest on Town lands would likely require increased funding. Considering your responses to questions #9 and #10, would you like to see the Town: *Select one answer.*

- ☐ Make no change to the current amount of urban forest management funding
- ☐ Decrease the amount of urban forest management funding
- ☒ Increase the amount of urban forest management funding
- ☐ I'm not sure

12. You may already participate in urban forest stewardship. In the past year, have you completed any of the following activities? *Select all that apply.* **The 1 year period omits those who planted or otherwise performed one of the following as recently as a year or two ago**

- ☐ Planted a tree
- ☒ Watered a tree
- ☐ Pruned, mulched, or fertilized a tree
- ☒ Removed invasive plant species
- ☐ Replaced paving or hard surfaces with permeable landscaping or soil
- ☐ Removed a hazardous tree or fuel hazard
- ☐ Installed a birdbox or other habitat feature
- ☐ Planted native understorey species or pollinator attractants
- ☐ Harvested fruit, nuts, or other products
- ☐ Harvested rainwater for garden/tree watering
- ☐ Volunteered in the community with an environmental/urban forest organization
- ☐ Other. Please specify: _____

13. How important to you are opportunities to participate in urban forest stewardship in the community?

Select one answer. The type of opportunity would be relevant

- ☐ Essential
- ☒ Very important
- ☐ Moderately important
- ☐ Not very important
- ☐ Not important at all

Vision

As part of the Urban Forest Management Strategy, the Town of Comox will propose a vision statement to guide future urban forest management. Your answer to the following question will help us prepare a draft vision statement.

14. Imagine it is the year 2055. What does the urban forest look and feel like? How do we know that we have achieved our goals? Write down a few key words or try describing your personal vision for Comox's urban forest.

- The tree canopy has increased by the amount specified in the goal.
- The town and residents value trees and work co-operatively to keep them healthy.
- Healthy, mature trees are seen in parks, along roads, on school properties, on commercial properties, and in residential properties and developments large and small.
- Invasive species have been kept to a minimum

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Canopy cover

Canopy cover is the area of tree leaves, branches, and stems when viewed from above. Communities commonly adopt this metric to track the extent of the urban forest over time. As part of the Strategy, Comox will consider adopting a tree canopy target to support the vision and make recommendations about how to achieve it.



15. How would you like Comox's canopy cover to change in the future? *Select one answer.*

- ☒ Increase canopy cover (the urban forest has grown relative to now)
- ☐ Maintain canopy cover at the current level (the urban forest is about the same as now)
- ☐ Decrease canopy cover (the urban forest has shrunk relative to now)

Demographics

16. Please provide your postal code. (Optional):

[REDACTED]

17. What is your age?

[REDACTED]

18. What best describes your living arrangements?

[REDACTED]

19. If you live in the Town of Comox how long have you lived here?

[REDACTED]

20. How did you find out about this public engagement process?

- ☐ Town of Comox website
- ☐ Town's social media channels
- ☐ Town staff
- ☐ Local newspaper
- ☐ Word of mouth
- ☐ Other, please specify: Both newspaper and word of mouth

Thank you for your time! We value your input.

To stay up to date on the development of the Town of Comox's Urban Forest Management Strategy, please visit engagecomoxvalley.ca/urbanforest



LIFE *by the* SEA

March 28, 2025

RECEIVED

March 31, 2025

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

TOWN OF COMOX

LOG: 25-106	REFER:	AGENDA: RCM 16-Apr-25
FILE: 8100-20/0	ACTION: MR	

File: 8100-20/01

Copies: Council
JW/EH/SR/CD

RE: 2025 Event Collaboration

Dear Mayor and Council,

On behalf of the Comox BIA Board of Directors, I am writing to express our sincere appreciation for the collaboration from the Town of Comox for Summer Fest, the Halloween Parade and Mayor Tree Lighting and Winter Market in 2024. We are underway with planning the 2025 events and are thrilled to be able to partner with the Town once again.

These events continue to grow in popularity, now important community events for residents of all ages, providing a sense of belonging in an environment where everyone and all ages are encouraged to gather and celebrate a given season.

The Town has provided valuable in-kind support in the past for these 'shoulder season' events and the events have benefited from the participation of Mayors and Council members for many years. The team from Public Works continued to be immensely helpful, as was the communications department.

In addition to the generous in-kind support noted above, we are grateful for the allocation of \$2200 for the Halloween Parade (October 31), \$5900 for the Mayor Tree Lighting and Winter Market (November 21), and \$3500 for Summer Fest (June 28); the same funding levels as previous years. The BIA will continue to pursue grants, sponsorship and vendor space revenue to support these events as well.

We have secured the event producers, Susan Wood Communications, who brings a significant depth of care, expertise and Comox-specific event experience. BIA Members would continue to contribute via vendor participation, giveaways and providing in-kind support including candy for the Halloween Parade for example. We have enclosed a high-level budget outlining the Income and related Expenses.

Together, we hope to build upon the excellent successes in 2023 and 2024 between the BIA and the Town for these important 2025 events to provide opportunities for seasonal community celebrations for Town families, seniors, and youth.

Thank you again for your support and interest.

Pete Chambers
Comox BIA President

Proposed 2025 Downtown Events Budget

Summer Fest – June 21, 2025

INCOME	Budget
Comox BIA	\$3000
Town of Comox	\$3550
Sponsorship / Vendors / Grants	\$5000
Total Income:	\$11,550
EXPENSES	
Marketing (posters, social media)	\$2000
Coordinator	\$3700
Entertainment	\$2000
Site Requirements (porta potties, stage, traffic control)	\$3050
Signage	\$300
Sponsorship Commission (20%)	\$500
Total Expenses:	\$11,550

Halloween Costume Parade – October 31, 2025

INCOME	Budget
Comox BIA	\$1800
Town of Comox	\$2200
Member Businesses – Candy for distribution	In-kind
Sponsorship	\$1000
Total Income:	\$5,000
EXPENSES	
Marketing (posters, social media)	\$600
Coordinator	\$2000
Entertainment (DJ, photo booth, games)	\$1300
Signage and Road Closure	\$900
Sponsorship Commission (20%)	\$200
Total Expenses:	\$5,000

Mayor Tree Lighting and Winter Market – November 21, 2025

INCOME	Budget
Comox BIA	\$3900
Town of Comox	\$5900
Sponsorship / Vendors	\$2200
Total Income:	\$12,000
EXPENSES	
Marketing (posters, social media, road banner, radio, online Record)	\$3000
Coordinator and Hired Help	\$3700
Entertainment (DJ, photo booth, games)	\$1100
Santa Booth Set-Up and Candy Canes	\$800
Site Requirements (porta potties, generator, road closure, etc.)	\$3100
Sponsorship Commission (20%)	\$300
Total Expenses:	\$12,000

Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
comoxbia@gmail.com | downtowncomox.com



LIFE *by the* SEA

RECEIVED

April 1, 2025

LOG: 25-107	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0220-30-2	ACTION: MR	

File: 0220-30-2025, 0360-20-01

Copies: Council
JW/SR/CD

April 1, 2025

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

TOWN OF COMOX

RE: Invite to the Downtown Comox BIA 2024 Annual General Meeting, Comox Centre Mall

Dear Mayor Minions and Council,

On behalf of the Comox BIA Board of Directors, we would like to formally invite you to attend our 2024 Annual General Meeting, May 12, Comox Centre Mall.

In addition to key updates and the formal proceedings of the AGM, the BIA is excited to announced that Richard Hardy, Councillor, K'ómoks First Nation, has been confirmed as our keynote speaker, providing an update on Treaty and other initiatives of the K'ómoks First Nation.

We would like to request that Mayor Minions provide words of welcome on behalf of the Town and Council, or a designate.

Doors open at 5 pm, with the AGM commencing at 5:30 pm, and mingling following the AGM. There will be light refreshments provided by the great teams from the Comox Soup Shack and Rad Brewing Company. Kindly RSVP to comoxbia@gmail.com by May 2, 2025.

Thank you for your continued interest and participation,

Pete Chambers, President
Comox BIA Board

Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
downtowncomox.com | comoxbia@gmail.com

Town of Comox – Administration

From: Ernst Vegt [REDACTED]
Sent: March 30, 2025 7:56 PM
To: Town of Comox – Administration
Cc: [REDACTED]
Subject: Park improvements

RECEIVED

March 30, 2025

LOG: 25-108	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0220-50	ACTION: MR	

Copies: Council
JW/SA/RN/SR/CD

Dear Mayor and Council, **TOWN OF COMOX**

This is to thank you all and the hardworking Comox Parks Department staff for all the wonderful improvements to Baybrook Nature and Mack Laing Nature Parks. We use the parks daily and greatly appreciate the upgrades to the walking paths and the fences. If we could also upgrade the muddy parts further upstream in Brooklyn Creek Park (as time and budget allows), that would also fantastic.

Warmest regards,
Jennifer Gordon and Ernst Vegt
[REDACTED]







Town of Comox – Administration

From: Julie Micksch [REDACTED]
Sent: April 2, 2025 8:14 AM
To: council; Jordan Wall; Nicole Minions
Cc: Town of Comox – Administration; Regina Bozerocka
Subject: Re: Access Issues on Public Easement

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

Dear Jordan Wall, Mayor Minions and Council,



RECEIVED
April 2, 2025
TOWN OF COMOX

LOG: 25-111	REFER:	AGENDA: RCM 16-Apr-25
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03

Copies: Council
JW/RH/SR/CD

Apologies for the blurry photo that I clipped from a video. The Acacia Road resident that took this video had no idea that this was supposed to be our neighbourhood access point to schools, greenways and shopping via foot or bicycle.

Is this really the best the Town of Comox could do in negotiating with the developers a pathway from Hector to Aspen for your neighbours on Hector, Anderton, Acacia and Aspen Roads that you've isolated from the rest of the Comox Valley, unless you haul your kids and loved ones by car everywhere. A fence panel removed from a restrictive fence with keep out and no trespassing signage, is not an appropriate

access for kids trying to get to school or for seniors and physically challenged individuals to get to the local grocery store and greenways by foot. Our neighbourhood is upset, and I believe rightly so.

Last night I asked my neighbours if there was a path their families could use to access their schools, nearby greenway and shopping at the Quality Foods mall. This is just 3 of the responses I received within an hour of my question.

From where I live on stadacona dr. which backs on to the development area, the trail that used to go through to Hector, has remained to about halfway. Major logging has happened in the area being cleared and covered with coarse "sawdust" and close to Hector is blocked with no trespassing signs, From the distance of the end of the trail and sawdust field I could not see how to get through to Hector Road. - G

I walked to the end of Hector Rd for the first time today since I gave birth to [REDACTED]. I have driven there. It is sad to see a lot of trees are gone...

I believe there's no path for us to go through from Hector Rd to Aspen Rd. You have probably got a lot of pictures and videos. But just in case, I attached more videos and pictures. - Y

I just walked through this area today and it seems to be the only way to Aspen. As you say there is no signage and unless you've walked this route before it would be difficult to maneuver through. Even a less obvious path is from the Aspen side which is actually blocked off with trod upon fencing. It's a horrible mess of our bygone woods 😞 - J

Why is the Town of Comox being complacent at getting us acceptable access suitable for pedestrians and cyclists of all ages. This is a mystery when there is a public easement that runs through the properties. It is the Town of Comox's terrible foresight and planning that has put our neighbourhood in this mess. We please ask that you make more of an effort to fix it and provide us with safe and more legitimate access.

Respectfully,

Julie Micksch
[REDACTED] [REDACTED]

Office of the Chair

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



April 2, 2025

LOG: 25-112	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0400-60-C	ACTION: MR	

File: 1850-20

RECEIVED

April 2, 2025

File: 0400-60-CVRD
Copies: Council
Senior Staff/CD

Sent via email only: ldennis@comoxvalleyrd.ca
ggarbutt@courtenay.ca
jwall@comox.ca
mmason@cumberland.ca

TOWN OF COMOX

Chair and Directors
Electoral Areas Services Committee
Comox Valley Regional District

Mayor and Council
City of Courtenay

Mayor and Council
Town of Comox

Mayor and Council
Village of Cumberland

Dear Mayors/Chair:

Re: Social Development Grant Program Establishment

I am writing to advise you of a new regional funding program recently established by the Comox Valley Regional District (CVRD) in partnership with Comox Valley Community Foundation (CVCF).

As you may recall, the Board has been exploring options to build, maintain and strengthen social services and programs within the Comox Valley. This work has been undertaken in response to requests from the community as well as our strategic interests in strengthening the wellbeing of our region and reducing our collective vulnerabilities.

In 2023, the Board sought feedback from each of the local jurisdictions concerning potential concepts for a grant program that could provide operational and/or special project grants to organizations providing social services throughout the region. The

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

feedback received indicated some interest and support for such program but not unanimous agreement for the creation of a robust granting function.

Taking this feedback into consideration, together with information on the CVRD's current and past grant allocations, the Board resolved to establish a small-scale Social Development Grant Program aligned with the principle of tax neutrality. The Program has been created with a total budget of \$30,000 per year to be administered through the CVCF. This partnership with the CVCF enables the CVRD's funding to be leveraged with their other funding sources and reduces the administrative burden on community organizations in having to seek funding from multiple local governments and organizations.

Starting this year, the funding will be distributed through the CVCF's Community Enrichment Grant Program and dedicated to social development programs and services within the Comox Valley. As a regional program, we encourage all member municipalities and electoral areas to refer any applicable grant requests you may receive to the CVCF. To be clear, individual municipal and electoral area grant programs can still provide grants to local organizations for social development services and programs at their discretion. However, given that the scale of unmet need amongst the non-profit sector far outstrips the available financial resources, we hope this new program assists you to better prioritize and allocate grants knowing that social development services now have dedicated regional fund.

More information about the Program is available on our website as well as the CVCF at the following links:

- <https://www.comoxvalleyrd.ca/grants>
- <https://cvcfoundation.org/grant-seekers/community-enrichment-grants/>

If you have any questions regarding the Program, please contact Jake Martens, General Manager of Corporate Services at 250-334-6029 or via email to jmartens@comoxvalleyrd.ca

Sincerely,

W. Cole-Hamilton

Will Cole-Hamilton
Chair

cc: Kate, O'Connell, Director of Corporate Services, City of Courtenay

Shelly Russwurm, Corporate Officer, Town of Comox
Rachel Parker, Corporate Officer, Village of Cumberland
Jake Martens, General Manager of Corporate Services, CVRD

RECEIVED



April 2, 2025

April 2, 2025

TOWN OF COMOX

LOG: 25-114	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0400-20,71	ACTION: MR	

Attention: Mayor & Council or Board of Directors, and CAO File: 0400-20,7010-01

Copies: Council
JW/GS/TH/SA/SR/CD

As the toxic drug crisis persists, the Ministry of Health (the Ministry) continues to work urgently to expand access to naloxone, which reverses the effects of opioid poisoning. Naloxone is available in two formulations: intramuscular (injectable) and intranasal (nasal). Nasal and injectable naloxone are both effective at reversing opioid poisoning. Nasal naloxone may be a preferred choice in some workplace settings given its ease of use.

The Ministry is encouraging publicly funded organizations to make naloxone available and to equip staff with the training to recognize and respond to suspected drug poisoning. Having naloxone available in the workplace may also create opportunities to foster education and conversations about drug use, while promoting safety, protecting community members and encouraging proactive awareness.

To this end, the Ministry is implementing a **one-time** no-cost initiative to distribute nasal naloxone kits to publicly funded organizations where a toxic drug event may occur. The kits are intended for use by staff in the course of their work duties.

To receive the no-cost nasal naloxone kits, participating organizations will submit an [order and agreement form](#) confirming their commitment to implement naloxone and meet participation requirements. Needs assessment guidance is provided for consideration as appropriate. Most organizations may order up to 10 kits initially while some organizations that routinely use naloxone may order quantities beyond the 10 that they expect to use by the expiry date of February 2026. Participating organizations will be invited to complete an evaluation survey.

As this is a one-time initiative, participating organizations will need to pursue regular avenues for purchasing naloxone in the future.

We invite you to share this opportunity with relevant departments (such as fire services, by-law units, community centers and recreational centers) in your organization. The details are outlined in the attached invitation to participate. For more information, please contact naloxonesupplies@gov.bc.ca

Sincerely,

A handwritten signature in black ink, appearing to read "Evan Howatson".

Evan Howatson
Executive Director

Invitation to participate in the Workplace Nasal Naloxone Pilot Initiative

We invite your organization to access no-cost nasal naloxone kits through this initiative. To do so, you will need to:

- review the needs assessment guidance (page 3) and complete the **Naloxone Needs Assessment Decision-Making Template** (page 4) to determine whether your workplace needs naloxone, if procuring naloxone for the first time
- commit to naloxone implementation steps including a free [online](#) course for staff expected to administer naloxone (such as occupational first aid attendants)
- commit to submitting a [report](#) when a kit is used and participating in an evaluation survey at the conclusion of the pilot

Organizations may order up to 10 kits per location or site (as applicable) while those that routinely use naloxone may order quantities they expect to use by February 2026 (expiry date). Allocation will depend on availability.

As this is a **one-time initiative**, participating organizations will need to pursue regular avenues for purchasing naloxone in the future.

Submit your order through this [order and agreement form](#). For more information, please contact naloxonesupplies@gov.bc.ca.

NALOXONE NEEDS ASSESSMENT DECISION-MAKING

Organizational Drug Poisoning Needs Assessment Considerations

The decision as to whether your organization should obtain naloxone should be based on the likelihood that staff will encounter an individual who is at risk of an opioid poisoning, AND the potential consequence of not having naloxone available should an opioid poisoning occur.

Likelihood of encountering an individual who has experienced drug poisoning

- Have staff ever responded to a drug poisoning on site?
- Do staff regularly encounter people who have experienced a drug poisoning somewhere else?
- Do staff regularly encounter people who may use drugs?
- Do staff regularly encounter people in recovery from a substance use disorder?
- Do staff regularly encounter illegal/illicit drugs or unknown substances?

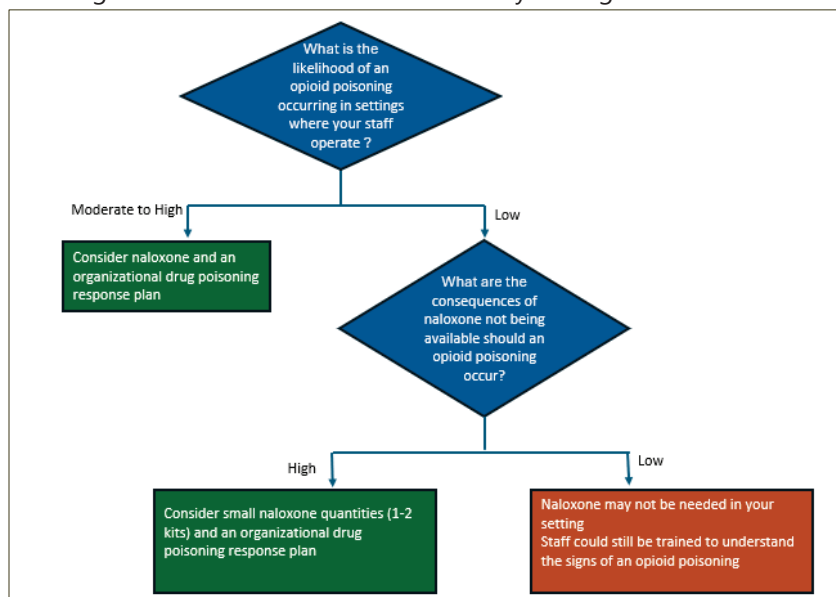
If you determine that the likelihood of encountering someone experiencing a drug poisoning is moderate to high, naloxone should be acquired and protocols should be developed to prepare staff to respond to a drug poisoning. If the likelihood is low, consider the consequences of not having naloxone available in your setting should someone experience a drug poisoning.

Potential consequences of not having naloxone available

- How long would it take for emergency medical personnel to arrive and administer naloxone? Every minute in which a person is not breathing increases the likelihood of death or irreversible brain damage. If naloxone were available onsite, could it be retrieved and used faster than emergency medical personnel could arrive?
- Are staff trained, willing, and able to provide breaths while waiting for emergency medical personnel to arrive? Providing breaths can prevent brain damage and death even if there is a delay in administering naloxone. If responders are able and willing to provide breaths, it should be part of every drug poisoning response, even if naloxone is used.
- Does your organization have a mandated duty to provide care for clients?
- Are there public or community expectations with regard to naloxone being available in this setting?

Weighing likelihood and consequence

Use your assessment of (i) the likelihood of someone witnessing an opioid poisoning and (ii) the consequence of not having naloxone available to determine if your organization should consider stocking naloxone in your setting.



Use the Naloxone Needs Assessment Decision-Making Template on the next page to detail your decision making on naloxone.

Naloxone Needs Assessment Decision-Making Template

This template provides a way to assess the need for your organization to stock naloxone and train staff, for your purposes only. Complete and file per your organization’s guidelines.

Organization:	Date:
Risk: [list all staff, client groups, and members of the public who may be at risk of drug poisoning]	
Risk Identification and Mitigation Strategies: [provide an overview of risk for staff or clients/members of the public, and risk mitigation strategies as well as gaps that may exist]	
Likelihood of a drug poisoning in this setting: High/Low (circle one) Comments:	
Consequence of a drug poisoning in the absence of naloxone in this setting: High/Low (circle one) Comments:	
Recommendations:	
We recognize that if this assessment identifies we should stock naloxone, all staff expected to use it will be trained on how to safely respond to a drug poisoning and administer naloxone (please check) <input type="checkbox"/>	

Recommended resource when thinking about preparing for overdoses in your organization: [The First Seven Minutes Overdose Prevention](#)

Town of Comox – Administration

From: [REDACTED]
Sent: April 3, 2025 8:43 AM
To: council; Jordan Wall; Nicole Minions; Town of Comox – Administration
Subject: Fw: Letter sent to TOC - Access Issues on Public Easement

RECEIVED

April 3, 2025

TOWN OF COMOX

LOG: 25-116	REFER:	AGENDA: RCM 16-Apr-25
FILE: 3360-20-2	ACTION: MR	

Copies: Council
JW/RH/SR/CD

File: 3360-20-2023.02, 3360-20-2024.03

Dear Jordan Wall, Mayor Nicole Minions and Council,

[REDACTED] has been working tirelessly on the Aspen/Hector Rd project. [REDACTED] is trying to defend her beautiful area and protect the natural surroundings. embracing bat and Purple martin boxes and planning to closely protect our tree canopy we are now realizing that the greening and wilding of areas is now needed now more than ever. Hoping the developers can eke out at least some green space is getting harder and harder with each concrete tower. Seeing children playing on a concrete playground with fake grass at Aspen View by Quality Foods is heartbreaking and should be unacceptable health wise. Natural areas need be left for our children?

As a citizen of the Comox Valley I have no idea how these decisions are made but when small children cannot get to school safely due to a developers decision there is

defend the rights and safety of the people who voted for them. They are losing so much already and how can they be denied a simple walking/bike path?

Thank you for your time and consideration,

Trish Fennell,
[REDACTED]

Town of Comox – Administration

From: noreply@committees.leg.bc.ca
Sent: March 31, 2025 10:04 AM
To: Town of Comox – Administration
Subject: Provincial Budget 2026 Consultation

RECEIVED

March 31, 2025

TOWN OF COMOX

LOG: 25-117	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0400-20	ACTION: MR	

Copies: Council
Senior Staff

Good morning,

On behalf of the Legislative Assembly of British Columbia's Select Standing Committee on Finance and Government Services, we are writing to share information about the provincial **Budget 2026 Consultation**. We would appreciate your assistance in encouraging British Columbians to participate.

The Committee is comprised of both government and opposition MLAs and is tasked by the Legislative Assembly to undertake an annual public consultation on the next provincial budget, and to make recommendations based on those consultations. As the Committee hopes to hear from British Columbians in all areas of the province, the Committee kindly requests Regional Districts share information about the consultation with area representatives and the public in their region through community bulletin boards, newsletters or social media platforms if the opportunity allows. Promotional materials and a news release are available for download on the [Budget 2026 Consultation website](#) and we would be pleased to send you materials in different formats if desired.

The Committee will be holding several public meetings to hear from British Columbians about their priorities for the next provincial budget. Public meetings are anticipated to take place in June and will be a mix of in-person and virtual meetings. The Committee expects to hold in-person meetings in the following communities:

- Victoria
- Surrey
- Vancouver
- Courtenay
- Terrace
- Quesnel
- Fort St. John
- Vernon
- Penticton
- Nelson
- Cranbrook

British Columbians wishing to speak to the Committee at a public meeting are asked to complete a request form by **Friday, April 11 at 2:00 p.m. (Pacific)** on the [Parliamentary Committees Consultation Portal](#).

The opportunity to provide written input to the Committee will also be available beginning in **June**.

If you have any questions about the Budget 2026 Consultation, the Committee's work, or the information in this email, please contact us by email at FinanceCommittee@leg.bc.ca or phone at 250-356-2933 or 1-877-428-8337 (toll-free in BC).

Kind regards,

Parliamentary Committees Office
Legislative Assembly of British Columbia

Philip Perras



RECEIVED

April 2, 2025

LOG: 25-115	REFER:	AGENDA: RCM 16-Apr-25
FILE: 7150-01	ACTION: MR	

Dear Mayor and Council,

TOWN OF COMOX

Copies: Council
JW/EH/GS/SR/CD

On April 1st, ten South Island municipalities—Colwood, Duncan, Ladysmith, Langford, Metchosin, North Cowichan, North Saanich, Sidney, Sooke, and View Royal—took a courageous and unified stand by refusing to fund E-Comm under the current unfair arrangement imposed by the province. I thank and applaud them for taking this action in order to protect their constituents. This act of civil disobedience was not reckless—it was necessary, principled, and done on behalf of every municipality in this province.

These ten municipalities are not simply reacting to unfair funding — they are reacting to the collapse of accountability. E-Comm is supposed to be an independent public service, yet it operates without transparency, oversight, or effective municipal representation. Now, an “independent review” is being promised—ironically, to review an organization that was, again, already supposed to be independent. If that doesn’t demonstrate a systemic failure of accountability, what does?

The ten municipalities have refused to fund E-Comm not just because the costs are unjustly distributed, but because the structure itself is unacceptable. Reform must come first. Without it, municipalities are being asked to prop up a failing governance model with taxpayer dollars and political silence. Now, all municipalities in British Columbia must be prepared to stand behind them.

What we’re seeing across BC is not isolated. It is a growing pattern: the slow death of independent oversight.

E-Comm is only one example. After the 2024 election, the province approved multi-year BC Hydro rate hikes — but not through the independent BC Utilities Commission. That’s the regulator tasked with protecting the public interest, and it was simply overridden by the NDP cabinet. The rate increases disproportionately impact seniors and low-income residents — and the public never had a chance to weigh in.

This was not an isolated incident. It’s part of a broader trend of provincial power grabs, where oversight is being sidelined, local governance is being strong-armed, and public services have become tools of control rather than accountability.

I believe that the introduction of Bill 7 cemented this concern. Introduced in March 2025, just months after the NDP narrowly retained power, the bill sought to grant cabinet sweeping emergency powers — bypassing the legislature entirely. Even after Section 4 was reportedly withdrawn, the underlying goal

remains: consolidate power quietly, away from public view, and bypass local voices.

Meanwhile, the institutions we rely on are becoming symbols of isolation and avoidance.

Consider BC Hydro once again. Could it somehow be another example of the province exploiting crises to consolidate power? For one thing, their Victoria district office is "earthquake resistant" — but on closer inspection, it is also accountability resistant. Locked doors during business hours (according to google reviews). No benches. No bulletin board. No ledges of any kind. Nothing inviting whatsoever. Instead, they placed a "mailbox" for complaints that looks like it will literally shock anybody who comes near it.

This is the public-facing symbol of what governance has become in British Columbia — uninviting customer service, locked lobbies, and backroom decision-making resistant to accountability.

These ten municipalities have refused to fund dysfunction, and every municipality in BC should be ready to take action to support them. Not with outrage. Not with noise. But with unity, on behalf of their constituents.

If retaliation comes — whether in the form of withheld grants, political pressure, or punitive treatment — then perhaps municipalities across the province should consider delaying their power bill payments to BC Hydro for one billing cycle.

Not a refusal — a reflection. A pause. A symbolic outage to mirror the real outage: the blackout of democratic accountability in this province.

Because when E-Comm isn't independent, when the BCUC is overridden, when public services lock the doors on the public, and when Bill 7 threatens the very role of the legislature, especially at a time when the government barely got elected at all — municipalities are the last source of accountability left.

Support the ten. Prepare to stand together. And if the province insists on flexing power against the communities it serves, then let us remind them — we still have the power to respond.

Respectfully,

Philip Perras

Concerned Resident of British Columbia

RECEIVED

April 5, 2025

TOWN OF COMOX

LOG: 25-119	REFER:	AGENDA: RCM
FILE: 6120-02,6	ACTION: MR	16-Apr-25

File: 6120-02,6480-20 Copies: Council
JW/SA/RN/SR/CD

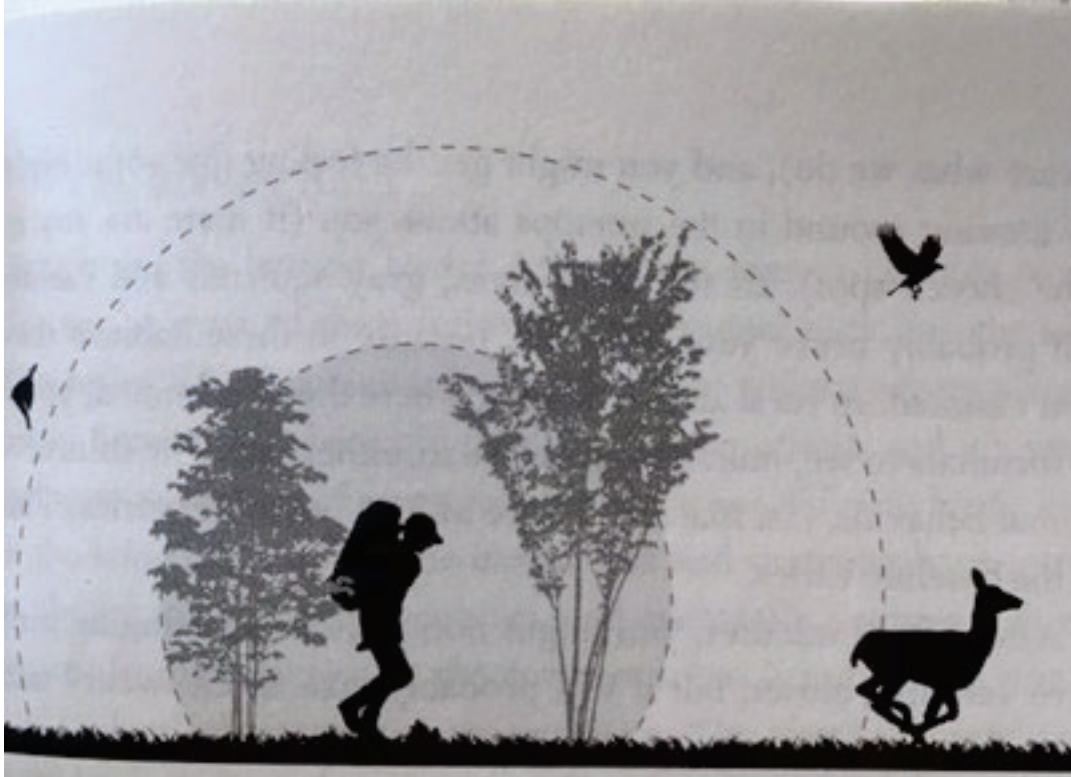
Comments regarding the proposed Masterplan for Parks in Comox

It is not clear in the Master Plan whether plans are afoot to increase trail construction within the Brooklyn Creek Watershed so just in case, our comments are directed to the inconvenient truth regarding the Town of Comox Management of Brooklyn Creek Watershed. To start with, below are things we assume we can agree on.

- 1) Brooklyn Creek is an anadromous fish habitat which dictates that the creek is protected under the Federal Fisheries Act.
- 2) Brooklyn Creek watershed is an important wildlife habitat area.
- 3) Brooklyn Creek watershed has a trail system in it.
- 4) Population growth is placing more pressure on use of these trails. It is stated so in your masterplan.
- 5) There are numerous signs regarding the sensitivity of Brooklyn Creek all along the trail.
- 6) There are numerous signs reminding dog owners that there is a leash Bylaw in place for people walking their dogs.
- 7) There is a Provincial Riparian Area Protection Regulation (First enacted in 1997) which states that any developer or property owner that is planning any development within a 30 meter distance of Brooklyn Creek must have a Riparian Assessment done by a Qualified Environmental Professional to determine a Riparian Zone width in which development does not occur. The regulation was put in place to stop Municipalities from allowing development to destroy the natural habitat. The Municipalities cannot issue any development permits until the Metes and Bounds of the Riparian Zone are determined.
- 8) The purpose of the Riparian protection zone is to prevent degradation of the fish creek and provide undisturbed habitat for wildlife. Emphasis on undisturbed.
- 9) The Riparian Area Protection Regulation does not allow for construction of formal trails within the Riparian Zone as such systems often cause erosion, compaction of root systems, loss of trees and understory plants. Stormwater treatment ponds cannot be located within these protection zones.
- 10) The Town of Comox is the Developer in regard to activities proposed within 30 meters of Brooklyn Creek.

Here is a list of things about Brooklyn Creek watershed that some councillors and officials may not be aware of.

- 1) Historically, The Town of Comox has had a negative effect on Brooklyn Creek from its approval of development permits in the vicinity of Brooklyn Creek. Some examples are rerouting of the creek itself turning it into a drainage ditch, emptying storm drains into the creek, (Yes storm drains were installed a number of years ago but is it not true that when heavy rain storms occur, there are overflow outlets which direct water back into the creek at precisely the wrong time), allowing clearing of natural habitat right up to the creek banks in order to build houses, scouring of suitable spawning gravel from the creek due to increased runoff from development.
- 2) The Town of Comox has built trails not just in the Riparian zone but within the banks of the creek itself. One does not have to walk very far along these trails to observe the very things that are not allowed in Riparian Zones: erosion, compaction of soil, exposed root systems of trees and loss of understory plants.
- 3) The Town of Comox has encouraged people to use these trails by installing more access points into the Protected zones and continuing to enhance these trails.
- 4) Trail use has increased greatly over the last few years. A growing number of people use it as an off leash dog area and we know of no one that has been charged under the leash bylaw. Off leash dogs continue to be observed harassing wildlife and are in the creek when fish are present. As well, people use the trail for running and trail bike riding.
- 5) Over the years and continuing, thousands if not millions of dollars have been spent trying to improve fish returns in Brooklyn Creek. The creek is looking more artificial as time goes by. It has been readjusted in several places, rock work has been done along the creek banks not to protect the integrity of the Riparian Zone but to protect the trails from eroding. The truth is there has never been anything over the years that has prevented fish from travelling upstream. Based on the work done, there should be thousands of fish returning each year, but there are not. Please don't use the meager returns of fish in the creek in 2023 and 2024 to shout success.
- 6) The Town of Comox is not clear in this Master Plan but has recently shown a desire to extend trails along Brooklyn Creek even within the banks of the creek where there is no measurable Riparian Protection Zone, only two banks and the creek. Where will the trail go??
- 7) This final point is extremely important in terms of wildlife. There is something bird experts call a Bird Plow but it applies to other wildlife as well. Sudden, constant and ongoing use of the trails scares wildlife away, when the Riparian Zone is supposed to be for them. Off leash dogs, people using the trail for running and bike riding, increased human interference and even if you can believe it, Town of Comox people blowing the leaves off the trail in the Fall with obnoxious gas powered leaf blowers. If that doesn't give wildlife a heart attack



Conclusion

- 1) Either the Town of Comox is not aware as to what the Riparian Protection Area Regulation really means, or perhaps they believe that they do not have to live by the Regulation because increasing human activity in the Riparian Zone is more important than wildlife. A third possibility is that the Town officials are acutely aware of the problem, but the whole thing has run amok like an off-leash dog in a fish creek, and they are having difficulty managing it.
- 2) Brooklyn Creek is the **only** fish creek watershed in Comox.
- 3) Brooklyn Creek Watershed is being increasingly assaulted by human interference in it and in fact needs to simply be left alone for nature only.
- 4) This is 2025, and in this day and age, you should not be destroying nature so people can take a walk in nature.**

Recommendation

- 1) Town of Comox undertake a Riparian Assessment from Comox Bay along the length of Brooklyn Creek to Noel Avenue. Surely the Town has access to grants to fund this instead of funding more trail building or instream work. This task is to be performed by an independent Qualified Environmental Professional . Once the Riparian Assessment is approved by the Province and the Riparian Zone is established in the field then..

2) All trails inside the protected area must be debuilt and rebuilt outside the protected area other than for connecting the trail from one side to the other.

3) From now on, leave the creek alone to do its own thing . It does not need to be managed.

4) Better still, turn all the public forested area in the watershed over to the Land Trust Alliance of B.C. and let it be managed by professionals. Town of Comox does not have the people who are qualified for the job.

5) Build all the trails you want in purely forested areas outside Brooklyn Creek watershed until the areas are all compacted and the wildlife has moved away. But, for once, heed the importance of the Brooklyn Creek Watershed for nature and stop the continual and increasing degradation by human activity.

Thank you for the opportunity to comment on this Master Plan. We can only hope you give it the serious consideration it deserves..

David and Susie Shaw

[REDACTED]

CC: All Councillors

Town of Comox – Administration

From: Corinne Bjorge <corinne@habitatnorthisland.com>
Sent: April 8, 2025 11:32 AM
To: Town of Comox – Administration
Subject: Celebrate a new Habitat home in Courtenay

RECEIVED

April 8, 2025

TOWN OF COMOX

LOG: 25-120	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0220-30	ACTION: MR	

Copies: Council
JW/SR/CD

Dear members of the Comox Town Council,

I have some exciting news to share! Habitat for Humanity Vancouver Island North will be hosting a Key Ceremony this month, as we welcome a family into their new Habitat for Humanity home in the Courtenay community.

As our neighbouring community, we want to recognize Comox Council's ongoing commitment to affordable housing in the North Island, and we would be delighted to have you join us for this special occasion.

Key Ceremonies are heartfelt milestones—celebrating not only the beginning of a new chapter for our partner families but also recognizing the incredible contributions of the amazing volunteers, donors, and community partners who make these dreams of homeownership a reality.

Event Details:

-  **Tuesday, April 22**
-  **1375 Piercy Avenue, Courtenay**
-  **Celebration begins at 4:30 PM and concludes around 5:30 PM with a cake-cutting**

We would be honored if you could attend.

Please RSVP using [this link](#) if you'll be attending.

Warm regards,

--

Corinne Bjorge, CPHR
(she/her)

Director of Family Services
Habitat for Humanity Vancouver Island North
877 5th Street, Courtenay, BC V9N 1K8
Ph (250) 334-3777 ext 226
corinne@habitatnorthisland.com

habitatnorthisland.com
I am not in the office Fridays



We bring communities together
to help families build strength, stability, and self-reliance through affordable homeownership.



 **Habitat for Humanity**
Vancouver Island North

Be part of the
affordable housing solution.

Shop. Donate. Volunteer.

*I respectfully acknowledge
that I live, work and play on the unceded traditional territory of the We Wai Kai, Wei Wai Kum, and K'omoks First Nations. I honour the presence and
power of these First Nations, and all other First Nations, Métis and Inuit peoples whose territories we reside
on and I thank them for their grace and tolerance.*

Town of Comox – Administration

From: Aldred Jess <Jess.Aldred@post.mcdonalds.ca>
Sent: April 8, 2025 10:54 AM
To: council; Nicole Minions; Ken Grant; Jonathan Kerr; Steve Blacklock; Chris Haslett; Maureen Swift; Jenn Meilleur
Subject: Please join us for McHappy Day on Thursday, May 8th!

RECEIVED

April 8, 2025

TOWN OF COMOX

LOG:	25-121	REFER:		AGENDA:	
FILE:	0220-30	ACTION:	MR	RCM	16-Apr-25

Copies: Council
JW/SR/CD

Dear Mayor and Council,

Stuart and I are excited for our 11th annual McHappy Day® in the Comox Valley.

This year will be McHappy Day's 31st anniversary in Canada, and over three decades this initiative has raised \$100 million for children's charities in communities across the country. **We would welcome your involvement in this year's event on Thursday, May 8th.**

Through the amazing commitment of crew, volunteers such as yourself, and our customers, we are honoured to continue to be raising funds for [Foundry Comox Valley](#) and [Ronald McDonald House BC](#).

Foundry Comox Valley serves young people ages 12-24 and their families. The centre offers a variety of free services under one roof, including mental health, counselling, primary care, and social services. Funds raised at McHappy Day will go towards their programs and services that help youth in our community.

We are also allocating funds to Ronald McDonald House BC (RMHBC). Just 575 steps to BC Children's Hospital, RMHBC provides a caring home for families while their children receive critical care. Almost 25% of the families who stay at RMHBC are from Vancouver Island.

It is a time-honoured McHappy Day® tradition for civic and community leaders to join us in our restaurants to celebrate this special day with our guests. **Your involvement would be a tremendous boost** to our McHappy Day® efforts in raising funds for Foundry and RMHBC.

We will plan on 1 hour 'shifts' between 8 am and 5pm. During your shift, you will be behind the counter or in the dining room serving guests, having fun and helping our team raise McHappy Day funds.

We request your RSVP by Monday, May 5th to jess.aldred@post.mcdonalds.ca If you are able to join us, please also indicate what time of day and location would be most convenient for you:

Courtenay – 1799 Cliffe Avenue
Courtenay – 800-444 Lerwick Road
Comox – 727 Anderton Road

We are proud to help raise funds for **two incredible charities who support children and youth**. Thank you for considering our request for your involvement.

Sincerely,

Stuart & Jess

Owner Operators, Comox Valley McDonald's

PS. In case you were wondering, McCafé® Premium Roast Coffee is made with 100% Arabica beans, roasted in Canada. McDonald's Canada also sources 100% of our beef, chicken, eggs, potatoes and dairy from Canadian Farmers.

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JESSICA ALDRED
Local Owner and Operator
ALDRED RESTAURANTS LTD

📞 250-650-9928
✉ Jess.Aldred@post.mcdonalds.ca
📍 Courtenay, Comox, & Port Alberni

Click [HERE](#) to connect with us, or request community support.

PS. In case you were wondering, McCafé® Premium Roast Coffee is made with 100% Arabica beans, roasted in Canada. McDonald's Canada also sources 100% of our beef, chicken, eggs, potatoes and dairy from Canadian Farmers.

Office of the Chair

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RECEIVED

File: 6410-20

April 9, 2025

April 9, 2025

TOWN OF COMOX

Sent via email only: russwurm@comox.ca

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

LOG: 25-128	REFER:	AGENDA: RCM 16-Apr-25
FILE: 0114-20/5	ACTION: MR	

File: 0114-20/512 Copies: Council
JW/EH/RH/SR/CD

Dear Mayor and Council:

Re: Request for Staff's Participation in the Minor Amendment Review Process of the Comox Valley Regional Growth Strategy

The Comox Valley Regional District (CVRD) is conducting a targeted update of its Regional Growth Strategy (RGS). This review is a legislated requirement that occurs every five years. In 2022, the CVRD Board initiated the current minor amendment, and in 2023 it endorsed a defined scope of work to maintain existing visions, objectives, and policies.

On March 11, 2025, the Board approved the [consultation plan](#), with the following motions:

THAT the scope of the proposed changes to the Regional Growth Strategy (RGS) – “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010” as shown in [Appendix B of the staff report](#) dated March 5, 2025, be confirmed to meet the criteria for minor amendments to the RGS bylaw as outlined in Section 5.2.3 of the bylaw;

AND THAT the consultation plan as shown in Appendix A to support consideration of a minor amendment to the RGS based on the 2022–2023 Regional Growth Strategy review scoping be approved;

AND THAT staff be authorized to execute the consultation plan;

AND FINALLY THAT a letter be sent to the Council of each member municipality requesting that their staff be permitted to participate in the minor amendment review process per the consultation plan.

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

This letter responds to the final motion by requesting that your staff participate in the minor amendment process via the RGS Technical Advisory Committee (TAC) and Steering Committee (SC). Both committees have met in the past during legislated five-year bylaw reviews; specifically, the TAC met five times to develop the current scope, and the SC met twice to endorse it.

The RGS TAC and SC are now asked to review and comment on the proposed revisions to the attached draft RGS, which shows highlighted changes. There will likely be two or three TAC meetings, depending on the volume of comments, followed by an SC review to ensure the updates remain within the minor amendment scope. The CVRD long range planning staff will schedule the first TAC meeting shortly.

Additional background information is also attached to explain why this update is considered a minor amendment. In summary, it addresses existing Board decisions and current data on economic development, Indigenous relations, housing, demographics, and greenhouse gas emissions, with no anticipated material impacts on residents. By 2027, the Board will determine if a full RGS review is needed as part of the next five-year review. Any significant changes, such as growth boundaries, land use, or density, can be addressed at that time.

Should you have any questions, please contact Brian Chow, Planner II– Long-Range, at bchow@comoxvalleyrd.ca.

Sincerely,

W. Cole-Hamilton

Will Cole-Hamilton
Chair

Enclosures: Additional RGS Minor Amendment Information
Draft RGS

cc: Jordan Wall, Chief Administrative Officer, Town of Comox
Randy Houle, Director of Development Services, Town of Comox
James Warren, Chief Administrative Officer, CVRD
Alana Mullaly, General Manager of Planning and Development Services, CVRD

Additional RGS Minor Amendment Information

What is the RGS?

The RGS is a shared vision for managing growth across the Comox Valley's urban and rural areas. It reflects a commitment by the CVRD, the City of Courtenay, the Town of Comox, and the Village of Cumberland to foster socially, economically, and environmentally sustainable communities for future generations. The RGS is implemented locally through Official Community Plans, Infrastructure Plans, and regulatory tools such as zoning bylaws.

RGS Goal Areas

The strategy is structured around eight key goals:

1. Complete Communities – Supporting diverse housing, services, and amenities.
2. Food Systems – Enhancing local agriculture and food security.
3. Multi-Modal Transportation – Improving access to walking, cycling, and public transit.
4. Health and Wellness – Promoting active lifestyles and community well-being.
5. Environmental Stewardship – Protecting natural areas and water resources.
6. Climate Change – Reducing greenhouse gas (GHG) emissions and increasing resilience.
7. Local Economy – Encouraging sustainable and diverse economic development.
8. Growth Management – Directing development to support regional sustainability.

Scope of the RGS Update

In 2023, the CVRD Board identified priorities for the targeted update, which include:

- Revising population and employment projections.
- Updating boundary adjustments.
- Incorporating language to recognise the K'ómoks treaty process and Indigenous Relations.
- Setting new greenhouse gas emission reduction targets.
- Moving policy indicators to an [online RGS Performance Monitoring Dashboard](#).
- Modernizing wording while maintaining policy intent.
- Removing references to "Sage Hills" from text and maps.
- Adding a reference to guide the development of action plans aligned with RGS goals.

Draft RGS and Next Steps

The attached draft RGS shows proposed changes that align with the scope of work while maintaining existing policies. These changes will allow staff to:

- Develop action plans (for example, a Regional Housing Plan or a Climate Action Plan).
- Establish implementation agreements for infrastructure and transportation.

Track progress through the RGS Performance Monitoring Dashboard.

The following is a consolidated copy of the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010 bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
120	Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010	March 29, 2011	Regional Growth Strategy
539	Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1	December 18, 2018	Text amendments to Schedule A of the RGS
810	Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 2		Minor amendment as part of the Five-Year Review

This bylaw may be incomplete due to pending updates or revisions and is provided for reference purposes only. Titles and "whereas" clauses may differ from the original bylaws to enhance clarity and highlight historical changes and conditions. THIS BYLAW IS NOT SUITABLE FOR LEGAL PURPOSES. To access the complete and official version of the bylaw, please contact the Corporate Legislative Officer at the Comox Valley Regional District.

COMOX VALLEY REGIONAL DISTRICT
BYLAW NO. 120

A bylaw to adopt the Comox Valley regional growth strategy

WHEREAS the *Local Government Act* provides that a regional board may develop, adopt, implement, monitor and review a regional growth strategy under part 25 of the Act;

AND WHEREAS the board of Comox Valley Regional District initiated the preparation of a regional growth strategy by resolution dated March 25, 2008;

AND WHEREAS the board gave written notice of the initiation to affected local governments and the Minister of Community and Rural Development on April 7, 2008;

AND WHEREAS the board established an intergovernmental advisory committee for the regional district when the regional growth strategy was initiated;

AND WHEREAS the board adopted a consultation plan on January 27, 2009, to provide opportunities for early and ongoing consultation in accordance with the Act, and during the development of the strategy the board provided the opportunities for consultation required by the Act;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Adoption of regional growth strategy

1. Schedule 'A' attached to and forming part of this bylaw is adopted as the "Regional Growth Strategy for Comox Valley Regional District".

Severability

2. If any section, subsection, clause or phrase of this bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining sections, subsections, clauses or phrases of this bylaw.

Bylaw citation and effective date

3. This Bylaw No. 120 may be cited as "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010" and takes effect on the date adopted.

Schedule 'A'

Comox Valley Regional Growth Strategy

Bylaw No. 120, 2010

Note that only substantial changes are highlighted in gray. Grammatical, formatting, and other administrative changes (without altering the objectives and policy frameworks) are not highlighted for readability.



Comox Valley

REGIONAL GROWTH STRATEGY

Comox Valley Regional Growth Strategy Bylaw No. 120, 2010

Prepared for Comox Valley Regional District

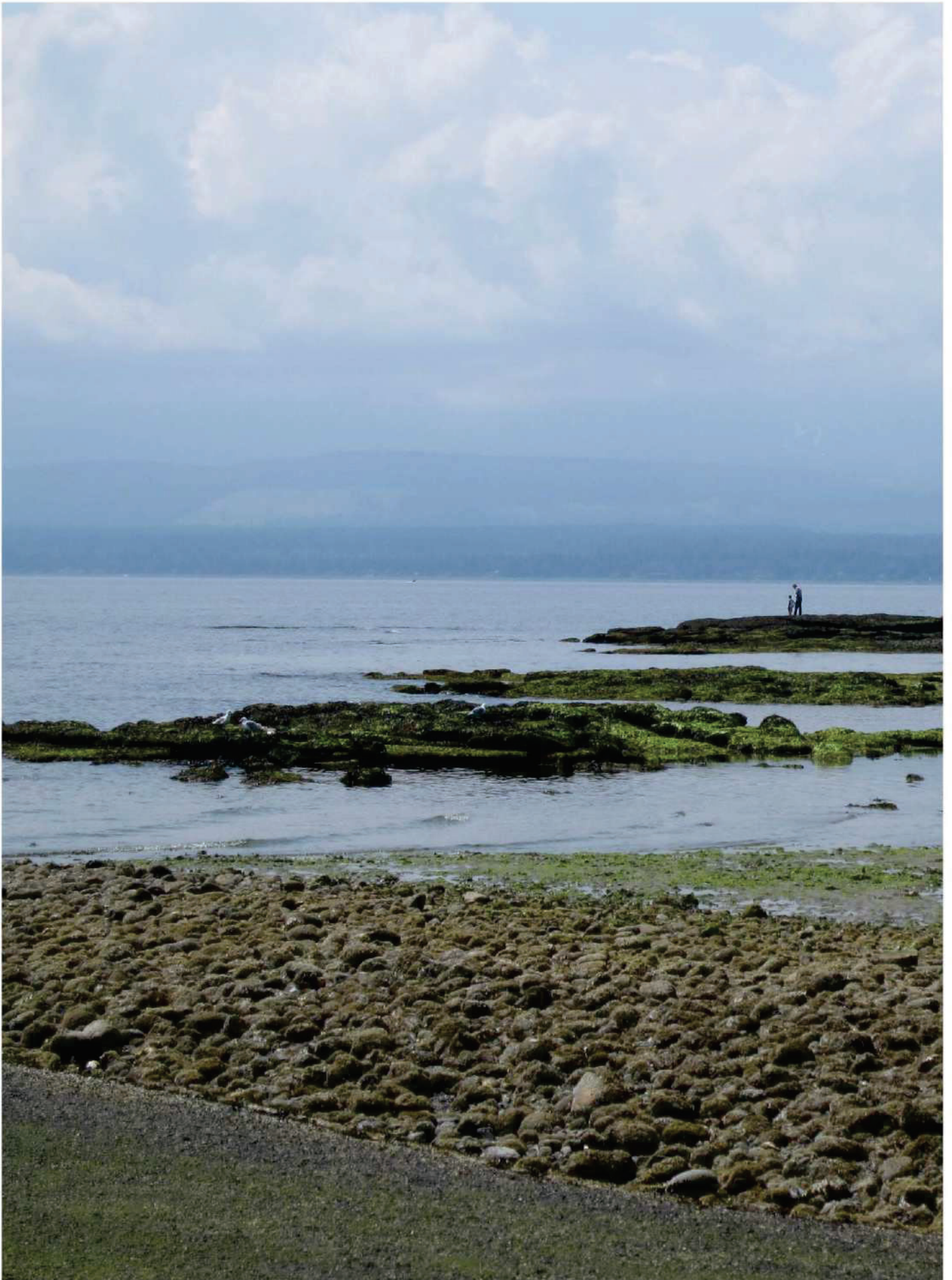
Prepared by Urban Strategies Inc.
Ecoplan International Inc.
Ear to the Ground Planning



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Map No. 5	Growth Management Map



01

Introduction

General changes in this Part include updating statistics and legislations.

Statistics updated

Information updated

Part 1: Introduction

The Comox Valley Regional District (CVRD) was established in February 2008. The CVRD encompasses the Village of Cumberland, the Town of Comox and the City of Courtenay along with the electoral areas of Baynes Sound (A), Lazo North (B), and Puntledge-Black Creek (C)¹ as shown on *Map No. 1 Context Map*. Within the region's boundaries there is a population of approximately 71,300 people as of 2021. As of 2023, most of this population resides in the municipal areas (49,450 or 69 per cent), but there is also a growing population in the electoral areas of Baynes Sound, Lazo North, and Puntledge-Black Creek (21,850 or 31 per cent).

By 2041, it is estimated that the population in the Comox Valley will grow to 92,790 people. This growth comes with associated needs and impacts that require regional coordination on issues that cross local government boundaries. These regional issues include provision of a range of housing options, protecting and enhancing the health of the natural environment and ecological connections, supporting the local economy, developing an efficient multi-modal transportation network, providing regional services, ensuring food security, public health planning and addressing climate change. Part 3 of this plan sets out goals and strategies for addressing these issues. The purpose of the Regional Growth Strategy (RGS) is to promote coordination among the municipalities and regional district on these issues that cross municipal boundaries and create clear, reliable links with the provincial ministries and agencies whose resources are needed to carry out projects and programs to help implement the RGS.

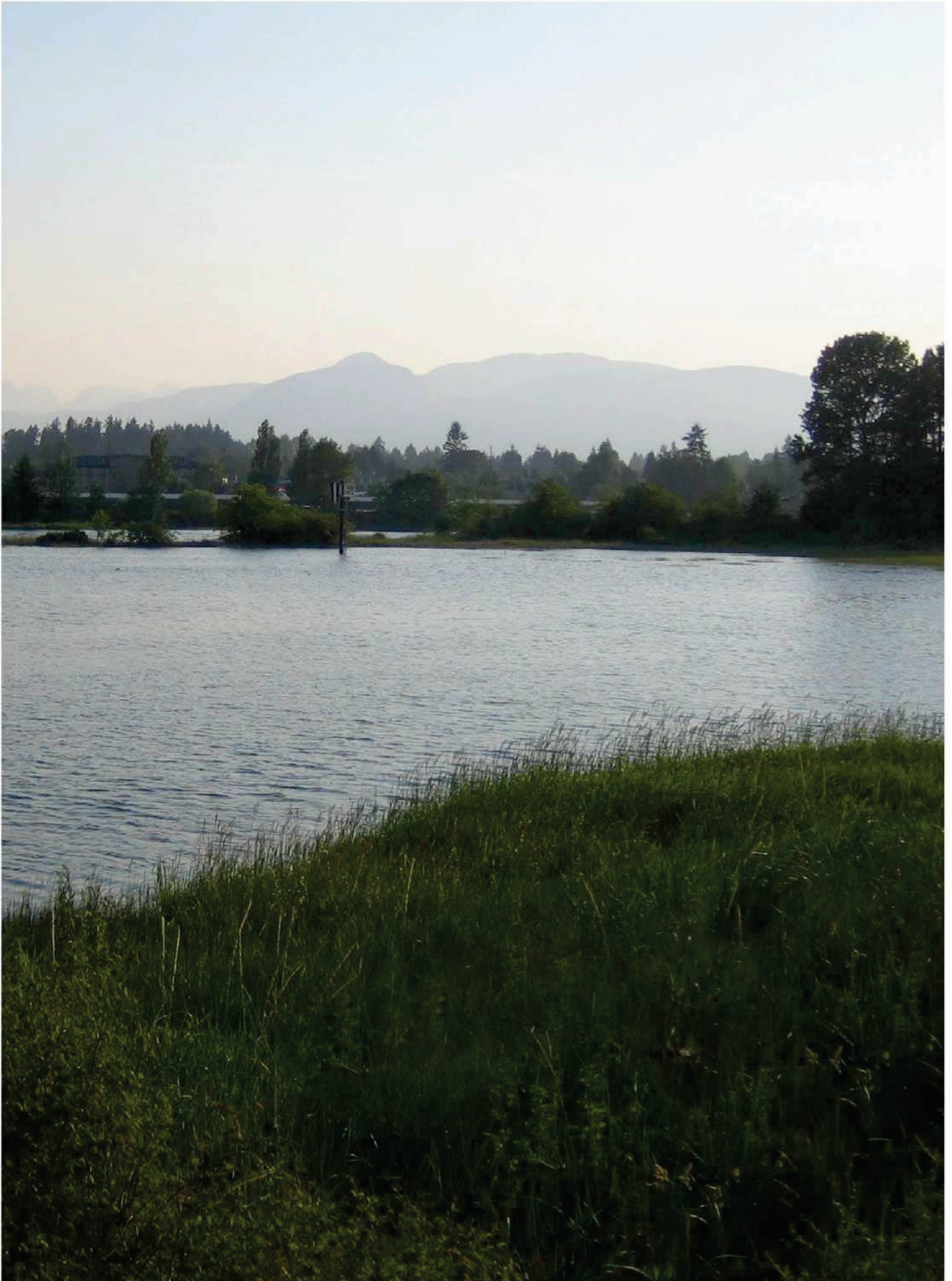
The Comox Valley RGS reflects a partnership between the CVRD, the City of Courtenay, Town of Comox and Village of Cumberland. Adopted in 2010, the RGS was informed by a draft *Regional Water Supply Strategy*, a draft *Regional Sewer Strategy*, and a draft *Sustainability Strategy*. The RGS serves to inform the provincial government of local priorities and objectives to encourage them to align their program delivery in support of these local priorities.

¹ Denman and Hornby Islands (part of Electoral Area A) are not included in the Comox Valley RGS. Land use planning for these areas is managed by the Islands Trust. (Some data includes Denman and Hornby Islands due to data source methodology; these instances are clearly identified.)

The purpose of the RGS is to build consensus among local governments on future policies regarding land use activities and development over a 20-year period, as legislated by Part 13 of the *Local Government Act* (RSBC, 2015, c.1). The RGS provides a framework for decision-making and land use with the aim of preserving the region's high quality of life. Specifically, the following key elements form the RGS as required by Provincial legislation:

1. a vision statement on the future of the region over a 20-year time frame;
2. population and employment projections for the region; and,
3. actions to be taken in relation to specific matters: housing; ecosystems, natural areas, and parks; local economic development, transportation, infrastructure, food systems, public health and safety, and climate change.

The RGS comprises five parts with supporting maps. Parts 1 and 2 introduce the RGS process, context, and summarize the issues that the RGS policies address. Part 3 provides the eight RGS goals with associated policies and explanatory text. The explanatory text is provided to bring further clarity and intent to the policies, and they form part of the RGS bylaw. Part 4 provides direction on managing growth through the specific regional land use designations associated with *Map No. 5: Growth Management Map*. Part 5 provides details on the implementation and monitoring process of the RGS. Each of the Parts to the RGS are linked and should be read together as a single comprehensive policy framework for managing growth throughout the Comox Valley. Most specifically, the growth management policies in Part 4 must be read together and understood within the context of the Part 3 policies that provide guidance on the eight main goals of the RGS and Part Five policies that provide guidance on how to implement the RGS.



02 Context

2.1	Setting the stage	X
2.2	K'ómoks First Nation	X
2.3	Major trends	X
2.4	Population, demographics and employment	X

General changes in this part include updates to demographic and other socio-economic data, along with related tables and graphs.

Part 2: Context

2.1 Setting the Stage (2008 – 2009)

The RGS process required substantial intergovernmental support and interaction. The partnership and working process to develop the RGS included provincial representation and guidance. All four Comox Valley local governments were involved through a technical advisory committee (TAC), a steering committee (SC), and an intergovernmental advisory committee.

The RGS issues and policies were also developed through ongoing consultation. In addition to focus group meetings with non-profits, businesses and service providers, a series of three public open houses and working sessions were held in each of the local government areas throughout Comox Valley during the day and evening. Following the open houses, materials were toured to civic centres throughout the Comox Valley. A series of workshops were also held in local high schools to engage youth in the long-term planning and thinking about their communities. Through video, photography and mapping, youth worked together to tell their own stories about places they care about in their communities. Issues were captured on video and displayed at the first round of open houses. Materials related to the RGS, including the youth workshops, open houses and three videos that documented the RGS process and public feedback are available on the CVRD website at www.comoxvalleyrd.ca.

2.2 K'ómoks First Nation

The CVRD acknowledges and respects that boundaries of the regional district reside entirely within the traditional territory of the K'ómoks First Nation illustrated on *Map No. 2 K'ómoks First Nation Traditional Territory*. The K'ómoks First Nation traditional territory extends from the south side of the Englishman River drainage, north along the height of land on the Vancouver Island Range, east along the height of land on the north side of Salmon River Valley, across the Johnstone Strait to Call Inlet, and

Traditional Territories of First Nations updated

southeast down the centre of the Strait of Georgia back to the south side of the Englishman River, including islands and portions of the mainland. The Province of British Columbia's Consultative Areas Database identifies the following Nations with overlapping traditional territory: We Wai Kai First Nation, Wei Wai Kum First Nation, Tla'amin Nation, Da'naxda'xw/Awaetlala First Nation, Tlowitsis Nation, Mamalilikulla First Nations, Homalco First Nation, Qualicum First Nation and Kwiakah First Nation.

Treaty ratification updated.

K'ómoks First Nation ratified their Treaty on March 8, 2025. This significant milestone is an important step toward self-governance and a revitalized relationship with all levels of government. The CVRD recognizes that a future review of the RGS will require close collaboration with K'ómoks First Nation as their Treaty Lands will form an important part of growth and development in the region. While the ratification process with the provincial and federal governments will continue over the next several years, the CVRD will continue to work alongside the K'ómoks First Nation during the transition to self-government. This includes ensuring that our planning documents remain nimble and able to incorporate input in future. The federal and provincial governments will proceed with their respective ratification processes through legislation. The K'ómoks Treaty will be signed and come into effect on an agreed-upon date. K'ómoks First Nation reserve lands within the CVRD are identified on *Map No. 3 K'ómoks First Nation Reserve Lands* and *Map No. 5: Growth Management*.

Stakeholders are replaced with rightsholders and/or interested parties to acknowledge that Indigenous communities have inherent legal, historical, or constitutional rights rather than just an interest or stake in a decision.

The CVRD acknowledges the importance of the K'ómoks First Nation in the RGS process and its role as a unique rightsholder and has worked to engage and inform K'ómoks First Nation throughout the RGS process.

Treaty settlement lands are outside of the RGS legislative authority and K'ómoks First Nation's title and rights are respected. The CVRD's lands are adjacent to K'ómoks Treaty Lands and the CVRD is committed to ongoing engagement with K'ómoks to understand the Nation's interests in the growth of the rural areas and how the regional management of this growth, including infrastructure, can impact the management and planning of K'ómoks lands.

Indigenous Relations as a CVRD Strategic Driver added

The CVRD Board has identified Indigenous Relations as a strategic priority. In January 2020, the Board adopted an Indigenous Relations Framework to support Indigenous relations and promote greater cultural awareness. To support this commitment, the CVRD remains committed to building relationships with Indigenous peoples and advancing reconciliation through the RGS and other governing policies.

2.3 Major Trends

The following trends were identified in the RGS background paper *Understanding Our Choices*, released in the spring of 2009. The background paper provided an overview of the RGS goals and included a summary of related trends, findings and policy recommendations. The following major trends should not be read as policies, but rather as background information informing the specific goals and policies contained in this RGS. To ensure that the RGS stays relevant and responds to the changing issues of the Comox Valley, these trends should be revisited every five years as part of the RGS review (see Part 4, Implementation and Monitoring for the five-year review process).

Statistics updated

1. **The Comox Valley is a growing region.** In 2021, the population of the CVRD was 71,300, representing a nine per cent increase (+5,715) from 2016. This growth rate was higher than the seven per cent increase (+4,027) recorded between 2011 and 2016. While the existing settlement pattern is still relatively compact and the overall housing stock diverse, the more recent trend is towards a more dispersed settlement pattern made up of mostly low-density housing forms. Continuation of this trend would result in significant urban and rural sprawl, creating stress on the valley's natural areas and ecological functions, increasing reliance on automobile travel and impacting the character and livability of the region's rural and urban communities. Development must be directed in a manner that creates a sustainable long-term development pattern that uses both land and infrastructure in the most efficient manner.

Statistics
added

2. **The population is rapidly aging.** While an aging demographic is a phenomenon taking place throughout BC, it is an exaggerated trend in the Comox Valley (except for the Village of Cumberland, which has a growing youth demographic). The climate, natural areas and opportunities for recreation have made the valley an extremely attractive place for retirees. In 2021, there were 19,490 people aged 65 years and over, an increase of 20 per cent (+3,265) from 2016. This growth rate was lower than 24 per cent increase (+3,200) recorded between 2011 and 2016. We need to account for this reality and respond to the types of living environments, mobility choices and health/social services required by an older population. The significance of this demographic trend is also evident in the funding of infrastructure. Specifically, we need to look beyond the short-term needs of young seniors (which will likely predominate over the next 10-20 years) and be sure that the overall land-use pattern we are creating will allow them to maintain a high quality of life as they age.

Statistics
updated

3. **Affordability is a growing issue.** The cost of home ownership has undergone a dramatic increase since 2001, while the average household income has been stagnant. The median home price rose by 64 per cent between 2019 and 2022, nearly double the 33 per cent increase from 2016 to 2019. Such increases outpace the median household income growth of 23 per cent from \$62,992 in 2016 to \$77,500 in 2021. (Note that income data includes Denman and Hornby Islands.) The result is that the cost of owning a home is now over seven times greater than income. Taken together with the fact that few alternatives to single-household dwellings have been provided, a wide variety of people have an ever-smaller choice of housing options or are required to spend a significant proportion of their income on housing. This is not a sustainable pattern. Targets and policies are required to ensure a diversity of housing type, form, tenure and price are provided.
4. **Working with the environment.** Over the past 150 years, the functioning of the local natural systems in the Comox Valley has been impacted by a variety of land development decisions. The growth

strategy can be a powerful tool for achieving the goal of understanding and working with the local ecological features and natural systems at a regional scale, identifying principles for conservation and providing guidance and direction on how to implement conservation strategies through official community plans (OCPs) and other means. Protecting our waterways and wetlands ensures clean water for fish and adequate supplies for homes, businesses and agriculture and aquaculture. Encouraging interest in, and personal responsibility for, the natural systems around us helps public health by drawing residents and visitors to go walking or hiking while promoting environmental well-being. Finally, the local natural beauty and environment attracts tourists from around the globe.

5. **Job creation is a challenge.** The ratio of jobs to population is relatively low at 0.45 jobs per person. Job growth is also not keeping pace with population growth. This trend is expected to continue as there will be more people in the Comox Valley living off the wealth, they have accumulated in the past than current paid employment. Therefore, while the RGS must ensure that it facilitates local economic development, its focus should not be solely on targets for jobs or economic sectors. Rather, there should be a framework for local economic development by means of coordinating regulations; encouraging entrepreneurship; increasing value-added production; and, supporting local businesses so that wealth is maintained and circulated within the valley.

Statistics
added

Since 2011, the employment rate (the number of employed people as a percentage of the population aged 15 and older) decreased since 2011:

Census Years	2011	2016	2021
Comox Valley Employment Rate (includes Denman and Hornby Islands)	54.8%	52.3%	51.3%

6. **A concerted effort is required to increase transportation choices.**

There are few transportation choices in the Comox Valley. The overwhelming majority of trips are made by private automobile. While this is typical of a rural area, the public transit modal share of less than 1 per cent is half that of similar regions in BC. This presents a major obstacle to achieving serious reductions in greenhouse gas emissions as transportation accounts for 55 per cent of all emission in the valley. Working with BC Transit, significant investments will need to be made in public transit and coordination of land-use patterns that supports transit use. Similarly, strategies that facilitate walking and cycling as options (especially for non-work trips which are an increasing majority of trips) are required.

Water services
projects
updated

7. **Water is a scarce resource with many competing demands for its use.** The *Comox Valley Water System Water Efficiency Plan*, originally adopted in 2009 and updated in 2021, has likely played an important role in the trend of improved water conservation. This plan will be updated in 2025 to include all the CVRD's water systems. In 2016, the *Water Sustainability Act* (WSA) came into effect in BC, significantly reforming water management. The WSA introduced groundwater licensing and new area-based tools, such as Water Sustainability Plans (WSP) and WSA Objectives, to support watershed planning, regional water management and watershed governance. Water Master Plans were created for Union Bay (2022) and Black Creek-Oyster Bay (2023) and currently underway for the Comox Valley water system (2025), analyzing the systems' current water supplies, fire flow capabilities, water demands and requirements for future growth.
8. **A strong local food system is becoming critical.** Within the Comox Valley there is a regional interface of the urban and rural areas. People living in the urban areas have access to local food and country character, while people in the rural areas benefit from easy access to municipal services and a local market. This interface is critical in supporting a strong local food system. The extent of shoreline areas and lands contained within the Agricultural Land Reserve (ALR) has meant that food production has been an important component of the local economy and culture. This is an important asset to build upon as food security and access to locally grown and harvested food is

becoming increasingly important. Rising gas prices and the environmental impact of transportation-related greenhouse gas emissions are creating a greater awareness among consumers as to the origin of what they eat and how it is produced. As a result, there is an increased demand for local food production – whether that is in the form of agriculture, aquaculture or community and private gardening.

Provincial
targets
updated

9. **A response to climate change is required.** In 2010, countries around the world have committed to reducing Greenhouse Gas Emissions (GHG) by 80 per cent by 2050 and the G8 has recently set out an ambitious target to restrict increases in global temperatures to two degrees. The Province of BC has created the most ambitious policy framework within North America for achieving GHG reductions and combating climate change. The Province is committed to reducing greenhouse gas emissions by 16% below 2007 levels by 2025, 40% by 2030, 60% by 2040 and 80% by 2050. The framework requires that local governments monitor and reduce emissions related to transportation, energy consumption by buildings, land use change and solid waste. At a local level, we are beginning to plan for a carbon shift that will see reliance on oil and non-renewable, polluting resources decline as the economy focuses on clean and renewable energy sources. This will have a significant impact on the communities we build, the buildings we construct and the transportation investments we make. In addition to reducing GHG emissions, there must also be plans in place to mitigate the current and growing effects of climate change.
10. **Improve and plan for long-term public health and safety.** Land use patterns and activities have a variety of impacts on public health and safety – ranging from decreased levels of physical activity and higher incidences of obesity, limited means of accessing health care and emergency services, fire and police services, and ensuring safe drinking water. This broad range of public health and safety issues should be addressed through consideration of how services are accessed and provided and active transportation strategies (such as walking and cycling with associated infrastructure and connections) that will facilitate more active lifestyles and improve the long-term health of people in the Comox Valley.

11. Support economic development opportunities for the K'ómoks

First Nation. As the K'ómoks First Nation proceeds through the treaty settlement process and toward settlement of outstanding legal claims, they may have access to both lands and financial resources. Coupled with a strong desire to engage in local economic activity, there is considerable potential for increased participation by K'ómoks First Nation in business and job creation in the region. Support for K'ómoks First Nation economic objectives and initiatives is embedded within the RGS.

2.4. Population, Demographics and Employment²

Looking toward 2041, the RGS is required to make a series of forecasts, including population, households and labour force. These forecasts are provided as 'targets' to guide policy development but do not establish a cap or limit on overall growth. The table below summarizes RGS forecasts. More detailed information is provided in the sub-sections.

Summary CVRD Population, Housing and Employment Projections

Statistics
updated

	2021 Estimate	2026 Forecast	2041 Forecast	2021-2041 Change
Population	71,300 ³	76,815	92,790	+21,490 (+30%)
Households	30,795	34,275	42,260	+11,465 (+37%)
Labour Force⁴	34,120	35,123	38,130	+4,010 (+19%)

Population

Statistics
updated

Between 2016 and 2021, the Comox Valley experienced an annual

² Unless otherwise mentioned, statistics in this section do not include Denman and Hornby Islands.

³ From CVRD Regional Housing Needs Report, August 2024.

⁴ Labour Force data include Denman and Hornby Islands.

average population growth rate of 1.7 per cent, reaching a total of 71,300 residents in 2021. This growth varies among local municipalities, with the Village of Cumberland witnessing the fastest rate in the valley. Projections indicate that by 2026, the population will rise to 76,815 and is forecasted to reach approximately 92,790 by 2041. This represents an increase of about 21,490 residents since 2021, amounting to a potential 30 per cent growth from 2021 to 2041. As the Comox Valley is a popular destination for vacations and second homes, part-time residents are not included in these figures.

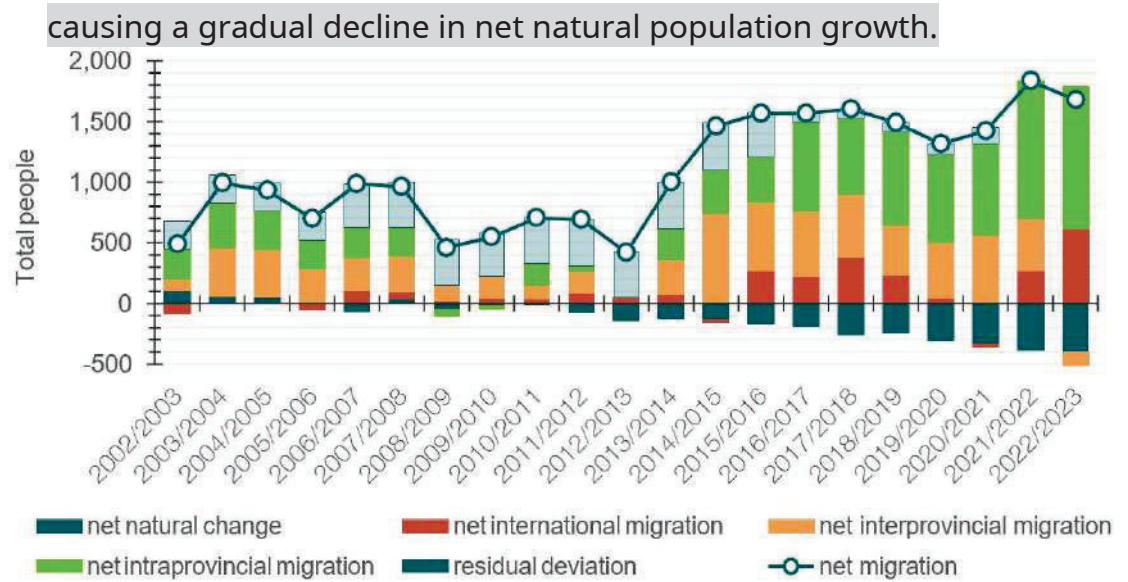
Historical Population Trend

In the early 1990s, the Comox Valley was among the fastest-growing regions in the province, with a 25% increase in population between 1990 and 1995. The late 1990s saw slower growth, likely due to a downturn in resource-based economies across BC. While significant growth is projected up to 2041, the rate of growth in five-year intervals is expected to gradually soften over time.

The CVRD has experienced a positive net influx of people, with notable shifts in migration trends since 2014:

- **Annual Migration Rates:** From 2014 to 2023, the CVRD saw an average of 1,550 new residents annually, a substantial increase from the 740 people per year between 2002 and 2014.
- **International Migration:** Historically minimal, international migration saw spikes between 2015–2019 and 2021–2023. In 2022/23, international in-migration peaked, coinciding with the first net loss of migrants from other provinces in two decades.
- **Origins of Newcomers:** New residents primarily originated from other regions within BC, supplemented by in-migration from other provinces. This pattern shifted in 2022/23, with changes in the sources of new residents.
- **Natural Population Change:** Since around 2011, an expanding senior population has led to higher death rates compared to birth rates,

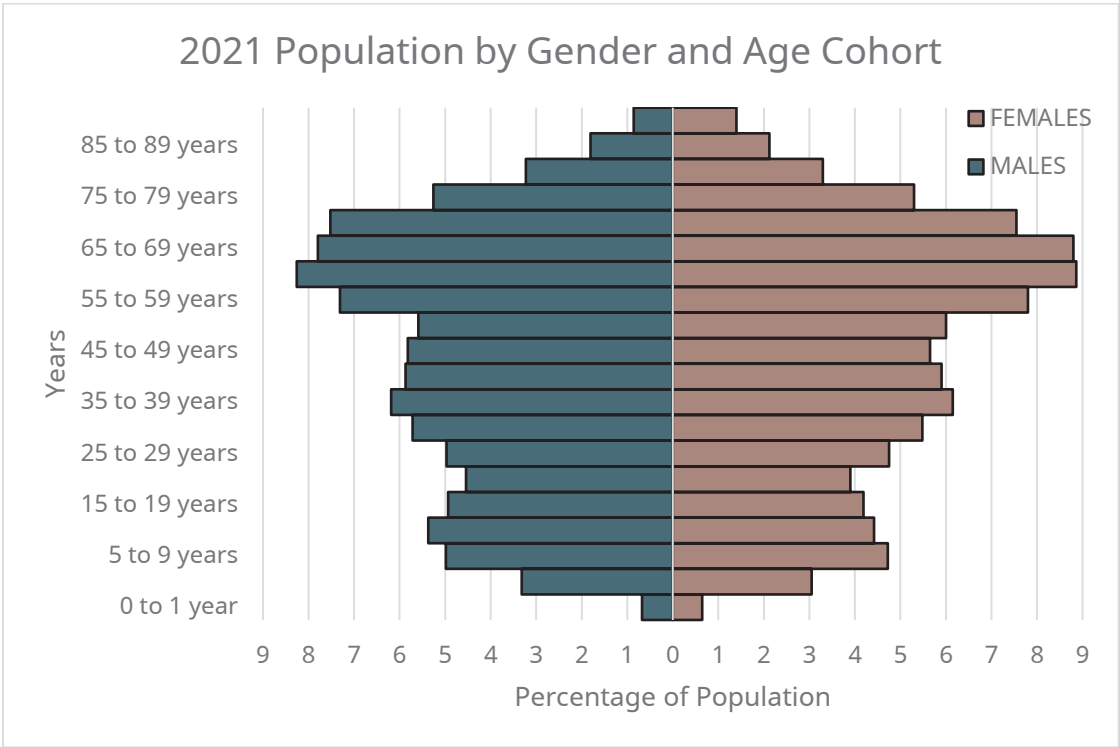
Graph
updated



Source: Statistics Canada¹

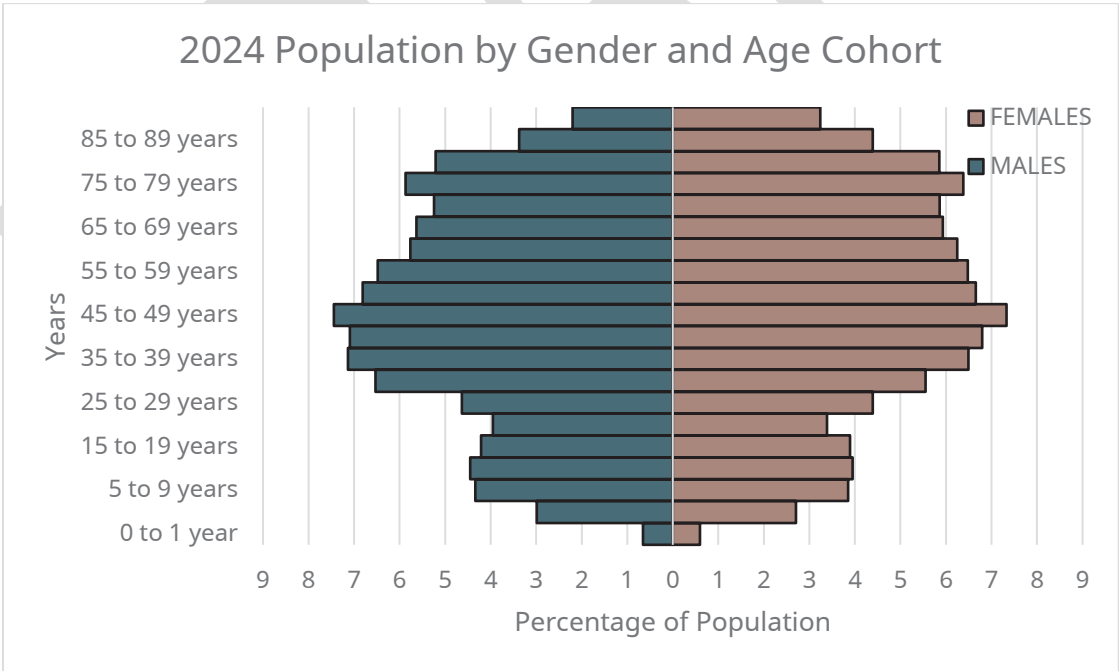
¹ Statistics Canada. Table 17-10-0140-01 Components of population change by census division, 2016 boundaries.
DOI: <https://doi.org/10.25318/1710014001-eng>

Annual Demographic Change Related to Migration (Source: 2024 CVRD Regional Housing Needs Report)



* Census data includes Denman and Hornby Islands

Graphs updated



* Census data includes Denman and Hornby Islands

Housing

Housing
Needs Report
data added

Like many Canadian communities, the CVRD has faced increasing housing pressures, notably rising costs. Recognizing the importance of up-to-date insights, the CVRD commissioned a Regional Housing Needs Report in 2020 and updated in 2024 to provide a current assessment of housing needs and projections for future demand.

The report highlights several key housing trends. Nearly one-quarter of the CVRD's dwellings were built in the 1990s, a period of significant growth not matched by construction in recent years. Currently, approximately 77 per cent of households in the CVRD are owner-occupied. From 2019 to 2022, the median home price surged by 64 per cent, a sharp rise compared to the 33 per cent increase recorded from 2016 to 2019. By 2023, an estimated 795 units in the area were operating as short-term rentals, further impacting local housing availability.

In terms of housing need, approximately 9 per cent of households were classified as in Core Housing Need in 2021, with higher rates among renters, single individuals, lone parents, Indigenous households, transgender or non-binary persons, and refugees. The report projects that the CVRD will require an additional 17,750 housing units by 2041 to meet anticipated demand and help stabilize the market. By 2026, around 5,320 new units may be needed, mostly in market housing, yet there is a critical need for below-market and deeply affordable housing options for both owners and renters.

Employment and Job Forecasts

Census data
updated

An analysis of census data from 2011, 2016, and 2021 reveals employment trends across 20 industry sectors. Sectors like professional services, manufacturing, construction, healthcare, utilities, finance, and accommodation and food services have experienced growth. Conversely, sectors such as real estate, wholesale and retail trade, public administration, education, mining, and agriculture have declined.

These industry trends are influenced by various demographic factors. An aging population is driving increased demand for healthcare services, while potentially leading to a decline in physically demanding sectors like

agriculture and mining. A rising workforce is fueling growth in professional services roles. Declining birth rates may lead to a decrease in demand for education services. Population growth from in-migration is contributing to increased demand for construction and utilities. The rise of e-commerce is impacting the retail and wholesale trade sectors.

Employment Estimates and Forecasts

Table updated

	Census Years			Avg. Change / Yr	Avg. Change/ Yr %	Forecast**	
	2011	2016	2021			2026	2041
Professional, scientific & technical services	1790	1580	2390	60	3.08%	2690	3590
Manufacturing	790	1140	1040	25	2.90%	1165	1540
Construction	2725	3080	3405	68	2.25%	3745	4765
Health care & social assistance	4120	4425	4970	85	1.89%	5395	6670
Utilities	150	65	155	0.5	1.79%	158	165
Finance & insurance	660	795	745	8.5	1.25%	788	915
Accommodation & food services	2155	2530	2330	17.5	0.81%	2418	2680
Other services (except public administration)	1370	1350	1470	10	0.71%	1520	1670
Transportation & warehousing	1260	1380	1340	8	0.62%	1380	1500
Admin., waste mgmt. & remediation services	1375	1330	1445	7	0.50%	1480	1585
Arts, entertainment & recreation	885	885	925	4	0.44%	945	1005
Information & cultural industries	410	400	425	1.5	0.36%	433	455
Agriculture, forestry, fishing & hunting	1845	1975	1820	-2.5	-0.13%	1808	1770
Retail trade	4580	4280	4470	-11	-0.24%	4415	4250
Mining, quarrying, & oil & gas extraction	405	380	380	-2.5	-0.63%	368	330
Educational services	2510	2240	2305	-20.5	-0.84%	2203	1895
Public administration	3085	2570	2750	-33.5	-1.11%	2583	2080
Wholesale trade	655	465	575	-8	-1.14%	535	415
Real estate & rental & leasing	665	515	535	-13	-2.11%	470	275
Management of companies & enterprises	0	15	30	3	N/A	45	90
All industries*	31440	31390	33505	206.5	0.64%	34538	37635

* Census data include Denman & Hornby Islands

** Forecast projected from 2021 using average annual changes



03 Regional Policies

3.1	Vision	X
3.2	Policy Areas	X
	1. Housing	X
	2. Ecosystems, Natural Areas & Parks	X
	3. Local Economic Development	X
	4. Transportation	X
	5. Infrastructure	X
	6. Food Systems	X
	7. Public Health and Safety	X
	8. Climate Change	X

General changes in this part include directing readers to the RGS Performance Monitoring Dashboard for the latest performance measures and updating statistics.

Part 3: Regional Policies

3.1 Vision

The RGS vision statement describes the desired future for the region and sets the basic direction for planning, policies and action. The vision for the Comox Valley has been developed through ongoing community consultation throughout the RGS process.

The Comox Valley will continue to evolve as a region of distinct, well-connected and well-designed urban and rural communities. As stewards of the environment, local governments, the K'ómoks First Nation, public agencies, residents, businesses and community and non-governmental organizations will work collaboratively to conserve and enhance land, water and energy resources and ensure a vibrant local economy and productive working landscapes.

Many of the strategies in the RGS require cross-jurisdictional collaboration. to plan for long-term growth that is sustainable and sensitive to the unique character of the local communities within the Comox Valley, local governments and the K'ómoks First Nation will need to work together, and in partnership with other orders of government, to achieve the goals set out in the RGS.

3.2 Policy Areas

Stakeholders are replaced to update language

The following goals will help to guide long-term growth in the Comox Valley. The goals reflect rightsholders, interested parties and public input and respond to the identified challenges and opportunities that the Comox Valley will face over the next 20 years. These goals are organized into eight inter-related policy areas:

Goal 1: Housing:

Ensure a diversity of housing options to meet evolving demographics and needs.

Goal 2: Ecosystems, Natural Areas and Parks:

Protect, steward, and enhance the natural environment and ecological connections and systems.

Goal 3: Local Economic Development:

Achieve a sustainable, resilient, and dynamic local economy that supports Comox Valley businesses and the region's entrepreneurial spirit.

Goal 4: Transportation:

Develop an accessible, efficient, and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres; and links the Comox Valley to neighbouring communities and regions.

Goal 5: Infrastructure:

Provide affordable, effective, and efficient services and infrastructure that conserves land, water, and energy resources.

Goal 6: Food Systems:

Support and enhance the agricultural and aquaculture sectors; and increase local food security.

Goal 7: Public Health and Safety:

Support a high quality of life through the protection and enhancement of community health, safety, and well-being.

Goal 8: Climate Change:

Minimize regional greenhouse gas emissions and plan for adaptation.

Each RGS goal contains six components:

Issue overview

Provides a general description of the issue.

Current situation

Localizes the issue within the regional context based on background research in *Understanding Our Choices* and supporting regional strategies (*Comox Valley Sustainability Strategy*, *Comox Valley Water Supply Strategy*, and *Regional Sewerage Master Plan*.)

Objectives

Specific objectives related to the policy issue.

Targets

Provides a series of targets at interval years to monitor the effectiveness of the RGS policy implementation.

Measures

Types of data that will be used to monitor the achievement of targets, such as census data, the production of studies and data from local municipalities

Supporting policies

Policies that will help to achieve the objectives and meet the targets set out in the RGS.

Each of the goals, objectives and supporting policies found in Part 3 inform and provide guidance on interpreting and implementing the growth management policies found in Part 4 of this RGS.

GOAL 1: HOUSING

Ensure a diversity of affordable housing options to meet evolving regional demographics and needs.

Issue overview

Housing location, type, affordability, and choice play a central role in supporting more complete communities and can have long-term impacts on a region's economic health, environmental performance and overall sustainability. Housing can be located to help reduce infrastructure costs and improve its efficiency, support public transit services, and support more active, healthier transportation choices like walking and biking. Affordable housing can also attract employers and working households and permits families to invest more time and energy in other aspects of community life. Housing diversity allows people and families to live and stay in the Comox Valley regardless of their age, lifestyle interests, household arrangements, or financial situation.

Current situation

In the past several years, the Comox Valley has experienced almost every type of residential development. Ranging from multi-household infill in downtown centres to rural and suburban subdivisions, this development has increased housing supply and housing choice. Much of this growth occurred within and around the municipalities of Comox and Courtenay. Almost three-quarters of Comox Valley residents live in one of the three local municipalities or within one kilometre of their boundaries.

Some of the major housing trends and issues include:

2024 Housing
Needs Report
data added

- **Growing housing demand:** The CVRD may need an additional 17,750 housing units to be built by 2041 to meet anticipated demand.
- **Housing supply:** Under the 2023 Provincial Bill 44, a minimum of

Provincial
Legislation
Changes
updated

two dwellings is required per lot across member municipalities and electoral areas. Lots smaller than 0.4 hectares—or those zoned as such—that are connected to both public water and sewage systems (and are not otherwise exempt) must allow a minimum of three or four dwelling units. Additionally, in areas near “frequent” bus services, once transit improves to meet population growth, a minimum of six dwelling units for lots greater than 281 square metres (As of January 2025, the Comox Valley Transit System does not meet the Provincial frequency measure). Member municipalities and the CVRD have amended their Zoning Bylaws to align with these legislative requirements. This proactive approach helps to increase housing supply, especially as infill within existing developed communities.

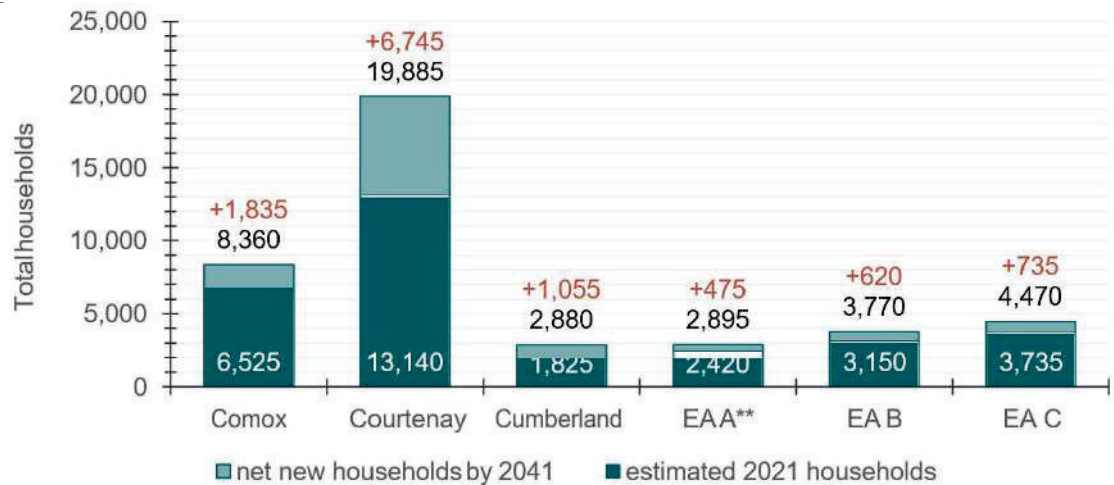
Housing
Needs Report
data added

- **Dispersed housing locations:**⁵ In 2021, the CVRD had approximately 30,795 households, reflecting a nine per cent increase from the 2016 Census count of 28,245. Historically, the communities of Courtenay and Cumberland have shown the highest growth rates, a trend anticipated to continue over the next two decades. Growth is expected across all CVRD communities, with total households projected to increase by 37 per cent between 2021 and 2041, reaching approximately 42,260. This would mean an addition of approximately 11,465 new households in the Comox Valley by 2041.

Figure below illustrates each community's 2021 estimated total households and the anticipated 20-year net growth in households.

⁵ 2024 Regional Housing Need Report

Graph updated



* CVRD does not include the Denman and Hornby Island Trust Areas

** Electoral Area A does not include the Denman and Hornby Island Trust Areas Source: Statistics Canada, BC P. E. O. P. L. E. estimates, BC P. E. O. P. L. E. projections

Historical and Anticipated Households, Net Anticipated Change of Households Since 2021

(Source: 2024 CVRD Regional Housing Needs Report)

Housing Needs Report data added

- **Limited housing choice:**⁶ In 2021, single-detached homes formed most of the housing supply in the CVRD, with a total of 20,225 units. Apartments, including duplexes, represented 14 per cent of the housing stock, amounting to 3,225 units.
- **Affordable housing:**⁷ The housing landscape is changing significantly, with population and household growth from 2016 to 2021 driving sharp increases in home prices and rental costs. From 2019 to 2022, median home prices rose by 64 per cent, and apartment rents increased by 36 per cent, exacerbating housing affordability challenges.

In 2021, approximately nine per cent of households experienced Core Housing Need, affecting renters, single individuals, lone parents, Indigenous households, refugees, and transgender or non-binary persons disproportionately. To support vulnerable populations, an estimated 3,934 below-market and 747 deeply

⁶ Ibid.

⁷ Ibid.

affordable units may be needed over the next 20 years. The CVRD may need an additional 17,750 housing units by 2041 to meet demand and stabilize the market, with about 5,320 units needed by 2026. While most demand will be met by market housing, there remains a need for both below-market and deeply affordable housing options for owners and renters.

Objectives

Objective 1-A: Locate housing close to existing services

More complete and sustainable communities typically locate residential development near services, amenities, and jobs. As of 2006, most of the population resides in the urban areas (65 per cent) with a smaller, yet growing, population in the rural areas (35 per cent). Housing in a complete community is developed with densities sufficient to support frequent local and regional transit. The proximity and density make more effective use of infrastructure and public resources, and supports healthier transportation choices, like walking and cycling. More compact, efficient residential development also allows environmentally sensitive and working landscapes to be better protected (see Goal 6 Food Systems).

MEASURES	Baseline (2006)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Per cent of new housing units in <i>Core Settlement Areas</i>	65%	90%	90%	90%	Statistics Canada and BC Stats (2006)

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

RGS
Performance
Dashboard
link added for
latest data
updates

Supporting policies

- 1A-1 Based on RGS growth management strategy locate housing close to existing services and direct 90 per cent of new, residential development to *Core Settlement Areas*.

- 1A-2 The focus of higher density and intensive developments shall be within the existing *Municipal Areas*. Within the *Municipal Areas* densification and intensification of development is required including infill and redevelopment.
- 1A-3 Identify specific *Town Centres* in *Municipal Areas* through the OCP review process. These *Town Centres* are to be developed as walkable and complete communities, providing for a range of housing types focusing on medium and high-density housing, employment and commercial uses. There will be a minimum of one *Town Centre* in the City of Courtenay, one *Town Centre* in the Town of Comox and one *Town Centre* in the Village of Cumberland.
- 1A-4 Within *Settlement Nodes* densification and intensification of development is required however it will be less intensive than in *Municipal Areas*. These nodes are to be developed with centres that are walkable and limited to local services with a range of housing types focusing on low density multi residential and medium density.
- 1A-5 Revise OCP land use policies that unnecessarily restrict infill and redevelopment in *Core Settlement Areas* and *Town Centres* to maximize housing potential in those locations. The mix of land uses in *Settlement Nodes* will be reviewed through the OCP process.
- 1A-6 Increase housing opportunities in existing residential areas in *Core Settlement Areas* by encouraging multi-household conversions, secondary suites, and small lot infill.
- 1A-7 *Settlement Expansion Areas* are areas of potential growth subject to several conditions as set out in Part 4 of the RGS. Growth in *Settlement Expansion Areas* will occur in a phased and orderly manner and will undergo a public planning process to determine the appropriate scale and form of development. Until

such a public planning process has occurred and the conditions of Part 4 are met, any development in *Settlement Expansion Areas* will be subject to a minimum lot size of 4 hectares.

Objective 1-B: Increase affordable housing options

A scarcity of affordable housing can force households to overextend their finances or relocate to a different community. Often these households are composed of the working people who provide essential services to the public and to other community members. Housing is considered affordable when the total shelter costs, including utilities and taxes, amount to less than 30 per cent of a household's gross annual income. Affordable housing is realized in many forms, ranging from moderately sized and apportioned market housing to secondary suite rentals to subsidized and cooperative housing.

MEASURES	Baseline (2006)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Per cent of household paying more than 30% of their income on housing	Renters: 43.4%	Renters: 35%	Renters: 30%	Renters: 20%	Statistics Canada and BC Stats (2006)
	Owners: 22.7%	Owners: 15%	Owners: 10%	Owners: 10%	

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

Definition
updated from
Housing
Needs Report

- 1B-1 Adopt the following definition of affordable housing:
household and shelter costs equate to less than 30% of total before-tax household income.
- 1B-2 Encourage residential multi-unit or multi-lot developments to contribute to affordable housing options including, but not limited to a range of unit sizes and types, lot sizes, multi-

household or attached-unit buildings, rental units, and secondary suites. These contributions could take the form of land, cash, buildings or other such items as supported by the local governments.

- 1B-3 Coordinate opportunities for developers to provide market and non-market affordable housing, such as rezoning contributions, inclusionary zoning, or reduced application fees.
- 1B-4 Consider the development of a *Regional Affordable Housing Strategy* to be used as a common resource and strategic plan by the regional district and the three municipalities. The strategy could review and coordinate affordable housing policies, while allowing each jurisdiction to address their unique affordability issues.
- 1B-5 Require local governments to have provisions for developing affordable housing in new OCPs and other bylaws.
- 1B-6 Explore a delivery mechanism for a provincial non-profit program and assist local governments in the provision of non-profit housing, in their jurisdiction.

Objective 1-C: Develop and maintain a diverse, flexible housing stock

Over the medium and longer-terms, the Comox Valley will need to provide housing opportunities to a wide range of households and families, including a growing population of seniors and the workers who will provide services for them, young families, retirees, and individuals with special needs. Housing can also be planned and designed for adaptability. This means that in the future, they can be easily expanded or converted for changing household types or additional households.

The following targets for the short, medium and long term provide targets for the mix of housing built within a given time frame.

MEASURES	Baseline (2006)	TARGETS			Data sources
		Short-term 2010- 2015	Medium- term 2015- 2020	Long-term 2025 - 2030	
New housing mix in <i>municipal areas</i>	Low 75%	Low 65%	Low 55%	Low 40%	OCP review process
	Medium 20%	Medium 20 %	Medium 25%	Medium 30%	
	High 5% ⁸	High 15 %	High 20 %	High 30%	

MEASURES	Baseline (2006)	TARGETS			Data sources
		Short-term 2010- 2015	Medium- term 2015- 2020	Long-term 2025 - 2030	
New housing mix in <i>settlement nodes</i>	Low 90%	Low 80%	Low 60%	Low 50%	OCP review process
	Medium 10%	Medium 15%	Medium 30%	Medium 35%	
	High 0%	High 5%	High 10%	High 15%	

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

1C-1 Provide a diversity of housing types in the *Municipal Areas* using the following housing type targets for new development by 2030: These targets are for all *Municipal Areas* in aggregate.

40% Low Density

- Single dwelling unit, town homes, semi-detached, secondary suites
- 4-24 units per hectare

30% Medium Density

- Low-rise multi-unit up to four storeys
- 24-74 units per hectare

⁸ Estimate based on Stats Canada 2007, 2006 Community Profiles, 2006 Census. Note that percentages range within each of the municipalities.

30% High Density

- Over four storey multi-units
- Minimum 74 units per hectare

1C-2 Provide a diversity of housing types in the *Settlement Nodes* using the following housing type targets for new development by 2030: These targets are for all Settlement Nodes in aggregate.

50% Low Density

- Single unit residential, town homes, semi-detached, secondary suites
- 4-24 units per hectare

35% Medium Density

- Low-rise multi-unit up to four storeys
- 24-74 units per hectare

15% High Density

- Over four storey multi-units
- Minimum 74 units per hectare

1C-3 Encourage both rural and urban alternative housing forms that provide housing at lower costs and with lower environmental impacts.

1C-4 Encourage infill units and secondary suites in residential zones in the *Core Settlement Areas*.

1C-5 Encourage multi-unit housing, and small-lot housing in the *Core Settlement Areas* wherever it can be supported by regular transit and infrastructure services.

1C-6 Assess housing needs as part of OCP update or review processes to ensure adequate housing is provided to support for current and future needs (e.g., seniors, households with children, and young adults) and ensure related policies are incorporated (e.g., local housing stock targets and location

suitability).

Objective 1-D: Minimize the public costs of housing

Housing requires a long-term investment of public resources. Housing located in hazard areas require special protective and support services or structural mitigation. Housing that consumes too much energy or water requires bigger and more costly infrastructure and have a larger impact on the health of natural resources.

Supporting policies

- 1D- 1 Direct most of the new housing to areas that are or will be serviced through publicly owned water and sewer systems.
- 1D- 2 Direct new housing away from high-risk natural hazard areas such as flood plains, areas exposed to sea-level rise, fire hazard areas, and steep and unstable slopes.
- 1D- 3 The electoral areas OCPs will be updated to provide a range of 4 to 20 hectares lots within the *Rural Settlement Areas*; however, lots as small as 2 hectares may be permitted if agriculture is the principal use on the property.
- 1D-4 Encourage green building design through green building standards for new residential development that include water and energy efficiency practices.

GOAL 2: ECOSYSTEMS, NATURAL AREAS AND PARKS

Protect, steward, and enhance the natural environment and ecological connections and systems.

Issue overview

Ecologically, the Comox Valley is one of the most diverse in Canada. Comox Valley's natural beauty derives from the stunning mix of glacier, mountains, sea and almost everything in between, from globally rare temperate rainforests to Garry Oak meadows to complex wetlands and rich estuaries. This rich and diverse landscape has supported the equally rich cultural heritage of the K'ómoks First Nation and the valley's more recent settlers and newest residents. Recognizing the importance of these landscapes, each of the local governments promotes environmental protection and enhancement through specific policies such as the provision of corridors, protection of environmentally sensitive areas (ESAs) and guidelines for riparian areas.

The landscape is an intricate balance of natural systems. All ecosystems are the product of formative systems (e.g., hydrology, winds, and coastal currents). To protect ecosystems, it is necessary to understand and protect the systems that create and sustain them. For example, when protecting a wetland by setting it aside within a development, it is also important to design the development to maintain the water source that feeds the wetland.

Although local governments have several initiatives underway to protect the environment, there is a strong need for a regional and coordinated approach to environmental protection and enhancement that emphasizes protection, enhancement and connectivity. In recognition of this, the CVRD Board endorsed the concept of regional conservation put forward in the *Nature Without Borders Regional Conservation Strategy* (July 2008).

The purpose of the accompanying map is to conceptually illustrate how

linkages could be made between ESAs, parks and green spaces at a regional scale based on the overarching principles of conservation and connectivity. The map is based on the concept of regional conservation put forward by *Nature Without Borders*, but further detailed analysis should be undertaken to delineate lines and enact specific policies at a local level.

New Regional
Parks Service
information
added

In 2022, the CVRD established a Regional Parks Service. The “Regional Parks and Trails Strategic Plan,” will guide the service over the next 20 years.

Strategic Plan Goals:

1. Partner with K’ómoks First Nation.
2. Protect significant natural areas.
3. Enhance environmental and community connectivity.
4. Offer nature-based recreation.
5. Strengthen stewardship and partnerships.
6. Ensure sustainable management.

Current situation

The ecological diversity of the Comox Valley is protected through several local government policies. However, development pressure continues to impact natural systems. The goal over the next 20 years will be to manage population growth in a way that enables both human and non-human life to flourish. This means striving to balance the human need for resources, recreation, enjoyment and aesthetics with the need to protect, conserve and restore natural areas and biodiversity. This requires an understanding of the natural and formative systems that create the local landscape, so that we can guide development to work with the environment and ensure the natural landscape will continue to provide the resources necessary for many generations to come.

Providing parks and trails close to where people live encourages physical activity and promotes mental health obtained from walking, cycling or riding in natural areas away from busy streets. Depending on their use and management, parks and recreational trails that are intended for

human enjoyment, can also contribute to the protection and conservation of nature.

Currently, municipal parks provide space for public assembly and sports fields, such as Simms Millenium Park and Lewis Park as well as large nature reserves such as Hurford Hill, Roy Morrison, Lerwick, Sandwick and Millard Nature Parks. Electoral area parks and the BC Hydro recreation area provide for extensive trail systems close to where people live such as Seal Bay, Nymph Falls and BC Hydro's Puntledge River Recreation Area. Strathcona Provincial Park has outstanding subalpine natural areas and backcountry recreation opportunities. There are also several smaller provincial parks such as Kitty Coleman Beach Park, Kin Beach Park, Rosewall Creek Park and Miracle Beach Park.

Extensive backcountry recreation provides both local and tourist activity and takes place throughout the Comox Valley on private forest land. As the population grows, the demand for this kind of recreational activity will grow as well.

The following policies, in combination with the other goals set out in the RGS, provide a land use framework that positions regional conservation as an integral component of growth management. To be successful, the region must be viewed as an interconnected system where land use decisions have a long-term impact on the health of ecosystems.

Objectives

Objective 2-A: Identify and map areas for conservation.

Loss of natural areas and renewable resource productivity (i.e., fisheries, forestry, agriculture and aquaculture) is often the result of a lack of data and understanding of the local landscape and formative systems. Currently there are gaps in environmental data, including a lack of detail in provincial and federal Sensitive Ecosystem Inventory (SEI), mapping data for marine ecosystems and limited access to data on upland resource areas. Obtaining more detailed and complete information on ecosystem location and function will facilitate improved growth management decisions for ecosystem protection.

The *Regional Conservation Framework Concept Map No. 4* provides information based on the principles of *connecting habitats* to support biodiversity and *precautionary growth* wherein local governments and the development community should work to share information and ground-truth ecosystems moving forward. The following components and implementation guidelines provide a starting point for local governments to incorporate into OCPs. These components will collectively be referred to as regional *conservation areas* within the policies of this chapter.

Courtenay
River Estuary
updated to
K'ómoks
Estuary

Estuaries: A semi-enclosed coastal body of water with one or more riverine or streams flowing into it, and with a free connection to the open sea. Due to their marine and river influences, they contain many biological niches within a small area and are so associated with high biological diversity. Estuaries offer biodiversity and migrating fish corridors that allow movement of aquatic species from the ocean to upland rivers and streams and back to the ocean. The K'ómoks Estuary is one of only eight Class 1 estuaries in BC. It provides habitat for numerous species of birds, plants and fish.

Riparian areas: Riparian areas describe the distinct ecology that surround streams and wetlands. These ecosystems vary in width depending on the associated watercourse, vegetation and landforms. Riparian areas are noted on Map No. 4 but are not specifically mapped due to the scale and detail of the *Regional Conservation Framework Concept Map No. 4*.

Sensitive ecosystems: Sensitive ecosystems are areas that may contain rare, threatened and fragile ecosystems and support high levels of biodiversity. Land management policies should include practices like the removal of invasive species, re-introduction of native plant and animal species, ongoing maintenance and monitoring, and restricting human activity as required. These sensitive ecosystems were identified through the SEI that identifies remnants of rare and fragile ecosystems (on land).

For these areas, policies should follow a spectrum from low to high human activity and access commensurate with the size of the protected

area and level of ecological sensitivity. In select circumstances, this may include limited development opportunities in specified locations or access to resources (e.g., fishing, and selective harvesting of berries and trees)

Other important ecosystems: Other Important ecosystems include second growth forests and seasonally flooded agricultural lands.

Critical watersheds: The Browns, Tsable and Oyster Rivers, and Comox Lake are critical watersheds in the Comox Valley. In addition to providing drinking water sources, these watersheds provide linkages for wildlife from the east coast of Vancouver Island to the west coast, via Strathcona Park.

Biodiversity corridors: Biodiversity corridors link natural features and create linkages for wildlife and plants to move between sensitive ecosystems, parks and protected areas but does not allow for public access on private lands. Creating regional linkages or corridors promotes the concept of 'connectivity' for a healthy regional conservation network. The *Regional Conservation Framework Concept Map No. 4* illustrates how biodiversity corridors could create connectivity throughout the region, running north/south and east/west. Through more detailed study, policies should be developed to focus conservation efforts in these areas and to cross-jurisdictional stewardship. As a starting point, the conceptual biodiversity corridors could be implemented in the *Resource Areas* where it can be ensured that the corridor can be protected if it exists. Recognizing that these corridors will traverse privately owned working landscapes, participation by private landowners would be voluntary and will not interfere with farm practices.

Existing parks and proposed parks and greenways: These are the municipal and electoral area parks identified through the OCPs and provincial parks. These areas are protected from development and may serve multiple uses, ranging from sports and recreation to nature conservation. These areas should be managed to support natural system functions where appropriate. All OCPs have provisions for parks and greenways; the goal will be to connect these areas to other conservation areas to form a network that balances human needs with biodiversity

protection.

Supporting policies

- 2A-1 Local governments should individually or jointly adopt regionally consistent terminology, as set out above, to create a policy framework to support protection of conservation, environmental features and watersheds in OCPs.
- 2A-2 All local governments are encouraged to either individually or jointly regularly update environmental mapping. This will facilitate the production of mapping that depicts critical information such as sensitive ecosystems, watercourses and riparian areas, parks and greenways, and working landscapes including ALR.
- 2A-3 Use a sensitive environmental atlas as a common method of collecting and displaying conservation and environmental information.
- 2A-4 OCP updates should include mapping of regional environmental features.
- 2A-5 Ground-truthing and mapping should be considered as part of the planning updates and development approvals process. OCPs, rezonings and other permitting processes, should seek to collect such information wherever possible.
- 2A-6 Working with private landowners, environmental organizations and upper-level governments, local governments should encourage and assist in the sharing of mapping and ground-truthing.
- 2A-7 Work with the K'ómoks First Nation so that environmental mapping reflects K'ómoks First Nation's unique traditional ecological knowledge, cultural heritage and traditional use of the area.

2A-8 Recognize the ecological and cultural significance of the K'ómoks Estuary. The K'ómoks Estuary Management Plan was collaboratively developed between 2009 and 2013 with the participation of the K'ómoks First Nation, senior government, local governments, and various interested parties. This plan is recognized as a supporting document within the K'ómoks First Nation's Comprehensive Community Plan 1.0, adopted in 2014.

2A-9 The RGS supports the implementation of local government parks and greenways plans and policies to establish a network of interconnected local and electoral area parks and greenways to protect recreational opportunities, wildlife habitat and natural ecosystem functions.

Objective 2-B: Frame environmental protection and policies around the principles of precaution, connectivity and restoration.

To address the loss and fragmentation of sensitive ecosystems, a set of overarching, guiding principles for growth management and land-use practices is needed. The following principles are to be considered regarding specific development proposals which significantly impact sensitive ecosystems. Collectively applied, they will help maintain the region's biodiversity.

Precaution: Where the environmental outcomes of a specific development proposal will significantly impact sensitive ecosystems err on the side of caution and require documentation as to impact, mitigation, and restoration or limit the action to avoid significant impact.

Connectivity: Recognize the issue of connectivity regarding potential impacts on the integrity and functionality of sensitive ecosystems.

Restoration: Where cost effective, consider the restoration or creation of natural systems to provide sustainable environmental services (e.g.,

storm water ponds for improving water quality; tree cover for capturing carbon; and reducing GHG emission).

Supporting policies

- 2B-1 Local governments should work together to adopt consistent actions and policies for environmental and natural resource protection, through OCPs, zoning and other mechanisms, that promote the principles of precaution, connectivity and restoration.
- 2B-2 OCPs should explore the development of clear definitions and guidelines for *ecological greenways* and to work with neighbouring local governments to create region-wide linkages.
- 2B-3 Explore and encourage the practice of restoration of urban and rural ecosystems to increase ecological functions.

Objective 2-C: Promote environmental best practices in *Agricultural and Resource Areas*.

Agricultural and Resource Areas provide many opportunities to contribute to healthier ecosystem functioning and offer important habitat for some animal and plant species. At times, there will be competing interests within these areas between private owner interests, conservationist goals and the production of agricultural goods. The following policies aim to support production within *Agricultural and Resource Areas* as economic industries while also recognizing the importance of environmental best practices in these areas.

Supporting policies

- 2C-1 Encourage landowner contact and education programs and, where feasible, require landowners to protect the sensitive environmental and unique natural features on their land.
- 2C-2 Explore additional opportunities for habitat restoration and

conservation covenants on agricultural and forestry lands.

- 2C-3 Implement 400-hectare minimum parcel size in *Resource Areas* to retain large, contiguous areas.
- 2C-4 Support continued application and uptake of BC Environmental Farm Plan.
- 2C-5 All local governments will ensure appropriate buffers and transition zones between working landscapes and residential areas to minimize negative impacts from residential development on farm and resource land. Buffer and transition zones will be promoted to support ecological connectivity and ecological system functions.
- 2C-6 Implement best practices in creating trails in *Agricultural Areas* as set out in the Ministry of Agriculture and Food's *Trails in Farm and Ranch Areas*.
- 2C-7 As part of the Comox Valley Agricultural Plan update (see 6E-3), explore incentives for conservation on agricultural lands.
- 2C-8 Support increased water availability for agriculture while ensuring natural systems remain healthy and functioning.

Plan name
updated

Objective 2-D: Ensure access to parks, recreation areas.

Increased access to parks and recreational greenways provides wide-ranging community health, economic and quality-of-life benefits.

Ensuring recreational opportunities enables community members to actively and passively experience the region's spectacular natural and cultural heritage and encourages tourism and the growing field of eco-tourism.

Supporting policies

- 2D-1 All local jurisdictions should work together to coordinate local

and regional greenway network connections.

2D-2 Require new developments to link to, improve or expand the existing greenway network.

DRAFT

GOAL 3: LOCAL ECONOMIC DEVELOPMENT

Achieve a sustainable, resilient, and dynamic local economy that supports businesses and the region's entrepreneurial spirit.

Issue overview

A healthy, strong and diverse local economy is one of the cornerstones of more sustainable and complete communities. Complete communities not only attract new investment and jobs, but they also help retain existing jobs, encourage entrepreneurship and create a solid tax base to better support local service delivery. Without a strong local economy, Comox Valley local governments may have difficulty funding important services, residents may be forced to work further from their homes, and overall community liveability may suffer.

The RGS provides an opportunity to encourage and support the development of a more diverse and healthier local economy, which in turn will help support the Comox Valley on its journey to become a more sustainable region.

Current situation

Statistics
added

The Comox Valley's regional economy is relatively diversified compared to other North Island communities. In 2021, health care, retail, construction, and public administration were dominant labour force sectors. Most employment is centered in-and-around the Courtenay-Comox hub. The 2021 ratio of jobs-to-population was relatively low at 0.51 jobs per person.

Like the broader provincial and global economies, the Comox Valley experienced steady growth from 2002 to 2007. However, this growth stalled in 2008 due to the recession. Despite this setback, the region's strong fundamentals supported an eventual return to economic health. After 2008, recovery was driven by growth in tourism, construction, and service industries. The COVID-19 pandemic subsequently disrupted the economy, severely affecting tourism, hospitality (such as restaurants), and

small businesses facing supply chain challenges. Although tourism has gradually recovered, inflation and economic uncertainty continue to challenge businesses and residents in the region. Some of the major economic sectors and opportunities include:

- **Tourism:** Year-round tourism is supported by the region's natural beauty and outdoor recreation opportunities with unique opportunities in each of the local jurisdictions. Additionally, Mt. Washington Ski Resort has engaged in a long-term plan to become a year-round destination resort. The proximity to major local, Canadian and U.S. markets (e.g., Vancouver, Victoria, Washington State, and Alberta), and excellent air, water and land transportation links support ongoing tourism development. The region has also embraced emerging tourism markets, including agritourism and cultural tourism.
- The **Comox Valley Airport** has dramatically improved transportation options for the region and is a considerable economic development opportunity. The Town of Comox has created an industrial area adjoining the airport for air services-related businesses. The airport and the new air services industrial land base could help attract new businesses to the region.
- **Agriculture and aquaculture:** Agriculture is an important economic engine and over the longer-term it is expected to increase as the demand for locally produced foods and value-added foods grows. Growing food security concerns will also help drive the growth of this sector. The shellfish industry remains a major and growing employer in the region. The area is the hub of BC's oyster farming sector. The K'ómoks First Nation have a rich tradition of aquaculture in Comox Valley. Pentlatch Seafoods Ltd. is owned by the K'ómoks First Nation and has sites located in the Comox Harbour, Royston and Baynes Sound, possessing 7 intertidal tenures totaling 64.3 hectares.
- **Public sector employment:** As the largest public sector employer in the region, the Canadian Forces air base has long been a

Reference to
Comox Valley
Economic
Development
Society
removed

Hospital
opened since
RGS was
adopted

regional employment anchor and will likely remain so for the future. North Island Hospital Comox Valley, a regional hospital opened in 2017, is the second major public sector employer in the region.

- **Forestry and other resource industries:** While the region's historic economic drivers have declined significantly, major, long-term opportunities remain for value-added forestry in the region. Mining and metals processing has also recently re-emerged as a potential longer-term employer with new mine development proposals. Renewable energy generation has the potential to be an emerging industry in the Comox Valley.
- **Retail and human services:** Courtenay-Comox is a regional hub for shopping and services which also draws some business from neighbouring regions. Opportunities exist to diversify and expand the range of services available, particularly in health care with the new hospital, and, potentially, in post-secondary education services for the North Island. Given the aging demographics, additional employment within the social service sector is also anticipated to occur.
- As **K'ómoks First Nation** moves toward settlement of outstanding legal claims, it is expected that they will have access to both lands and financial resources coupled with a strong desire to engage local economic activity. There is considerable potential for their increased participation in business and job creation in the region.

Objectives

Reference to
Comox Valley
Economic
Development
Society
removed

Objective 3-A: Support local business retention, development and investment

Through Comox Valley Tourism Service, and in coordination with local economic development services, create a positive business-enabling environment through cooperating on policies and procedures that help to support and retain existing businesses and attracts new businesses and

investment.

Supporting policies

3A-1 Encourage responsible expansion of the economic base of the Comox Valley with the intent of enhancing wealth and employment opportunities.

Stakeholders
replaced with
updated
language

3A-2 Ensure the creation of regional economic development plans include multi party process involving all local governments and economic development interested parties, including the K'ómoks First Nation, and relevant non-government.

3A-3 Promote supportive development and business-permitting standards.

Reference to
Comox Valley
Economic
Development
Society
removed

3A-4 Work with economic development services to focus investment and business development in *Town Centres*.

3A-5 Support economic objectives and initiatives of the K'ómoks First Nation, including future economic opportunities, where appropriate, on K'ómoks First Nation lands.

Objective 3-B: Increase regional job base

Complete communities with a healthy balance of people and jobs tend to have a ratio of approximately 0.65 jobs per resident. The region's growing senior population makes achieving such a high ratio difficult, but a goal of 0.55 jobs per resident is realistic over the longer term. This ratio will help create a diverse, dynamic and self-supporting local economy and will make it possible for the valley's younger population to find work and remain in the community.

MEASURES	Baseline (2008)	TARGETS			Data sources
		Short-term (2015)	Medium- term (2020)	Long-term (2030)	
Job-to- population ratio	0.45	0.48	0.52	0.55	Census Canada, BC Stats

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 3B-1 Support the intensification of mixed-use office, retail and other commercial employment activities in *Town Centres* located within *Core Settlement Areas*.
- 3B-2 Protect and enhance ALR lands with the intent to grow and diversify the base of agricultural activities.
- 3B-3 Preserve designated *Resource Areas* forestry lands for sustainable and value-added forestry and agroforestry purposes and discourage conversion of forestry lands for residential development.
- 3B-4 Explore initiatives that support value-added, community-based business development, including, but not limited to, local food processing, specialty forest products and other value-added product manufacturing.
- 3B-5 Monitor the supply of readily serviced industrial land in the region with the objective of maintaining sufficient capacity to meet the needs of the regional economy.
- 3B-6 Utilize an eco-industrial networking approach for industrial land development (i.e., work to co-locate businesses that can create collaborative networks to more efficiently and effectively use resources, such as materials and energy).
- 3B-7 Encourage green jobs and technology to locate in the Comox Valley.

- 3B-8 Investigate opportunities to support the expansion of regional employment where proposals are consistent with the policies of the RGS.
- 3B-9 Encourage tourism, including cultural and eco-tourism opportunities, within the Comox Valley.

Objective 3-C: Support resource-based employment opportunities

Forestry, fishing and agriculture remain important regional economic activities. It is anticipated that agriculture, aquaculture and value-added forestry will continue to grow in the future. Mining and aggregate extraction presents other longer-term opportunities as well provided environmental and human health issues are appropriately managed. Each sector could support additional employment and generate additional local revenues, particularly if a value-added approach was taken with any future resource development initiative. Real and growing food security issues will help propel local agriculture over the longer term.

MEASURES	Baseline (2008)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Agriculture & resource-based employment*	1,400 (5%)	1,650 (5%)	1,800 (6%)	2,200 (6%)	Census Canada, BC Stats

***Note:** based on 2% average annual growth over 2008 baseline

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 3C-1 Work with the Ministry of Agriculture and Food the Agricultural

Land Commission to develop strategies and actions to increase the amount of actively farmed agricultural lands and reduce barriers to agricultural viability in *Agricultural Areas*.

- 3C-2 Encourage the development of infrastructure to help increase agricultural production such as irrigation water and regional drainage improvements.
- 3C-3 Work to develop suitable policy and regulations that limit country estate residential impacts while supporting small scale agricultural operations on smaller lots to enable new farmers to enter the industry.
- 3C-4 Recognize the long-term economic development potential represented in forestlands in designated *Resource Areas* and restrict residential development on them.
- 3C-5 Support public education activities to raise awareness of the region's resource sector and the value-added opportunities contained therein.
- 3C-6 Encourage value-added, community-based forest use applications in *Resource Areas*, including, but not limited to, community-owned woodlots, eco-forestry enterprises and home-based value-added forest product manufacturing.
- 3C-7 Support regional aquaculture industries and collaborate with them on developing foreshore land use and water management policies that protect and steward on-shore and off-shore shellfish beds and marine water quality. Policy development should include community input to address impacts (e.g., visual, waste, noise, public access, and navigable waters).
- 3C-8 Support the development of *Resource Areas* for resource uses in addition to forestry and agriculture, provided that environmental values and sensitive ecosystems and wildlife habitat is protected.

3C-9 Encourage renewable energy generation and related jobs.

3C-10 The provincial government and any potential mining operators in the Comox Valley should work with local governments to minimize negative impacts of mining and aggregate extraction on the human or natural environment.

Objective 3-D: Promote designated *Town Centres* as regional employment centres.

Mixed-use, compact and accessible employment centres (i.e., accessible by foot, transit, bike, and car) tend to retain, attract and encourage new business development better than a more dispersed and scattered local job base, single use downtowns, or office parks. Town centre-based employment areas also tend to be less expensive to service and maintain.

MEASURES	Baseline (2008)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
% jobs located in town centres*	Cumberland: 5% Comox: 25% Courtenay: 55%	Cumberland: 6% Comox: 26% Courtenay: 56%	Cumberland: 7% Comox: 27% Courtenay: 57%	Cumberland: 7%, Comox: 28% Courtenay: 58%	Census Canada, BC Stats

***Note:** baseline estimate from, *Understanding Our Choices RGS Background Report*, 2009
[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

3D-1 Update OCPs and implement zoning that supports intensification of mixed-use office, retail and other commercial employment activities in designated *Town Centres* located within *Core Settlement Areas*.

- 3D-2 Retain and attract new businesses, investment and employment in designated *Town Centres* located within *Core Settlement Areas*. Revitalization tools and policies should be linked to RGS environmental and green development/building objectives
- 3D-3 Examine development cost charges rates, tax structures and land use regulations to ensure development in *Town Centres* results in reduced costs that are realized by the municipalities.
- 3D-4 Partner with BC Transit, the province and the federal government to encourage better public transportation to, through and between designated *Town Centres* located within *Core Settlement Areas*.
- 3D-5 Encourage major public sector employers to coordinate their future facilities and development plans in support of the intensification policies of the RGS.

GOAL 4: TRANSPORTATION

Develop an accessible, efficient, and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres; and links the Comox Valley to neighbouring communities and regions.

Issue overview

Comox Valley residents depend on a municipal and provincial transportation network and services for work, recreation and day-to-day travel, while the local economy depends upon the network for safe and efficient goods movement. The following policies set out a long-term strategy for strengthening the regional transportation system with an emphasis on creating more opportunities for sustainable, efficient and effective transport options and networks. Increased efficiency in transportation will also help to decrease GHG emissions and non-renewable energy use (see Goal 8).

Current situation

The transportation system in the Comox Valley is made up of several distinct elements operated and managed by different levels of government and a variety of authorities. Major components and operators include two major provincial highways, a network of local roads, the Comox Valley Airport, BC Ferries, BC Transit, and interregional transportation operators.

Reference to
Greyhound
bus service
removed

Objectives

Objective 4-A: Increase public transit use.

Supportive land use policies and actions will be critical in achieving ridership and mode share targets in the Comox Valley. Although ridership has increased in the past several years through improved transit service,

ridership growth cannot be sustained unless there are some fundamental changes in land use. Transit-oriented land use planning considers the location of density, a mix of uses, and the design of road networks. Medium and higher density nodes ensure that there are more people within walking distance of transit routes, and still allows for lower density areas. Additionally, mixed-use development tends to generate bidirectional travel and travel throughout the day. Transit also needs to be considered when designing road networks. These should be designed so that there is a direct route for transit through the centre of a population or employment area, without the need for circuitous routing.

Transit use in the rural areas requires strategies that consider the lower density nature of rural residential development, the cost of transit, and nature of daily trips. Specialized services such as smaller community bus programs can help to tailor transit service to rural areas.

MEASURES	Baseline (2006)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Transit mode share	1%	1.5%	2%	2.5%	BC Transit

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 4A-1

Implement the growth management strategy, as outlined in Part 4, as an overall framework for transit-supportive land-use planning throughout the Comox Valley.
- 4A-2

Local governments should work with BC Transit to ensure that bus schedules facilitate access between *Town Centres* to K’ómoks First Nation IR Lands, CFB Comox, **North Island Hospital Comox Valley**, connections with Mount Washington, North Island College, the Comox Valley Airport and *Settlement Nodes*.

Hospital name updated

- 4A-3 Major public institutions and employment uses should be in *Core Settlement Areas* and served by frequent transit and active recreation infrastructure (e.g., bike lanes and walking trails).
- 4A-4 Develop specific public transportation options for *Rural Settlement Areas*, reflective of the unique needs and challenges in providing cost effective service to rural communities.
- 4A-5 Through municipal OCP reviews develop strategies to reduce parking requirements in *Town Centres* to encourage better use of land resources and shift to more public transit use.
- 4A-6 Local governments should work with the Ministry of Transportation and Transit, and BC Transit to pre-plan bus routes and develop road standards that will accommodate future bus route requirements.

Objective 4-B: Improve bicycle and pedestrian infrastructure to increase the use of active transportation options.

Ensuring that people can carry out daily activities using safe, efficient and enjoyable cycling and pedestrian routes will help to encourage a higher rate of active transportation. An increase in active transportation will help improve community health, reduce air pollution and improve the region's overall quality of life.

MEASURES	Baseline (2006)	TARGETS			Data source s
		Short-term (2015)	Medium- term (2020)	Long-term (2030)	
% Bicycle & pedestrian commuters	Walk/Cycle= 9%	Walk/Cycle= 10%	Walk/Cycle= 11%	Walk/Cycle= 20%	Census Canada

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 4B-1 Promote and encourage cycling plans and programs through ongoing local and regional initiatives and actions.
- 4B-2 Local government parks and greenways plans will be coordinated to provide linkages to, through and between the *Core Settlement Areas*.
- 4B-3 Ministry of Transportation and Transit should work with local governments to review road standards and subdivision design so that the Subdivision Approvals process prioritizes pedestrians, cyclists and transit use and support longer term regional transportation networks.
- 4B-4 OCPs should identify regionally important, priority street connections for pedestrian and cycling improvements and require that connections be established as a condition of redevelopment.
- 4B-5 Local governments should develop consistent, region-wide street, sidewalk and intersection standards to manage automobile traffic speeds, improve pedestrian and cyclist safety, accessibility, and support healthier, and more active transportation choices.
- 4B-6 Ensure bicycling amenities and infrastructure are included in all public developments and larger-scale private developments (e.g., bike racks, signage, shower facilities, bicycle lockers or secure bike storage).

Objective 4-C: Develop and maintain an inter-regional transportation system that efficiently and safely facilitates the movement of people and goods.

A well-maintained, integrated regional transport system will help to

efficiently move people and goods, reduce the cost of infrastructure, and encourage public transit use. Through leveraging the existing air, water and land transport infrastructure in the Comox Valley, tourism, trade and daily trips can be made more efficiently.

Supporting policies

- 4C-1 The Approving Officers, local government and Ministry of Transportation and Transit road planning and maintenance, and local government subdivision and development servicing standards should recognize and reinforce (1) the RGS and (2) local government sustainability principles, plans, standards and policies including the impact of development on transportation route infrastructure.
- 4C-2 Support ongoing improvements and upgrading of services at the Comox Valley Airport and BC Ferries terminals.
- 4C-3 Promote and support the improvement of the Island Rail Corridor infrastructure to protect the corridor and potential stations.
- 4C-4 Increase frequency and timing of public transit service connections with inter-regional services such as the Comox Valley Airport and BC Ferries terminals.
- 4C-5 As part of the long-term inter-regional transportation plan, protect any existing corridors and explore the potential for a rail/pedestrian corridor extending north to Campbell River.
- 4C-6 Collaborate with BC Transit, BC Ferries, the province and the federal government to improve inter-regional transportation, including improved rail service and expanded marine transportation opportunities.

Railway
corridor
owner name
updated

GOAL 5: INFRASTRUCTURE

Provide affordable, effective, and efficient services and infrastructure that conserves land, water, and energy resources.

Issue overview

The planning of infrastructure is directly linked to land use planning. The more dispersed the settlement patterns, the more that servicing infrastructure must be extended, which is more expensive to build, operate and maintain and comes with greater environmental impacts. Key goals of the RGS include avoiding urban and rural sprawl and ensuring that development takes place where adequate facilities exist or can be provided in a timely, economic and efficient manner. Infrastructure extensions should be guided by an understanding of where and how growth should occur, considering natural capacity, environmental impact, costs and efficiency, and to resolve health risk implications from failing onsite systems.

The CVRD also provides regional district services to users in the Strathcona Regional District (SRD) who rely on the regional district services for water supply and solid waste. The SRD should be considered and consulted with on an ongoing basis with regards to long-term planning for relevant service provisions.

Current situation

Water: Water is an important factor for the future of the Comox Valley. Communities throughout the Comox Valley extract their water from lakes, rivers and groundwater sources via wells. Water Master Plans for the Comox Valley's water systems provide long-term plans for domestic water supplies based on assessment of available water supply sources, water quality and treatment, the capacities of the distribution systems and the cost-of-service provision. Master plans were completed in 2022 for the Union Bay water system and in 2023 for the Black Creek – Oyster Bay water system, and the Comox Valley water master plan will be completed

Water services
projects
updated

in 2025.

Water services
information
updated

Water is provided to areas throughout the Comox Valley through several systems, which has led to fragmented services. Most of the water for the City of Courtenay and Town of Comox comes from Comox Lake, but there are also numerous separate water systems supplying customers between Fanny Bay and Oyster River and from Cumberland to Mount Washington. The regional district distributes water directly to several Local Services Areas in the three electoral areas and bulk water to Courtenay and Comox, which in turn distributes it to residents through their municipal delivery systems. The Village of Cumberland obtains their water from five lakes located in the Cumberland Creek and Perseverance Creek sub-watersheds, along with a ground source at Coal Creek Historic Park.

Approximately 50,000 people (or 16,000 connections) are serviced by the water system in the Comox Valley and per capita water consumption compares poorly with other, similar areas in BC and Canada. A concerted effort at greater water efficiency has already started and will continue to reduce consumption. Early indications show that education and outreach initiatives have helped reduce overall consumption.

Stormwater: Stormwater is the component of runoff that is generated by land development that alters the natural water balance. When vegetation and soils are replaced with roads and buildings, less rainfall infiltrates in the ground, less gets taken up by vegetation and more becomes surface runoff. Integrated Stormwater Management has become the standard practice for rural and urban communities in BC. The focus is to achieve environmental as well as drainage objectives. To help achieve these dual objectives there are several shifts in the way in which stormwater management is planned such as integrating green or naturalized infrastructure into the design of a community.

Sewer services
and projects
updated

Sewer: There are presently four communal sewer systems in operation in the Comox Valley. The CVRD owns and operates three systems – one for the participating jurisdictions of Courtenay and Comox and the other two for the participating Jackson Drive and King Coho local service areas, while the Village of Cumberland operates the fourth system. In the Comox

Valley, sewer servicing takes the form of communal sewer service and septic systems. There are signs of needed sewage infrastructure investment, such as failing septic systems that continue to threaten the waters of Baynes Sound and create Public Health concerns. The CVRD is in the process of completing a Liquid Waste Management Plan that considers the potential provision of communal sewer service to portions of Electoral Area A.

Solid waste
services and
projects
updated

Solid Waste: The CVRD and local municipalities have been proactive in encouraging waste reduction through changes to curbside service levels and the construction of the Comox Strathcona Waste Management-funded Regional Organics Compost Facility. Recycling depots support rural waste diversion on Denman Island, Hornby Island, at the Comox Valley Waste Management Centre (CVWMC), and in Oyster River. Expanding rural diversion opportunities is a key focus of the ongoing Solid Waste Management Plan renewal process.

Curbside recycling, along with food scrap and yard waste pickup, is available in all three member municipalities, helping to reduce materials sent to the landfill. Royston also benefits from curbside recycling pickup. Local municipalities, the regional district, and the Strathcona Regional District rely on the CVWMC for solid waste disposal. The CVWMC features a modern engineered landfill with advanced leachate and landfill gas collection and treatment systems.

Objectives

WATER

Objective 5-A: Promote water conservation and efficiency throughout the Comox Valley.

In the Comox Valley population growth coupled with consumption levels have placed a strain on water supply and delivery systems. Based on findings in the *Regional Water Supply Strategy*, aggressive water conservation measures should mitigate risks and uncertainty associated with water ownership, effects of climate change and economic and

environmental costs over the long-term.

MEASURES	Baseline (2008)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Daily total water consumption per capita	500-600 litres	20% reduction	30% reduction	40% reduction	CVRD water services

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 5A-1 Most of the growth should be focused in *Core Settlement Areas* where appropriate publicly owned water servicing systems already exists.
- 5A-2 For existing developments outside of *Core Settlement Areas*, where there are demonstrated onsite health related issues, publicly operated water services should be made available.
- 5A-3 Encourage smaller lot development and higher density development in *Core Settlement Areas*, to make efficient use of water servicing infrastructure.
- 5A-4 To provide an incentive to reduce water use a program and accompanying water rate structure based on the user pay principle should be implemented throughout the Comox Valley as part of the agreed upon water efficiency plan.
- 5A-5 OCPs should contain maps with the location and phasing of trunk water services to guide future planning and development decisions.
- 5A-6 Investigate policies to permit grey water plumbing in new construction and retrofits.

- 5A-7 All local governments work towards preparing development permit guidelines for low water usage xeriscaping in multi-unit residential, commercial and industrial areas, and encourage low water usage landscaping in single household residential areas
- 5A-8 Encourage local governments and farmers to work together to reduce use of -potable water for irrigation on farmland.
- 5A-9 Over the longer term, encourage all local governments to work towards finding a permanent alternative to the use of potable water for irrigation purposes.
- 5A-10 Discourage the commercial use of groundwater for export purposes.
- 5A-11 Prepare IAs for water services once the RGS is finalized.

Objective 5-B: Protect the quality of water sources.

Drinking water in the Comox Valley is extracted from lakes, rivers and aquifers. These water sources are all vulnerable to contaminants that come from several sources including stormwater runoff, forestry activities, recreational activities in and around lakes, and encroachment from development.

Supporting policies

- 5B-1 Manage development based on precautionary principles within watershed of water supply lakes. This will require development proposals to include reports by appropriate professionals to study potential impacts on water quality and quantity, including a peer review of professional findings and recommendations.
- 5B-2 Support the development of plans that protect drinking water for the Comox Valley.
- 5B-3 Work with other rightsholders, interested parties and agencies to

Stakeholders
replaced with
updated
language

identify areas for aquifer protection and develop OCP guidelines for their protection.

- 5B-4 Where development is proposed in a watershed of a water supply lake that is controlled politically by one jurisdiction, but where the lake provides a water source to other jurisdiction(s), the jurisdiction responsible for approving development within the watershed will formally consult with the jurisdictions receiving water from the watershed.
- 5B-5 Require an aquifer protection development permit for electoral areas at time of subdivision, which would require groundwater quantification, vulnerability and protection measures prepared by a qualified professional with quantification and ensure that there are no other impacts on adjacent wells.

Objective 5-C: Stormwater is managed to preserve ecosystem and watershed health.

The collection and management of stormwater is an important component of ensuring the overall health of the Comox Valley waterways and natural areas. As tree cover is removed and impermeable areas increase, stormwater management becomes a larger concern. There is a critical threshold when there is over 10 per cent impervious area within a watershed or drainage catchment. Modern management techniques are moving engineered solutions towards green infrastructure approaches which seek to replicate natural systems in the impoundment, infiltration and cleansing of stormwater (e.g., naturalized ponds and bioswales).

Supporting policies

- 5C-1 Local OCPs should include policies that encourage permeable surfaces within the design of new developments and public spaces.
- 5C-2 In watersheds of water supply lakes, local governments and the Ministry of Transportation and Transit should work cooperatively

towards a target of less than 10 per cent⁹ impermeable surfaces.

5C-3 In *Rural Areas* the regional district should work with the Ministry of Transportation and Transit to develop guidelines for an Integrated Stormwater Management to be used in the subdivision approval process.

5C-4 To ensure a sustainable aquaculture industry, local OCPs should include policies that require the cleansing of any stormwater draining into Baynes Sound.

SEWER

Objective 5-D: Encourage sewage management approaches and technologies that respond to public health needs and maximize existing infrastructure.

The cost of servicing is directly related to density, with higher densities located close to treatment stations being much more cost effective than larger lots located further away from treatment centres. The *Comox Valley Sewer Service Liquid Waste Management Plan* will set out a long-term strategy for sewer expansion that is aligned with other regional strategies, including this RGS.

Plan name
updated

MEASURES	Baseline (2010)	TARGETS			Data sources
		Short-term (2015)	Medium- term (2020)	Long-term (2030)	
Percentage of new growth serviced by sanitary sewer	n/a	90%	90%	90%	CVRD

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

⁹ A guide for British Columbia Stormwater Planning, May 2002.

- 5D-1 The majority of growth should be focused in *Core Settlement Areas* where appropriate sewer servicing already exists.
- 5D-2 New development will replace and/or upgrade aging sewer infrastructure or provide cash-in-lieu contributions for such upgrades through Development Cost Charges or similar financial contributions.
- 5D-3 Promote eco-industrial development that turns wastes into resources.
- 5D-4 For existing developments outside of *Core Settlement Areas*, where there are demonstrated onsite health related issues, publicly owned sanitary sewer services should be made available.
- 5D-5 Prepare an IA for sewer services once the RGS is finalized.

SOLID WASTE

Objective 5-E: Reduce regional solid waste and improve landfill performance.

As the region's population increases and landfill capacity decreases, the diversion of solid waste from landfills through recycling and other methods becomes more important. The CVRD and local municipalities have been proactive in encouraging waste reduction and the provision of multi-material drop off depots throughout the Comox Valley to facilitate the collection of recyclable materials. There is also curbside recycling in all three municipalities and regular yard waste pickup, which contributes to a reduction in materials going to the landfill. These efforts should be encouraged and built upon to reduce solid waste and employ sustainable uses for waste management sites. The policies in the RGS will be received within the context of the *Regional Solid Waste Management Plan (SWMP)*.

MEASURES	Baseline (2010)	TARGETS			Data sources
		Short-term (2015)	Medium- term (2020)	Long-term (2030)	
Solid waste diversion rate	48%	55%	65%	75%	CVRD

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

Plan status
updated

- 5E-1 The regional *Solid Waste Management Plan* (approved in 2013) is being updated to reflect best practice and the evolving realities of solid waste management. This regulatory document considers waste management issues and trends and technology in the management of waste that include, but are not limited to, the following issues: solid waste collection, private burning of land clearing and solid waste, waste reduction programs, waste diversion, construction waste management, product stewardship, and waste to energy/Integrated Resource Recovery options.

GOAL 6: FOOD SYSTEMS

Support and enhance the agricultural and aquaculture sectors; and increase local food security.

Issue overview

In the Comox Valley, a range of microclimates and soil qualities enable farmers to produce a variety of food products, including dairy, beef, grain, forage, vineyards and small fruits, all of which have supported a vibrant farming community that continues to this day. There is also a long history of gathering food from the shoreline and surrounding ocean that has created a successful aquaculture industry.

Courtenay
River Estuary
replaced with
K'ómoks
Estuary

K'ómoks First Nation has a cultural and economic tradition of harvesting along the shoreline and in the waters for fish and shellfish. Fishing weirs in the K'ómoks Estuary are signs of this continued and important cultural and economic practice.

Protecting farmland and shoreline areas for food production helps support stronger local economies protects a long-standing way of life and ensures that future generations have better access to affordable and nutritious food. If planned properly, protection of these areas can also contribute to the preservation of open space and the valley's rural character.

Current situation

The food production capabilities of the Comox Valley generate significant local and regional economic impacts. The two critical areas for protecting food production in the Comox Valley are:

ALR statistics
updated

- **Agricultural Land Reserve:** The ALR has played a key role in preserving farmland and supporting farming as a viable economic activity in the Comox Valley. Covering roughly between 12 and 13 per cent of the Comox Valley, the ALR has remained relatively

consistent between 23,059 hectares in 2010 to 23,353 hectares in 2021¹⁰, since its initial boundaries were drawn. The valley's farmlands are mainly located within the ALR boundaries on the plain between the coast and the Beaufort Mountain foothills. Most farming activities take place in the regional district's three electoral areas, but there are also small portions of ALR in the City of Courtenay and the Town of Comox.

- **Rural Areas:** Additional farming occurs in non-ALR rural areas. There is the potential for innovative agricultural enterprises and location of agricultural-supported activities in these areas, such as food processing plants, storage and distribution centres (e.g., farmers markets).
- **Shoreline areas:** The Comox Valley has 368 hectares of shellfish farm tenures in 2024. These farms are clustered in Baynes Sound and the Comox Harbour area. With little room for additional tenures and shellfish farms, existing farms and tenures should be protected with no net loss.

Statistics
updated

Objective 6-A: Protect land for existing and future agriculture and associated activities and allow for the growth and expansion of such activities.

With a few exceptions, agricultural uses in the Comox Valley are within the ALR. The ALR makes up 13 per cent of the land in the Comox Valley at 23,353 hectares in 2021.¹¹ The bulk of the land within the ALR is privately owned. With settlement areas intensifying along the borders of the regional district, these areas are likely to see the greatest pressure from urbanization. The ALR has proven to be an important means of preserving agricultural land in the Comox Valley. The RGS should reinforce the existing ALR boundary to protect and cultivate agricultural activities.

ALR statistics
updated

¹⁰ Includes Denman and Hornby Islands.

¹¹ Includes Denman and Hornby Islands.

MEASURES	Baseline (2010)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
No net loss of zoned farmland in the ALR	23,059 hectares	= or > 23,059 hectares	= or > 23,059 hectares	= or > 23,059 hectares	Agricultural Land Commission, Local governments

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 6A-1 The existing ALR and its associated policies are recognized in the RGS growth management approach and will be reflected in OCPs and Zoning Bylaws.
- 6A-2 Work towards ensuring that development does not result in negative impacts on adjoining farmlands or shellfish tenures by affecting the volume and quality of ground and surface water, in particular storm water discharge.
- 6A-3 All local governments will ensure appropriate buffers and transition zones between working landscapes and residential areas to minimize negative impacts from residential development on farm and resource land. The need for and extent of buffers and transition zones will be site specific.
- 6A-4 Where possible contiguous areas of agricultural land should be preserved and severance by recreation, parks, and transportation or utility corridors should be avoided except for ESAs.
- 6A-5 OCPs should include criteria to guide locations for agricultural support infrastructure (e.g., processing, production research, and market development facilities).
- 6A-6 OCP policies should be developed to guide the location of residential development on agricultural parcels to preserve the

agricultural capacity.

Objective 6-B: Protect shoreline areas for existing and future aquaculture and associated activities

The shoreline and shore area of Baynes Sound and Comox Harbour are already locations with shellfish farm tenures, and it is uncertain whether any further tenures or farms can be created. Existing tenures and farms should be protected to ensure no net-loss of farming activity. Additionally, consideration should be made to consider upland aquaculture support facilities.

MEASURES	Baseline (2010)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
No net loss of aquaculture farm tenure	470 hectares	470 hectares	470 hectares	470 hectares	Ministry of Agriculture & Food

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

- 6B-1 Land used for aquaculture and related activities should be maintained where appropriate for such uses and recognized in OCPs.
- 6B-2 Aquaculture and fisheries are important to the K'ómoks First Nation from both a food systems perspective and from a cultural perspective. The interest of the K'ómoks First Nation in existing and expanded aquaculture activities should be supported where appropriate.
- 6B-3 Where appropriate, encourage the development of shellfish support infrastructure such as processing facilities, production research, and market development.

Stakeholders replaced with updated language

6B-4 Promote sustainable aquaculture practices and environmental stewardship in cooperation with agencies, rightsholders and interested parties.

6B-5 Where there are documented public health issues in existing residential areas, sewer services will be considered for existing areas to protect the marine environmental health of the area.

Objective 6-C: Improve and expand agricultural irrigation practices and infrastructure

The availability of water is fundamental to agricultural productivity. Moreover, an increase in local food production will result in a shift in agricultural production to more intensive forms of agriculture, in particular the growing of fruits and vegetables. These forms of agriculture rely largely on irrigation and for this shift to occur it is essential that an adequate supply of water is made available. Currently, less than five per cent of the farmland has access to irrigation water.

MEASURES	Baseline (2010)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Percentage of farms with access to irrigation water	>5%	10%	15%	25%	Agriculture Land Commission

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

6C-1 Local governments and farmers should work together to increase irrigation water supply to support agricultural activities.

6C-2 Local governments, agricultural groups and farmers should work together to increase non-potable irrigation water to farmland.

Objective 6-D: Increase farming activity in the Comox Valley

Reference to
Comox Valley
Economic
Development
Society
removed

Agriculture is an important component of the economic sector and its importance to the local economy will grow as its future potential is realized with the increasing awareness and consumption of locally produced foods. Aging demographics within the existing farm community and the relative high cost of land of agricultural land are potential barriers to maintain and increase the level of farming activity. Supporting value-added practices (including food processing) will become increasingly important to support the existing agricultural industry and to create incentives and supports for younger farmers to enter the industry.

MEASURES	Baseline (2002/2006)	TARGETS			Data sources
		Short-term (2015)	Medium- term (2020)	Long-term (2030)	
Farm receipts	\$32,975,655 ¹² (2006)	\$40,000,000	\$45,000,000	\$55,000,000	Census Canada
Shellfish production value	4,535,923 kg (2002)	5,443,108 kg	6,803,885 kg	9,071,847 kg	Comox Valley Land Use Survey

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

6D-1 Support and encourage organizations in promoting the Comox Valley as a good place to enter the farming industry (e.g., Comox Valley Farmers Institute and Comox Valley Farmers Market Association).

¹² All figures are in 2010 dollars and for monitoring purposes all values should be adjusted for inflation.

- 6D-2 Support the 'value chain' of agriculture through development of agricultural policies and uses in OCPs, to encourage food processing plants, storage and local markets.
- 6D-3 Regularly consult with farmers, farm businesses, and agricultural groups on issues that may impact their ability to productively farm local lands.
- 6D-4 Support the availability of local agricultural products through encouraging local procurement at schools, grocery stores, and government offices.

Objective 6-E: Raise awareness of the regional importance of the local food system

Raising awareness of the importance of healthy food and the local economy can be generated through several means. Value added agricultural activities such as agritourism and farm gate sales help to educate people as to the importance of farming activities. Buy-local campaigns, farmers markets and a central resource centre can also help to raise awareness of the important role of agriculture and aquaculture among residents of the Comox Valley and increase local demand. Additionally, Environmental Farm Plans (EFPs) should be encouraged among local farmers both to raise awareness of conservation benefits on farmland and to promote sustainable practices throughout the Comox Valley.

Supporting policies

- 6E-1 Support the development of a coordinated regional food security strategy. This would include a review of existing policies and agricultural opportunities such as urban gardening, community orchards and community supported agriculture programs.
- 6E-2 Support programs to educate and encourage farmers in carrying

out Environmental Farm Plans (EFPs).

- 6E-3 Update the *Comox Valley Agricultural Plan* on a regular basis (every five years) so that it responds to and makes policy directions based on the current agricultural context.
- 6E-4 Review regulatory bylaws to support an appropriate level of agriculture and related uses as considered appropriate by the Agricultural Land Commission.

DRAFT

GOAL 7: PUBLIC HEALTH AND SAFETY

Support a high quality of life through the protection and enhancement of community health, safety, and well-being.

Issue overview

Public Health

There is a large body of research that suggests a significant relationship between urban and rural form and population health outcomes. There are particularly strong links between personal transportation choices and health risk factors, such as between the lack of physical activity and obesity, which in turn are linked to chronic diseases, notably cardiovascular disease, chronic respiratory disease, diabetes and cancer. It should be noted that physical activity is one of the most significant modifiable behavioural factors that can influence the likelihood of becoming overweight or obese and, by extension, developing a chronic disease or dying prematurely.

While there are many factors that influence population health outcomes in the Comox Valley (i.e., access to clean air and water, affordable housing, recreation, education, and healthy food), this RGS gives primary consideration to active transportation strategies because it can help to facilitate more active lifestyles and physical activity, thereby improving the long-term health status of individuals in the Comox Valley. This focus on active transportation in no way discounts the importance of the other health influences, but recognizes that of all the health factors, it is perhaps most closely related to regional land use planning.

Safety

Fire protection service areas information updated

The regional district administers nine fire protection service areas¹³ and has working arrangements with member municipalities and improvement districts within the regional district to provide fire protection. Service is

¹³ Includes Denman and Hornby Islands

determined through fire protection areas and not all areas in the regional district have fire protection. New development in rural areas bordering on forest lands increases the demand for these services. Added to this is the potential increase of wildfires due to climate change, with drier summers. The location of new developments and provision of services should be considered in the location of new developments.

Current situation

Despite the region's considerable outdoor recreation opportunities, rates of obesity in the CVRD have climbed dramatically while physical fitness levels have declined. This trend is apparent across the population from youth to seniors and parallels provincial and national trends. Exposure to air pollutants has also increased and with it, childhood asthma rates. Some specific local public health and safety highlights include:

Health
statistics
updated

- **Increasing physical inactivity and obesity:** In 2019 and 2020, about 27 per cent of population aged 18+ in the North Vancouver Island Health Service Delivery Area are considered obese. This was a drop from 30 per cent in 2015 and 2016.¹⁴
- **Rising chronic disease rates:** Chronic diseases like cardiovascular and respiratory disease, diabetes and cancer, are all on the rise in the CVRD which could be related to increasing risk factors like the lack of physical activity and obesity.

Health
statistics
updated

- **Auto dependence:** The percentage of residents driving cars for their primary mode of work transportation is above BC averages in both our rural and urban areas. The number of residents taking transit is also well below provincial averages (1.9 per cent versus 9.3 per cent in 2021).

Hospital
opened since
RGS adoption

- **Regional Hospital:** As a major destination for a variety of trips, the location of the regional hospital has significant land use planning and public health implications.

¹⁴ Comox Valley Vital Signs

- **Increasing wildfire risk:** New development and growth pressure is pushing development further from fire services. In areas bordering on forest lands, the risk of wildfires has grown over the years.

Objectives

Objective 7-A: Increase the number of pedestrians and cyclists in the Comox Valley.

The number of active pedestrians and cyclists is strongly influenced by land use planning and a community's built form. Street network connectivity, land use mix and density all influence individual transportation choices (i.e., whether to walk, bike, take transit or drive). These choices, in turn, directly impact public health outcomes (e.g., rates of obesity and diabetes, injuries and fatalities from motor vehicle accidents, and incidence of asthma). Well-designed, compact communities tend to have higher mode shares for pedestrians and cyclists and boast more active, healthier residents. (See also Objective 4-B).

Supporting policies

- 7A-1 Support the creation and coordination of local government bicycle and pedestrian plans with local-level strategies to improve active transportation connections to, through and between designated *Town Centres* located within *Core Settlement Areas*.
- 7A-2 Ensure bicycling amenities and infrastructure are included in all public developments and larger-scale private developments
- 7A-3 Identify regionally important, priority street connections for improvements and/or mandate that connections be established as a condition of redevelopment and subdivision approval where feasible.

Plan name
updated

7A-4 Use tools such as B.C. Recreation and Parks Association's "Built Environment and Active Transportation Neighbourhood Assessment Tool" and BC Active Transportation Design Guide (2019) to identify active transportation gaps in and between designated *Town Centres* located within *Core Settlement Areas*.

7A-5 Support the promotion of healthy lifestyles and invigorating community spirit through physical activity.

7A-6 Ensure that all new public institutions are accessible via active transportation routes (e.g., bike and greenway network) and public transit.

Objective 7-B: Increase public education and awareness around the links between population health and land use planning

Building awareness of the connections between population health and the physical layout and design of our communities is critical to achieving healthier built environments and maintaining the region's high quality of life. Re-engaging health professionals in land use planning and educating residents and the planning/development community on healthy built environments is equally important.

Supporting policies

Stakeholders
replaced with
updated
language

7B-1 Consider the public health impacts of larger-scale development in consultation with the Provincial Health Services Authority, regional health authorities and involved interested parties.

7B-2 Link regional recreation providers and health professionals through a healthy built environment advisory committee to promote and engage residents in indoor and outdoor physical activities, more active transportation choices, and to advocate for healthy change in the community.

- 7B-3 Support local governments to modify current planning practices to better count active transportation (e.g., by improving analysis of non-motorized modes in travel surveys) and value its benefits (e.g., by considering benefits such as roadway and parking cost savings, consumer cost savings, and improved health).
- 7B-4 Support the inclusion of the K'ómoks First Nation in discussion among land-use planners, recreation providers and public health professionals to address health, wellness and safety concerns among K'ómoks First Nation members.

Objective 7-C: Improve regional fire safety

Fire protection
services plan
information
updated

In 2017, the CVRD completed a Community Wildfire Preparedness Plan to assess and map fire risks. This mapping was limited to the CVRD's electoral areas. As of 2024, the CVRD is updating this plan with a Community Wildfire Resiliency Plan, which will encompass all areas within the CVRD, including municipalities. The updated plan is expected to be completed by spring 2025. This work is critical to maintaining the highest standards of public safety. It is also important to acknowledge that there are individuals and groups outside the CVRD who rely on its fire protection services.

Supporting policies

- 7C-1 Improve fire safety in the region through fire hazard mapping to identify high-risk development areas and limit development in them and ensure that development is managed to recognize this factor.
- 7C-2 Support coordinated efforts to identify and eliminate fire service gaps in the region.
- 7C-3 Continue consultation with and consideration of interests of system users who are outside of the CVRD.
- 7C-4 Planning for all new development areas should include

considerations for the provision of public health and safety services through the approvals process.

DRAFT

GOAL 8: CLIMATE CHANGE

Minimize regional greenhouse gas (GHG) emissions and plan for adaptation.

Issue overview

Climate data
updated

Combating climate change is one of the most critical issues being addressed by governments around the world. According to the 2021 United Nations Intergovernmental Panel on Climate Change (IPCC) report on climate change, human influence on the climate system is clear, as evidenced from increased greenhouse gas concentrations in the atmosphere, positive radiative forcing, and higher average temperatures, among other effects. The world must take ambitious climate action now and through 2020s to keep warming to 1.5 degrees Celsius. The crisis calls for “deep, rapid, and sustained reductions in greenhouse gas emissions.” That means decreasing global carbon pollution by 48 per cent from 2019 levels by 2030, reaching net-zero carbon emissions by 2050, and thereafter achieving net-negative carbon emissions.

To achieve these targets the BC provincial government has set, through legislation, a reduction target of 33 per cent in GHG emissions by 2020. The *Comox Valley Sustainability Strategy* has adopted a long-term target of 80 per cent reduction of GHG emissions from 2007 levels by 2050, with a mid-term target of 50 per cent reduction by 2030. The RGS has adopted the same target as the *Comox Valley Sustainability Strategy*. It sets out policies, targets and measures that work to achieve the provincial target and the long-term targets of the Sustainability Strategy, with a specific 2030 reduction target of 50 per cent from 2007 levels by 2030.

Current situation

Addressing climate change requires actions to reduce greenhouse gas emissions and to respond to climate changes that are already taking place. Planning policies and regulations need to consider issues such as creating wildfire resistant communities, increased frequency and scale of storm surges in low lying coastal areas, landscaping that can withstand

extreme temperatures and storm water management to accommodate for higher levels of water runoff.

Climate data
updated

Creating development forms that work to reduce GHG emissions is another important means of addressing climate change. Provincially, GHG emission reductions are being addressed through *Climate Change Accountability Act* (2007), *Carbon Tax Act* (2008), and CleanBC Plan (2018), BC is committed to a 16 per cent reduction in GHG emissions from 2007 levels by 2025, 40 per cent by 2030, 60 per cent by 2040 and 80 per cent by 2050.¹⁵ In 2008, the *Local Government (Green Communities) Statutes Amendment Act* mandated that all local governments incorporate GHG reduction targets and create policies and actions to achieve those targets into their OCPs and RGSs.

New projects
and initiatives
updated

To help local governments monitor and evaluate their reduction targets, the province has developed a Community Energy and Emissions Inventory. On an annual basis, GHG emissions for the transportation, solid waste, buildings and land use categories are calculated. These estimates provided the baseline data for the long-term reduction goals established in this section and are now being tracked within the Comox Valley by the CVRD through the CVRD Community-Wide GHG Emissions Inventory.

Objectives

Objective 8-A: Reduce GHG emissions created by the building sector.

BC's Community Energy and Emissions Inventory divide the building sector into residential, commercial and industrial buildings. Each category includes the number of connections to energy sources, the amount of actual energy consumed (e.g., electricity [kWh] and natural gas [Gj]) and the resulting emissions. GHG reductions in this area will require a multi-faceted approach to reduce energy consumption in new buildings and retrofit older buildings to make them more energy efficient.

¹⁵ [Province of BC's Climate Change Section](#)

MEASURES	Baseline (2007)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Building GHG Emissions	33,662 tonnes CO ₂ e	20% Reduction	33% Reduction	50% Reduction	CEEI

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies:

- 8A-1 Establish green building priorities and policies in OCPs, such as LEED design, retrofitting with low environmental features.
- 8A-2 Local governments should explore opportunities to establish green building incentives, to encourage developments to adopt green building practices.
- 8A-3 To encourage green building construction, examine DCC rates, tax structures and land use regulations to ensure reduced costs realized to the local government through the construction of green buildings are passed onto the development.
- 8A-4 Local governments should work to create development permit area policies that encourage green site design.
- 8A-5 Local governments should develop GHG reduction strategies for the operation, maintenance and construction of their buildings in the Comox Valley.

Objective 8-B: Reduce GHG emissions created by the on-road transportation sector

In the Comox Valley, on-road transportation accounts for approximately 55 per cent of the Region's total emissions. Given that transportation is the largest contributor to GHGs in the Comox Valley, developing more

pedestrian, cycling, and transit-supportive land uses will be critical in reducing GHGs. Whereas the Transportation chapter focuses long-term planning for the regional transit system, the following targets and policies focus on strategies to promote transportation options with low and no-emissions.

MEASURES	Baseline (2007)	Short-term (2015)	TARGETS Medium-term (2020)	Long-term (2030)	Data sources
On-road transportation GHG emissions	199,311 CO2e(t)	20% Reduction	33% Reduction	50% Reduction	CEEI

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies:

- 8B-1 Support and promote transportation programs and patterns of development that increase walking, cycling, and transit use in the rural and urban areas (see Public Health Safety and Transportation Goals).
- 8B-2 Support the creation and coordination of local government bicycle and pedestrian plans that are integrated with local-level strategies to improve active transportation and transit connections to, through and between identified *Town Centres* and activity nodes to reduce GHG emissions.
- 8B-3 Ensure bicycling amenities and infrastructure are included in all public developments and larger-scale private developments (e.g., bike racks, signage, and bicycle lockers).
- 8B-4 Local governments should work with the Ministry of Transportation and Transit to ensure that road standards and subdivision design prioritize pedestrians, cyclists and transit use.
- 8B-5 OCPs should identify active transportation gaps in existing

developments and neighbourhoods and develop policies to address those gaps.

8B-6 Local governments should develop anti-idling policies, bylaws and campaigns¹⁶.

8B-7 To promote the use of electric vehicles, local governments should develop incentives and infrastructure for low-emissions vehicles such as recharging infrastructure and priority parking.

Objective 8-C: Reduce GHG emissions in the solid waste sector.

As the region's population increases and landfill capacity decreases, the diversion of solid waste from landfills through recycling and other methods become more important. Currently, solid waste comprises 19 per cent of total GHG emissions in the Comox Valley, with 61,605 CO₂e (t) of waste delivered to Comox Valley Waste Management Centre annually. Further efforts to reduce waste combined with the Comox Valley Waste Management Centre expanded facility that will capture methane gas, will help to reduce these amounts.

MEASURES	Baseline (2007)	TARGETS			Data sources
		Short-term (2015)	Medium-term (2020)	Long-term (2030)	
Solid waste GHG emissions	61,605 CO ₂ e(t)	20% Reduction	33% Reduction	50% Reduction	CEEI

[Visit RGS Performance Monitoring Dashboard for the latest performance measures.](#)

Supporting policies

8C-1 Develop a Valley-wide solid waste management strategy that reduces garbage landfill through recycling and composting to achieve a 75 per cent diversion rate by 2035.

¹⁶ [Idle Reduction Bylaw - BC Climate Action Toolkit](#)

Stakeholder
replaced with
updated
language

8C-2 Support the development of a bio-fuels strategy in partnership with technology providers and interested parties who have access to organic waste streams, like Comox Valley Waste Management Centre site (see Infrastructure chapter).

Objective 8-D: Reduce GHG emissions created by deforestation (land use change)¹⁷.

BC is one of the first jurisdictions in the world to introduce a zero net deforestation goal in legislation. In March 2010, the province created a *Zero Net Deforestation Act* which encourages an equal area of trees to be planted for carbon storage to offset any forest land that is permanently cleared for another use. The goal of the Act is to achieve zero net deforestation by December 31, 2015. The three keys to achieving zero net deforestation are to avoid, minimize and mitigate deforestation. (Note that this Act passed in June 2010, but not in force.)¹⁸

Status of this
Act updated

As of 2007, deforestation comprised 18.6 per cent of the GHG emissions in the Comox Valley, second only to transportation-related emissions. Just under half of the agricultural land in the Comox Valley is in privately owned forests or woodlots. To increase the productivity of agriculture in the Comox Valley, this land will likely be deforested. However, increasing local agricultural production has other benefits in relation to climate change such as decreasing the transportation distance of our food and feed crops and biofuels. Therefore, regarding tracking deforestation the environmental benefits of producing food locally versus deforestation for agricultural production has been considered in the following policies.

Supporting policies:

¹⁷ For the purposes of the CEEI, deforestation/land-use change is defined as “the direct human-induced conversion of forested land to non-forested land.” Sustainable Forest harvesting, including clearcutting, is not considered deforestation, as the land-use does not change and the land cover is expected to regenerate to forest.

¹⁸ [From Climate Action Legislation of Province of BC site.](#)

- 8D-1 Promote the conservation of forest areas through focusing future development in *Core Settlement Areas*, as set out in Part 4 of the RGS.
- 8D-2 To preserve large contiguous tracts of forested areas, establish 400 hectares as a minimum lot size in *Resource Areas*, through OCPs. Residential uses will be restricted in *Resource Areas*, as set out in Part 4 of the RGS.
- 8D-3 Because of the significant environmental benefits provided by a healthy local farming industry and the fact that ALR lands are regulated by the Province, the loss of forests within ALR lands due to increased farm activity will not be calculated as part of the regional community energy and emissions inventory data for the purpose of tracking deforestation.

Objective 8-E: Plan for renewable energy generation

Planning for energy systems can be directly linked to GHG reduction targets. As the population increases and there is growth in industry, there will be an increase in demand for energy that needs to be addressed. In addition to reducing GHG emissions and our carbon footprint, renewable energy generation also offers economic development benefits that can be nurtured through strategic planning.

Supporting policies:

- 8E- 1 Encourage efforts to increase the use of cost competitive renewable energy.
- 8E- 2 Encourage efforts to increase the use of cost competitive district energy systems.
- 8E-3 In reviewing OCPs consider inclusion of cost competitive renewable energy generation policies and development permit guidelines.

- 8E-4 Encourage local governments to review land use and development bylaws to support sustainable infrastructure including on-site energy production.

Objective 8-F: Plan for climate change adaptation.

Even with strong mitigation measures, there will be changes in climate conditions due to past emissions and feedback cycles. Therefore, in addition to mitigation efforts, planning for climate change adaptation must also be a priority.

Supporting policies

- 8F-1 Each local government should create a climate change adaption plan as part of their future local planning process.
- 8F-2 Promote inclusion of climate change modeling and impacts in future infrastructure and resource studies.
- 8F-3 Promote water conservation and efficiency both to reduce water and energy use and to prepare for adapting to impacts of climate change (such as erratic availability of water and energy due to floods and droughts).
- 8F-4 Encourage the creation of local adaptation and management programs for *Resource Areas*.
- 8F-5 Local governments should consider a regional approach to floodplain mapping and management to account for climate change sea level rise and to ensure consistent application of development controls within floodplain and coastal areas.
- 8F-6 All new development within established floodplains should be discouraged and redevelopment of lands within floodplain areas should only be supported where technical analysis by a qualified professional has been undertaken to ensure that lands are safe for

use, development will not impact floodplain functions, and construction levels include safety factors to account for climate change and potential sea level rise and associated extreme storm surges.

- 8F-7 Address fire protection needs for developments in the interface areas where there is a high risk of forest and wildfires.

DRAFT



04 Managing Growth

4.1	A Strategy for Managing Growth	X
4.2	Collaborative Regional and Local Planning	X
4.3	Linking Growth Management and Regional Conservation	X
4.4	Growth Management Principles	X
4.5	Land-Use Categories and Designations	X
	Core Settlement Areas	X
	Municipal Areas	X
	Settlement Nodes	X
	K'ómoks First Nation Lands	X
	Settlement Expansion Areas	X
	Rural Areas	X
	Rural Settlement Areas	X
	Agricultural Areas	X
	Resource Areas and Parks	X
	Resource Areas	X
	Provincial Parks	X

General changes in this part include updating the treaty ratification for K'ómoks First Nation and removing references to the Sage Hills Sports and Education Node.

Part 4: Managing Growth

4.1 A Strategy for Managing Growth

Part 3 of the RGS sets out a vision and policy directions for long-term growth in the Comox Valley. The goals, objectives and Supporting policies in Part 3 recognize that the Comox Valley consists of urban, rural and K'ómoks First Nation settlements that are supported by a strong local economy, productive working landscapes and a remarkable network of natural areas. They also articulate a future for the valley in which these distinct elements are to be supported and enhanced in a sustainable manner. To do this requires managing growth and land-use activities in a manner consistent with the vision, goals, objectives and Supporting policies set out in Part 3. Such a strategy for managing growth is provided in this section of the RGS.

4.2 Collaborative Regional and Local Planning

The strategies, policies and schedules contained in Part 4 are only one component of managing growth in the Comox Valley. They provide the general framework for directing growth and land-use activities throughout the Comox Valley. The detailed policies and regulatory framework that define land-use permissions will continue to be found within the OCPs and Zoning Bylaws of the local governments. Such OCPs and Zoning Bylaws will be consistent with the RGS as outlined in Part 5 – Implementation and Monitoring.

4.3 Linking Growth Management and Regional Conservation

Regional conservation in the Comox Valley will be rooted in the principles of *precaution*, *connectivity* and *restoration* to maintain and enhance the region's biodiversity. Local governments, environmental organizations, agricultural workers, the resource industry and the public have all made significant efforts to protect and enhance the natural areas within the Comox Valley. The good work that has been underway for several years

can be further supported through a regional conservation vision that builds upon the policies and principles in local government OCPs and outlined in principle in the Nature Without Borders report, 2008.

While each local government has specific policies to address protection and enhancement of natural features, it is also important to address conservation on a region-wide scale. The *Regional Conservation Framework Concept Map No. 4* identifies a network of natural areas, at a regional scale, as a conceptual basis for regional connectivity. As the growth management strategy and policies of Part 4, and the associated *Map No. 5 Growth Management Map*, are applied, the regional conservation framework should be considered. *Map No. 4 Regional Conservation Framework*, along with additional data and information when available, should be used to help establish appropriate and specific land-use designations and associated policies within OCPs and Zoning Bylaws.

4.4 Growth Management Principles

Long-term growth management in the Comox Valley will respond to the specific trends, issues, values and priorities that have been established through the RGS process. This strategy is unique and specific to the circumstances within the Comox Valley. It is based on the following principles. These principles build on the goals, objectives and policies contained in Part 3, as illustrated in the matrix contained in Appendix A.

- 1. Protect key natural and ecological features throughout the Comox Valley.
- 2. Take actions to address public health and environmental issues as they are identified and, where possible, before they arise.
- 3. Recognize the distinctiveness of existing communities and ensure the needs of both urban and rural areas are met.
- 4. Recognize that K’ómoks First Nation ratified their Treaty on Mach 8, 2025, and that there should be ongoing collaboration and

Treaty
ratification
updated

cooperation between the local governments and K'ómoks First Nation.

5. Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs and achieve environmental benefits through compact growth.
6. Ensure the efficient use and financial viability of existing and planned investment in public infrastructure.
7. Promote intensification, compact growth and supportive public transit services throughout *Municipal Areas* as the primary means of accommodating population and employment growth.
8. Limit the number of existing and planned *Settlement Nodes* outside of the *Municipal Areas* and ensure that such nodes are developed in a compact and transit-supportive manner.
9. Identify areas of existing development on the fringes of *Municipal Areas* that should eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services to address existing public health and environmental issues.
10. Identify areas for new development on the fringes of *Municipal Areas* that should eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services to allow for new long-term growth opportunities in a phased and orderly manner.
11. Protect the character of *Rural Areas* as primarily working landscapes, including agricultural and aquaculture areas, so that such functions can remain economically viable and grow.
12. Promote and support growth within *Rural Areas*, provided that the rural character and primary rural functions are maintained.
13. Maintain resource areas as primarily working landscapes for

resource extraction.

14. Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.

4.5 Land-Use Categories and Designations

Map No. 5 Growth Management illustrates the overall growth management framework for the Comox Valley. It is based on three general land use categories and nine specific designations as set out below.

The following sections set out policies for managing growth in the following land use designation areas.

Reference to
Sage Hills
Sports and
Education
Node removed

1. Core Settlement Areas:

- (a) Municipal Areas*
- (b) Settlement Nodes*
- (c) K'ómoks First Nation*
- (e) Settlement Expansion Areas*

2. Rural Areas:

- (a) Rural Settlement Areas*
- (b) Agricultural Areas*

3. Resource Areas and Parks:

- (a) Resource Areas*
- (b) Provincial Parks*

The growth management policies in Section 4.5 must be read together and understood within the context of the Part 3 policies that provide guidance on the eight main goals of the RGS and Part 5 policies that provide guidance on how to implement the RGS.

1. Core Settlement Areas

MG Policy 1.1 – Definition of Core Settlement Areas

There are four designations in *Core Settlement Areas*: *Municipal Areas*, *Settlement Nodes*, *K'ómoks First Nation Lands*, *Sports and Education Node* and *Settlement Expansion Areas*.

Municipal Areas are defined by the boundaries of the City of Courtenay, Town of Comox and Village of Cumberland.

Settlement Nodes reflect the planned settlement areas in Union Bay, Saratoga Beach and Mount Washington.

K'ómoks First Nation Lands consist of IR Lands and lands transferred to the K'ómoks First Nation through the treaty settlement process, and other lands that may be identified through negotiated agreement between the Province and the K'ómoks First Nation. While these lands are outside of the RGS legislative authority, it is important for CVRD to advance the commitment in building relationship with Indigenous peoples and advance reconciliation. To support Indigenous relations as a strategic driver, the CVRD adopted Indigenous Relations Framework to deliver core services with an Indigenous relations lens and promote greater cultural awareness within its authority.

CVRD
Indigenous
Relations
Framework
information
added

Settlement Expansion Areas are fringe areas located on the edges of *Municipal Areas* that have been identified because:

- (1) they contain existing settlements with private or public water and/or sewer servicing that will eventually require the extension of publicly owned water and sewer services, coincident with boundary extensions, or satisfactory servicing agreements, to address public health and environmental issues before they arise; or,
- (2) they have the long-term potential to accommodate future growth subject to boundary extensions and the provision of publicly owned water or sewer services, provided that appropriate phasing policies are

established, new development does not detract from compact growth options within *Municipal Areas* and that infrastructure capacity is available and financially sustainable. Any growth in *Settlement Expansion Areas* will occur in a phased and orderly manner and will undergo a public planning process to determine the appropriate scale and form of development.

MG Policy 1.2 – Development within Core Settlement Areas

A minimum of 90 per cent of the growth within the Comox Valley will be directed to *Core Settlement Areas*, to promote the efficient use of land and public infrastructure, provide densities supportive of alternative transportation choices, and achieve environmental benefits resulting from compact growth. Additionally, directing growth to *Core Settlement Areas* will limit sprawl and curtail urban encroachment into *Rural Areas*, working landscapes and natural areas.

MG Policy 1.3 – Town Centres

Town Centres will be identified within all *Core Settlement Areas*. These *Town Centres* are to be developed as walkable and complete communities, providing for the broadest range of housing, employment and commercial uses. *Town Centres* should support transit-oriented development through the establishment of minimum densities, in the range of 100-150 combined residents and jobs per hectare with a reduced minimum of 75 combined residents and jobs per hectare for ground orientated housing, within the OCPs.

1. (a) Municipal Areas

Municipal Areas are comprised of the City of Courtenay, the Town of Comox and the Village of Cumberland, as defined by their jurisdictional borders. *Municipal Areas* have considerable capacity to accommodate growth through both intensification (by means of secondary suites and infill development) and new compact development. They will develop somewhat differently based on each community's unique characteristics, needs and visions.

CITY OF COURTENAY

The City of Courtenay is the largest urban area in the Comox Valley and, as such, is home to several major businesses, commercial/retail areas and cultural facilities. It is also the location for the North Island College Comox Valley campus and many recreation facilities including the Comox Valley Sports Centre and Comox Valley Exhibition Grounds. The City of Courtenay should develop and grow consistent with its function as the Comox Valley's largest urban area. New development should provide for a wide diversity of housing and employment opportunities and should allow for the highest densities within the Comox Valley.

TOWN OF COMOX

The Town of Comox is well known for its harbour and main street downtown. There is a large senior population that will require more senior-friendly services as the population grows and ages. The Town is also home to CFB Comox, the Comox Valley's single largest employer, and is the location of the Comox Valley Airport, which provides links to domestic and international locations. The Town of Comox will continue to grow but will remain a small urban area within the Comox Valley. New growth will occur largely through intensification and development in new areas.

VILLAGE OF CUMBERLAND

The Village of Cumberland has the smallest population of the three municipalities but has the greatest number of designated lands to accommodate new residential and employment growth. The Village of Cumberland also contains the largest supply of vacant designated industrial land in the Comox Valley. Cumberland is unique in its concentration of young families and new development should support the needs of this group. The Village main street is a local and regional draw for its unique local meeting places and artisan shops. The forest areas within Cumberland provide local and regional recreation opportunities in all seasons.

MG Policy 1A-1 – Municipal Areas

Municipal Areas are defined by their jurisdictional boundaries. Specific land-uses, designated *Town Centres*, conservation features, parks and rural or resource areas should all be determined through OCPs. The local OCP review process should articulate how the RGS policies are to be achieved through land-use designations and/or other policy considerations.

1. (b) Settlement Nodes

Settlement Nodes have been identified to accommodate compact forms of development but are not contiguous with *Municipal Areas*. *Settlement Nodes* consist of defined areas around Union Bay, Saratoga Beach and Mt. Washington. These *Settlement Nodes* are established through local planning policy documents around existing communities with significant planned capacity to accommodate new growth. Each *Settlement Node* is unique and will develop based on its characteristics and Local Area Plan. New *Settlement Nodes* can only be created through amendment to the RGS.

UNION BAY

Kensington
replaced with
Union Bay
Estates

Union Bay is in Baynes Sound – Electoral Area A – and includes the planned development of Union Bay Estates. A seaside community, this was formerly a major shipping port for the coal mines. The economy is now geared toward the shellfish industry and tourism. Further north along the coast, Union Bay will see considerable growth with the development and build-out of Union Bay Estates.

SARATOGA BEACH

“Historic”
added to
indicate that
the referenced
Saratoga Local
Area Plan was
repealed

Saratoga Beach is in Puntledge-Black Creek – Electoral Area C. Its boundaries generally follow the historic Local Area Plan and include both rural and country residential lots. Saratoga Beach is part of the water service area and should be serviced by sewer. As a *Settlement Node*, growth would be largely geared toward coastal tourism and residential housing. An improved transit connection with the Campbell River area should be developed.

MT. WASHINGTON

Located in Puntledge-Black Creek – Electoral Area C – Mt.

Washington provides its own water and sewer services and has long-term development plans in place that will see it grow substantially as a resort and recreation area. Long-term considerations for this area at the regional level will need to focus on health and safety issues such as provision of adequate fire protection and establishing public transit linkages with *Town Centres* and inter-regional connections.

MG Policy 1B-1 – Settlement Nodes

Settlement Nodes shall accommodate growth through a balance of new development, intensification and improvements to public infrastructure. Infrastructure improvements will need to include the provision of appropriate water and sewer services along with enhanced public transit and active transportation options.

MG Policy 1B-2 – Uses within Settlement Nodes

Settlement Nodes will be identified within the CVRD OCP and will have a Local Area Plan that provides for specific land-uses and development criteria.

MG Policy 1B-3 – New Settlement Nodes

Designation of any new *Settlement Nodes* will require an amendment to the RGS.

MG Policy 1B-4 Adjustments to Settlement Node Boundaries

Should minor adjustments to existing Settlement Node Boundaries be identified through a Local Area Planning process, such boundary adjustments shall be permitted subject to a minor amendment to the RGS.

“within CVRD”
added to
acknowledge
K’ómoks First
Nation has IR
lands beyond
CVRD’s
boundaries

1. (c) K’ómoks First Nation Lands

The K’ómoks First Nation currently has three IR Land holdings **within CVRD** as illustrated on Map No. 3 and identified as K’ómoks First Nation

Treaty
ratification
updated.

Lands on Growth Management Map No.5. Additionally, the K'ómoks First Nation ratified its Treaty on March 8, 2025, marking a significant milestone in its journey toward self-governance and a revitalized relationship with all levels of government. The federal and provincial governments will proceed with their respective ratification processes through legislation. The K'ómoks Treaty will be signed and come into effect on an agreed-upon date. One of the results of the treaty settlement process will be the transfer of lands to the K'ómoks First Nation for the purposes of supporting economic development objectives and opportunities.

MG Policy 1C-1 – K'ómoks First Nation Lands

Lands identified as K'ómoks First Nation Lands on Map No. 5 consist of K'ómoks First Nation IR Lands and land transferred to the K'ómoks First Nation through the treaty settlement process, and other lands that may be identified through negotiated agreement between the Province and the K'ómoks First Nation. These lands are outside of the RGS legislative authority and therefore it is important to ensure a cooperative and collaborative government-to-government relationship where communications are improved, concerns are addressed as they may arise and there is an awareness and understanding of K'ómoks First Nation title and rights as well as recognition of the importance of land development in creating economic development opportunities for the K'ómoks First Nation. A First Nations Growth Management IA will be undertaken, as outlined in Part 5 of this RGS, to develop an appropriate land-use planning process for K'ómoks First Nation Lands.

MG Policy 1C-2 Purpose of the First Nations Implementation Agreement

One of the purposes of the First Nations IA will be to help identify appropriate uses for K'ómoks First Nations Lands. Appropriate land uses should support K'ómoks First Nation economic development objectives and opportunities, while being sustainable and reflective of the policies as contained in the RGS. K'ómoks First Nation and local governments will also work together, through the IA, to ensure that identified land uses can be properly serviced, where possible, in an environmentally and financially sustainable manner.

MG Policy 1C-3 – Additions to K’ómoks First Nation Lands

As lands are formally identified through the Treaty Settlement Process and transferred to the K’ómoks First Nation, they may be illustrated on Map No. 5 pursuant to the terms of the Treaty Settlement and in accordance with any applicable policies or processes as set out in **Part 13** of the *Local Government Act*.

1. (e) Settlement Expansion Areas

Settlement Expansion Areas are located on the fringe of *Municipal Areas*. Any growth in *Settlement Expansion Areas* will occur in a phased and orderly manner and will undergo a public planning process to determine the appropriate scale and form of development. They have been identified for either, or a combination, of the following:

- (1) they contain existing settlements with private water and/or sewer servicing that will eventually require the extension of publicly operated water and sewer services, coincident with boundary extensions, or satisfactory servicing agreements, to address public health and environmental issues before they arise; or,
- (2) they have the long-term potential to accommodate future growth subject to boundary extensions and the provision of publicly owned water or sewer services, provided that appropriate phasing policies are established, new development does not detract from compact growth options within *Municipal Areas* and that infrastructure capacity is available and financially sustainable.

There are several existing neighbourhoods, such as Marsden/Arden and Royston, located on the fringes of the *Municipal Areas*. For the most part, these neighbourhoods were built without full municipal infrastructure – in other words, they contain on-site servicing such as septic systems and/or private well or private/public water systems. Many of them are built at densities that today would be considered too high for such private servicing systems because of water quality and public health issues. Experience has shown that private septic and water systems need

ongoing maintenance to prevent failure. While most landowners are responsible and keep their systems maintained, over time such systems have proven to fail and need to be replaced at considerable costs to landowners. More typically, several systems will fail at the same time (given that they have similar life cycles), creating pressure to extend publicly operated water and sewer services into the affected area.

Given the number and density of private systems located on the fringe of *Municipal Areas*, there is a need to develop a long-term strategy to prevent public health concerns before they arise. Private wells, watercourses and the marine foreshore within the Comox Valley could be seriously compromised should enough septic systems fail in the coming years prior to detection. As a result, it is the long-term intention of the growth management strategy that existing neighbourhoods within designated *Settlement Expansions Areas* will eventually be provided with publicly owned water and sewer services. Such provision of services will be coincident with a boundary extension that incorporates the settlement expansion area into a municipal area, or a satisfactory servicing agreement, as detailed in the corresponding OCP.

The *Settlement Expansion Areas* designation also includes lands on the fringe of *Municipal Areas* with little or no existing development. Such areas have been identified as 'reserve areas' to help accommodate the long-term growth demands within the Comox Valley. Their proximity to *Municipal Areas* means that future growth in these areas will help achieve many of the same benefits as growth within *Municipal Areas*. Namely, if developed in a compact form and in an orderly manner that does not detract from compact growth options within *Municipal Areas*, they will promote the efficient use of land, provide greater transportation choices, reduce public servicing costs and reduce sprawl into rural areas.

MG Policy 1E-1 – Boundary Extensions within Settlement Expansion Areas

It is the intention of Local Governments in the Comox Valley that *Settlement Expansion Areas*, as identified on *Map No. 5*, shall become part of a *Municipal Area* through a boundary extension. Local governments will work cooperatively regarding such boundary extensions and ensure that

the policies of the RGS are maintained.

MG Policy 1E-2 – Identification of Settlement Expansion Areas within OCPs

Settlement Expansions Areas, as identified on *Map No. 5*, shall be identified within the CVRD OCP and within the OCP of the *Municipal Area* intending to incorporate it. Such OCPs shall contain policies for *Settlement Expansion Areas* consistent with MG Policies 1E-3 through 1E-6.

MG Policy 1E-3 – Water and Sewer Services within Settlement Expansion Areas

Publicly owned water and sewer services will, in the long-term, be provided within *Settlement Expansion Areas*, coincident with boundary extensions, or mutually satisfactory servicing agreements, and infrastructure capacity in a financially feasible manner. Nothing shall however compel a local government or service provider to enter into a servicing agreement. Service agreements will take into consideration issues around taxation, service delivery, cost recovery and future initiatives to address inequities in the provision of service other than water and sewer.

MG Policy 1E-4 –Public Health and Environmental Issues in Settlement Expansion Areas

Where a demonstrated public health or environmental issue has been identified due to failing private water or sewer systems within *Settlement Expansion Areas*, local governments will work together to expedite the provision of publicly owned water and sewer services to such areas in a financially feasible manner.

MG Policy 1E-5 – New Development within Settlement Expansion Areas

New development within *Settlement Expansion Areas* will be phased in an orderly manner to ensure that appropriate infrastructure capacity is available, that new development does not detract from compact growth options within *Municipal Areas*, and that the financial stability of *Municipal Areas* is not negatively impacted. As such, a four-hectare minimum lot size shall be established in *Settlement Expansion Areas* until such time as the

following criteria are met:

- a. the area has been incorporated into a *Municipal Area*;
- b. publicly owned water and sewer services are provided;
- c. phasing policies as established within the relevant OCP are satisfied;
- d. a *Local Area Plan* is prepared (a commitment should be made to prepare the Local Area Plan within 12 months of the boundary extension; and
- e. in the case of Royston, a new *Local Area Plan* should be prepared, and the Royston community should be actively engaged with the planning process.

MG Policy 1E-6 – New Settlement Expansion Areas

Designation of any new *Settlement Expansion Areas* will require an amendment to the RGS.

DRAFT

2. Rural Areas

The *Rural Areas* are comprised of designated *Rural Settlement Areas* and *Agricultural Areas*. Supporting the rural character and function of these areas, including the working agricultural land base and aquaculture areas, will be prioritized in planning considerations. As part of the overall growth management strategy to promote a compact form of growth within the *Core Settlements Areas* and reduce sprawl, new development in the *Rural Areas* will accommodate a maximum of 10 per cent of overall growth within the Comox Valley. New development within *Rural Areas* is to accommodate housing, employment and commercial needs in smaller communities through development that is sensitive to the surrounding rural and agricultural context. It is not to be urban or suburban in form. Limits on lot sizes and restrictions on permitted uses will be established through the Comox Valley Rural OCP to ensure that *Rural Areas* develop appropriately.

MG Policy 2.1 – Rural Areas

The Rural Comox Valley OCP will provide a policy framework for managing and allocating rural growth geographically throughout the *Rural Areas* and to maintain the other goals of the RGS such as protection of rural character, protection of environmentally sensitive features, and focusing intense urban development in urban areas.

2. (a) Rural Settlement Areas

The *Rural Settlement Areas* encompass all lands within the electoral areas outside of *Core Settlement Areas* that are not otherwise designated as *Agricultural Areas*, *Agricultural Areas within Municipal Areas*, *Resource Areas*, or *Provincial Parks*. To maintain the rural character and function of these areas, it is important to establish appropriate policies regarding land uses and lot sizes.

Regarding lot sizes, there is existing and ongoing pressure to subdivide lands within *Rural Areas* for the purposes of creating small lots of less than 4 hectares in size. A preponderance of such lot sizes will make it increasingly difficult to maintain medium and large-size farm enterprises

Agricultural Areas within Municipal Areas added because it was missing from the list

in the Comox Valley and will begin to change the character of *Rural Areas* as they become denser. The biggest concern is that small lots will result in the unintentional conversion of *Rural Areas* into estate residential areas, with ongoing conflicts created between residential and agricultural uses.

MG Policy 2A-1 – Rural Character of Rural Settlement Areas

All new development within *Rural Settlement Areas* must maintain the rural character of its surroundings and support the function of a working rural landscape. This requires careful consideration of the permitted uses, the form and scale of development and lot sizes.

MG Policy 2A-2 – Minimum Lot Sizes in Rural Settlement Areas

The Comox Valley Rural OCP shall establish minimum lot sizes in Rural Settlement Areas ranging between 4 hectares and 20 hectares, subject to soil conditions, ground water capacity, extension of existing subdivision areas, interface fire hazards and suitability of lands for rural development.

MG Policy 2A-3 – Alternative Minimum Lot Sizes for Agricultural Purposes

In limited circumstances, OCP policies that allow for lot sizes less than 4 hectares, but no smaller than 2 hectares, may be considered where it is demonstrated that such lot sizes will create opportunities for small-scale, land intensive and entry-level farming. Conditions will be established for all subdivisions less than 4 hectares to secure that such lots will be used for farming purposes, and maintained as such over time, and will not become estate housing.

An overall cap on 2 hectare lots within Rural Settlement Areas should also be established. There should be regular monitoring of farm sizes to ensure that 2-hectare lot sizes are being used for farming and that there is an adequate supply of larger farm parcels (20 hectares or more). To assist with implementation, an inventory of all Rural Settlement Area parcel sizes should be conducted as part of the agriculture plan review to ensure a balanced distribution of parcel sizes that maintains the rural nature of these areas and determines the success of developing small scale agriculture operations through 2-hectare subdivisions.

MG Policy 2A-4 – Land Uses within Rural Settlement Areas

The Comox Valley Rural OCP shall establish a range of permitted uses within *Rural Settlement Areas* as follows:

- (a) Agriculture and related uses shall be permitted. Such uses include food processing establishments, distribution centres, farmers markets and agricultural research facilities.
- (b) Lots smaller than 4 hectares, but not smaller than 2 hectares, may be permitted provided lands are farmed and agriculture is the primary use on the property. The OCP policies should provide direction and definition for farming to set these conditions.
- (c) Non-residential and non-agricultural-related uses shall be limited to land and servicing capabilities. These will mainly be associated with on-site businesses, home-based businesses, small-scale accommodations, small-scale tourist-related uses. Commercial uses should be clustered within specific service areas (e.g., Merville, Black Creek, and Fanny Bay).
- (d) Resort developments shall be permitted subject to restrictions on the overall size of development and conditions that such development do not include full-time residential uses, is not located in drinking watersheds and do not locate adjacent to the Inland Highway.
- (e) Renewable energy infrastructure and facilities (e.g., windmills and solar farms) shall be permitted on all lots, as determined by CVRD.

Rural Settlement Areas are within CVRD only (i.e., not within member municipalities)

2. (b) Agricultural Areas

Agriculture is an important aspect of the Comox Valley's economic and cultural landscape and should be protected and enhanced. *Agricultural Areas* have been established using the ALR boundaries. ALR lands within *Municipal Areas* are shown with a hatched shade and included within the land use designation of *Agricultural Areas* to recognize their function as working landscapes. *Agricultural Areas* cover approximately 13 per cent of

ALR statistics
updated

the Comox Valley in 2021. In 2013, 24 per cent was farmed both actively and inactively,¹⁹ which leaves the potential for significant expansion of agricultural activities.

With regards to growth management, it is the intent of the RGS to reinforce the policies and procedures within the ALR to support agricultural practices.

MG Policy 2B-1 – Agricultural Areas

OCPs shall contain policies for Agricultural Areas that are consistent with the *Agricultural Land Commission Act* and regulations established under the Act, including the establishment of adequate buffers that ensure abutting farm and non-farm uses do not conflict and that non-farm uses do not impede agricultural activity within the ALR.

Agricultural
Areas within
Municipal
Areas added
because it was
missing from
the list

MG Policy 2B-2 – Re-designation of Agricultural Areas

If lands are removed from the ALR by the Agricultural Land Commission, the *Agricultural Areas* and *Agricultural Areas within Municipal Areas* designation in the RGS shall remain. In such cases, a redesignation of such lands will require a minor amendment to this RGS, as detailed in Part 5, to establish an appropriate new land-use designation.

Agricultural
Areas within
Municipal
Areas added
because it was
missing from
the list

MG Policy 2B-3 – Environmental Protection within Agricultural Areas

Policies regarding environmental protection must be applied with careful consideration in *Agricultural Areas* and *Agricultural Areas within Municipal Areas*. New environmental regulations should require further consultation and collaborative planning with the agricultural community and local governments. Any new policies respecting the Regional Conservation Framework set out in this RGS must recognize the environmental, social and economic benefits provided by a strong local agricultural industry in the Comox Valley. In particular, the participation of private landowners in *Agricultural Areas* and *Agricultural Areas within Municipal Areas* within biodiversity corridors should be on a voluntary basis.

¹⁹ [Comox Valley Regional District Land Use Inventory Report, Summer 2013](#); includes Denman and Hornby Islands

3. Resource Areas and Parks

Resource Areas and Parks identify lands that are predominantly natural resource areas, where residential settlement is prohibited. These are areas where large lot sizes should be preserved to facilitate resource production and/or to retain connectivity of ecosystems throughout the *Resource Areas and Parks*. *Resource Areas and Parks* are comprised of two land use designations *Resource Areas* and *Provincial Parks*.

“Historic”
added to
indicate that
the referenced
OCP was
replaced with
the current
one adopted
in 2014

3. (a) Resource Areas

Resource Areas encompass areas designated as Upland Resource Areas in historic OCPs. Mainly located to the west of the inland Highway 19, this area is primarily covered by privately managed working forests. For the most part, these lands fall under the “Class 7 Managed Forest Land” category of the BC Land Classification and must comply with the Private Managed Forest Act.

MG Policy 3A-1 – Resource Areas

Lands within *Resource Areas* should be protected and used for resource-focused and related value-added uses to support local economic development. To maintain the integrity of these forested areas, the following policies shall apply and be established through OCPs:

- (a) a minimum lot size of 400 hectares will be established;
- (b) residential uses are restricted, except to permit owner/operator residences related to the resource activity;
- (c) subject to Policy 5B-1 and 5B-4 protecting the watershed of water supply lakes, resort developments are permitted subject to a minor amendment of this RGS, as detailed in Part 5, and subject to restrictions on the overall size of development and conditions that such development do not include full-time residential uses and do not locate adjacent to the Inland Highway; and

(d) recreational trails and supporting infrastructure, but not including commercial or residential buildings, are permitted within Resource Areas.

Subject properties have new land title descriptions

MG Policy 3A-2 – K'ómoks First Nation Tourist Commercial

Notwithstanding the Resource Policies above, should the ownership of lands legally described as Lot 1, Section 30, Township 9, Comox District, Plan EPP30513 (PID: 029-911-559) and Lot A, Section 30, Township 9, Comox District, Plan EPP30512 (PID: 029-911-290) be transferred to K'ómoks First Nation, the RGS will permit the development of tourist commercial uses with the allowance for temporary staff housing subject to OCP and zoning approvals.

MG Policy 3A-3 removed because it references Crown Land District Lot 119G. On June 2, 2016, the Surveyor General ordered the cancellation of the survey, plan, and field notes of Comox District, District Lot 119G.

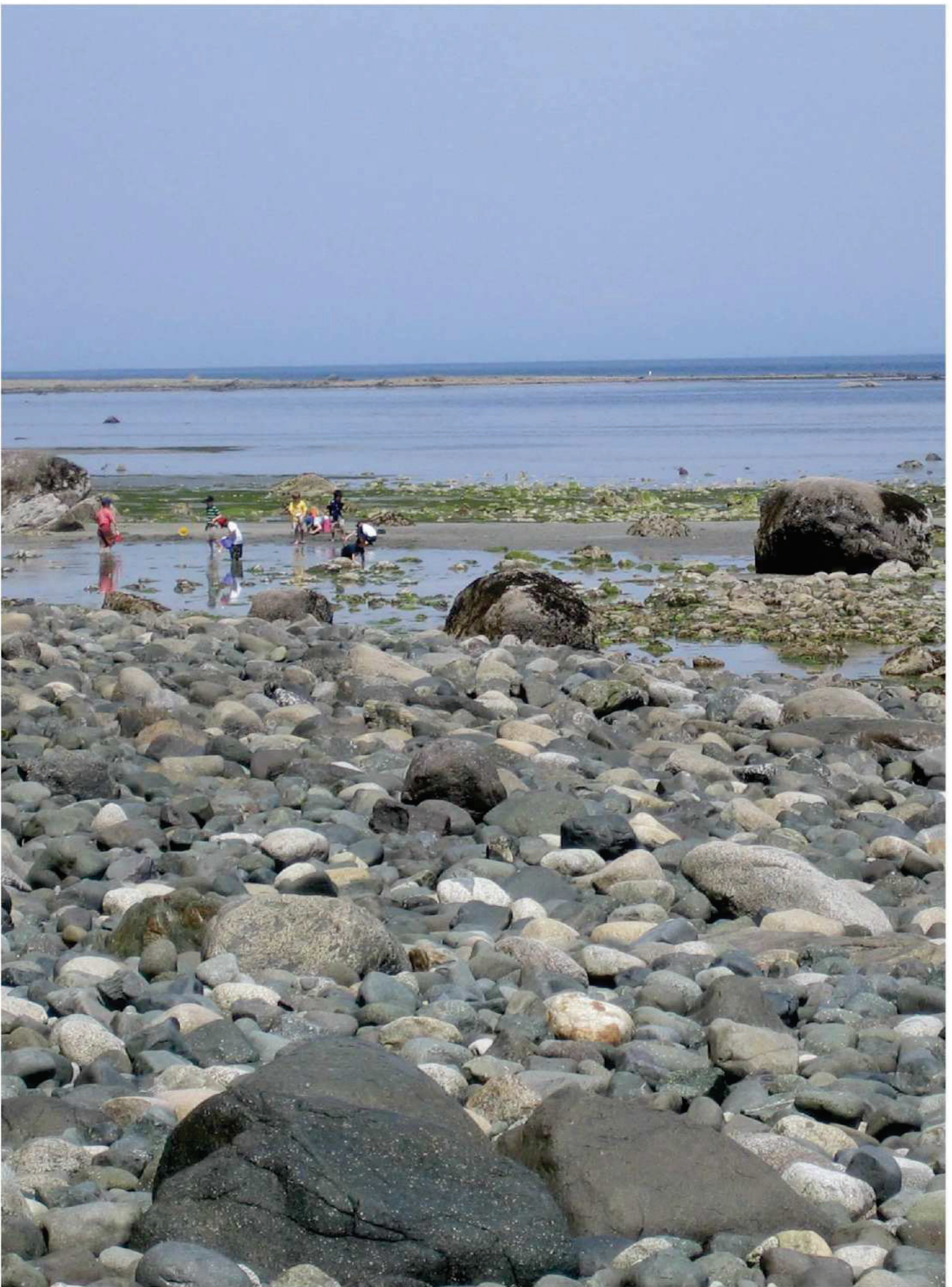
3. (b) Provincial Parks

There are six provincial parks within the CVRD (excluding Denman and Hornby Islands). These parks include Strathcona Provincial Park, Wood Mountain Ski Park, Miracle Beach Park, Kitty Coleman Beach Park, Kin Beach Park and Rosewall Creek Park. These areas are protected and run by the Province. They provide opportunities for greenway linkages and recreation throughout the region.

MG Policy 3B-1 – Provincial Parks

The Provincial Parks located in the Comox Valley and identified on *Map No. 5 Growth Management Map* shall be recognized and appropriately designated with OCPs.

Provincial Parks list updated



05 Implementation and Monitoring

5.1	Implementation Process	X
	<i>Review OCPs, Prepare and Include Regional Context Statements</i>	X
	<i>Develop and Adopt Implementation Agreements</i>	X
	<i>Create Monitoring and Evaluation Program</i>	X
	<i>Plan for Five-year Review</i>	X
	<i>Undertake Additional Studies and Projects</i>	X
5.2	Amendments to the RGS	X
	<i>Standard Amendments</i>	X
	<i>Minor Amendments</i>	X
	<i>Criteria for Minor Amendments</i>	X
	<i>Minor Amendment Process</i>	X
5.3	Roles and Responsibilities	X

General changes in this part include updating the treaty ratification for K'ómoks First Nation and including references to the RGS Performance Monitoring Dashboard for annual reporting.

Part 5: Implementation and Monitoring

This chapter sets out the tools and partnerships that will help to implement the RGS and a strategy for monitoring its performance in meeting its objectives. The RGS is a strategic guide to future land use and services, developed in accordance with the *Local Government Act*. The operational issues related to implementing the RGS include:

- establishing local government policies and actions that are consistent with and further the goals, objectives and policies of this RGS, as set out in Part 3;
- working cooperatively at the local government level to manage growth and land-use activity in a manner that is consistent with and furthers the growth management strategy, as set out in Part 4; and,
- developing processes for ongoing communication and cooperation between local governments, provincial and federal agencies and the K'ómoks First Nation in a common commitment to responsible land-use planning and management.

5.1 Implementation Process

Updated to be more specific than just "local government"

Once the RGS has been adopted, all subsequent regional district and member municipality bylaws, works and services undertaken by the regional district and municipalities must be consistent with the RGS.

The RGS implementation process involves the following tasks:

Implementation process to include action plans

1. Review OCPs, prepare and include regional context statements
2. Develop and adopt IAs
3. Develop action plans to guide implementation of RGS goals
4. Create monitoring and evaluation program
5. Plan for five-year reviews
6. Undertake related studies and projects

1. Review OCPs, Prepare and Include Regional Context Statements

OCPs are an essential means of implementing the RGS. Once the RGS has been adopted, municipalities have two years to update their OCPs and adopt Regional Context Statements, as required by **Section 446** of the *Local Government Act*. The Regional Context Statements are prepared as an OCP amendment and will:

- identify the relationship between the OCP and the content of an RGS; and,
- specify how the OCP and the RGS will be made consistent over time.

These statements are to be reviewed and accepted by the regional district. To ensure that the OCP and RGS remain compatible over time, the context statement is required to be referred to the regional district for acceptance every five years.

The CVRD electoral areas must conform with the RGS and update the Comox Valley Rural OCP within one year of the adoption of the RGS in the following manner:

- All bylaws adopted by a regional district board after the board has adopted an RGS, and all services undertaken by a regional district after the board has adopted an RGS, must be consistent with the RGS.

In doing so, other policies may need to be amended as appropriate and eventually zoning bylaw changes may also occur.

2. Develop and Adopt IAs

IAs provide operational tools for implementing the RGS policies and growth strategy. These agreements will identify processes and activities to implement certain provisions of the RGS.

The IAs provide for the development of collaborative land use planning processes and relationships with a focus on the following implementation

objectives:

Growth Management IA

To resolve specific issues related to the application of the RGS growth management strategy.

- Prepare an RGS IA on *Managing Growth* – Continue the role of the TAC, SC and Elected Officials Forum²⁰ through an IA that further defines the way long-term settlement growth and development will be encouraged consistent with the RGS. This will focus on preparation of Regional Context Statement to be included with the OCPs and the role of *Map No. 5: Growth Management Map*. The IA should also identify how *Settlement Expansion Areas* will be incorporated in the OCPs.
- Continue using the round table format (i.e., the Elected Officials' Forum) on a regular basis as a means for continued cross-regional communication and coordination.

First Nations Growth Management IA

To further develop effective dialogue and working relationships with the K'ómoks First Nation regarding their economic development aspirations and sustainable land use strategies. K'ómoks First Nation IR lands, Treaty Settlement lands and other lands that may be identified through negotiated agreement between the Province and the K'ómoks First Nation would be outside of the RGS legislative authority, and therefore, it is important to ensure that local government has a cooperative and collaborative government-to-government relationship where communications are improved, concerns are addressed as they may arise, and there is an awareness and understanding of K'ómoks First Nation title and rights as well as recognition of the importance of land development in creating economic development opportunities for the K'ómoks First Nation.

²⁰ These committees were established through a Memorandum of Understanding in July 2008 to develop the RGS. The TAC consists of senior planning staff from the four local governments; the SC consists of the Chief Administrative Officers from the four local governments.

Indigenous Relations Framework updated.

- Prepare an RGS IA on *First Nations Land Use Planning and Development* – An IA between the CVRD, member municipalities and K’ómoks First Nation should establish an arrangement for information exchange and coordination of land use planning for regional, municipal and Treaty Lands to encourage cooperative approaches to long term development, sustainability and long-term regional land use harmonization.

Treaty ratification updated.

- On March 8, 2025, K’ómoks First Nation ratified their Treaty. The federal and provincial governments will proceed with their respective ratification processes through legislation. The K’ómoks Treaty will be signed and come into effect on an agreed-upon date.

Assumed land uses on K’ómoks First Nation lands removed.

- At any time during this process, additional discussions, planning (and land use harmonization) may be required for lands adjacent to or impacted by any identified treaty settlement lands. The RGS may be amended, as appropriate and in accordance with the applicable statutory process, due to the treaty settlement process.

Indigenous Relations Framework information added

- Core services delivered by the CVRD will include an Indigenous relations lens and promote greater cultural awareness as part of the CVRD’s commitment to advance the Indigenous Relations Framework.

Provincial ministry name updated

Ministry of Transportation and Transit Implementation Process

To ensure a collaborative planning process between local governments and Ministry of Transportation and Transit to implement the goals and policies of the RGS. In the electoral areas, the Ministry is the approving officer for plans of subdivision. Therefore, to achieve the goals and objectives of the RGS related to regional growth management, it is important that Ministry work cooperatively with the CVRD.

- Prepare an RGS IA with Ministry of Transportation and Transit on subdivision approval to address RGS policies and interests of local government including road network planning, stormwater management, cycling infrastructure, alternative infrastructure

standards, transit infrastructure and road design standards.

- RGS policies and goals will frame the IA and the principles outlined in Appendix A of the RGS.

Stakeholder
replaced with
updated
language

Other IAs

To continue to identify additional IAs with rightsholders and interested parties, as needed.

Information
on action
plans added

3. Develop action plans to guide implementation of RGS goals

Goal-specific action plans will be developed to implement existing action items in the RGS bylaw. Each plan will provide a clear pathway to achieving the RGS goal statements by outlining specific work plan items, assigned roles, and the relevant policy basis. These plans will align with the Board's strategic priorities to ensure a shared understanding of policy direction and practical application for decision makers and partners. Designed with a five- to seven-year time horizon, the plans will be adaptable to evolving Board direction and community input. Key metrics will be tracked in the RGS Performance Monitoring Dashboard and updated regularly.

These action plans will serve as a framework for local government staff and decision makers, helping to advance both regional and municipal priorities while improving coordination across the region, as envisioned in the RGS.

4. Create Monitoring and Evaluation Programs

Monitoring and evaluation have two purposes – to measure progress in the RGS implementation and to measure substantive improvements that result from RGS policies.

To facilitate the monitoring and reporting process, the RGS policies have Targets and Measures that will be used to measure overall implementation of the RGS. Data sources and reporting procedures will be specified in the Monitoring and Evaluation Program.

Within one year of the adoption of the RGS, a Monitoring and Evaluation Program will be established that will monitor, evaluate and periodically report on regional economic, population, social and environmental trends and progress towards achievement of RGS vision and objectives. The process and program should include the following:

- the four local governments will meet and agree on the best form of monitoring (consideration should be given to hiring a third party to perform the assessment);
- development of additional targets and measures as needed;
- preparation of annual reports on implementation and progress toward the goals and objectives of the RGS;
- assessment of longer-term trends in conjunction with five-year RGS reviews; and,
- commitment to conduct all reviews and progress reports within a larger, open public process as required in Section 434 of the *Local Government Act*.

Provincial
Legislation
updated

Annual
reports
replaced with
RGS
Performance
Monitoring
Dashboard

Annual RGS reports were prepared until 2022, when the CVRD introduced the RGS Performance Monitoring Dashboard. This platform provides regional partners with accessible data for decision-making and analysis, updated regularly with new information, such as Census data, as it becomes available. The dashboard enhances communication, helps identify trends, and supports the annual RGS reporting requirements.

5. Plan for Five-year Reviews

To ensure that the RGS continues to respond to current issues, the RGS should be reviewed every five years from the adoption of the RGS pursuant to Section 452 of the *Local Government Act*. As part of this review process, a report on current trends and issues should be prepared that will inform the review of the RGS. Key to the review will be performance based on objectives in the plan. Subsequent amendments to the RGS may be required to ensure that it reflects and adequately responds to changing circumstances of the Comox Valley.

Provincial
Legislation
updated

Information
about 2025
amendment
added for
future
reference

The 2025 amendment is undertaken as a minor amendment aimed at modernizing information while maintaining existing objectives, policies, and growth management framework.

Use of RGS
Performance
Dashboard
added

6. Undertake Additional Studies and Projects

To facilitate the implementation of RGS goals and objectives, action plans may be developed for each of the eight goals. Where applicable, the outcomes of these plans will be shared through the RGS Performance Monitoring Dashboard to keep the public informed of progress.

5.2 Amendments to the RGS

1. An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board, including on behalf of an external agency or private landowner. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment and will follow the same process that is required to adopt an RGS as set out in Part 13 of the *Local Government Act*. The process that is required to adopt a minor amendment is as set out in Section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment.

2. Recognizing that the RGS will require some flexibility to respond to changing conditions in the region, the minor amendment process will provide a more streamlined amendment process for minor changes, while ensuring that amendments which substantially change the vision and direction of the strategy remain subject to acceptance by all affected local governments.

The CVRD and member municipalities will work to ensure OCP policies are consistent with the goals, objectives and policies in Part 3 and with *Map No. 5 : Growth Management Map*, or provide for a process that will lead to consistency over time, recognizing the economic, social and environmental benefits of compact community development, preservation and connection of natural features, and ongoing land use

planning cooperation, collaboration and harmonization with K'ómoks First Nation.

Amendments to the RGS may only be made by bylaw. Under the *Local Government Act*, an RGS amendment bylaw, other than one that is a minor amendment, must follow the same process that is required to first adopt the RGS. The *Local Government Act* enables minor amendments where a process has been established pursuant to Section 437 that includes the following:

- criteria for determining whether a proposed amendment is minor for the purposes of allowing the process to apply;
- a means for the views of affected local governments respecting a proposed minor amendment to be obtained and considered;
- a means for providing notice to affected local governments respecting a proposed minor amendment; and
- procedures for adopting the minor amendment bylaw.

3. Criteria for Minor Amendments

Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:

- a. Where a land use or development proposal is inconsistent with the RGS, and, in the opinion of the CVRD Board:
 - is not to be of regional significance in terms of scale, impacts or precedence;
 - contributes to achieving the goals and objectives set out in Part 3; and,
 - contributes to achieving the general principles contained in the growth management strategy of Part 4.
- b. Text and map amendments which are not directly related to enabling specific proposed developments may be considered minor if, in the opinion of the board, the amendment is not of regional significance.
- c. Boundary extensions for the purposes of incorporating designated

Agricultural
Areas within
Municipal
Areas added
because it was
missing from
the list

Settlement Expansion Areas into a *Municipal Area or Agricultural Area within a Municipal Area*, consistent with MG Policies 1E-1 through 1E-6, shall be deemed in conformity with the RGS and not require either a minor amendment or standard amendment. Under such circumstances, the RGS designation and other CVRD planning regulations will continue to apply until such time as the local jurisdiction amends its OCP, at which time the RGS designation will change to *Municipal Area or Agricultural Area within a Municipal Area*.

Clarity of possible land use designations added

Provincial Legislation updated

- d. For boundary extensions beyond the *Settlement Expansion Areas*, an RGS amendment will not be required. However, under such circumstances the *Municipal Area* undertaking the boundary extension must adopt OCP policies that are consistent with the RGS designation for such lands. At such time, the RGS designation will change to *Municipal Area or Agricultural Area within Municipal Area*, as applicable. Should the *Municipal Area* seek to adopt OCP policies that differ from the policies of the RGS, at either the time of the boundary extension or at a future date, then a standard amendment to the RGS will be required to follow the regular process as outlined in Part 13 of the *Local Government Act*.
- e. Any proposal that does not meet the criteria set out above would be considered a standard amendment and will be required to follow the regular process as outlined in Part 13 of the *Local Government Act*.

4. Minor Amendment Process

Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:

- Upon a board resolution to initiate an amendment, the regional district will set up a TAC meeting for review and discussion of the proposed amendment. The TAC will provide comments, in the form of a report prepared by regional district staff, to the SC.

- Upon receipt of a report from the TAC, the SC will meet to review and discuss the proposed amendment. The SC will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The SC's report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment.
- The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will:
 - Refer the application to TAC for comment.
 - Determine the appropriate form of public consultation required in conjunction with the proposed minor amendment.
 - Give 30 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The notice shall include a summary of the proposed amendment and any staff reports, other relevant supporting documentation and the date, time and place of the board meeting at which the amending bylaw is to be considered for first reading.
 - Direct staff to prepare a report on the minor amendment with an analysis that examines the benefits of the proposed change, and how the proposed change is consistent with the principles and goals of the RGS and the relationship between targets and performance measures.
 - Consider the written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.

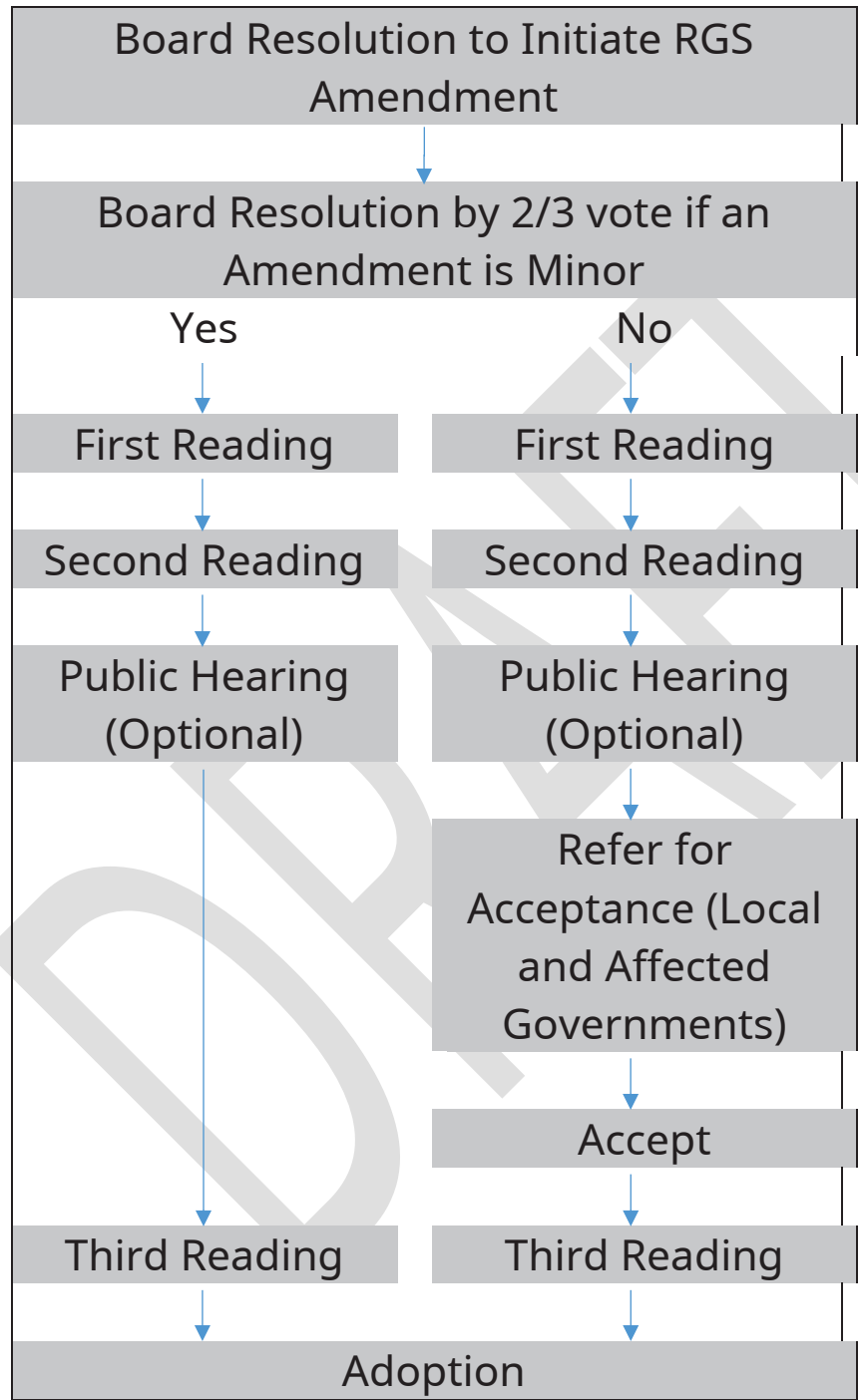
- At the time of consideration of first reading, the board will determine whether a public hearing on the RGS minor amendment bylaw is required.

Provincial
Legislation
updated

- Any minor amendment bylaw shall be adopted in accordance with the procedures that apply to the adoption of a RGS under **Section 437** of the *Local Government Act* and CVRD Procedure Bylaw No. 1, 2008

DRAFT

RGS Amendment Summary Chart



5.3 Roles and Responsibilities

The success of the RGS depends on ongoing cooperation and collaborative planning efforts between the local governments, provincial and federal agencies and the public.

To implement the RGS, the CVRD Board, working in partnership with its member municipalities, the province, the federal government, K'ómoks First Nation and others, will:

- maintain a collaborative, agreement-seeking regional strategic planning program directed to work towards achievement of the long-term objectives of the RGS;
- commit to ongoing communication with the public including on the RGS review process (i.e., annual and every five years), minor amendment and amendment processes;
- commit to consultation with and consideration of the interests of areas serviced outside the CVRD; and,
- commit to consultation with and consideration of the interest of the SRD with respects to potential impacts of inter-regional services, including the solid waste service and service to Electoral Area D, water service through the Black Creek/Oyster Bay Water Local Service Area and fire protection through Black Creek/Oyster Bay Fire Protection Local Service Area.

Fire protection
services name
updated



General changes
in this section
include the
removal of terms
not referenced
and updates to
definitions
where needed

Glossary

Action Plan

Definition
added

An action plan is a structured framework that guides the implementation of specific goals within a defined time frame. In the context of the RGS, it outlines key actions, assigned roles, and policy foundations to support decision-making and coordination. Aligned with strategic priorities, action plans have a five- to seven-year horizon, adapt to Board direction and community input, and track progress through the RGS Performance Monitoring Hub. They help local governments advance regional and municipal priorities while improving collaboration across the region.

Affordable housing

Definition
updated

Affordable housing refers to housing where total shelter costs, including utilities and taxes, amount to less than 30 per cent of a household's gross annual income.

Agricultural Areas

Definition
added

Agricultural Areas are designated based on the ALR boundaries. These areas are defined to protect and enhance their role as working landscapes. In the Comox Valley, *Agricultural Areas* encompass approximately 13 per cent of the region.

Agricultural Land Commission (ALC)

The ALC is the administrative body of the ALR. It is an independent provincial agency responsible for administering the Province's land use zone in favour of agriculture, through the *Agricultural Land Commission Act*. The purpose of the Commission is to preserve agricultural land; encourage farming in collaboration with other communities of interest; and, to encourage local governments, First Nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

Agricultural Land Reserve (ALR)

ALR
statistics
updated

The ALR was established in 1973 as a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are controlled. The ALR covers approximately 4.6 million hectares as of January 2024 and includes both private and public lands that may be farmed, forested or vacant, but where agriculture is

recognized as the priority use. It is administered by the ALC.

Aquaculture

Aquaculture is the farming of freshwater and saltwater organisms and aquatic plants. This process implies some form of human intervention in the rearing process to enhance production, such as regular stocking and protection from predators; it also implies individual or corporate ownership of the stock being cultivated.

Biodiversity

The variety of life on earth in all its forms including genes, species, and ecosystems and the natural processes that link and maintain them.

Community Energy and Emissions Inventory (CEEI)

Ministry
name
updated

The CEEI is an initiative of the BC Ministry of Energy and Climate Solutions. The CEEI represents energy consumption and greenhouse gas emissions from community activities in on-road transportation, buildings and solid waste. Estimates of land-use change from deforestation activities are also available at the regional district level.

Comox Valley Regional District Board (CVRD)

Board
information
updated

The CVRD has a board of 10 directors, comprising electoral area directors who are elected directly by rural area voters and serve four-year terms, and municipal directors who are first elected to a municipal council and are then appointed by council to the regional district board for a maximum term of four years. Annually, the board elects its chair who established committees to deal with issues such as land use planning, environmental management, and water supply.

Contiguous

Describes objects such as land parcels that adjoin and share a common border.

Core Housing Need

Definition
added from
Housing Need
Report data

Core housing need refers to whether a household's housing falls below at least one of the indicator thresholds for housing adequacy, affordability,

or suitability. A household is considered to be in core housing need if it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable.

Core Settlement Areas

Within the RGS, *Core Settlement Areas* are comprised of four land use designations: *Municipal Areas*, *Settlement Nodes*, and *Settlement Expansion Areas*. A minimum of 90 per cent of the growth within the Comox Valley will be directed to *Core Settlement Areas*, to promote the efficient use of land and public infrastructure, provide densities supportive of alternative transportation choices, and achieve environmental benefits resulting from compact growth.

Density

A measure of urban and rural form, expressed through various metrics such as the number of people, jobs, or buildings within a specific area.

Ecosystem

A complete system of living organisms interacting with the soil, land, water, and nutrients that make up their environment. An ecosystem is the home of living things, including humans. An ecosystem can be any size - a log, pond, field, forest, or the earth's biosphere - but it always functions as a whole unit. Ecosystems are commonly described according to the major type of vegetation - for example, old-growth forest or grassland ecosystem.

Ecosystem functions

The physical, chemical and biological processes that keep an ecosystem operating. Examples include infiltration of surface water, evapotranspiration and nutrient cycling.

Environmental Farm Plan (EFP)

The EFP is a collaborative federal-provincial initiative that assists farmers in voluntarily assessing the environmental aspects of their agricultural operations. Through this process, farmers identify environmental strengths and areas for improvement, developing action plans to mitigate potential risks. Support is provided to complete the EFP and implement

Definition
updated

these action plans, with grants available to partially fund specific environmental enhancements on the farm.

Estuary

An estuary is a partly enclosed coastal body of water with one or more rivers or streams flowing into it and a free connection to the open sea. Estuaries form a transition zone between river environments and ocean environments and are subject to both marine influences, such as tides, waves, and the influx of saline water; and riverine influences, such as flows of fresh water and sediment. These conditions make estuaries among the most productive natural habitats in the world.

Greenhouse gas (GHG)

GHGs are gasses in an atmosphere that absorb and emit radiation within the thermal infrared range. This process is the fundamental cause of the greenhouse effect. The main greenhouse gases in the Earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide, and ozone. The burning of fossil fuels since the beginning of the Industrial revolution has substantially increased the levels of carbon dioxide in the atmosphere. GHGs are typically generated from the use of fossil fuels to light, heat, cool and ventilate buildings (including homes and offices) and to power motorized vehicles, municipal operations, and industrial processes, and the decomposition of organic waste in landfills.

Ground-truth

In the earth sciences, the facts that are confirmed in an actual field check that is done at a location, specifically the determination of facts by examining the ground for patterns revealed by remote sensing or aerial photography.

Habitat

The area or natural environment where an organism or biological population lives, grows and interacts.

Implementation Agreements (IAs)

An IA is a partnership agreement between a regional district and other levels of government, their agencies or other bodies which spells out the

details of how certain aspects of a RGS will be carried out.

Improvement Districts

Improvement Districts are autonomous local authorities governed by elected trustees, focused on providing services to local landowners (e.g., water provision). They are granted powers by the Province to enact and enforce regulations and charges, to assess and collect taxes, to acquire, hold and dispose of lands, to borrow money and to expropriate lands required to carry out its functions. Within the Comox Valley there are five Improvement Districts: Comox Fire Protection District, Courtenay Fire Protection District, Fanny Bay Waterworks District, Schmidt Improvement District (on Denman Island), and Ships Point Improvement District.²¹

Information
updated

Integrated Stormwater Management Plan (ISMP)

An ISMP is a stormwater management plan that will result in no net loss of environmental quality and protect communities from localized flooding. The process actively seeks and uses input from rightsholders and various interested parties within each watershed and brings together planning, engineering, ecology, and flood and erosion protection within an adaptive management methodology.

Stakeholder
replaced
with
updated
language

Municipal Areas

Municipal Areas are comprised of the City of Courtenay, the Town of Comox and the Village of Cumberland, as defined by their jurisdictional borders. *Municipal Areas* have considerable capacity to accommodate growth through both intensification (by means of secondary suites and infill development) and new compact development.

Natural systems

A set of interacting and interdependent entities forming an integrated whole. Properties of systems include they have structure, behaviour, interconnectivity and functions or groups of functions. Natural systems (e.g., the solar system) are different from *designed* systems, which are designed by humans (e.g., transportation system).

Provincial
Park
information
updated

Provincial Parks

²¹ [CivicInfo BC](#)

There are six provincial parks within the CVRD (excluding Denman and Hornby Islands). These parks include Strathcona Provincial Park, Wood Mountain Ski Park, Miracle Beach Park, Kitty Coleman Beach Park, Kin Beach Park and Rosewall Creek Park. These areas are protected and run by the Province. They provide opportunities for greenway linkages and recreation throughout the region.

Publicly owned

An organization supplying a service operated by a private corporation under government regulation or by the government directly.

Regional Growth Strategy (RGS)

The RGS is a regional vision that commits affected municipalities and regional districts to a course of action to meet common social, economic and environmental objectives. It is initiated and adopted by a regional district and referred to all affected local governments for acceptance.

Regional Context Statement (RCS)

The RGS forms a portion of a municipality's OCP and sets out the relationship between the RGS and the municipality's plan. This statement is prepared by the municipality and referred to the regional district for acceptance.

Referenced
OCP
replaced
with the
one
adopted in
2014

Resource Areas

Resource Areas encompass designated Upland Resource Areas in historic OCPs. They are mainly located to the west of the inland Highway 19 and fall under the "Class 7 Managed Forest Land" category of the BC Land Classification and must comply with the Private Managed Forest Act.

Rural Areas

Rural Areas are comprised of designated *Rural Settlement Areas* and *Agricultural Areas*. Supporting the rural character and function of these areas, including the working agricultural land base and aquaculture areas, will be prioritized in planning considerations.

Agricultural
Areas within
Municipal
Areas added
because it was
missing from
the list

Rural Settlement Areas

The *Rural Settlement Areas* encompass all lands within the electoral areas

outside of *Core Settlement Areas* that are not otherwise designated as *Agricultural Areas*, *Agricultural Areas within Municipal Areas*, *Resource Areas*, or *Provincial Parks*.

Sensitive Ecosystem Inventory (SEI)

The SEI is a federal and provincial government mapping project to systematically identify and map rare and fragile ecosystems in each area. The SEI is intended for use in a variety of land-use planning processes to identify remnants of rare and fragile ecosystems (on land) and to encourage land-use decisions that will ensure the continued integrity of these ecosystems.

Sensitive Ecosystems

Sensitive ecosystems are areas that may contain rare, threatened and fragile ecosystems and support high levels of biodiversity.

Settlement Expansion Areas

Settlement Expansion Areas are located on the fringe of *Municipal Areas*. They have been identified for either or a combination of the following: (1) they contain existing settlements with private water and/or sewer servicing that will eventually require the extension of publicly operated water and sewer services, coincident with boundary extensions, or satisfactory servicing agreements, to address public health and environmental issues before they arise; or, (2) they have the potential to accommodate future growth subject to boundary extensions and the provision of publicly-owned water or sewer services.

Settlement Nodes

Settlement Nodes reflect the planned settlement areas in Union Bay, Saratoga Beach and Mount Washington, as established through *historic* Local Area Plans. They are areas where there is planned growth to accommodate urban forms of development, but they are not contiguous with *Municipal Areas*.

Referenced
LAPs
repealed
and/or
replaced

Town Centres

Town Centres are located within the *Core Settlement Areas* and are to be developed as walkable and complete communities, providing for the

broadest range of housing, employment and commercial uses. *Town Centres* should support transit-oriented development through the establishment of minimum densities, in the range of 100-150 combined residents and jobs per hectare with a reduced minimum of 75 combined residents and jobs per hectare for ground orientated housing, within the OCPs.

Transit-oriented development

A general term for strategies that result in more efficient use of transportation resources; emphasizes the movement of people and goods rather than private motor vehicles; and gives priority to walking, cycling, ridesharing, and public transit.

Treaty negotiations

A treaty is a negotiated agreement that will spell out the rights, responsibilities and relationships of First Nations and the federal and provincial governments. The negotiation process is likely to deal with far-reaching issues such as land ownership, governance, wildlife and environmental management.

Watershed

An area of land that contributes runoff to a specific delivery point, such as the mouth of a river. Large watersheds may be composed of many smaller sub-watersheds, each contributing runoff to various streams and rivers that ultimately combine at a common delivery point.

Xeriscaping

Xeriscaping refers to landscaping and gardening in ways that reduce or eliminate the need for supplemental irrigation. It is promoted in areas that do not have easily accessible supplies of fresh water and is gaining acceptance in other areas as climate patterns shift.

Zero Net Deforestation (ZND)

Legislated by the BC government in March 2010, the goal of the Act is to achieve ZND by December 31, 2015. The Act sets the ZND goal in legislation, defines key terms and sets out the reporting requirements for government. Encourages an equal area of trees to be planted for carbon

storage to offset any forest land that is permanently cleared for another use. Measured by area, the amount of afforestation is not less than the amount of deforestation. Note that this *Zero Net Deforestation Act* was passed in June 2010, but not in force.

Status of
the Act
updated

Zero Net Deforestation Act

Legislated by the BC government in March 2010, the goal of the Act is to achieve ZND by December 31, 2015. The Act sets the ZND goal in legislation, defines key terms and sets out the reporting requirements for government. Note that this Act was passed in June 2010, but not in force.

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Appendices

Appendix A: Principles/Policy Objectives
Matrix

X

One minor
change: K'ómoks
Treaty ratification

Appendix A

Principles/Policy Objectives Matrix

DRAFT

Appendix A: Principles/Policy objectives matrix

Policy Objectives		Growth Management Principles													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Housing	1A			✓	✓	✓	✓	✓	✓		✓				
	1B			✓	✓	✓		✓	✓		✓		✓		
	1C			✓	✓	✓		✓	✓		✓		✓		
	1D					✓	✓	✓	✓	✓	✓				
Ecosystems, Natural Areas and Parks	2A	✓	✓		✓										
	2B	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
	2C	✓	✓	✓	✓							✓		✓	
Local Economic Development	3A			✓	✓	✓	✓					✓	✓	✓	✓
	3B				✓			✓	✓		✓	✓		✓	
	3C			✓										✓	
	3D					✓	✓	✓	✓		✓				✓
Transportation	4A			✓	✓	✓	✓	✓	✓		✓				✓
	4B			✓	✓	✓	✓	✓	✓		✓				
	4C			✓		✓	✓								✓
Infrastructure	5A		✓			✓	✓			✓	✓				
	5B	✓	✓		✓	✓	✓	✓	✓	✓	✓				
	5C	✓	✓			✓									
	5D		✓			✓	✓			✓	✓				
	5E	✓	✓			✓	✓								
Food Systems	6A			✓		✓	✓	✓	✓	✓	✓	✓	✓		
	6B			✓		✓	✓	✓	✓	✓	✓	✓	✓		
	6C			✓			✓					✓			
	6D			✓								✓	✓		
	6E			✓								✓			
Public Health and Safety	7A		✓	✓	✓	✓	✓	✓	✓		✓				
	7B		✓	✓	✓	✓	✓	✓	✓		✓				
	7C		✓	✓			✓								
Climate Change	8A		✓	✓	✓										
	8B		✓	✓	✓	✓	✓	✓	✓		✓				
	8C		✓	✓	✓		✓								
	8D	✓	✓	✓	✓	✓	✓	✓	✓		✓			✓	
	8E		✓	✓	✓							✓	✓	✓	
	8F	✓	✓	✓	✓										

GOAL 1: HOUSING

Ensure a diversity of affordable housing options to meet evolving regional demographics and needs.

Objective 1-A: Locate housing close to existing services

Objective 1-B: Increase affordable housing options

Objective 1-C: Develop and maintain a diverse, flexible housing stock

Objective 1-D: Minimize the public costs of housing

GOAL 2: ECOSYSTEMS, NATURAL AREAS AND PARKS

Protect, steward, and enhance the natural environment and ecological connections and systems.

Objective 2-A: Identify and map areas for conservation.

Objective 2-B: Frame environmental protection and policies around the principles of precaution, connectivity and restoration.

Objective 2-C: Promote environmental best practices in *Agricultural and Resource Areas*.

GOAL 3: LOCAL ECONOMIC DEVELOPMENT

Achieve a sustainable, resilient, and dynamic local economy that supports businesses and the region's entrepreneurial spirit.

Objective 3-A: Support local business retention, development and investment

Objective 3-B: Increase regional job base

Objective 3-C: Support resource-based employment opportunities

Objective 3-D: Promote designated Town Centres as regional employment centres.

GOAL 4: TRANSPORTATION

Develop an accessible, efficient and affordable multi-modal transportation

network that connects Core Settlement Areas and designated Town Centres; and links the Comox Valley to neighbouring communities and regions.

Objective 4-A: Increase public transit use.

Objective 4-B: Improve bicycle and pedestrian infrastructure to increase the use of active transportation options.

Objective 4-C: Develop and maintain an inter-regional transportation system that efficiently and safely facilitates the movement of people and goods.

GOAL 5: INFRASTRUCTURE

Provide affordable, effective, and efficient services and infrastructure that conserves land, water, and energy resources.

Objective 5-A: Promote water conservation and efficiency throughout the Comox Valley.

Objective 5-B: Protect the quality of water sources.

Objective 5-C: Stormwater is managed to preserve ecosystem and watershed health.

Objective 5-D: Encourage sewage management approaches and technologies that respond to public health needs and maximize existing infrastructure.

Objective 5-E: Reduce regional solid waste and improve landfill performance.

GOAL 6: FOOD SYSTEMS

Support and enhance the agricultural and aquaculture sectors; and increase local food security.

Objective 6-A: Protect land for existing and future agriculture and associated activities and allow for the growth and expansion of such activities.

Objective 6-B: Protect shoreline areas for existing and future aquaculture and associated activities

Objective 6-C: Improve and expand agricultural irrigation practices

and infrastructure

Objective 6-D: Increase farming activity in the Comox Valley

Objective 6-E: Raise awareness of the regional importance of the local food system

GOAL 7: PUBLIC HEALTH AND SAFETY

Support a high quality of life through the protection and enhancement of community health, safety, and well-being.

Objective 7-A: Increase the number of pedestrians and cyclists in the Comox Valley.

Objective 7-B: Increase public education and awareness around the links between population health and land use planning

Objective 7-C: Improve regional fire safety

GOAL 8: CLIMATE CHANGE

Minimize regional greenhouse gas (GHG) emissions and plan for adaptation.

Objective 8-A: Reduce GHG emissions created by the building sector.

Objective 8-B: Reduce GHG emissions created by the on-road transportation sector

Objective 8-C: Reduce GHG emissions in the solid waste sector.

Objective 8-D: Reduce GHG emissions created by deforestation (land use change).

Objective 8-E: Plan for renewable energy generation

Objective 8-F: Plan for climate change adaptation.

Growth Management Principles

Treaty
ratification
updated

1. Protect key natural and ecological features throughout the Comox Valley.
2. Take actions to address public health and environmental issues as they are identified and where possible, before they arise.
3. Recognize the distinctiveness of existing communities and ensure the needs of both urban and rural areas are met.
4. Recognize that K'ómoks First Nation ratified their Treaty on March 8, 2025, and that there should be ongoing collaboration and cooperation between the local governments and K'ómoks First Nation.
5. Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs and achieve environmental benefits through compact growth.
6. Ensure the efficient use and financial viability of existing and planned investment in public infrastructure.
7. Promote intensification, compact growth and supportive public transit services throughout *Municipal Areas* as the primary means of accommodating population and employment growth.
8. Limit the number of existing and planned *Settlement Nodes* outside of the *Municipal Areas* and ensure that such nodes are developed in a compact and transit-supportive manner.
9. Identify areas of existing development on the fringes of *Municipal Areas* that should eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services to address existing public health and environmental issues.
10. Identify areas for new development on the fringes of *Municipal Areas* that should eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services to allow for new growth opportunities in a phased and orderly manner.
11. Protect the character of *Rural Areas* as primarily working landscapes, including agricultural and aquaculture areas, so that such functions can remain economically viable and grow.
12. Promote and support growth within *Rural Areas*, provided that the rural character and primary rural functions are maintained.

13. Maintain resource areas as primarily working landscapes for resource extraction.
14. Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.

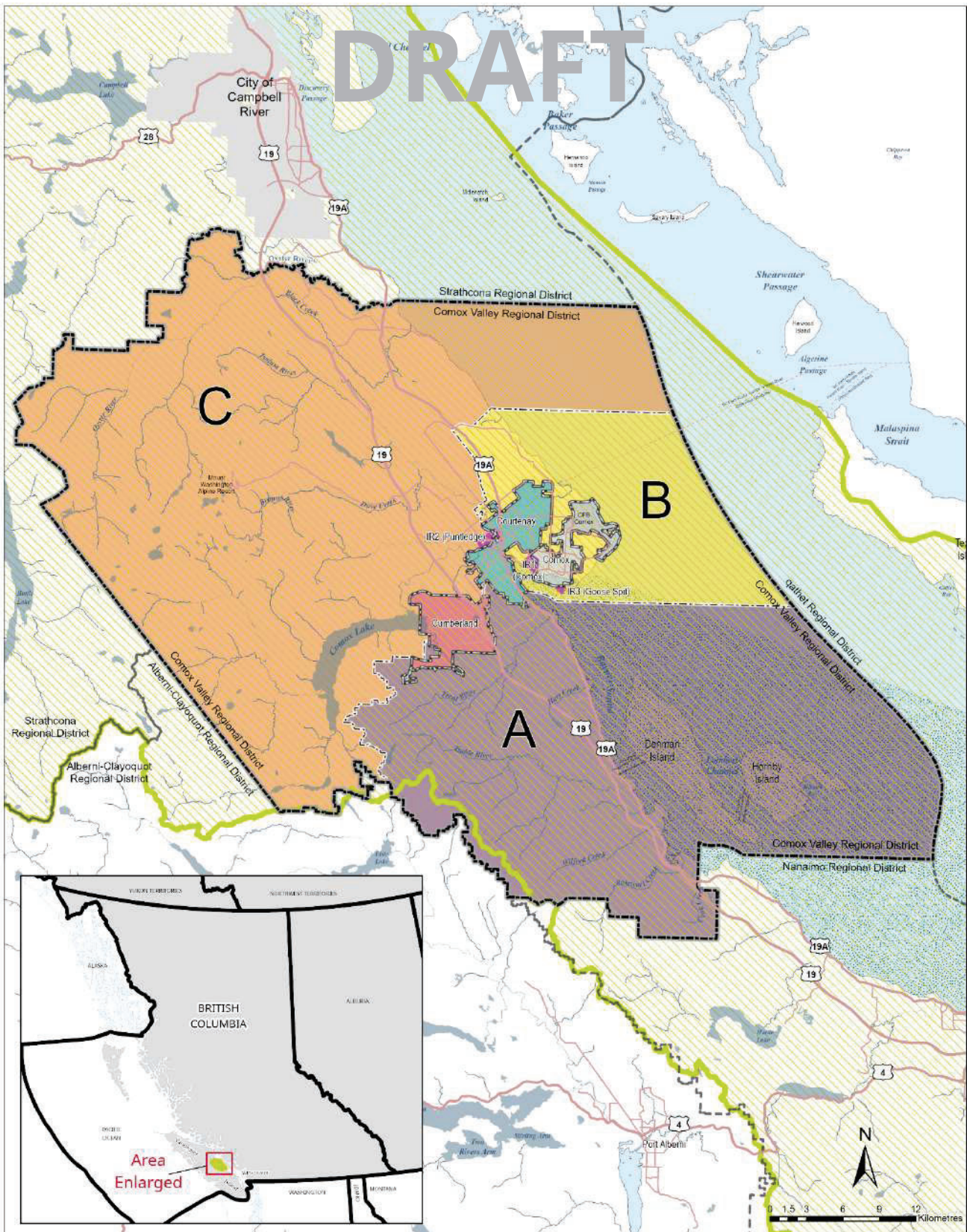
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Map changes include updates to ALR and municipal boundaries, along with their corresponding designations.

Maps

DRAFT



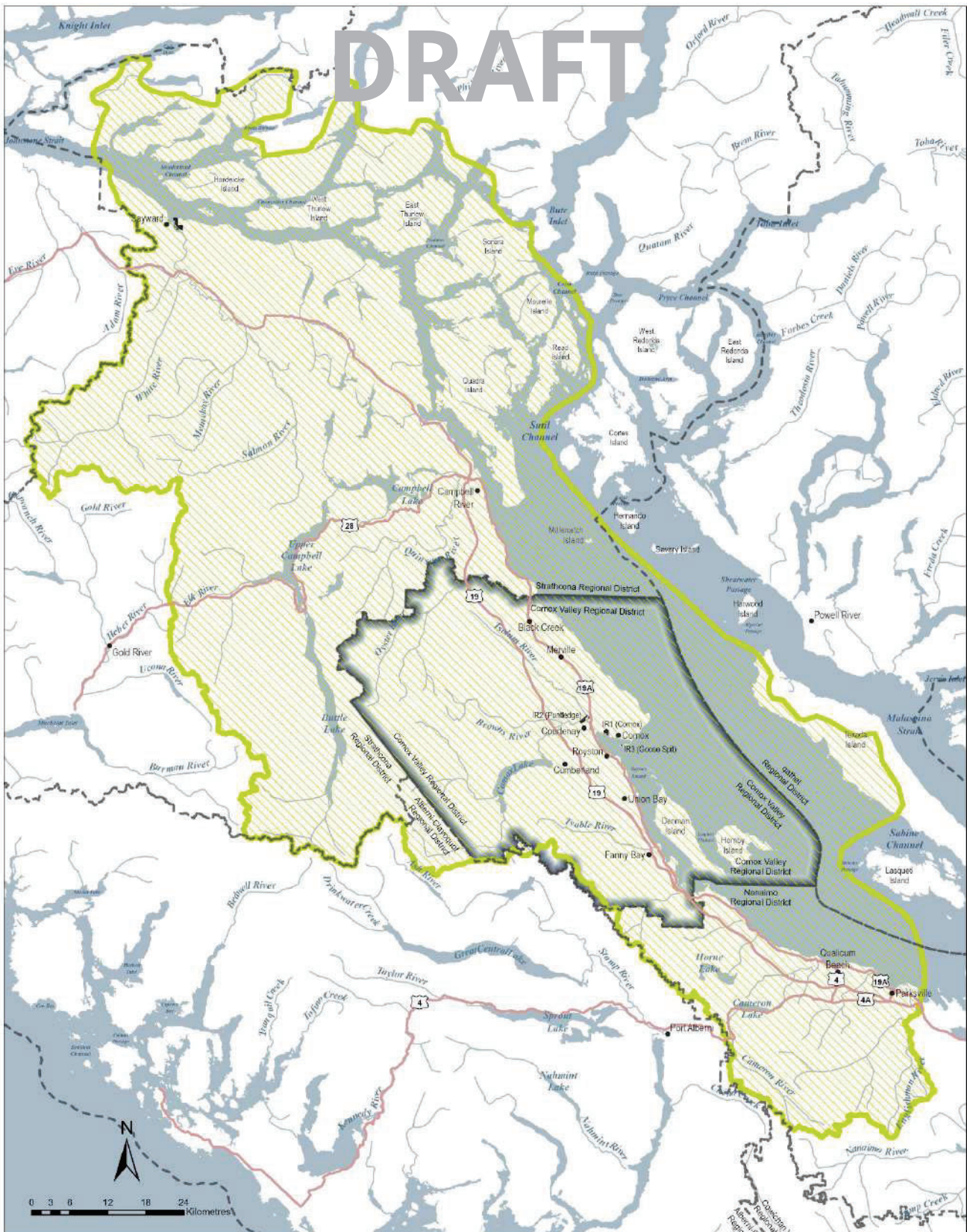
Context Map

- K'ómoks First Nations Traditional Territory
- Comox Valley Regional District Boundary
- Baynes Sound-Denman/Hornby Islands (Electoral Area 'A')
- Lazo North (Electoral Area 'B')
- Puntledge-Black Creek (Electoral Area 'C')
- City of Courtenay
- Town of Comox
- Village of Cumberland
- K'ómoks First Nations Reserve Lands
- Islands Trust
- Regional District Boundary

* Part 14 of the Local Government Act (LGA) does not apply to lands within Islands Trust jurisdiction. Thus, the Comox Valley Regional Growth Strategy excludes Denman and Hornby Islands.



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K'ómoks First Nations Traditional Territory



K'ómoks First Nations Traditional Territory (Nov 2023)

Note: The K'ómoks First Nation traditional territory overlaps with the traditional territory with Shamman, Homalco, Nanaose, Cape Mudge, Campbell River, Qualicum and Kwikwaka'wakw First Nations.



Comox Valley Regional District Boundary

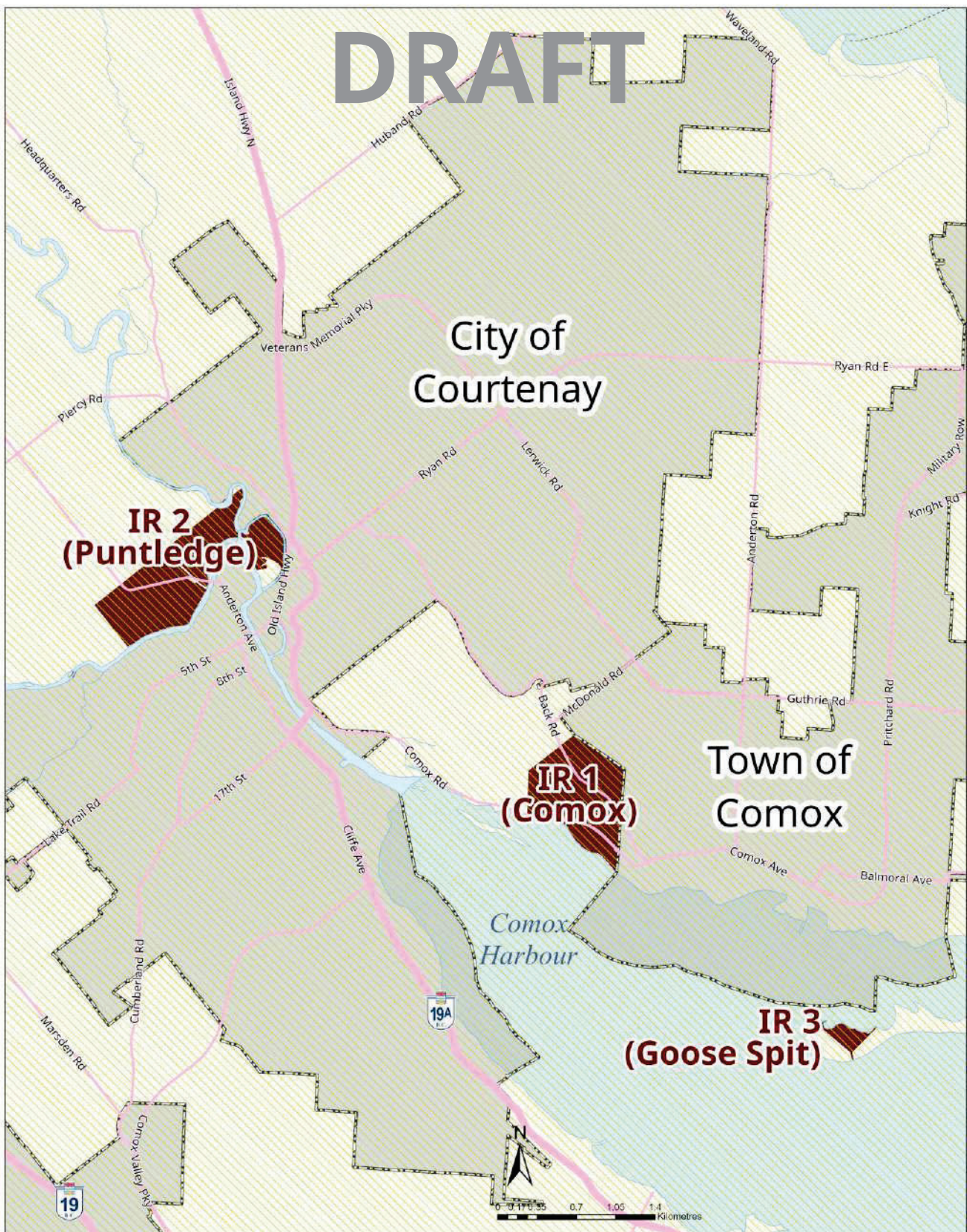


Regional District Boundary



Comox Valley
REGIONAL GROWTH STRATEGY

DRAFT



K'ómoks First Nation Reserve Lands



K'ómoks First Nations Traditional Territory

K'ómoks First Nations Reserve Lands

This map was prepared by the CVRD for planning purposes only and is not a legal document. The map is a composite of several maps and is not intended to be used for legal purposes. The CVRD does not warrant the accuracy of the information shown on this map.



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Regional Conservation Framework Concept

K'ómoks First Nations Traditional Territory (November 2023)

Estuaries (Fresh Water Atlas, GeoBC, 2025)

Sensitive Ecosystems (SEI Inventory, CVRD/CVCSRP/CVPWS, 2014)

Other Important Ecosystems^A (SEI Inventory, CVRD/CVCSRP/CVPWS, 2014)

Critical Watersheds (Fresh Water Atlas/CAIT/Susvaio, 2023)

Existing and Proposed Parks and Greenways (CVRD/Courtenay/Comox/Cumberland/GeoBC, Feb 2025)

Existing and Proposed Trails (CVRD/Courtenay/Comox/Cumberland, Feb 2025)

Proposed Biodiversity Corridors* (CVLT, 2017)

Proposed Recreational Greenways (CVRD, 2021)

Proposed Ecological Greenways (CVRD, 2021)

Municipal Areas (GeoBC, Feb 2025)

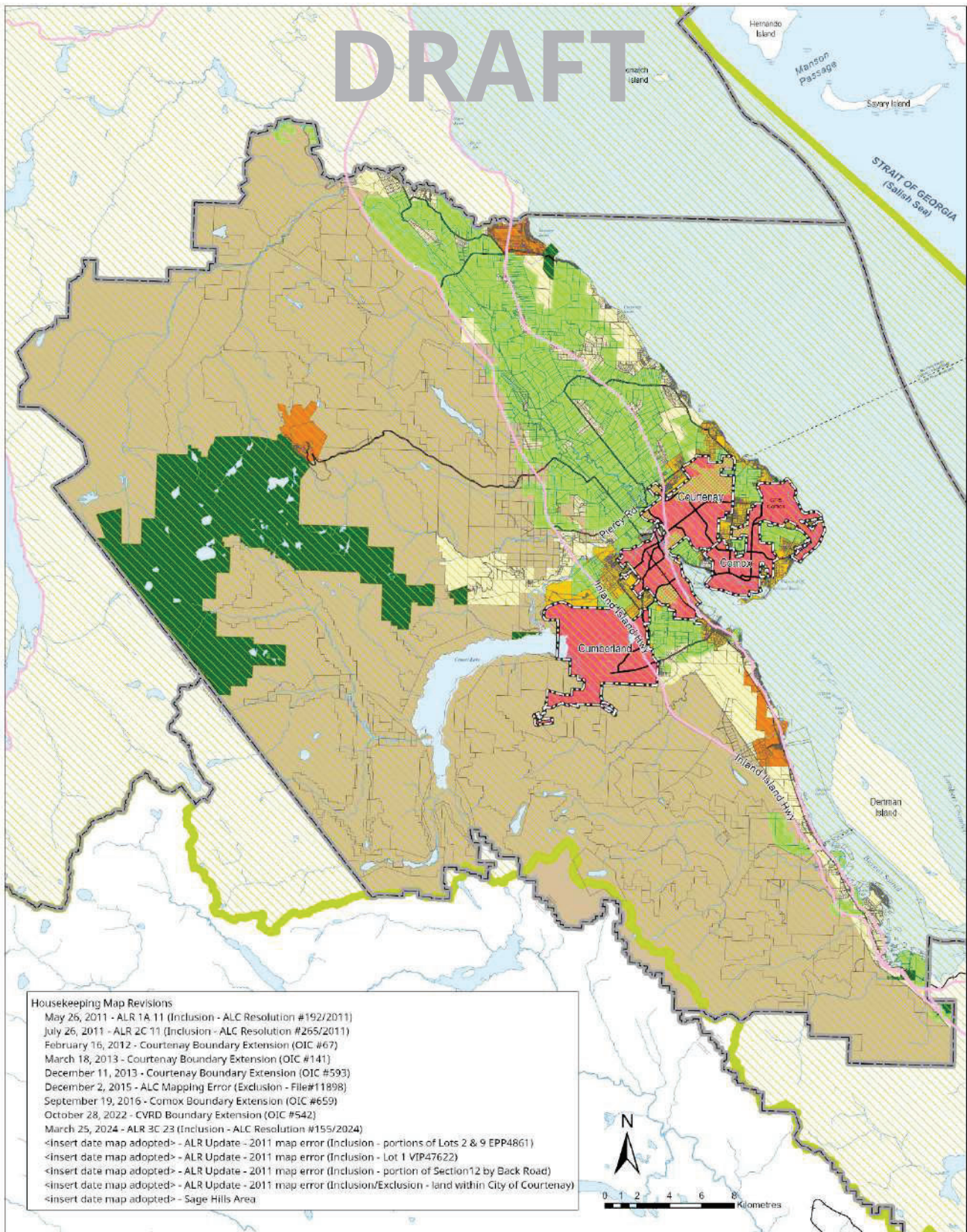
^{*} In Agricultural Areas, biodiversity corridors will be established on a voluntary basis.

^A Other Important Ecosystems are seasonally flooded agricultural land and second growth forest.

Note: Riparian Areas are associated with streams and wetlands. Such areas vary in width depending on the associated watercourse, vegetation and landforms.



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Housekeeping Map Revisions
 May 26, 2011 - ALR 1A 11 (Inclusion - ALC Resolution #192/2011)
 July 26, 2011 - ALR 2C 11 (Inclusion - ALC Resolution #265/2011)
 February 16, 2012 - Courtenay Boundary Extension (OIC #67)
 March 18, 2013 - Courtenay Boundary Extension (OIC #141)
 December 11, 2013 - Courtenay Boundary Extension (OIC #593)
 December 2, 2015 - ALC Mapping Error (Exclusion - File#11898)
 September 19, 2016 - Comox Boundary Extension (OIC #659)
 October 28, 2022 - CVRD Boundary Extension (OIC #542)
 March 25, 2024 - ALR 3C 23 (Inclusion - ALC Resolution #155/2024)
 <Insert date map adopted> - ALR Update - 2011 map error (Inclusion - portions of Lots 2 & 9 EPP4861)
 <Insert date map adopted> - ALR Update - 2011 map error (Inclusion - Lot 1 VTP47622)
 <Insert date map adopted> - ALR Update - 2011 map error (Inclusion - portion of Section 12 by Back Road)
 <Insert date map adopted> - ALR Update - 2011 map error (Inclusion/Exclusion - land within City of Courtenay)
 <Insert date map adopted> - Sage Hills Area

Growth Management Map

- K'ómoks First Nations Traditional Territory
- Core Settlement Areas:**
 - Municipal Areas
 - Settlement Nodes
 - K'ómoks First Nation Lands
 - Settlement Expansion Areas

Rural Areas:

- Rural Settlement Areas
- Agricultural Areas
- Agricultural Areas within Municipal Areas

Resource Areas and Provincial Parks:

- Resource Areas
- Provincial Parks

Other:



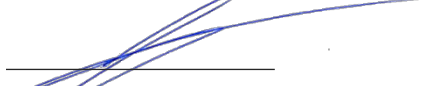
- Regional District Boundary
- Municipal Boundary
- Major Highway

Denman and Hornby Islands (part of Area A) are not included in the Comox Valley Regional Growth Strategy. Land use planning for these areas is carried out by the Islands Trust.

This document is intended for informational purposes only and does not constitute a legal document. It is subject to change without notice. The map is a representation of the current state of affairs and does not guarantee the accuracy of the information. The map is not to be used for legal purposes. The map is not to be used for legal purposes. The map is not to be used for legal purposes.



TO: Mayor and Council	FILE: RZ/OCP 23-4
FROM: Robin Pallett, Planner II	DATE: April 16, 2025
SUBJECT: 1966 Guthrie Road (Phase 3) Comox Affordable Housing Agreement Bylaw 2040	

<i>Prepared by:</i>  Robin Pallett, Planner II	<i>Supervisor:</i>  Randy Houle, Director of Development Services	<i>Report Approved:</i>  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Comox Housing Agreement Bylaw No. 2040 be Adopted.

PURPOSE

The applicant is proposing to construct a six-storey mixed-use building containing 205 residential dwelling units (100% rental), 1,400 m² of commercial space on the ground floor divided into nine commercial retail units (CRUs) and an underground parking structure.¹

The applicant proposes to enter into two housing agreements with the Town, in accordance section 483 of the *Local Government Act*, which requires that housing agreements be introduced as a bylaw. The agreements attached as Schedule "A" to **ATTACHMENT 1** secures affordable rental rates for 17 dwelling units for a period of ten years, whereas the agreement attached as Schedule "B" secures affordable rental rates for three dwelling units for sixty years.

¹ Via application OCP/RZ 23-4 and Comox Zoning Amendment Bylaw No. 1850.43.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus
Balanced Community Planning	<p>Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.</p> <p>Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.</p> <p>Community Addition - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p>

BACKGROUND

Subject Property:

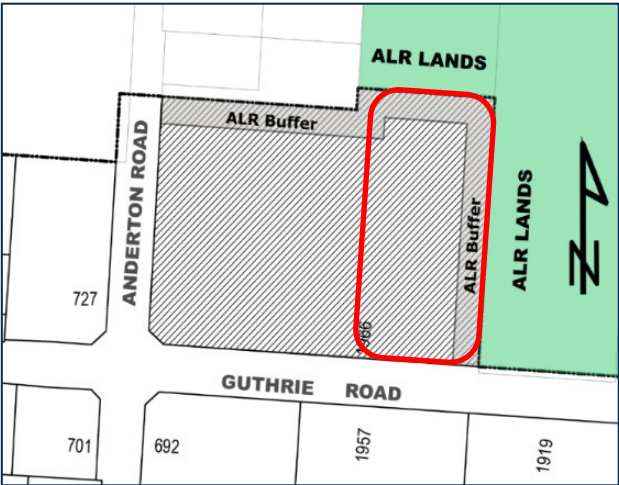
Eastern 1.03 ha of 1966 Guthrie
(as shown shaded and circled in red)

Owner: Avtar Properties

Applicant: Norman Laube

Property Contains: A commercial centre with eight Commercial Retail Units (CRUs). Phase 3 (circled in red on the inset map and as shown in **Figure 1**) is undeveloped and is the site of the proposed development.

Legal Address: The eastern 1.02 ha portion of LOT A SECTION 77 COMOX DISTRICT PLAN VIP86498



Council Policy CCL-069 requires that a developer provide an affordable housing contribution of \$50 per square metre of rental dwelling unit floor area. For the proposed development, the per-dwelling rate comes to a total affordable housing contribution of \$763,327.00. However, the applicant has proposed an alternative contribution of setting aside 20 studio dwelling unit to be leased at below-market rates, in-lieu of a monetary contribution.

At the November 6th, 2024, Regular Council Meeting (RCM), Council moved² to remove the requirement for provision of a \$763,327.00 affordable housing contribution from Schedule 1 Outstanding Items (Outstanding Item #4) of Planning Report RZ/OCF 23-4 dated October 2, 2024, and replace it with the

² Via motion #2024.384 and 2024.385.

requirement for provision of an affordable housing agreement. Council also moved³ to direct staff to prepare the housing agreement and bring it forward to Council as a bylaw.

At the April 2nd, 2025 RCM, Council moved⁴ to give first, second and third readings to Comox Housing Agreement Bylaw No. 2040 (**ATTACHMENT 1**), to which the two proposed housing agreements are attached.

ATTACHMENTS:

Attachment 1: Comox Housing Agreement Bylaw No. 2040

³ Via motion #s 2024.387 and 2024.388.

⁴ Via motion #2025.130.

ATTACHMENT 1

COMOX HOUSING AGREEMENT BYLAW NO. 2040

TOWN OF COMOX

BYLAW NO. 2040

A BYLAW TO AUTHORISE A HOUSING AGREEMENT

WHEREAS the Council of the Town of Comox may enter into a housing agreement pursuant to s. 483 of the *Local Government Act*;

AND WHEREAS the Council authorized, via Council motion nos. 2024.387 and 2024.388, ACI Comox Investments Ltd., Inc. No. C1120339 to enter into a housing agreement with the Town for the provision of below-market housing, in-lieu of providing an Affordable Housing Contribution via Council Policy CCL-069.

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

1. TITLE

- (1) This bylaw may be cited for all purposes as the "Comox Housing Agreement Bylaw No. 2040".

2. AUTHORIZATION

- (1) Council hereby authorizes the Town of Comox to enter into
 - (a) a HOUSING agreement for 17 dwelling units for a 10-year term under s. 483 of the *Local Government Act*, in the form attached as Schedule "A" to this bylaw; and
 - (b) a HOUSING agreement for 3 dwelling units for a 60-year term under s. 483 of the *Local Government Act*, in the form attached as Schedule "B" to this bylaw.
- (2) The Mayor and the Corporate Officer may execute and deliver two agreements with ACI Comox Investments Ltd., Inc. No. C1120339, in the form attached as Schedule "A" and Schedule "B" to this bylaw.

3. DEFINITIONS

(1) In this Bylaw, unless the context otherwise requires

(a) "Council" means the Council of the Town of Comox;

(b) "Town" means the Town of Comox.

4. ADOPTION

(1) READ A FIRST, SECOND and THIRD time this 2nd day of April 2025

(2) ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

COMOX HOUSING AGREEMENT BYLW NO. 2040
SCHEDULE "A"

TERMS OF INSTRUMENT - PART 2

RENTAL HOUSING AGREEMENT AND SECTION 219 COVENANT

THIS AGREEMENT dated for reference , 2025,

BETWEEN:

TOWN OF COMOX
1809 Beaufort Avenue
Comox, BC V9M 1R9

(the "**Town**")

AND:

ACI COMOX INVESTMENTS LTD., INC.NO. C1120339
Suite 3409 -13495 Central Avenue
Surrey, BC
V3T 0K2

(the "**Owner**")

WITNESSES THAT WHEREAS:

- A. Section 483 of the *Local Government Act* permits the Town to enter into housing agreements for the provision of affordable and special needs housing, which may include, without limitation, conditions in respect of the form of tenure of housing units, availability of housing units to classes of persons, and administration of housing units;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Town in respect of the use of land, construction on land, or the subdivision of land;
- C. The Owner owns the Lands (as hereinafter defined) and intends to construct, operate, and maintain, *inter alia*, the rental housing located on the Lands;
- D. The Owner and the Town wish to enter into this Agreement to provide for rental housing on the Lands on the terms and conditions set out in this Agreement and to restrict the use of, and construction on, the Lands on the terms and conditions of this agreement, to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act*; and
- E. The Town adopted Comox Housing Agreement Bylaw No. 2040, authorizing the Town to enter into this Agreement on the terms and conditions contained herein.

NOW THEREFORE, in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), and in consideration of the promises exchanged

below, the Owner and the Town covenant and agree, pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act*, as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Agreement the following terms have the following meanings:

- (a) **"Affordable Dwelling Unit"** means a Dwelling Unit with a form of tenure that is limited to rental tenure only and can only be used and occupied as a residential rental pursuant to a Tenancy Agreement.
- (b) **"Agreement"** means this agreement together with all schedules.
- (c) **"Building"** means each new building or structure to be built on the Lands as contemplated by the Development Permit, and includes any portion of any such building or structure, but does not include temporary buildings or structures on the Lands during the period of, and required for the purposes of, any construction contemplated by the Development Permit.
- (d) **"Commencement Date"** means the date as of which this Agreement has reached full registration in the LTO.
- (e) **"CMHC"** means the Canada Mortgage and Housing Corporation or its' successor in function.
- (f) **"Cumulative Gross Annual Household Income"** means the cumulative income of each member of a Household that occupies an Affordable Dwelling Unit that is over 18 years of age.
- (g) **"Development Permit"** means any development permit issued by the Town pursuant to the Town of *Comox Planning Procedures Bylaw 1780* at any time following the date this Agreement is fully executed by the parties' authorizing development on the Lands (or any portion of the Lands).
- (h) **"Dwelling Unit"** means one or more rooms:
 - (i) constituting a self-contained unit with only one cooking facility; and
 - (ii) occupied as the permanent residence of one related or unrelated household for a continuous period of not less than 28 daysand does not include a mobile home or modular unit.
- (i) **"Eligible Tenant"** means a Household that has a Cumulative Gross Annual Household Income that does not exceed the Income Limit.

- (j) **"Household"** means:
- (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption, or are in a marriage like relationship; or
 - (iii) a group of not more than three persons who are not related by blood, marriage or adoption.
- (k) **"Income Limit"** means a Cumulative Gross Annual Household Income limit equivalent to the median rental income in the CMHC data table titled "Real Median Household Income (Before Taxes) Renter Households, Canada, Provinces, and Selected Metropolitan Areas, 2019" for rural centres in British Columbia, provided that:
- (i) the Income Limit shall be adjusted annually on January 1 of each calendar year so that it is equal to the median renter income for rural centres in British Columbia as most recently published by CMHC or its successor in function; or
 - (ii) if CMHC ceases to publish the median renter income for rural centres in British Columbia region but publishes similar income information that is acceptable to the Town, such similar income information shall be used to create the "Income Limit" for the purposes of this Agreement; or
 - (iii) if CMHC ceases to publish the median renter income for rural centres in British Columbia and does not publish similar income information that is acceptable to the Town, then the "Income Limit" shall be determined by reference to the final median renter income for rural centres in British Columbia published by CMHC and thereafter increased annually by an amount equal to the increase, if any, in the All-Items Consumer Price Index for British Columbia, published from time to time by Statistics Canada, or its successor in function for the period of January 1 to December 31 of the previous calendar year.
- (l) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, c 250.
- (m) **"Lands"** means the lands and premises described as follows:
- | | |
|--------------------|---|
| Civic address: | 1966 Guthrie Road |
| PID: | 027-869-067 |
| Legal Description: | LOT A, PLAN VIP86498, SECTION 77, COMOX LAND DISTRICT |
- (n) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, c 1.
- (o) **"LTO"** means the Victoria Land Title Office or its successor in function.
- (p) **"Occupancy Date"** means the date on which the Town of Comox has issued an occupancy permit for each of the Affordable Dwelling Units.

- (q) **“Permitted Rent”** means, with respect to an Affordable Dwelling Unit, a monthly rent no greater than 1/12th of 30% of the Income Limit provided that the Owner may increase rent for the Affordable Dwelling Units in accordance with Part 3 of the *Residential Tenancy Act*.
- (r) **“Rental Breach”** means the Owner breaching this Agreement by failing to operate and manage an Affordable Dwelling Unit in accordance with this Agreement. For clarity, each Rental Breach committed in relation to an Affordable Dwelling Unit is a separate breach. For example, if the Owner fails to operate and manage two Affordable Dwelling Units in accordance with the Agreement, two Rental Breaches will have occurred.
- (s) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, c 78.
- (t) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act* S.B.C. 1998, c 43, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the British Columbia *Real Estate Development Marketing Act*, S.B.C. 2004, c.41.
- (u) **"Tenancy Agreement"** means a written tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Dwelling Unit.
- (v) **“Tenancy Default”** has the meaning set out in section 3.2(c)(iii) of this Agreement.
- (w) **"Tenant"** means a Household that occupies an Affordable Dwelling Unit.
- (x) **“Term”** has the meaning assigned to it in section 5.1(a).
- (y) **“Town”** means the Town of Comox and is called the “Town” when referring to the corporate entity and “Town of Comox” when referring to the geographic location.

1.2 Interpretation

In this Agreement:

- (a) **Party** – Any reference to a party herein will be deemed to include the successors, assigns, employees, servants, agents, officers, contractors, licensees and invitees of such parties wherever the context so permits or requires.
- (b) **Singular Gender** – Wherever the singular or masculine or neuter is used in this Agreement, the same will be construed to mean the plural or the feminine or body corporate or politic, and vice versa, as the context or the parties so require.
- (c) **Captions and Headings** – The captions and headings appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any of the provisions hereof.

- (d) **References** – References to this "**Agreement**" and the words "**hereof**" "**herein**" and similar words refer to this Agreement as a whole and not to any section or subsection or other subdivision hereof and any reference in this Agreement to a designated recital, section, subsection or other subdivision is a reference to the designated recital, section, subsection or subdivision hereof.
- (e) **Governing Law** – This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable in British Columbia.
- (f) **Legislation** – Any reference to a statute includes and is a reference to such statute and to the regulations made pursuant thereto, with all amendments made from time to time to such statute and regulations and as they are in force from time to time, and to any statute and regulations that may be passed which have the effect of supplementing or superseding such statutes and regulations.
- (g) **Time** – Time shall be of the essence of this Agreement and each part of it. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time shall be local Vancouver, British Columbia time.

ARTICLE 2

SECTION 219 COVENANT – USE AND SUBDIVISION

2.1 Section 219 Covenant

As a covenant pursuant to section 219 of the *Land Title Act*, the Owner covenants and agrees as follows:

- (a) **Designation** – Prior to constructing a Building on the Lands, the Owner will designate in writing to the Town which of the Dwelling Units to be constructed on the Lands will be the Affordable Dwelling Units. The Owner may change the foregoing designation by giving prior written notice to the Town of such change.
- (b) **Minimum Construction Requirements** – All of the Affordable Dwelling Units constructed on the Lands will be designed and constructed to the same standard as the rest of the Dwelling Units in the Buildings, in terms of general layout, workmanship, and materials.
- (c) **Proof that Minimum Construction Requirements Met** – The Owner covenants and agrees with the Town that none of the Lands nor any Dwelling Unit in a Building shall be occupied until the Owner has demonstrated to the Town, in whatever manner or form the Town requires, acting reasonably, that all of the Affordable Dwelling Units constructed on the Lands have been designed and constructed to the same standard, in terms of general layout, workmanship, and materials same standard as the rest of the Dwelling Units in the Buildings.

2.2 Town Authorized to Make Inquiries

The Owner agrees that:

- (a) the Town is authorized to make such reasonable inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement, subject to applicable laws (including privacy laws);
- (b) on or before December 1 of each calendar year of the Term, the Owner must provide to the Town a certificate, substantially in the form (with, in the Town's discretion, such further amendments or additions as deemed necessary or desirable) attached as Schedule A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the certificate; and
- (c) in addition to the annual requirement contained in the immediately preceding subsection, within 15 business days after receiving notice from the Town, the Owner must, in respect of each Affordable Dwelling Unit, provide to the Town:
 - (i) a certificate, substantially in the form (with, in the Town's discretion, such further amendments or additions as deemed necessary or desirable) attached as Schedule A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the certificate;
 - (ii) a certified true copy of each tenancy agreement under which an Affordable Dwelling Unit is occupied at the time of the Town's request; and
 - (iii) all information the Owner has collected regarding a Household's Cumulative Gross Annual Household Income under section 3.9 of this Agreement.

2.3 Restriction on Subdivision

The Owner shall not Subdivide the Lands nor any Building constructed thereon during the term of this Agreement unless the effect of such Subdivision is to create a single parcel containing all of the Dwelling Units located on the Lands. For clarity, as long as all the Dwelling Units on the Lands are contained within in a single parcel, the Owner may subdivide the Lands or the Building as it wishes.

ARTICLE 3

OCCUPANCY AND MANAGEMENT OF AFFORDABLE DWELLING UNITS

3.1 Designation and Use

- (a) The Owner agrees that from the Occupancy Date until the end of the Term, not less than 17 Dwelling Units constructed on the Lands will be designated as Affordable Dwelling Units and used and occupied by an Eligible Tenant having, at the time they sign their applicable Tenancy Agreement, a Cumulative Gross Annual Household Income for the most recent tax year that does not exceed the Income Limit.

- (b) The Town agrees that if, despite using best efforts, the Owner is unable to locate an Eligible Tenant for a vacant Affordable Dwelling Unit after advertising the Affordable Dwelling Unit to potential Eligible Tenants for not less than 60 days, the Owner may enter into a Tenancy Agreement with a non-Eligible Tenant for such Affordable Dwelling Unit, and such Affordable Dwelling Unit will not be subject to the terms of this Agreement.
- (c) If (b) occurs, the Owner agrees that it will use best efforts to rent the next non-Affordable Dwelling Unit that becomes vacant to an Eligible Tenant by advertising to potential Eligible Tenants for not less than 60 days. If the Owner enters into a Tenancy Agreement with an Eligible Tenant for a non-Affordable Dwelling Unit pursuant to this section, such Dwelling Unit will become an Affordable Dwelling Unit for the purposes of this Agreement.
- (d) The Owner will advise the Town in writing of the occurrence of subsection (b) and (c) above as soon as reasonably practicable, and, upon request of the Town, will provide a certificate, sworn by an authorized signatory of the Owner, detailing the Owner's efforts to advertise the vacant Affordable Dwelling Unit or Dwelling Unit to Eligible Tenants in accordance with subsections (b) and (c) and relevant documentation reflecting such efforts acceptable to the Town, acting reasonably.

3.2 Tenant Selection

- (a) At all times, the Owner will screen and select prospective tenants using typical screening procedures as would be implemented by a prudent property manager.
- (b) An Affordable Dwelling Unit may not be occupied by the Owner, the Owner's family members or any affiliate of the Owner.

3.3 Short-term Rentals Prohibited for All Affordable Dwelling Units

- (a) No Affordable Dwelling Unit may be rented by the Owner to any person for a term of less than 30 days; and
- (b) Every Tenancy Agreement respecting an Affordable Dwelling Unit shall include a clause entitling the Owner to terminate the Tenancy Agreement if a Tenant subleases, rents or otherwise allows a non Eligible Tenant to occupy an Affordable Dwelling Unit for a term of less than 30 days.

3.4 Occupancy Terms and Conditions of Affordable Dwelling Units

The occupancy of each Affordable Dwelling Unit shall comply at all times with all of the following terms and conditions:

- (a) Tenancy Agreement – An Affordable Dwelling Unit will be used or occupied only pursuant to a Tenancy Agreement that is entered into by a Tenant who is an Eligible Tenant at the time they sign the Tenancy Agreement.
- (b) Permitted Rent - The monthly rent charged for the Affordable Dwelling Unit will not exceed the Permitted Rent applicable to that Affordable Dwelling Unit.

- (c) Use of Common Areas – An Affordable Dwelling Unit Tenant shall not be:
 - (i) prevented or prohibited from accessing any common areas or facilities within the Building or on the Lands; or
 - (ii) prevented or prohibited from accessing amenities within the Building or on the Lands, however, although reasonable rules may be implemented to govern all Tenants’ access to shared amenities, provided however that such rules will apply equally to the occupants of all Dwelling Units in the Building.
- (d) Tenancy Agreement Requirements – Every Tenancy Agreement respecting an Affordable Dwelling Unit Agreement shall comply with the following requirements:
 - (i) a copy of this Agreement shall be attached to the Tenancy Agreement;
 - (ii) the Tenancy Agreement shall include a clause requiring the Tenant and each permitted occupant of the Affordable Dwelling Unit to comply with this Agreement;
 - (iii) the Tenancy Agreement shall include a clause providing that the Owner may terminate the Tenancy Agreement if any of the following occur, each of which constitutes a “Tenancy Default”:
 - A. the Affordable Dwelling Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent;
 - B. the Tenant subleases the Affordable Dwelling Unit or assigns the Tenancy Agreement in whole or in part, without the Owner's consent;
 - C. the information provided by the Tenant regarding their Cumulative Gross Annual Household Income during the Town’s verification process pursuant to section 3.9 was false, inaccurate, or misleading; and
 - D. the Tenant refuses to provide information requested by the Town that the Town requires to verify the Tenant’s Cumulative Gross Annual Household Income;
 - (iv) the Tenancy Agreement will identify all occupants of the Affordable Dwelling Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing in the Affordable Dwelling Unit.

3.5 **Tenancy Agreement Defaults**

In the event of a Tenancy Default, the Owner will use commercially reasonable efforts to end the Tenancy Agreement by providing notice to the Tenant that ends the tenancy on the earliest date possible permitted under the *Residential Tenancy Act* and will use commercially reasonable efforts to cause the Tenant to vacate by that date to the extent permitted by the *Residential Tenancy Act*.

3.6 Income Limit

The Owner will not enter into a Tenancy Agreement with a Household to rent an Affordable Dwelling Unit unless the Household establishes that its Cumulative Gross Annual Household Income for the most recent tax year does not exceed the Income Limit for the relevant Affordable Dwelling Unit.

3.7 Subleasing and Assignment

The Owner will not consent to the assignment of a Tenancy Agreement or the subletting of an Affordable Dwelling Unit, except if the assignment or subletting is to an Eligible Tenant and, in the case of an assignment, the assignee does not pay any amount to the assignor in consideration of such assignment or in the case of a sublease, the subtenant does not pay monthly rent to the Tenant that exceeds the Permitted Rent applicable to the Affordable Dwelling Unit.

3.8 Delivery of Tenancy Agreements

The Owner will forthwith deliver or cause to be delivered a certified true copy of every Tenancy Agreement (or for Affordable Dwelling Units Specified by the Town) to the Town upon demand from time to time, provided that nothing in this provision will compel the Owner to breach any law with respect to privacy or confidentiality.

3.9 Verifying Cumulative Gross Annual Household Income

- (a) Prior to entering into a Tenancy Agreement for an Affordable Dwelling Unit, the Owner will verify or cause to be verified the Cumulative Gross Annual Household Income of each proposed occupant;
- (b) As part of its Cumulative Gross Annual Household Income verification process, the Owner will require each member of a Household occupying an Affordable Dwelling Unit over the age of 18 to provide the following information:
 - (i) pay stubs for the most recent three months; or
 - (ii) a letter from an employer that:
 - A. is on the employer's letterhead,
 - B. contains contact information for the person who signed the letter, the signature of the letter writer, and the date the letter was signed; and
 - C. contains the gross income, number of hours worked, taxable benefits, and frequency of pay; and
 - (iii) a certificate, substantially in the form (with, in the Town's discretion, such further amendments or additions as deemed necessary or desirable) attached as Schedule B, sworn by the prospective tenant, containing all of the information required to complete the certificate.

- (c) If at any point during a Tenancy Agreement:
 - (i) the Owner has any reason to suspect that the information provided by a Tenant regarding Cumulative Gross Annual Household Income is false, inaccurate, or misleading; or
 - (ii) the Town asks the Owner to collection such information
- the Owner will request additional documentation and information from a Household necessary to verify the Household's Cumulative Gross Annual Household Income.

3.10 **No Breach**

This Agreement is subject to the provisions of the *Residential Tenancy Act* and the *Personal Information Protection Act*, SBC 2003, c 63, and the parties hereto acknowledge and agree that the Owner will not be in default of any one or more provisions hereunder should such provisions require the Owner to take actions or to otherwise do thing that are contrary to or otherwise not permitted by the *Residential Tenancy Act* and/or the *Personal Information Act*, SBC 2003, c 63.

3.11 **Management -**

- (a) The Owner will at all times administer, manage and operate the Affordable Dwelling Units or will cause a contractor to administer, manage and operate the Affordable Dwelling Units in accordance with all of the restrictions and requirements of this Agreement and the Owner's obligations under this Agreement. For clarity, the Owner's engagement of a contractor pursuant to this Agreement will not relieve the Owner from any of the Owner's obligations under this Agreement or any of the restrictions or requirements of this Agreement.
- (b) The Owner will furnish or cause to be furnished good and efficient management of the Affordable Dwelling Units and will permit representatives of the Town to inspect the Affordable Dwelling Units at any reasonable time with advance notice of five days and subject to the notice provisions in the *Residential Tenancy Act*.
- (c) The Owner will maintain the Affordable Dwelling Units, or cause the Affordable Dwelling Units to be maintained, in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Affordable Dwelling Units.

3.12 **Increase in Cumulative Gross Annual Household Income**

If the Cumulative Gross Annual Household Income of a Household occupying an Affordable Dwelling Unit rises after they enter into a Tenancy Agreement and exceeds the Income Limit applicable to the Affordable Dwelling Unit the Household is occupying, the Owner is not required to terminate or attempt to terminate the Household's existing Tenancy Agreement on the basis that the Household ceases to qualify for the Affordable Dwelling Unit because the Household's Cumulative Gross Annual Household Income exceeds the Income Limit.

For clarity, if the Tenancy Agreement of a Household that ceases to qualify for the Affordable Dwelling Unit because the Household's Cumulative Gross Annual Household Income and exceeds the Income Limit is terminated, the Owner may only rent the Restricted Dwelling vacated as a result of such termination to a Household that establishes that its' Cumulative Gross Annual Household Income for the most recent tax year does not exceed the Income Limit for the relevant Affordable Dwelling Unit.

ARTICLE 4 DEFAULT AND REMEDIES

4.1 Notice of Default

If the Owner is in default of this Agreement, the Town may give the Owner written notice requiring that the Owner cure the default within 30 days of receiving such notice, or such longer period as the Owner reasonably requires if the default cannot be cured within 30 days if the Owner is acting diligently. The notice must specify the nature of the default. The Owner must act diligently to correct the default within the time specified in the notice.

4.2 Costs

The Owner will pay to the Town, upon demand by the Town, all of the Town's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.

4.3 Breach

If a Rental Breach occurs, the Town may require the Owner to pay the Town the amount determined by the following formula:

*(Average Monthly rent of all non-Affordable Dwelling Units having the same number of
bedrooms as the Affordable Dwelling Unit subject to the breach)*

X

2

= Additional Rent payable per offending Dwelling Unit per month

For example, if a Rental Breach Occurs in relation to two 2-bedroom Affordable Dwelling Units, and the average monthly rent of all non-Affordable Dwelling Units with 2 bedrooms is \$2,400.00, the calculation will be as follows:

$$(\$2,400.00 \times 2) + (\$2,400.00 \times 2) = \$9,600.00$$

In this case, \$9,600.00 per month is payable by the Owner per month.

4.4 Payment for Rental Breach

The amount payable pursuant to section 2.3(a) will be payable:

(a) via the method indicated by the Town;

- (b) separately for each Dwelling Unit not properly operated, managed or used as an Affordable Dwelling Unit;
- (c) monthly, for each month or partial month the Rental Breach continues; and
- (d) until the Rental Breach being committed in relation to the Dwelling Unit is remedied.

4.5 Remedying Rental Breach

The Owner covenants and agrees to remedy any Rental Breach as soon as reasonably possible (without the obligation to terminate any existing Tenancy Agreement) and in any event no later than one (1) year of receipt of notice of such breach by the Town.

4.6 Liquidated Damages

The Owner acknowledges and agrees that a significant reason the Town amended the Town's zoning bylaw to permit the Owner's development was because the Owner agreed to provide Affordable Dwelling Units as part of the development, as the Town believes that the construction of affordable rental housing will benefit the community as a whole. As such, if the Affordable Dwelling Units are not used in accordance this Agreement, the Town will suffer significant loss of benefit that is difficult to quantify. Accordingly, the Owner hereby covenants and agrees to make the payments outlined in section 4.3 above as liquidated damages in the circumstances in which each payment applies, with the Owner and the Town agreeing that each such payment is a genuine pre-estimate of the Town's losses in the circumstances in which such payment is made.

4.7 Specific Relief

The Owner agrees that, without affecting any other rights or remedies the Town may have in respect of any breach of this Agreement that continues beyond the cure period, the Town is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement that continues beyond the cure period. The Owner agrees that this is reasonable given the public interest in ensuring the provision of Affordable Dwelling Units to be occupied by Eligible Tenants and restricting occupancy of the Lands in accordance with this Agreement.

4.8 No Penalty or Forfeiture

The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing Affordable Dwelling Units for Eligible Tenants, and that the Town's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out, and the Town's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.

4.9 Cumulative Remedies

No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit, or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right to remedy, but any party, from time to time, may exercise any one or more of such rights or remedies

independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise), or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

ARTICLE 5 MISCELLANEOUS

5.1 Term and Discharge

This Agreement will expire and become null and void on the date that is 10 years from the Occupancy Date (the “**Term**”).

On or after the expiration of this Agreement, the Owner may submit a discharge of this Agreement and a cancellation of the notice of this Agreement filed in the LTO pursuant to section 483 of the *Local Government Act* to the Town and the Town shall, within a reasonable time after request by the Owner, execute and deliver to the Owner such discharge of this Agreement and cancellation of the notice.

5.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the Town, for any decrease in the market value of the Lands which at any time may result directly or indirectly from the operation of this Agreement.

5.3 Modification

This Agreement may be modified or amended from time to time, by the written consent of all of the parties and a bylaw duly passed by the Council of the Town and thereafter if it is signed by the Town and the Owner.

5.4 Indemnity

Pursuant to section 219(6) of the *Land Title Act*, the Owner will indemnify and save harmless the Town and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, losses, damages, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) the use or occupancy of any Dwelling Unit, save and except for any Dwelling Unit leased to the Town;
- (b) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom the Owner is responsible at law in connection with the observance or performance of the obligations of the Owner under this Agreement;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Dwelling Unit (save and except for any Dwelling Unit leased to the Town); or

- (d) any breach of this Agreement by the Owner.

5.5 Release

The Owner hereby releases and forever discharges the Town and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of the:

- (a) construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Unit, save and except for any Dwelling Unit leased to the Town; and
- (b) exercise by the Town of any of its rights under this Agreement.

5.6 Registration & Priority

The Owner will cause this Agreement to be registered as a covenant under section 219 of the *Land Title Act* against title to the Lands in priority to all charges and encumbrances registered or pending registration against title to the Lands save and except those in favour of the Town or specifically approved in advance in writing by the Town, and will cause a notice of this Agreement under section 483(5) of the *Local Government Act* to be filed in the Land Title Office and shown as a legal notation on title to the Lands.

5.7 Town's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the Town under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the Town any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

5.8 Agreement for Benefit of Town Only

The Owner and the Town agree that:

- (a) this Agreement is entered into only for the benefit of the Town;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, Owner, occupier or user of the Lands or the building or any portion thereof, including any Affordable Dwelling Unit, and not third-parties other than the Town shall have any rights under this Agreement; and

- (c) the Town may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

5.9 No Public Law Duty

Where the Town is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the Town is under no public law duty of fairness or natural justice in that regard and agrees that the Town may do any of those things in the same manner as if it were a private party and not a public body.

5.10 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

5.11 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

5.12 Waiver

All remedies of the Town against the Owner will be cumulative and may be exercised by the Town in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the Town exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

5.13 Sole Agreement

This Agreement, and any documents signed by the Owner contemplated by this Agreement, represent the whole agreement between the Town and the Owner respecting the use and occupation of the Affordable Dwelling Units, and there are no warranties, representations, conditions or collateral agreements made by the Town except as set forth in this Agreement.

5.14 Further Assurance

Upon request by the Town, the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the Town to give effect to this Agreement.

5.15 Agreement Runs with the Lands

This Agreement shall burden and run with, and bind the successors in title to, the leasehold interest of the Owner in the Lands and every parcel into which the Lands may be Subdivided.

5.16 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the Town or give the Owner any authority to bind the Town in any way.

5.17 Applicable Law

Unless the context otherwise requires, the laws of British Columbia will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

5.18 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the General Instrument - Part 1 of the Land Title Act Form C which is a part hereof.

SCHEDULE A

OWNER'S CERTIFICATE – RENTAL INFORMATION

I, _____ of _____, British Columbia, certify that:

1. I am the Owner subject to a Housing Agreement with the Town of Comox date for reference _____ or an authorized signatory of the Owner of the Building located at _____ (the "**Building**"), and make this certificate to the best of my personal knowledge.
2. Certified true copies of the Tenancy Agreements for all Eligible Tenants in force at the date of this Agreement are attached to this Certificate.
3. Copies of all information the Owner has collected regarding Cumulative Gross Annual Household Income under section 3.9 of this Agreement for all Eligible Tenants having Tenancy Agreements in force at the date of this Agreement are attached to this Certificate.
4. The rent roll for the Building is attached to this Certificate and the information contained in the rent roll is current to the date of this certificate.
5. The rent roll contains the following information for each Dwelling Unit located in the Building:
 - (a) Unit Number
 - (b) Unit Size in square feet
 - (c) Unit Type/Number of Bedrooms
 - (d) Rental Rate
 - (e) Rent Rate per square foot
 - (f) Tenancy Agreement Commencement Date
6. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement in relation to the Affordable Dwelling Units and confirm that the Owner has complied with such obligations to date.
7. I make this certificate, conscientiously believing it to be true and knowing that the Town of Comox will be relying upon the statements made herein.

[Owner]

Signature

SCHEDULE B

CERTIFICATE – TENANT INFORMATION

I, _____ of _____, British Columbia, certify that:

1. I am applying to become a tenant of a Dwelling Unit located at _____[building address]_____, and make this certificate to the best of my personal knowledge.
2. My Cumulative Gross Annual Household Income for the most recent financial year is \$_____.
3. Attached to this Certificate is the following documentation demonstrating my Cumulative Gross Annual Household Income:

[pay stubs for the most recent three months, employment letter]
4. I make this certificate, conscientiously believing it to be true and knowing that the landlord will be relying upon the statements made herein.

[Applicant]

Signature

COMOX HOUSING AGREEMENT BYLW NO. 2040
SCHEDULE "B"

TERMS OF INSTRUMENT - PART 2

RENTAL HOUSING AGREEMENT AND SECTION 219 COVENANT

THIS AGREEMENT dated for reference , 2025,

BETWEEN:

TOWN OF COMOX
1809 Beaufort Avenue
Comox, BC V9M 1R9

(the "**Town**")

AND:

ACI COMOX INVESTMENTS LTD., INC. NO. C1120339
Suite 3409 -13495 Central Avenue
Surrey, BC
V3T 0K2

(the "**Owner**")

WITNESSES THAT WHEREAS:

- A. Section 483 of the *Local Government Act* permits the Town to enter into housing agreements for the provision of affordable and special needs housing, which may include, without limitation, conditions in respect of the form of tenure of housing units, availability of housing units to classes of persons, and administration of housing units;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Town in respect of the use of land, construction on land, or the subdivision of land;
- C. The Owner owns the Lands (as hereinafter defined) and intends to construct, operate, and maintain, *inter alia*, the rental housing located on the Lands;
- D. The Owner and the Town wish to enter into this Agreement to provide for rental housing on the Lands on the terms and conditions set out in this Agreement and to restrict the use of, and construction on, the Lands on the terms and conditions of this agreement, to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act*; and
- E. The Town adopted Comox Housing Agreement Bylaw No. 2040, authorizing the Town to enter into this Agreement on the terms and conditions contained herein.

NOW THEREFORE, in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), and in consideration of the promises exchanged

below, the Owner and the Town covenant and agree, pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act*, as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Agreement the following terms have the following meanings:

- (a) **"Affordable Dwelling Unit"** means a Dwelling Unit with a form of tenure that is limited to rental tenure only and can only be used and occupied as a residential rental pursuant to a Tenancy Agreement.
- (b) **"Agreement"** means this agreement together with all schedules.
- (c) **"Building"** means each new building or structure to be built on the Lands as contemplated by the Development Permit, and includes any portion of any such building or structure, but does not include temporary buildings or structures on the Lands during the period of, and required for the purposes of, any construction contemplated by the Development Permit.
- (d) **"Commencement Date"** means the date as of which this Agreement has reached full registration in the LTO.
- (e) **"CMHC"** means the Canada Mortgage and Housing Corporation or its' successor in function.
- (f) **"Cumulative Gross Annual Household Income"** means the cumulative income of each member of a Household that occupies an Affordable Dwelling Unit that is over 18 years of age.
- (g) **"Development Permit"** means any development permit issued by the Town pursuant to the Town of *Comox Planning Procedures Bylaw 1780* at any time following the date this Agreement is fully executed by the parties' authorizing development on the Lands (or any portion of the Lands).
- (h) **"Dwelling Unit"** means one or more rooms:
 - (i) constituting a self-contained unit with only one cooking facility; and
 - (ii) occupied as the permanent residence of one related or unrelated household for a continuous period of not less than 28 daysand does not include a mobile home or modular unit.
- (i) **"Eligible Tenant"** means a Household that has a Cumulative Gross Annual Household Income that does not exceed the relevant Income Limit.

- (j) **"Household"** means:
- (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption, or are in a marriage like relationship; or
 - (iii) a group of not more than three persons who are not related by blood, marriage or adoption.
- (k) **"Income Limit"** means a Cumulative Gross Annual Household Income limit equivalent to the median rental income in the CMHC data table titled "Real Median Household Income (Before Taxes) Renter Households, Canada, Provinces, and Selected Metropolitan Areas, 2019" for rural centres in British Columbia, provided that:
- (i) the Income Limit shall be adjusted annually on January 1 of each calendar year so that it is equal to the median renter income for rural centres in British Columbia as most recently published by CMHC or its successor in function; or
 - (ii) if CMHC ceases to publish the median renter income for rural centres in British Columbia region but publishes similar income information that is acceptable to the Town, such similar income information shall be used to create the "Income Limit" for the purposes of this Agreement; or
 - (iii) if CMHC ceases to publish the median renter income for rural centres in British Columbia and does not publish similar income information that is acceptable to the Town, then the "Income Limit" shall be determined by reference to the final median renter income for rural centres in British Columbia published by CMHC and thereafter increased annually by an amount equal to the increase, if any, in the All-Items Consumer Price Index for British Columbia, published from time to time by Statistics Canada, or its successor in function for the period of January 1 to December 31 of the previous calendar year.
- (l) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, c 250.
- (m) **"Lands"** means the lands and premises described as follows:
- | | |
|--------------------|---|
| Civic address: | 1966 Guthrie Road |
| PID: | 027-869-067 |
| Legal Description: | LOT A, PLAN VIP86498, SECTION 77, COMOX LAND DISTRICT |
- (n) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, c 1.
- (o) **"LTO"** means the Victoria Land Title Office or its successor.
- (p) **"Occupancy Date"** means the date on which the Town of Comox has issued an occupancy permit for each of the Affordable Dwelling Units.

- (q) **“Permitted Rent”** means, with respect to an Affordable Dwelling Unit, a monthly rent no greater than 1/12th of 30% of the Income Limit provided that the Owner may increase rent for the Affordable Dwelling Units in accordance with Part 3 of the *Residential Tenancy Act*.
- (r) **“Rental Breach”** means the Owner breaching this Agreement by failing to operate and manage an Affordable Dwelling Unit in accordance with this Agreement. For clarity, each Rental Breach committed in relation to an Affordable Dwelling Unit is a separate breach. For example, if the Owner fails to operate and manage two Affordable Dwelling Units in accordance with the Agreement, two Rental Breaches will have occurred.
- (s) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, c 78.
- (t) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act* S.B.C. 1998, c 43, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the British Columbia *Real Estate Development Marketing Act*, S.B.C. 2004, c.41.
- (u) **"Tenancy Agreement"** means a written tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Dwelling Unit.
- (v) **“Tenancy Default”** has the meaning set out in section 3.2(c)(iii) of this Agreement.
- (w) **"Tenant"** means a Household that occupies an Affordable Dwelling Unit.
- (x) **“Term”** has the meaning assigned to it in section 5.1(a).
- (y) **“Town”** means the Town of Comox and is called the “Town” when referring to the corporate entity and “Town of Comox” when referring to the geographic location.

1.2 Interpretation

In this Agreement:

- (a) **Party** – Any reference to a party herein will be deemed to include the successors, assigns, employees, servants, agents, officers, contractors, licensees and invitees of such parties wherever the context so permits or requires.
- (b) **Singular Gender** – Wherever the singular or masculine or neuter is used in this Agreement, the same will be construed to mean the plural or the feminine or body corporate or politic, and vice versa, as the context or the parties so require.
- (c) **Captions and Headings** – The captions and headings appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any of the provisions hereof.

- (d) **References** – References to this "**Agreement**" and the words "**hereof**" "**herein**" and similar words refer to this Agreement as a whole and not to any section or subsection or other subdivision hereof and any reference in this Agreement to a designated recital, section, subsection or other subdivision is a reference to the designated recital, section, subsection or subdivision hereof.
- (e) **Governing Law** – This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable in British Columbia.
- (f) **Legislation** – Any reference to a statute includes and is a reference to such statute and to the regulations made pursuant thereto, with all amendments made from time to time to such statute and regulations and as they are in force from time to time, and to any statute and regulations that may be passed which have the effect of supplementing or superseding such statutes and regulations.
- (g) **Time** – Time shall be of the essence of this Agreement and each part of it. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time shall be local Vancouver, British Columbia time.

ARTICLE 2

SECTION 219 COVENANT – USE AND SUBDIVISION

2.1 Section 219 Covenant

As a covenant pursuant to section 219 of the *Land Title Act*, the Owner covenants and agrees as follows:

- (a) **Designation** – Prior to constructing a Building on the Lands, the Owner will designate in writing to the Town which of the Dwelling Units to be constructed on the Lands will be the Affordable Dwelling Units. The Owner may change the foregoing designation by giving prior written notice to the Town of such change.
- (b) **Minimum Construction Requirements** – All of the Affordable Dwelling Units constructed on the Lands will be designed and constructed to the same standard as the rest of the Dwelling Units in the Buildings, in terms of general layout, workmanship, and materials.
- (c) **Proof that Minimum Construction Requirements Met** – The Owner covenants and agrees with the Town that none of the Lands nor any Dwelling Unit in a Building shall be occupied until the Owner has demonstrated to the Town, in whatever manner or form the Town requires, acting reasonably, that all of the Affordable Dwelling Units constructed on the Lands have been designed and constructed to the same standard, in terms of general layout, workmanship, and materials same standard as the rest of the Dwelling Units in the Buildings.

2.2 Town Authorized to Make Inquiries

The Owner agrees that:

- (a) the Town is authorized to make such reasonable inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement, subject to applicable laws (including privacy laws);
- (b) on or before December 1 of each calendar year of the Term, the Owner must provide to the Town a certificate, substantially in the form (with, in the Town's discretion, such further amendments or additions as deemed necessary or desirable) attached as Schedule A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the certificate; and
- (c) in addition to the annual requirement contained in the immediately preceding subsection, within 15 business days after receiving notice from the Town, the Owner must, in respect of each Affordable Dwelling Unit, provide to the Town:
 - (i) a certificate, substantially in the form (with, in the Town's discretion, such further amendments or additions as deemed necessary or desirable) attached as Schedule A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the certificate;
 - (ii) a certified true copy of each tenancy agreement under which an Affordable Dwelling Unit is occupied at the time of the Town's request; and
 - (iii) all information the Owner has collected regarding a Household's Cumulative Gross Annual Household Income under section 3.9 of this Agreement.

2.3 Restriction on Subdivision and Discharge

- (a) The Owner shall not Subdivide the Lands nor any Building constructed thereon during the term of this Agreement unless the effect of such Subdivision is to create a single parcel containing all of the Dwelling Units located on the Lands. For clarity, as long as all the Dwelling Units on the Lands are contained within in a single parcel, the Owner may subdivide the Lands or the Building as it wishes.
- (b) If the Owner Subdivides the Lands in accordance with section 2.3(a), following such Subdivision, the Owner may submit a discharge of this Agreement from title to a parcel that does not contain any Dwelling Units and a corresponding cancellation of the notice of this Agreement filed in the LTO pursuant to section 483 of the *Local Government Act* to the Town and the Town shall, within a reasonable time after request by the Owner, execute and deliver to the Owner such discharge of this Agreement and cancellation of the notice.

ARTICLE 3
OCCUPANCY AND MANAGEMENT OF AFFORDABLE DWELLING UNITS

3.1 Designation and Use

- (a) The Owner agrees that from the Occupancy Date until the end of the Term, not less than three Dwelling Units constructed on the Lands will be designated as Affordable Dwelling Units and used and occupied by an Eligible Tenant having, at the time they sign their applicable Tenancy Agreement, a Cumulative Gross Annual Household Income for the most recent tax year that does not exceed the Income Limit.
- (b) The Town agrees that if, despite using best efforts, the Owner is unable to locate an Eligible Tenant for a vacant Affordable Dwelling Unit after advertising the Affordable Dwelling Unit to potential Eligible Tenants for not less than 60 days, it may enter into a Tenancy Agreement with a non-Eligible Tenant for such Affordable Dwelling Unit, and such Affordable Dwelling Unit will not be subject to the terms of this Agreement.
- (c) If (b) occurs, the Owner agrees that it will use best efforts to rent the next non-Affordable Dwelling Unit that becomes vacant to an Eligible Tenant by advertising to potential Eligible Tenants for not less than 60 days. If the Owner enters into a Tenancy Agreement with an Eligible Tenant for a non-Affordable Dwelling Unit pursuant to this section, the such Dwelling Unit will become an Affordable Dwelling Unit for the purposes of this Agreement.
- (d) The Owner will advise the Town in writing of the occurrence of subsection (b) and (c) above as soon as reasonably practicable, and, upon request of the Town, will provide a certificate, sworn by an authorized signatory of the Owner, detailing the Owner's efforts to advertise the vacant Affordable Dwelling Unit or Dwelling Unit to Eligible Tenants in accordance with subsections (b) and (c) and relevant documentation reflecting such efforts.

3.2 Tenant Selection

- (a) At all times, the Owner will screen and select prospective tenants using typical screening procedures as would be implemented by a prudent property manager.
- (b) An Affordable Dwelling Unit may not be occupied by the Owner, the Owner's family members or any affiliate of the Owner.

3.3 Short-term Rentals Prohibited for All Affordable Dwelling Units

- (a) No Affordable Dwelling Unit may be rented by the Owner to any person for a term of less than 30 days; and
- (b) Every Tenancy Agreement respecting an Affordable Dwelling Unit shall include a clause entitling the Owner to terminate the Tenancy Agreement if a Tenant subleases, rents or otherwise allows a non Eligible Tenant to occupy an Affordable Dwelling Unit for a term of less than 30 days.

3.4 **Occupancy Terms and Conditions of Affordable Dwelling Units**

The occupancy of each Affordable Dwelling Unit shall comply at all times with all of the following terms and conditions:

- (a) Tenancy Agreement – An Affordable Dwelling Unit will be used or occupied only pursuant to a Tenancy Agreement that is entered into by a Tenant who is an Eligible Tenant at the time they sign the Tenancy Agreement.
- (b) Permitted Rent - The monthly rent charged for the Affordable Dwelling Unit will not exceed the Permitted Rent applicable to that Affordable Dwelling Unit.
- (c) Use of Common Areas – An Affordable Dwelling Unit Tenant shall not be:
 - (i) prevented or prohibited from accessing any common areas or facilities within the Building or on the Lands; or
 - (ii) prevented or prohibited from accessing amenities within the Building or on the Lands, however, although reasonable rules may be implemented to govern all Tenants’ access to shared amenities, provided however that such rules will apply equally to the occupants of all Dwelling Units in the Building.
- (d) Tenancy Agreement Requirements – Every Tenancy Agreement respecting an Affordable Dwelling Unit Agreement shall comply with the following requirements:
 - (i) a copy of this Agreement shall be attached to the Tenancy Agreement;
 - (ii) the Tenancy Agreement shall include a clause requiring the Tenant and each permitted occupant of the Affordable Dwelling Unit to comply with this Agreement;
 - (iii) the Tenancy Agreement shall include a clause providing that the Owner may terminate the Tenancy Agreement if any of the following occur, each of which constitutes a “Tenancy Default”:
 - A. the Affordable Dwelling Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent;
 - B. the Tenant subleases the Affordable Dwelling Unit or assigns the Tenancy Agreement in whole or in part, without the Owner's consent;
 - C. the information provided by the Tenant regarding their Cumulative Gross Annual Household Income during the Town’s verification process pursuant to section 3.9 was false, inaccurate, or misleading; and
 - D. the Tenant refuses to provide information requested by the Town that the Town requires to verify the Tenant’s Cumulative Gross Annual Household Income;

- (iv) the Tenancy Agreement will identify all occupants of the Affordable Dwelling Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing in the Affordable Dwelling Unit.

3.5 Tenancy Agreement Defaults

In the event of a Tenancy Default, the Owner will use commercially reasonable efforts to end the Tenancy Agreement by providing notice to the Tenant that ends the tenancy on the earliest date possible permitted under the *Residential Tenancy Act* and will use commercially reasonable efforts to cause the Tenant to vacate by that date to the extent permitted by the *Residential Tenancy Act*.

3.6 Income Limit

The Owner will not enter into a Tenancy Agreement with a Household to rent an Affordable Dwelling Unit unless the Household establishes that its Cumulative Gross Annual Household Income for the most recent tax year does not exceed the Income Limit for the relevant Affordable Dwelling Unit.

3.7 Subleasing and Assignment

The Owner will not consent to the assignment of a Tenancy Agreement or the subletting of an Affordable Dwelling Unit, except if the assignment or subletting is to an Eligible Tenant and, in the case of an assignment, the assignee does not pay any amount to the assignor in consideration of such assignment or in the case of a sublease, the subtenant does not pay monthly rent to the Tenant that exceeds the Permitted Rent applicable to the Affordable Dwelling Unit.

3.8 Delivery of Tenancy Agreements

The Owner will forthwith deliver or cause to be delivered a certified true copy of every Tenancy Agreement (or for Affordable Dwelling Units Specified by the Town) to the Town upon demand from time to time, provided that nothing in this provision will compel the Owner to breach any law with respect to privacy or confidentiality.

3.9 Verifying Cumulative Gross Annual Household Income

- (a) Prior to entering into a Tenancy Agreement for an Affordable Dwelling Unit, the Owner will verify or cause to be verified the Cumulative Gross Annual Household Income of each proposed occupant;
- (b) As part of its Cumulative Gross Annual Household Income verification process, the Owner will require each member of a Household occupying an Affordable Dwelling Unit over the age of 18 to provide the following information:
 - (i) pay stubs for the most recent three months; or
 - (ii) a letter from an employer that:
 - A. is on the employer's letterhead,

- B. contains contact information for the person who signed the letter, the signature of the letter writer, and the date the letter was signed; and
- C. contains the gross income, number of hours worked, taxable benefits, and frequency of pay; and
- (iii) a certificate, substantially in the form (with, in the Town's discretion, such further amendments or additions as deemed necessary or desirable) attached as Schedule B, sworn by the prospective tenant, containing all of the information required to complete the certificate.
- (c) If at any point during a Tenancy Agreement:
 - (i) the Owner has any reason to suspect that the information provided by a Tenant regarding Cumulative Gross Annual Household Income is false, inaccurate, or misleading; or
 - (ii) the Town asks the Owner to collection such information

the Owner will request additional documentation and information from a Household necessary to verify the Household's Cumulative Gross Annual Household Income.

3.10 **No Breach**

This Agreement is subject to the provisions of the *Residential Tenancy Act* and the *Personal Information Protection Act*, SBC 2003, c 63, and the parties hereto acknowledge and agree that the Owner will not be in default of any one or more provisions hereunder should such provisions require the Owner to take actions or to otherwise do thing that are contrary to or otherwise not permitted by the *Residential Tenancy Act* and/or the *Personal Information Act*, SBC 2003, c 63.

3.11 **Management -**

- (a) The Owner will at all times administer, manage and operate the Affordable Dwelling Units or will cause a contractor to administer, manage and operate the Affordable Dwelling Units in accordance with all of the restrictions and requirements of this Agreement and the Owner's obligations under this Agreement. For clarity, the Owner's engagement of a contractor pursuant to this Agreement will not relieve the Owner from any of the Owner's obligations under this Agreement or any of the restrictions or requirements of this Agreement.
- (b) The Owner will furnish or cause to be furnished good and efficient management of the Affordable Dwelling Units and will permit representatives of the Town to inspect the Affordable Dwelling Units at any reasonable time with advance notice of five days and subject to the notice provisions in the *Residential Tenancy Act*.
- (c) The Owner will maintain the Affordable Dwelling Units, or cause the Affordable Dwelling Units to be maintained, in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Affordable Dwelling Units.

3.12 Increase in Cumulative Gross Annual Household Income

If the Cumulative Gross Annual Household Income of a Household occupying an Affordable Dwelling Unit rises after they enter into a Tenancy Agreement and exceeds the Income Limit applicable to the Affordable Dwelling Unit the Household is occupying, the Owner is not required to terminate or attempt to terminate the Household's existing Tenancy Agreement on the basis that the Household ceases to qualify for the Affordable Dwelling Unit because the Household's Cumulative Gross Annual Household Income exceeds the Income Limit.

For clarity, if the Tenancy Agreement of a Household that ceases to qualify for the Affordable Dwelling Unit because the Household's Cumulative Gross Annual Household Income and exceeds the Income Limit is terminated, the Owner may only rent the Restricted Dwelling vacated as a result of such termination to a Household that establishes that its' Cumulative Gross Annual Household Income for the most recent tax year does not exceed the Income Limit for the relevant Affordable Dwelling Unit.

ARTICLE 4 DEFAULT AND REMEDIES

4.1 Notice of Default

If the Owner is in default of this Agreement, the Town may give the Owner written notice requiring that the Owner cure the default within 30 days of receiving such notice, or such longer period as the Owner reasonably requires if the default cannot be cured within 30 days if the Owner is acting diligently. The notice must specify the nature of the default. The Owner must act diligently to correct the default within the time specified in the notice.

4.2 Costs

The Owner will pay to the Town, upon demand by the Town, all of the Town's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.

4.3 Breach

If a Rental Breach occurs, the Town may require the Owner to pay the Town the amount determined by the following formula:

(Average Monthly rent of all non-Affordable Dwelling Units having the same number of bedrooms as the Affordable Dwelling Unit subject to the breach)

X

2

= Additional Rent payable per offending Dwelling Unit per month

For example, if a Rental Breach Occurs in relation to two 2-bedroom Affordable Dwelling Units, and the average monthly rent of all non-Affordable Dwelling Units with 2 bedrooms is \$2,400.00, the calculation will be as follows:

$$(\$2,400.00 \times 2) + (\$2,400.00 \times 2) = \$9,600.00$$

In this case, \$9,600.00 per month is payable by the Owner per month.

4.4 Payment for Rental Breach

The amount payable pursuant to section 2.3(a) will be payable:

- (a) via the method indicated by the Town;
- (b) separately for each Dwelling Unit not properly operated, managed or used as an Affordable Dwelling Unit;
- (c) monthly, for each month or partial month the Rental Breach continues; and
- (d) until the Rental Breach being committed in relation to the Dwelling Unit is remedied.

4.5 Remedying Rental Breach

The Owner covenants and agrees to remedy any Rental Breach as soon as reasonably possible (without the obligation to terminate any existing Tenancy Agreement) and in any event no later than one (1) year of receipt of notice of such breach by the Town.

4.6 Liquidated Damages

The Owner acknowledges and agrees that a significant reason the Town amended the Town's zoning bylaw to permit the Owner's development was because the Owner agreed to provide Affordable Dwelling Units as part of the development, as the Town believes that the construction of affordable rental housing will benefit the community as a whole. As such, if the Affordable Dwelling Units are not used in accordance this Agreement, the Town will suffer significant loss of benefit that is difficult to quantify. Accordingly, the Owner hereby covenants and agrees to make the payments outlined in section 4.3 above as liquidated damages in the circumstances in which each payment applies, with the Owner and the Town agreeing that each such payment is a genuine pre-estimate of the Town's losses in the circumstances in which such payment is made.

4.7 Specific Relief

The Owner agrees that, without affecting any other rights or remedies the Town may have in respect of any breach of this Agreement that continues beyond the cure period, the Town is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement that continues beyond the cure period. The Owner agrees that this is reasonable given the public interest in ensuring the provision of Affordable Dwelling Units to be occupied by Eligible Tenants and restricting occupancy of the Lands in accordance with this Agreement.

4.8 No Penalty or Forfeiture

The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing Affordable Dwelling Units for Eligible Tenants, and that the Town's rights and

remedies under this Agreement are necessary to ensure that this purpose is carried out, and the Town's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.

4.9 **Cumulative Remedies**

No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit, or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right to remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise), or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

ARTICLE 5 MISCELLANEOUS

5.1 **Term and Discharge**

This Agreement will expire and become null and void on the date that is 60 years from the Occupancy Date (the “**Term**”).

On or after the expiration of this Agreement, the Owner may submit a discharge of this Agreement and a cancellation of the notice of this Agreement filed in the LTO pursuant to section 483 of the *Local Government Act* to the Town and the Town shall, within a reasonable time after request by the Owner, execute and deliver to the Owner such discharge of this Agreement and cancellation of the notice.

5.2 **No Compensation**

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the Town, for any decrease in the market value of the Lands which at any time may result directly or indirectly from the operation of this Agreement.

5.3 **Modification**

This Agreement may be modified or amended from time to time, by the written consent of all of the parties and a bylaw duly passed by the Council of the Town and thereafter if it is signed by the Town and the Owner.

5.4 **Indemnity**

Pursuant to section 219(6) of the *Land Title Act*, the Owner will indemnify and save harmless the Town and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, losses, damages, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) the use or occupancy of any Dwelling Unit, save and except for any Dwelling Unit leased to the Town;
- (b) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom the Owner is responsible at law in connection with the observance or performance of the obligations of the Owner under this Agreement;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Dwelling Unit (save and except for any Dwelling Unit leased to the Town); or
- (d) any breach of this Agreement by the Owner.

5.5 **Release**

The Owner hereby releases and forever discharges the Town and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of the:

- (a) construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Unit, save and except for any Dwelling Unit leased to the Town; and
- (b) exercise by the Town of any of its rights under this Agreement.

5.6 **Registration & Priority**

The Owner will cause this Agreement to be registered as a covenant under section 219 of the *Land Title Act* against title to the Lands in priority to all charges and encumbrances registered or pending registration against title to the Lands save and except those in favour of the Town or specifically approved in advance in writing by the Town, and will cause a notice of this Agreement under section 483(5) of the *Local Government Act* to be filed in the Land Title Office and shown as a legal notation on title to the Lands.

5.7 **Town's Powers Unaffected**

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the Town under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the Town any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

5.8 Agreement for Benefit of Town Only

The Owner and the Town agree that:

- (a) this Agreement is entered into only for the benefit of the Town;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, Owner, occupier or user of the Lands or the building or any portion thereof, including any Affordable Dwelling Unit, and not third-parties other than the Town shall have any rights under this Agreement; and
- (c) the Town may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

5.9 No Public Law Duty

Where the Town is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the Town is under no public law duty of fairness or natural justice in that regard and agrees that the Town may do any of those things in the same manner as if it were a private party and not a public body.

5.10 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

5.11 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

5.12 Waiver

All remedies of the Town against the Owner will be cumulative and may be exercised by the Town in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the Town exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

5.13 Sole Agreement

This Agreement, and any documents signed by the Owner contemplated by this Agreement, represent the whole agreement between the Town and the Owner respecting the use and occupation of the Affordable Dwelling Units, and there are no warranties, representations, conditions or collateral agreements made by the Town except as set forth in this Agreement.

5.14 Further Assurance

Upon request by the Town, the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the Town to give effect to this Agreement.

5.15 Agreement Runs with the Lands

This Agreement shall burden and run with, and bind the successors in title to, the leasehold interest of the Owner in the Lands and every parcel into which the Lands may be Subdivided.

5.16 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the Town or give the Owner any authority to bind the Town in any way.

5.17 Applicable Law

Unless the context otherwise requires, the laws of British Columbia will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

5.18 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the General Instrument - Part 1 of the Land Title Act Form C which is a part hereof.

SCHEDULE A

OWNER'S CERTIFICATE – RENTAL INFORMATION

I, _____ of _____, British Columbia, certify that:

1. I am the Owner subject to a Housing Agreement with the Town of Comox date for reference _____ or an authorized signatory of the Owner of the Building located at _____ (the "**Building**"), and make this certificate to the best of my personal knowledge.
2. Certified true copies of the Tenancy Agreements for all Eligible Tenants in force at the date of this Agreement are attached to this Certificate.
3. Copies of all information the Owner has collected regarding Cumulative Gross Annual Household Income under section 3.9 of this Agreement for all Eligible Tenants having Tenancy Agreements in force at the date of this Agreement are attached to this Certificate.
4. The rent roll for the Building is attached to this Certificate and the information contained in the rent roll is current to the date of this certificate.
5. The rent roll contains the following information for each Dwelling Unit located in the Building:
 - (a) Unit Number
 - (b) Unit Size in square feet
 - (c) Unit Type/Number of Bedrooms
 - (d) Rental Rate
 - (e) Rent Rate per square foot
 - (f) Tenancy Agreement Commencement Date
6. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement in relation to the Affordable Dwelling Units and confirm that the Owner has complied with such obligations to date.
7. I make this certificate, conscientiously believing it to be true and knowing that the Town of Comox will be relying upon the statements made herein.

[Owner]

Signature

SCHEDULE B

CERTIFICATE – TENANT INFORMATION

I, _____ of _____, British Columbia, certify that:

1. I am applying to become a tenant of a Dwelling Unit located at _____[building address]_____, and make this certificate to the best of my personal knowledge.
2. My Cumulative Gross Annual Household Income for the most recent financial year is \$_____.
3. Attached to this Certificate is the following documentation demonstrating my Cumulative Gross Annual Household Income:




[pay stubs for the most recent three months, employment letter]
4. I make this certificate, conscientiously believing it to be true and knowing that the landlord will be relying upon the statements made herein.

[Applicant]

Signature

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	6980-20 / 2025
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	April 10, 2025
SUBJECT:	Downtown Comox Business Improvement Area Renewal		

Prepared by:  S. Russwurm, DCS	Supervisor: _____	Financial Approved:  Edward Henley, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Downtown Comox Business Improvement Area Bylaw No. 2032 be Adopted.

PURPOSE:

To recommend that the Downtown Comox Business Improvement Area Bylaw No. 2032, regarding the renewal of the Downtown Comox Business Improvement Area, be adopted.

STRATEGIC PLAN LINKAGE:

Economic Health, including the support of a strong and vibrant business community, is one of Council's strategic priorities. The Comox Business in Action Business and Professionals by the Sea Association (Comox BIA) is also heavily focused on economic development activities, such as business promotion schemes and supporting the implementation of the Town's Economic Development Strategy and Downtown Enhancement Action Plan.

PRIORITY	AREAS OF FOCUS
We support a strong and vibrant business community to provide stability to our local economy.	Balancing Vibrancy & Stability - Create an environment for a robust and vibrant Comox economy by working with community organizations (BIA) to facilitate their success.

BACKGROUND:

Since 2000, Council has continuously maintained a Business Improvement Area in order to grant money to the Comox BIA for the purpose of promoting business and economic development activities in downtown Comox. Each has had a term of five years, as established by bylaw, with

the most recent term expired on December 31, 2024. In order to continue the provision of funding to the Comox BIA, a new business improvement area must be established, and Council has received a request from the Comox BIA to initiate this process.

On February 5, 2025, Council gave the Downtown Comox Business Improvement Area Bylaw No. 2032 first, second and third readings. Subsequently, in accordance with Section 213 of the Community Charter, notice was provided in the local paper and to affected property owners of the proposed local area service (the Business Improvement Area). The notice advised that Council intended to adopt the Bylaw unless a valid petition against the proposed service was received within 30 days following the second notice in a newspaper (March 31, 2025).

Petitions against the proposed service were received from the owners of 17 parcels, representing 20.5% of the total number of parcels and 14.7% of the total assessed value of the parcels.

Section 213 of the Community Charter states that Council may proceed with the local area service unless it receives a sufficient petition against the service within 30 days after the date of the second notice publication. A petition is considered to be sufficient if it is received from the owners of at least 50% of the parcels, representing at least 50% of the assessed value of land and improvements that would be subject to the local service tax. Since the petition was insufficient, Council can now adopt the Bylaw.

Financial Considerations:

There are no direct costs required from the Town of Comox in order to renew the Downtown Comox Business Improvement Area. Property taxes collected in accordance with the Business Improvement Area Bylaw No. 2032 are levied through a local area service (the Downtown Comox Business Improvement Area) and forwarded through a grant to the Comox BIA.

For the previous term, the Comox BIA established a budget of \$72,900 for each of the five years 2020-2024. For the current term, the Comox BIA has established the following budget amounts:

2025 - \$80,180
2026 - \$88,209
2027 - \$97,030
2028 - \$106,733
2029 - \$117,406

ATTACHED: DRAFT DOWNTOWN COMOX BUSINESS IMPROVEMENT AREA BYLAW NO. 2032

TOWN OF COMOX

BYLAW NO. 2032

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE PURPOSE OF ANNUALLY FUNDING A BUSINESS IMPROVEMENT AREA

WHEREAS the Council of the Town of Comox may, by majority vote, grant money to an applicant in accordance with the Community Charter for the purpose of the planning and implementation of a Business Promotion Scheme;

AND WHEREAS an application for a grant of monies has been received from the Comox Business in Action and Professionals by the Sea Association, herein after called the "Applicant";

AND WHEREAS the Applicant is registered pursuant to the Society Act and intends to use the monies for the planning and implementation of a Business Promotion Scheme within the Business Improvement Area;

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

1. TITLE:

This bylaw may be cited for all purposes as the "Downtown Comox Business Improvement Area Bylaw No. 2032".

2. DEFINITIONS:

In this Bylaw, unless the context otherwise requires:

"Applicant" means the Comox Business in Action Business and Professionals by the Sea Association.

"Business Improvement Area" means the area of the Town of Comox designated by Section 3 of this Bylaw as set out in SCHEDULE "A", which is attached to and forms a part of this Bylaw.

"Business Promotion Scheme" means:

- (a) supporting/leading or engaging in the implementation of the Strategic Plan, the Economic Development Strategy and the Downtown Enhancement Action Plan;
- (b) improving, beautifying or maintaining streets, sidewalks, or municipally owned land, buildings or other structures;
- (c) supporting businesses with retention and expansion services; and
- (d) marketing, research, staffing and administration.

"COUNCIL" means the Council of the Town of Comox.

3. BUSINESS IMPROVEMENT AREA BOUNDARIES:

For the purposes of this Bylaw, the Business Improvement Area to which this Bylaw is applicable shall be comprised of those parcels of land outlined in bold on SCHEDULE "A", which is attached to and forms part of this Bylaw,

4. TERM AND ANNUAL PAYMENT:

This Bylaw shall be in effect for a term of five years. Council is hereby empowered to grant to the Applicant a maximum amount of money, as follows:

- (a) In the calendar year 2025 - \$80,190
- (b) In the calendar year 2026 - \$88,209
- (c) In the calendar year 2027 - \$97,030
- (d) In the calendar year 2028 - \$106,733
- (e) In the calendar year 2029 - \$117,406

5. TERMS AND CONDITIONS:

- (a) Subject to the terms and conditions of this Bylaw, Council may direct payment of a sum of money to the Applicant in each calendar year for the duration of this Bylaw.
- (b) The money granted pursuant to the Community Charter and this Bylaw shall be expended only:
 - (i) by the Applicant;
 - (ii) in accordance with the conditions and limitations set out in this Bylaw; and
 - (iii) for the purpose of carrying out the Business Promotion Scheme.
- (c) All of the money granted to the Applicant pursuant to Section 4 of this Bylaw shall be recovered from the owners of improved land or real property within the Business Improvement Area classified as Class 6 (Business and other).
- (d) For the purpose of recovering the monies granted to the Applicant under this Bylaw, the Town of Comox shall levy annually a property value tax on land and improvements.
- (e) The Applicant shall submit annually to Council for approval, on or before October 1st, a budget for the next calendar year in accordance with the Business Promotion Scheme.

- (f) Money granted pursuant to Section 4 of this Bylaw shall be paid on or before July 2nd of each year.
- (g) Money granted pursuant to Section 4 of this Bylaw shall be expended only for projects provided for in the annual budget submitted by the Applicant and approved by Council.
- (h) No payments shall be made by the Applicant unless the payments are within the amounts set out in the budget approved by Council.
- (i) The Applicant shall account for the money granted and approved by Council for the previous year by submitting to the Town of Comox on or before October 1st, in each year, an annual financial statement which shall be prepared in accordance with generally accepted accounting principles.
- (j) The Applicant shall not incur any indebtedness or other obligations beyond each budget year.
- (k) The Applicant shall provide to the Town of Comox copies of insurance policies insuring the Applicant in accordance with the specifications set out in Section 6. Such insurance shall be maintained by the Applicant.

6. INSURANCE SPECIFICATIONS:

- (a) The Applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the Municipality and subject to limits of not less than FIVE MILLION (\$5,000,000.00) DOLLARS inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the Applicant as well as any contractor or subcontractors hired by the Applicant.
- (b) The Town of Comox shall be added as an additional insured under the Comprehensive General Liability policy.
- (c) The Applicant shall provide the Town of Comox with a copy of its Comprehensive General Liability insurance policy prior to Council providing funding under Section 4 of this Bylaw.
- (d) The Applicant's Comprehensive General Liability policy shall contain an endorsement to provide the Town of Comox with 30 days written notice of change or cancellation.

7. TERMINATION:

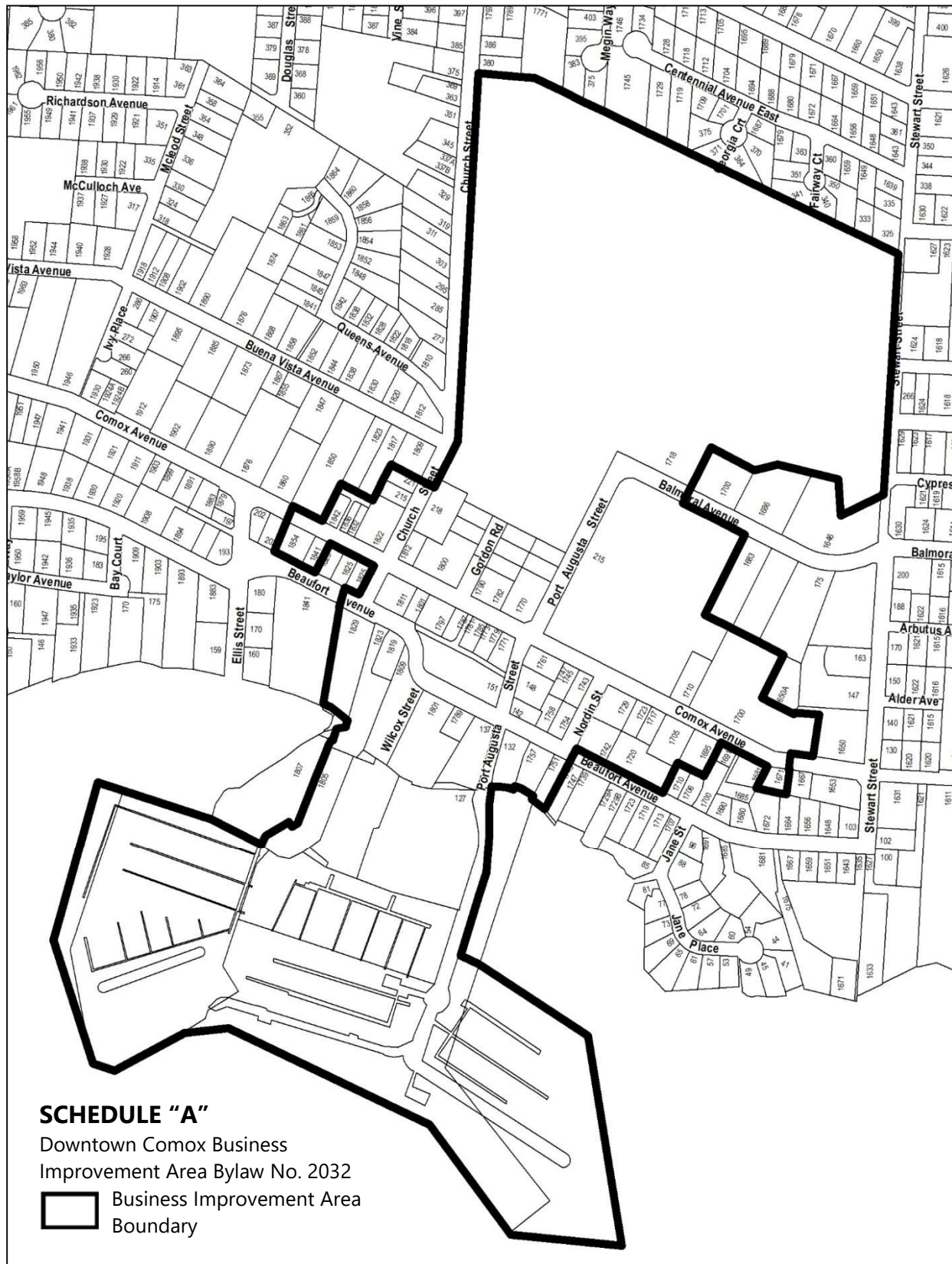
This Bylaw shall cease to have effect on the 1st day of January 2030.

8. ADOPTION:

READ A FIRST, SECOND and THIRD time this	1 st	day of	February	, 2025
NOTICES sent to parcel owners this	12 th	day of	February	, 2025
ADVERTISED a first time this	19 th	day of	February	, 2025
ADVERTISED a second time this	26 th	day of	February	, 2025
ADOPTED this		day of		, 2025

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Certificate of Sufficiency

Downtown Comox Business Improvement Area Bylaw No. 2032




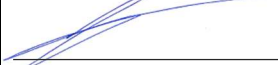
In accordance with Section 216 of the Community Charter, I hereby certify that the Town of Comox has not received a sufficient petition against the adoption of the Downtown Comox Business Improvement Area Bylaw No. 2032.



Corporate Officer

April 1, 2025
Date Signed

TO: Mayor and Council	FILE: DVP 25-1
FROM: Pamela Nall, Planner I	DATE: April 16, 2025
SUBJECT: Development Variance Permit 25-1 Comox Pump Station (81 Jane Place)	

Prepared by:  Pamela Nall, Planner I	Supervisor:  Randy Houle, Director of Development Services	Operations Approved:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Development Variance Permit 25-1 be Approved; AND FURTHER,

THAT Staff be directed to issue the permit.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Development Variance Permit 25-1 be approved with conditions.

PURPOSE

The applicant is proposing to upgrade the existing municipal wastewater collection and pumping station (Comox Pump Station) at 81 Jane Place which is operated by the Comox Valley Regional District. The Comox Pump Station collects wastewater from the Town and pumps it to the Comox Valley Water Pollution Control Centre for treatment. The Comox Pump Station has been in operation since 1980 and requires upgrades to expand capacity and extend operation to 2060. The upgrades include retrofitting with larger modern equipment which will require a building extension and an addition of an external

odour control facility. To facilitate the construction as proposed, a variance to Zoning Bylaw No. 1850 is required:

- Watercourse Regulations Section 5.19 (2): to reduce the minimum setback of a building from the natural boundary of the sea from 7.5 m to 2.0 m.
- Section 701.9 (3): to decrease the minimum interior side parcel line setback from 6.0 m to 1.5 m.

The subject property is also within the 15.0 m flood plain setback designated under the Town of Comox Flood Plain Designation Bylaw 1474. An application for a staff-issuable floodplain exemption will be processed separately, which requires the submission of a geotechnical engineer’s report that indicates that the land may be used safely for its intended use.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus
Balanced Community Planning	Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.

BACKGROUND

Subject Property:

Legal Address: NO PID NUMBER – THAT PART OF THE BED OF COMOX HARBOUR, SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW

Zoning Designation: PA1.1 Public Assembly.

OCP Designation: The subject property is not designated within the OCP.

Property Size: 628 m² (area zoned by the Town).

Property Contains: One existing wastewater pump station.

Surrounding Land Uses: Comox harbour to the south, and single-family development on neighbouring parcels.

Application History: The subject property is not a legal parcel and has no PID but is within the jurisdiction of the Town of Comox. The subject property consists of Statutory Rights of Way granted to the CVRD by the Province of BC to operate the pump station and sanitary sewer outfall pipeline (see **Attachment C Sketch Plan Survey**). The subject property was zoned PA1.1 by the Town to regulate development impact.



Image 1: Location of subject property within the Town

The CVRD has conducted extensive consultation with the adjacent property owners. In 2022, they engaged with the neighbourhood about the required changes to the pump station, collecting feedback to be considered in the design process. In January 2025, the CVRD provided a design update to the Jane Place neighbourhood, learning that some engagement steps promised in 2022 were missed. To rectify this, a public engagement session for the neighbourhood was held in person on February 20, 2025, and online. Residents were presented with four design options for the Comox Pump Station and asked to vote for their preferred design option for five features (roof, siding, fence, landscaping and south-east finishes). CVRD staff were available to answer questions about design, technical details,

construction and wastewater planning. The proposed landscaping and architectural design of the Pump Station is a result of this engagement process.

ANALYSIS/ISSUES/IMPLICATIONS

When considering a variance to a Town bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable.

Section 5.19 (2): to reduce the minimum setback of a building from the natural boundary of the sea from 7.5 m to 2.0 m.

- Zoning Bylaw Section 5.19 Watercourse Regulations states that no building shall be constructed or located on land above the natural boundary within 7.5 metres of the natural boundary of the sea, to protect both the environment and structures from coastal hazards. The Zoning Bylaw Watercourse Regulations overlap in this case with the Flood Plain Designation Bylaw 1474, which requires a 15 m setback from the natural boundary of the sea. The new generator room addition on the south-east side will be approximately 4 m from the natural boundary of the sea and the new odour control facility on the north-west side will be approximately 2 m from the natural boundary of the sea.
- The existing building was constructed in the flood plain and the new generator room and new odour control facility will extend closer to the natural boundary of the sea. The applicant states that at this time, it is not possible to relocate the pump station to higher ground without significantly remodeling the gravity sewer system, and purchasing land currently used for other purposes. A Flood Assessment Report and Flood Assessment Design Variance Letter were submitted to the Town to identify flood hazard risk and flood risk mitigation for the site (see **Attachment G**). The applicant's engineer (AECOM) concluded that the hazards associated with the subject property in the flood plain relate to ocean water levels, with the main risk being property flooding and water damage to structures and equipment. The slope area between the subject property and the sea consists of rocks and dense vegetation, presenting a low risk of erosion during flooding. Considering the nature of the expected flood hazards summarized in Sections 5 and 6 of the Flood Assessment Report and the low risk for injury and loss of life, the

report concluded that flood risk of property would be considered tolerable and safe for the intended use if the risk reduction strategies outlined in Section 6.5 are adhered to. These include:

- Earth embankments within the setback area and adjacent to proposed buildings must be adequately protected from scour and other forms of erosion that may be caused by flood events.
- Before placing the foundations, building subgrades must be reviewed by a geotechnical engineer to ensure that foundations will bear directly on undisturbed, competent native soils.
- A Post-Development Report, including post-construction photos, must be completed by a Qualified Professional to document and confirm that the construction of the proposed pump station aligns with the description provided within the Flood Assessment Report and that the risk reduction strategies are met.
- On-site work should be limited to monthly inspections and irregular maintenance visits. An active forecast of the tide levels and storm events should be maintained and used to direct the schedule of site maintenance or other site work.

Section 701.9 (3): to decrease the minimum side-interior parcel line setback from 6.0 m to 1.5 m.

- The new modern equipment (including emergency stand-by generator and electrical control cabinets) is larger than the current equipment and will not fit within the existing building, requiring an addition to the building which will extend up to 1.55m to the interior lot line on the south-east side.
- The south-east lot line is adjacent to a single family-dwelling which is currently screened from the existing pump station with a fence and landscaping. The proposed addition will bring the building 3.16 m closer to the south-east interior lot line. The new landscape design includes emerald cedars and a 1.8 m high black steel palisade fence to screen the facility and equipment and reduce the impact of the reduced setback on the adjacent property. A landscape deposit will be required to secure the works, at a cost of \$131,250 (based on 125% of the landscaping and irrigation cost estimate).

- In addition, cedars will be planted to screen the new generator room on the ocean side, at the front of the facility, and to the north of the odour control facility to screen it from the properties looking down on the pump station from Beaufort Avenue and Jane Place. To make the upgrades more visually pleasing, the odour control facility will be wrapped with a green decorative image to resemble landscaping, and the new generator room will have modern looking charcoal metal siding and a flat roof over the facility frontage.

Staff feel that the variance request is reasonable to facilitate the necessary upgrades to maintain the smooth operation of the existing facility, which cannot be relocated at this time and is essential to the Town's municipal wastewater collection process. The applicant's designs have made all possible efforts to reduce any impact on the surrounding neighbourhood from the necessary upgrades. For this reason, Staff recommend that Council support the application.

REFERRALS

The application was referred to various internal and external agencies. A Cultural Heritage Investigation Permit (CHIP) has been obtained through KFN for all work associated with the CVRD's Sewer Conveyance Project. A building permit will be required prior to the works commencing.

PUBLIC PROCESS

Adjacent property owners will have received notification of the development variance permit application, with written comments regarding the proposal being accepted until 12:00pm on the same day that Council considers the application.

ATTACHMENTS:

Attachment A: Property Location Map

Attachment B: Zoning Map

Attachment C: Comox Pump Station Sketch Plan Survey

Attachment D: Photos of Subject Property

Attachment E: Applicant's Letter of Rationale

Attachment F: Drawings

Attachment G: Flood Assessment Report and Variance Letter

Attachment H: Draft Development Variance Permit 25-1

ATTACHMENT A
PROPERTY LOCATION MAP



TOWN OF COMOX

81 Jane Place - CVRD Pump Station

Property Location Map



TOWN OF COMOX

Disclaimer: This map is for reference only. It is not intended to be used for description, conveyance, authoritative definition of legal boundary, or property title. It is not a survey product.



0 5 10 20 30 40 Meters

1:500

ATTACHMENT B

ZONING MAP



TOWN OF COMOX

81 Jane Place - CVRD Pump Station

Zoning Map



TOWN OF COMOX

Disclaimer: This map is for reference only. It is not intended to be used for description, conveyance, authoritative definition of legal boundary, or property title. It is not a survey product.



0 5 10 20 30 40 Meters

1:500

ATTACHMENT C

COMOX PUMP STATION SKETCH PLAN SURVEY

SKETCH PLAN SHOWING IMPROVEMENTS ON:
PART OF THE BED OF COMOX HARBOUR,
NANAIMO DISTRICT

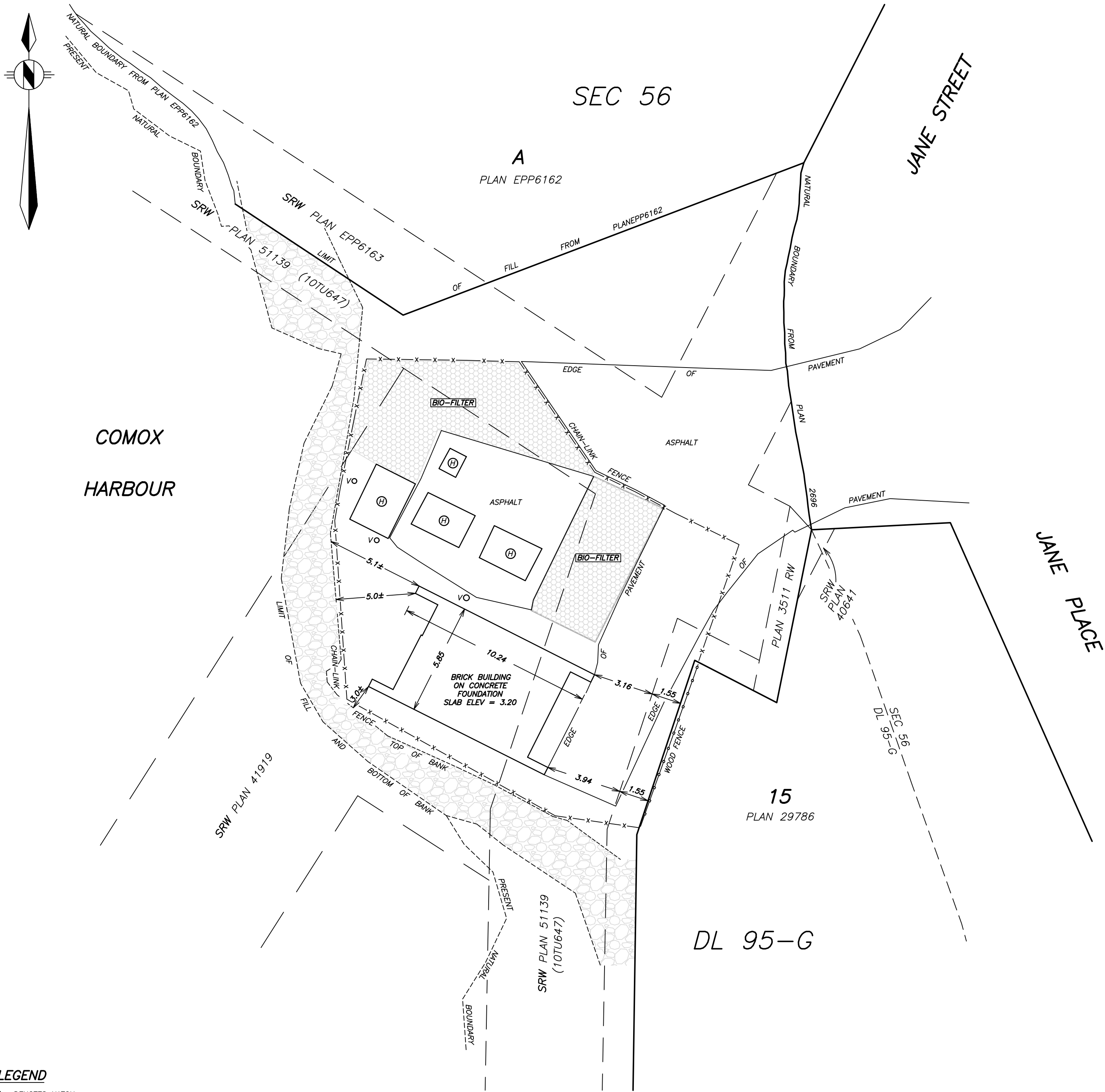
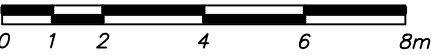
CIVIC ADDRESS:
81 JANE PLACE, COMOX, B.C.

THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

PARCEL BOUNDARIES SHOWN HAVE BEEN DERIVED FROM PLANS 29786 AND EPP6162

SCALE: 1:150

ALL DISTANCES ARE IN METRES



LEGEND

H DENOTES HATCH
VO DENOTES VENT

SURVEYED DECEMBER 8th and 12th, 2022; and OCTOBER 11th, 2024
UPDATED SKETCH PLAN ISSUED OCTOBER 22, 2024

McElhanney Associates accepts no responsibility or liability for damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the consent of McElhanney Associates.

NOTES:

BUILDING DIMENSIONS AND OFFSETS TO PROPERTY LINES ARE SHOWN TO EXTERIOR OF BUILDING WALLS.

THE AVERAGE ELEVATION OF AVAILABLE PRESENT NATURAL BOUNDARY IS 1.71m.

ELEVATIONS WERE DERIVED FROM GNSS OBSERVATIONS USING THE REAL TIME NETWORK SMARTNET-BCCY AND REFERENCED TO CGVD28 USING HT2.0 GEOID.



McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
1211 Ryan Road
Courtenay, B.C. V9N 3R6
Ph: 250-338-5495
File: 05860JP-R2

ATTACHMENT D

PHOTOS OF SUBJECT PROPERTY



Image 1 Current View of Pump House facing bottom of Jane Street



Image 2 Current View of Pump Station opposite 85 Jane Street



Image 3 Current View of Existing Setback Adjacent to Single Family Dwelling at 77 Jane Place



Image 4 View of Existing Pump Station Building Adjacent to Single Family Dwelling at 77 Jane Place

ATTACHMENT E

APPLICANT'S LETTER OF RATIONALE

Pamela Nall
Planner
Town of Comox
1809 Beaufort Avenue
Comox
BC V9M 1R9

January 27, 2025

Project #
60719424

Subject: CVRD Sewer Conveyance Project – Comox Pump Station Upgrade – Jane Place

Dear Pamela,

Further to your ongoing discussion with Charlie Gore of the Comox Valley Regional District (CVRD), we attach the completed application forms and supporting information for the Development Variance Permit (DVP), and Flood Plain Designation Exemption (FPEX) that we require for the proposed works. The purpose of this letter is to provide an overview of the information we are providing, the Rationale required for the DVP and FPEX, and other metrics required but not included elsewhere.

Per your meeting with CVRD on January 17, 2025, please consider the architectural aesthetics and landscaping to be on hold pending the outcome of the engagement with the neighbourhood. These will be updated in a subsequent submission in March 2025.

Information Overview – DVP

3. Legal Documents Analysis – We understand that this was conducted by your department, and that you do not require the table called for in the DVP application form. We attach the files supplied to us for ease of reference
4. Development Permit Areas – DPA#14 is quoted in the application form, though we note that no works are proposed below the Natural Boundary of the sea. As such, we believe that DPA#14 does not apply. It is not clear to us if in consequence the DVP requirement also falls away, but we have assumed it does not
5. Development within a Designated Flood Plan – We attach our Flood Assessment Report for reference
6. Environmental Report – We don't believe that our proposals require an Environmental Report and therefore have not provided one. Our Construction Environmental Management Plan may be of relevance and can be provided if required

7. Informal Property Owner Discussion – CVRD have discussed our proposals with the property owners and can provide the feedback gathered separately, if required
8. Rationale – Follows below
9. Site Statistics – Follow below
10. Drawings and Plans – We attach our Architectural drawings produced at the “90%” stage of design development. These will be developed further as we complete the design, and should be read in conjunction with all other design disciplines, but these accurately illustrate the intent of the works
12. BC Land Surveyor Sketch Plan – we enclose a recent survey drawing produced by McElhanney Associates Land Surveying Ltd on behalf of the CVRD
13. Site Plan – we enclose three Civil Engineering drawings which together, we believe, illustrate all the features required
- 14-23 Sections & Plans – Please refer to the Architectural drawings, which we believe provide all the required details
24. Landscape Budget – on hold, pending engagement

Information Overview – FPEX

Generally, the supporting information required is as for the DVP noted above, but with the following additions

4. Tree Management and Protection – We understand that the Town of Comox has confirmed that this does not apply
7. Zoning Setbacks – Notwithstanding our uncertainty regarding the application of DPA#14 to this site, we understand that a DVP is required and is being submitted in conjunction with the FPEX
8. Specialist’s Reports – We understand that our Flood Assessment Report is the only specialist report required
9. Contaminated Sites Regulation – We understand that this regulation does not apply to this site
11. Drawings and Plans – We assume that printed sets are not required

Rationale for the Works Requiring DVP

The existing Comox Pump Station at 81 Jane Place collects wastewater from the Town of Comox and pumps it to the Comox Valley Water Pollution Control Centre for treatment. We understand that the parcel of land is Crown Land, within the jurisdiction of the Town of Comox, but the infrastructure is operated by the CVRD.

The station has been in operation since 1980 and is consequently nearing the end of its useful life, along with the larger pump station serving Courtenay and the pump station serving the K’omoks First Nation. The CVRD is

replacing the Courtenay pump station, retrofitting the K'omoks pump station, and replacing the existing forcemains linking all three to the pollution control centre.

The CVRD intends to also retrofit the Comox Pump Station with modern equipment and to extend its life to 2060, at which point it will be replaced entirely. As part of the planned upgrade the pumps will be replaced, along with new mechanical and electrical equipment, and odour control facilities added. The capacity of the pump station is being expanded to meet the flows projected in the year 2060.

We are of course aware that the existing site is situated below the projected future sea levels, but that is now effectively a constraint on the drainage of the Town of Comox. All the existing sewers drain to this point, and consequently it would not be possible to relocate the pump station to higher ground without significantly remodelling the gravity sewer system, and purchasing land currently used for other purposes. As such, at this time, the option to relocate the pump station above future sea level rise is not considered practical.

The original intent of the Comox Pump Station retrofit was to retain the existing building envelope, such that the only visible change would have been the addition of external odour control facilities. However, the increased capacity required and the adoption of modern standards increases the physical size of some of the components, notably the emergency stand-by generator and electrical control cabinets. This in turn makes it impossible to contain all the required components within the existing building. A building extension is therefore proposed, triggering the need for the DVP and FPEX.

In response to the specific rationale requested in the DVP application form, we can advise as follows:

- The present land use is for municipal infrastructure (wastewater pumping), and that will remain unchanged
- The proposed variance to the bylaws are
 - Town of Comox Flood Plains Designation Bylaw 1474 defines land considered to be flood plain, and stipulates the relative height (+1.5m) and setback (15m) that any proposed development must achieve relative to the Natural Boundary of the Sea. We propose a variance to that bylaw to permit this development within the floodplain
- The bylaw section numbers are
 - 5, 6(d), 7(e), 910(4)(a) & 910(4)(b)
- The regulation is proposed to be varied by
 - The floor level for the existing and proposed structure is 10mm below the minimum required by Bylaw 1474, and we understand from our meeting that this difference is considered insignificant and can be waived.
 - However, the 15m setback for the proposed building extension and odour control unit cannot be achieved within the confines of the site. They are currently shown approximately 4m and 2m

respectively from the Natural Boundary of the Sea, and we are therefore requesting that the 15m setback be varied to 2m in this instance.

- The variance is required as the capacity of the pump station must be increased to meet demand to at least 2060, and it is not practical to relocate the pump station at this time, as discussed above
- The adjacent property owners have been consulted and we have worked to minimise impacts to their enjoyment of their property, specifically by designing the new infrastructure to match or better existing noise levels, and by designing the extension to be in keeping with the existing building visually
- The perceived benefit to the wider community is the provision of increased wastewater pumping capacity, to enable growth to the year 2060, and improved reliability of the system which will in turn reduce the risk of spills to the environment
- As described, the project objective is to increase the capacity and reliability of the wastewater collection and treatment systems for Courtenay and Comox, and meet applicable environmental guidelines. This in turn will enable the Town of Comox to grow as projected without a detrimental impact to the environment, which would otherwise inevitably occur more frequently as infrastructure aged and failed
- The proposed odour control tank will be wrapped with the Town's standard evergreen image
- As described throughout, the proposed works are intended to address the limitations of the infrastructure operated by CVRD, but upon which the Town of Comox relies, to provide service to the year 2060 as a minimum.

Additional Rationale for the Works Required by the FPEX

Specific to the FPEX and in addition to the rationale above regarding the reason for the proposed reduction of the flood plain setback or flood level, our attached Flood Assessment Report discusses the situation of the site relative to the applicable flood plain setback and flood level. Given the wider constraints of the area and the existing infrastructure, described above, we trust that the factors driving the project are sufficiently clear.

Additional Metrics Required – DVP

In response to Section 9 of the DVP application form, the following are the required site statistics:

Area affected by the proposed development	367m ²
Proposed building height measured from grade	3.55m (existing building & proposed extension)
Maximum height of any roof access, screening and structures	4.33m
Total number of proposed parking spaces	0 formal spaces (space will be provided for occasional service vehicles)

Additional Metrics Required – FPEX

In response to Section 10 of the FPEX application form, the following are the required site statistics:

Total number of dwelling units	0
Parcel area	367m ²
Net parcel area	367m ²
Parcel coverage	100%
Number of stories	1
Flood Construction Level	4.60m (future flood level)

Summary

We trust that this letter and the attached information is sufficient to enable the Town of Comox to assess these applications, and that our proposals are clear and easy to follow. Of course, if we have misinterpreted any of the requirements or you have any further questions, please don not hesitate to ask. We will be happy to provide further information where needed and we are able to.

Sincerely,

AECOM Canada ULC



Nic Smith
Project Manager

Encl: DVP & FPEX Application Forms & Attachments

cc:

ATTACHMENT F

DRAWINGS

Last Plotted: 2025-03-18 3:17:55 PM
 Filename: Autodesk Docs://CHAMER(CAN)40719424-CVRD Comox Sewer/60719424-MDL-CX-00-A-124.rvt
 Project Management Initials: Designer: MN Checked: ST Approved: IG
 ANS I D 559mm x 864mm

CVRD - COMOX PUMP STATION

Comox Pump Station, British Columbia

Comox Valley Regional District
770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000

Project Name	CVRD Comox Pump Station
Civic Address	81 Jane Place, Comox, B.C.
Legal Description	SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW
Existing Zoning	PA1.1
Streets Located Within 3m-15m of Main Entrance	Jane Place
Applicable Building Code	BCBC 2024
Building Area (Gross Footprint)	42,56 m ² (Existing) + 33,11 m ² (Addition) = 75,67 m ²
Major Occupancy	Control Room: Group F2 Generator Room: Group F3
Building Classification	1.3.3.2.(1) (a) - Post Disaster Bldg. 3.2.2.80 Group F, Division 2, up to 2 Storeys Combustible or Noncombustible Floor & Load Bearing Walls & Columns = 45 min. FRR
Fire Separation	3.6.2.8 Emergency Power Installation 2HR FRR Fire Separation required between generator room and remainder of the building Table3.1.8.4. - 1.5h FRR closure required in 2h FRR fire separation
Occupant Load	Person per m ² 46/m ² Total Area(m ²) 75,67 m ² Total Occupant Load = 2 (Non Occupied - Maintenance Access Only)
Exit signs Direction of Door Swing	3.4.5.1.(1) (c) - Yes 3.4.6.12.(1) (a) - Open in the Direction of Exit Travel
Number of Required Exits	Table 3.4.2.1.-A Group F2 Max Floor Area allowed for 1 exist = 150 m ² Group F3 Max Floor Area allowed for 1 exist = 200 m ²
Travel Distance	Table 3.4.2.1.-A Control Room: Group F2 = 8,1m < 10m Generator Room: Group F3 = 8,45m < 15m
Exit Corridor	Table 1.1.1.1.(5) - 17 Permitted: minimum width of 800mm Provided: 1000mm
Fire Alarm Limiting Distance Construction of Exposing Building Face	3.2.4.1. - No - Non Sprinklered Table 3.2.3.1 (c). - See Elevation Drawings Table 3.2.3.7. - See Elevation Drawings
Washrooms	3.7.2.2.(2) Water Closets 1 WC for Both Sexes if Occupant load is < 10 Number of WC provided: 1 Unisex Washroom
Accessibility	3.8.2.1 (c) - N/A
Sound Transmission	N/A - 9.11 & 5.8.1.1 Building in Isolation
Energy Efficiency	BCBC 2024 - Part 10 NECB 2020 - 3.2. - Prescriptive Path

SPATIAL SEPARATION AND EXPOSURE CALCULATION

Table 3.2.3.1.-C Unprotected Opening Limits
Table 3.2.3.7 - Minimum Construction Requirements for Exposing Building Faces.
Refer to sheets A-200 Building Elevations



ARCHITECTURAL DRAWING INDEX				
A-000	COVER PAGE	4	2025/03/18	
A-001	GENERAL NOTES & SCHEDULES	2	2025/03/18	
A-003	DEMO PLANS	4	2025/03/18	
A-004	DEMO ELEVATIONS	4	2025/03/18	
A-005	DEMO SECTIONS	4	2025/03/18	
A-006	DEMO 3D VIEWS	4	2025/03/18	
A-100	PLANS	4	2025/03/18	
A-101	PLANS	4	2025/03/18	
A-200	ELEVATIONS	3	2025/03/18	
A-300	SECTIONS	4	2025/03/18	
A-500	3D VIEWS	3	2025/03/18	
A-501	3D VIEWS	2	2025/03/18	

FOR SITE PLAN REFER TO CIVIL DWGS

PROJECT
COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY REGIONAL DISTRICT

770 Harmston Avenue
Courtenay BC V9N 0G8
250-334-6000 tel 250-334-4358 fax
www.comoxvalleyrd.ca



CONSULTANT

AECOM Canada Architects Ltd.
Suite 330 3292 Production Way
Burnaby BC V5A 4R4
tel 604 444 6400 fax 604 294 8597
www.aecom.com

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REGISTRATION

ISSUE/REVISION

4	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
3	2024/11/29	ISSUED FOR 90% DESIGN REVIEW
2	2024/09/25	ISSUED FOR 60% DESIGN REVIEW
1	2024/06/05	ISSUED FOR 30% DESIGN REVIEW
0	2024/05/17	ISSUED FOR 30% DESIGN REVIEW
IR	DATE	DESCRIPTION

KEY PLAN

PROJECT NUMBER

60692658

SHEET TITLE

ARCHITECTURAL
COMOX PUMP STATION
COVER PAGE

SHEET NUMBER

A-000

ARCHITECTURAL ABBREVIATIONS	
ABBREVIATION	DESCRIPTION
#	POUND OR NUMBER
&	AND
@	AT
ABV	ABOVE
ACCS	ACCESSORIES
ADDL	ADDITIONAL
ADJ	ADJUSTABLE
ADMIN	ADMINISTRATION
AFF	ABOVE FINISH FLOOR
AL OR ALUM	ALUMINUM
APPVD	APPROVED
APPROX	APPROXIMATE
ARCH	ARCHITECT/ARCHITECTU RAL
BLW	BELOW
BM	BEAM
CIP	CAST IN PLACE
CL	CENTER LINE
CLG	CEILING
CLR	CLEAR
COL	COLUMN
CONC	CONCRETE
CONST	CONSTRUCTION
CONT	CONTINUOUS
CTR	CENTER
DEG	DEGREES
DEMO	DEMOLITION
DET	DETAIL/DETAILS
DIA	DIAMETER
DIAG	DIAGONAL
DIM	DIMENSION
DWG	DRAWING
EA	EACH
EL	ELEVATION
ELEC	ELECTRICAL
ELEV	ELEVATOR
EQ	EQUAL

ARCHITECTURAL ABBREVIATIONS	
ABBREVIATION	DESCRIPTION
EQPT OR EQUIP	EQUIPMENT
EXIST	EXISTING
EXPD	EXPOSED
EXT	EXTERIOR
FOC	FACE OF CONCRETE
FV	FIELD VERIFY
GC	GENERAL CONTRACTOR
GYP OR GWB	GYPSUM BOARD
HOR OR HORIZ	HORIZONTAL
HR	HANDRAIL
INT	INTERIOR
M	METER/METERS
MAINT	MAINTENANCE
MAX	MAXIMUM
MECH	MECHANICAL
MEMB	MEMBRANE
MEP	MECHANICAL, ELECTRICAL AND PLUMBING
MET OR MTL	METAL
MIN	MINIMUM
MM	MILIMETER/MILIMETERS
NA OR N/A	NO APPLICABLE
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OA	OVERALL
QTY	QUANTITY
SHT	SHEET
SIM	SIMILAR
SPK	SPEAKER
SPKLR	SPLINKER
STL	STEEL
TBD	TO BE DETERMINED
TEMP	TEMPORARY
TOC	TOP OF CONCRETE

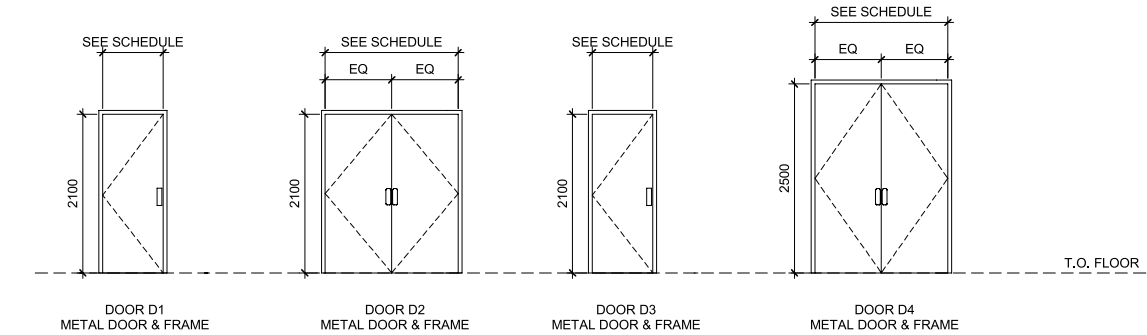
GENERAL NOTES

- ALL DRAWINGS SHALL BE READ IN CONJUNCTION WITH ABBREVIATIONS, SYMBOLS, WALL TYPES AND GENERAL NOTES UNLESS NOTED OTHERWISE
- ALL AREAS MENTIONED SHOULD BE READ IN SQUARE METER AND ALL DIMENSIONS IN MILLIMETERS.
- ALL WORK, MATERIAL AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (2024), NATIONAL BUILDING CODE AND ABIDE BY LOCAL MUNICIPAL BY-LAWS AND OTHER REGULATORY AGENCIES THAT MAY AFFECT THE WORK.
- ALL DIMENSIONS, ELEVATIONS, OPENINGS FOR PIPES, SLEEVES, EQUIPMENT LOCATIONS AND THE LIKE SHALL BE CHECKED WITH THE ARCHITECTURAL, MECHANICAL AND ELECTRICAL DRAWINGS. REPORT ANY DISCREPANCIES TO THE OWNER BEFORE PROCEEDING WITH THE WORK. DO NOT SCALE THESE DRAWINGS.
- THE CONTRACTOR SHALL REVIEW THE SITE CONDITIONS AND ASSUME RESPONSIBILITY FOR EXISTING SERVICES (WATER; POWER; SEWAGE; GAS ETC.) THAT POTENTIALLY EXIST AT THE SITE.
- PROVIDE ALL NECESSARY SHORING, SCAFFOLDING AND UNDERPINNING TO EXECUTE THE PROJECT SAFELY.
- MAKE GOOD TO ANY ADJACENT SURFACES DISTURBED BY THE WORK, REPAIR TO MATCH EXISTING.
- CARE TO BE TAKEN DURING THE WORK NOT TO DAMAGE EXISTING SERVICES.
- FEATURES OF CONSTRUCTION NOT FULLY SHOWN SHALL BE OF THE SAME CHARACTER AS SHOWN FOR SIMILAR CONDITIONS.
- MAKE GOOD ANY DAMAGES DONE DURING CONSTRUCTION.
- FOR LOCATION OF EQUIPMENT BASES REFER TO OTHER DISCIPLINES' DRAWINGS. PROVIDE CONCRETE EQUIPMENT BASES 150mm WIDER OVERALL THAN EQUIPMENT.
- PROVIDE ACCESS PANELS AS REQUIRED BY STATUTORY REQUIREMENTS AND AS REQUIRED FOR MECHANICAL, ELECTRICAL, HYDRAULIC, FIRE PROTECTION EQUIPMENT. ALL ACCESS PANELS SHALL BE UNOBTUSIVE AND CONCEALED WHERE LOCATED IN PUBLIC AREAS.
- FOR LOCATION OF CCTV, ALARM, SYSTEM INSTALLATIONS AND SERVICE OUTLETS SEE ELECTRICAL DRAWINGS.
- WHERE SPECIFIC DIMENSION DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, CONSULT WITH THE ARCHITECT BEFORE PROCEEDING WITH ANY WORK. PRIOR TO COMMENCEMENT OF WORK REPORT ANY DISCREPANCIES TO THE ARCHITECT. VARIATIONS AND MODIFICATIONS TO WORK SHOWN WILL NOT BE ALLOWED WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.
- LOCATE, CLEAN AND REPAIR AS NEEDED ANY EXISTING PIT DRAINS. CONNECT PAN DRAINS TO ANY EXISTING PIT DRAWINGS FOUND.
- ROOFING TO BE PROVIDED WITH RCABE 10 YEARS ROOFSTAR GUARANTEE

DOOR SCHEDULE											
DOOR #	TYPE	LEVEL	WIDTH	HEIGHT	DOOR		FRAME		FIRE RATING	HARDWARE	NOTES
					DOOR MATERIAL	DOOR FINISH	FRAME MATERIAL	FRAME FINISH			
D100	D1	GROUND FLOOR	900	2100	HOLLOW METAL INSULATED	PAINTED	PRESSED STEEL FRAME INSULATED	PAINTED	45 MIN	REFER TO SPECS	SELF-CLOSING DEVICE
D102	D2	GROUND FLOOR	1200	2100	HOLLOW METAL INSULATED	PAINTED	PRESSED STEEL FRAME INSULATED	PAINTED	45 MIN	REFER TO SPECS	N/A
D103	D3	GROUND FLOOR	900	2100	HOLLOW METAL INSULATED	PAINTED	PRESSED STEEL FRAME INSULATED	PAINTED	45 MIN	REFER TO SPECS	SELF-CLOSING DEVICE
D104	D2	GROUND FLOOR	1200	2500	HOLLOW METAL INSULATED	PAINTED	PRESSED STEEL FRAME INSULATED	PAINTED	90 MIN	REFER TO SPECS	SELF-CLOSING DEVICE

DOOR SCHEDULE NOTES

- REFER TO DRAWINGS & DOOR SCHEDULE FOR DOOR SIZES, FINISH, MATERIALS, ETC.
- ENSURE DOORS, INSTALLATION, HARDWARE, AND GLAZING COMPLY WITH REQUIREMENTS OF BC BUILDING CODE.
- INSTALL DOOR FRAMES AS PER DETAILS & MANUFACTURER'S WRITTEN INSTRUCTIONS.
- REFER TO PROJECT SPECIFICATIONS.
- CONFIRM ALL ROUGH OPENINGS ON SITE.
- PROVIDE KICK PLATES FOR METAL DOORS ON THE SWING SIDE.
- REFER TO PROJECT SPECIFICATIONS FOR PANIC HARDWARE.
- REFER TO PROJECT SPECIFICATIONS AND ELECTRICAL DRAWINGS FOR INTRUSION ALARM ON DOORS.
- ALL DOORS TO HAVE A MASTERKEY



FINISH SCHEDULE						
NUMBER	NAME	AREA	FLOOR FINISH	WALL FINISH	CEILING FINISH	COMMENTS
103	GENERATOR ROOM	28.81 m²	CS	PT1	PT2	
A100	CONTROL ROOM	29.74 m²	CS	CS	CS	
A101	EXISTING WASHROOM	2.24 m²	CS	PT1	PT3	
A102	EXISTING FAN ROOM	3.54 m²	CS	PT1	CS	

FINISH CODES SCHEDULE	
FINISH CODE	CODE DESCRIPTION
CS	CONCRETE SEALER
PT1	PAINT
PT2	PAINT
PT3	PAINT
PT4	PAINT

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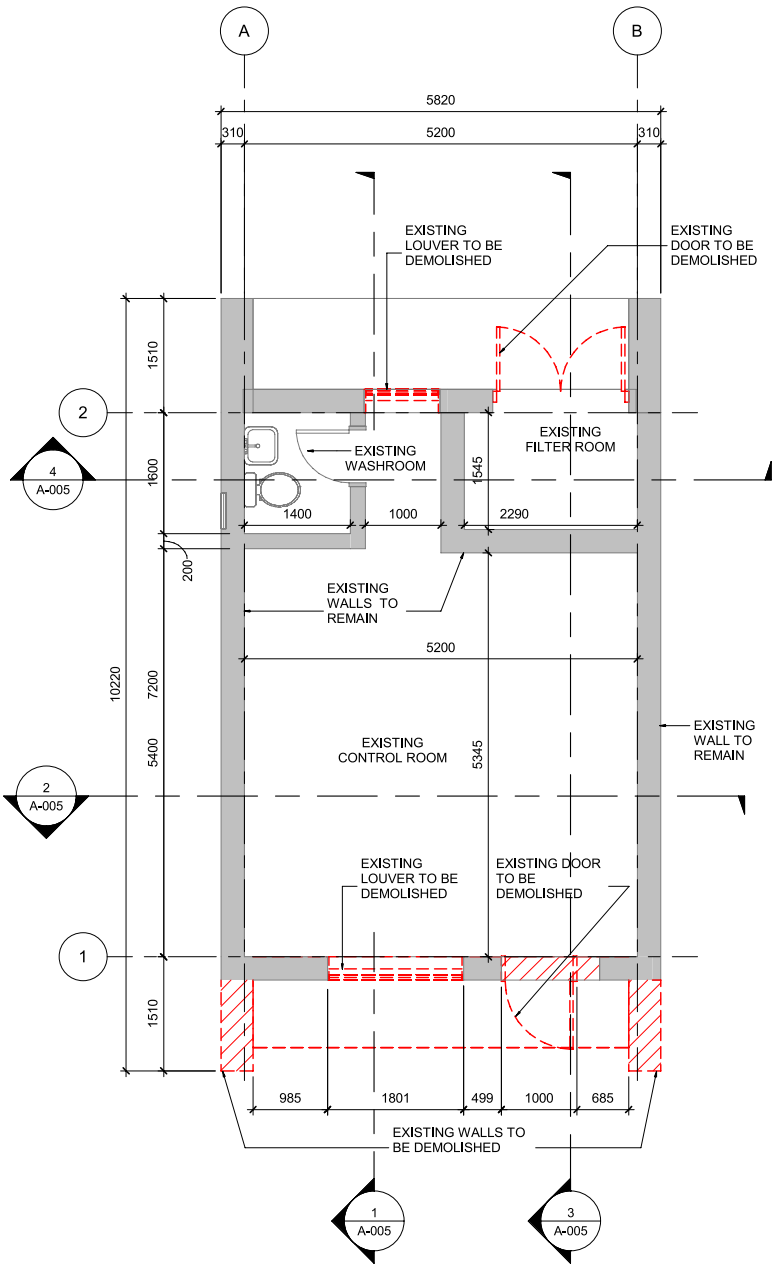
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ARCHITECTURAL
 COMOX PUMP STATION
 GENERAL NOTES AND SCHEDULES

SHEET NUMBER

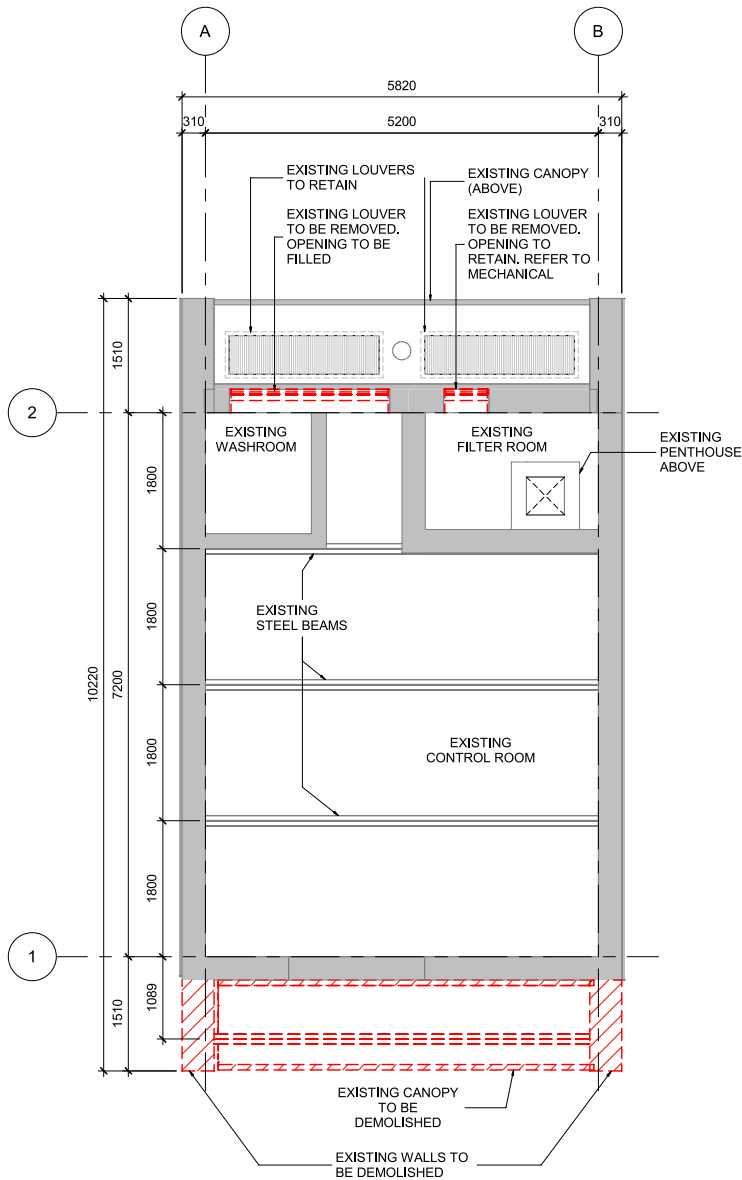
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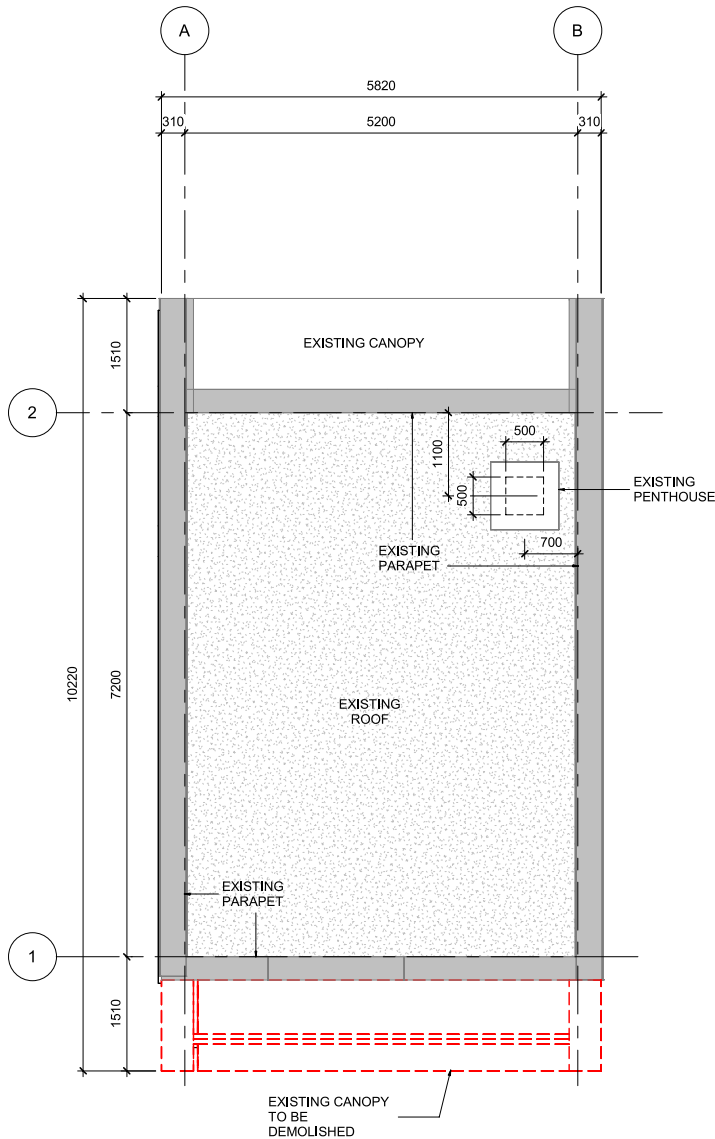
1 | GROUND FLOOR (DEMO)

A-003 REF: A-004 SCALE: 1 : 50



2 | GROUND FLOOR REFLECTED CEILING PLAN (DEMO)

A-003 REF: A-004 SCALE: 1 : 50



3 | ROOF PLAN (DEMO)

A-003 REF: A-004 SCALE: 1 : 50

LEGEND

- EXISTING
- DEMOLITION
- NEW CONSTRUCTION

THIS DRAWING TO BE PRINTED IN COLOR



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SHEET TITLE

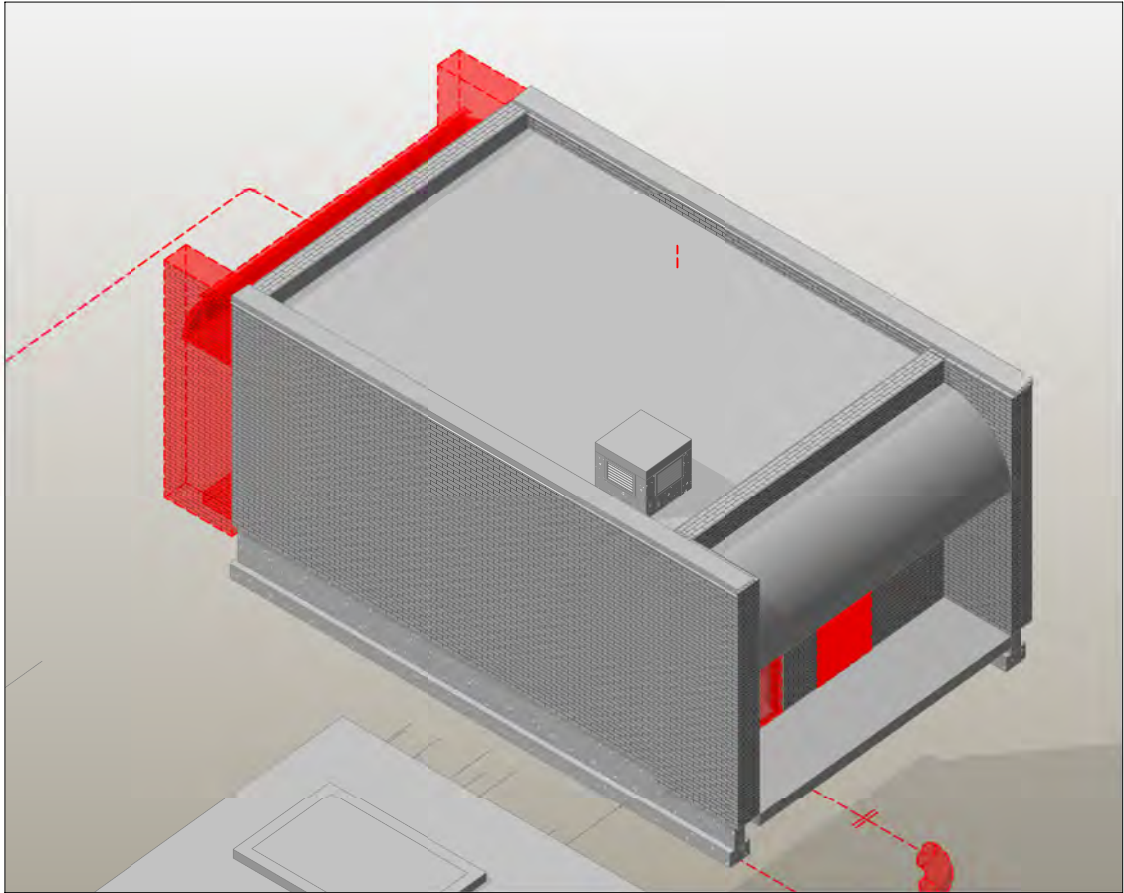
ARCHITECTURAL
COMOX PUMP STATION
PLANS (DEMO)

SHEET NUMBER

A-003

Project Management Initials: Designer: Designer Checked: Checker Approved: Approver\NSJ D 559mm x 864mm

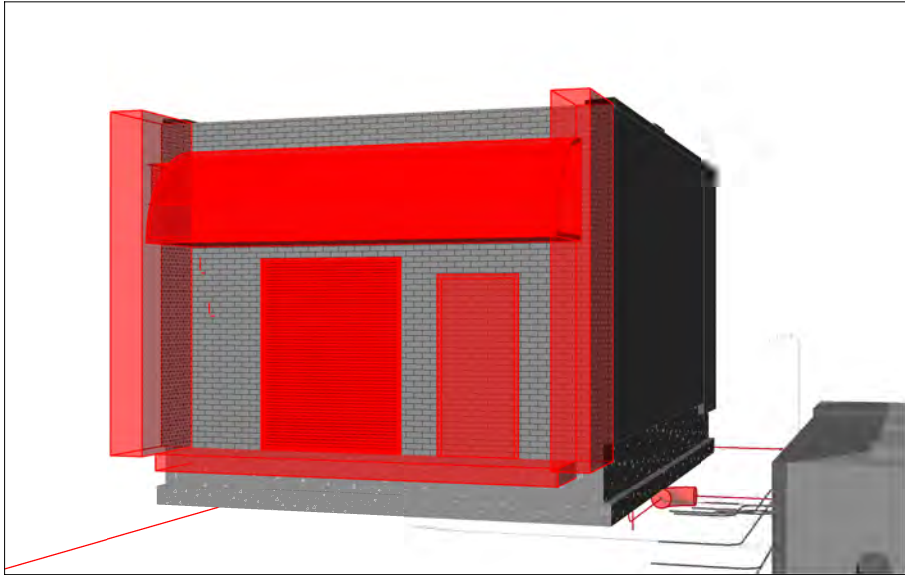
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Printed on: Recycled Content Paper



1 NORTH EAST 3D VIEW (DEMO)

A-006

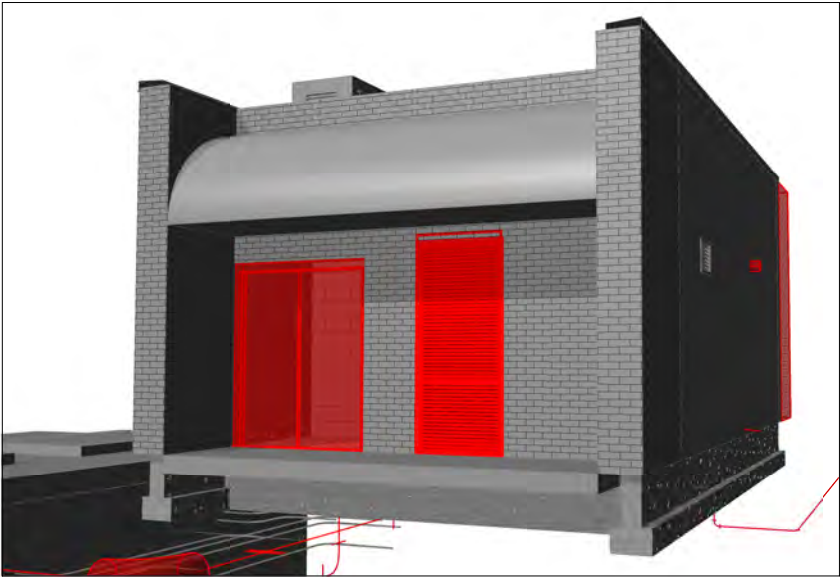
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2 SOUTH EAST 3D VIEW (DEMO)

A-006

SCALE:



3 NORTH ELEVATION 3D View (DEMO)

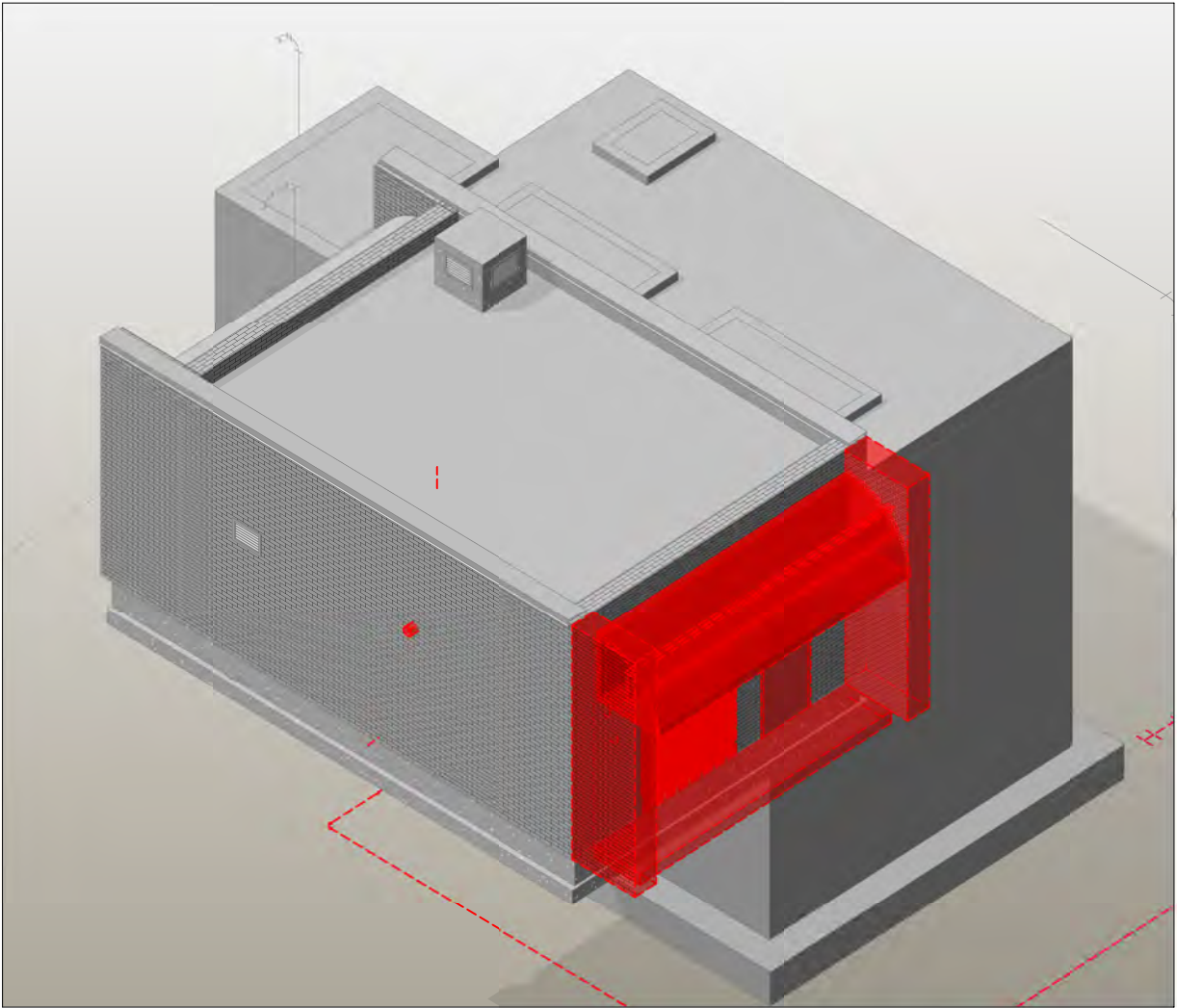
A-006

SCALE:

LEGEND

- EXISTING
- DEMOLITION
- NEW CONSTRUCTION

THIS DRAWING TO BE PRINTED IN COLOR



4 SOUTH WEST 3D VIEW (DEMO)

A-006

SCALE:

AECOM

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SHEET TITLE

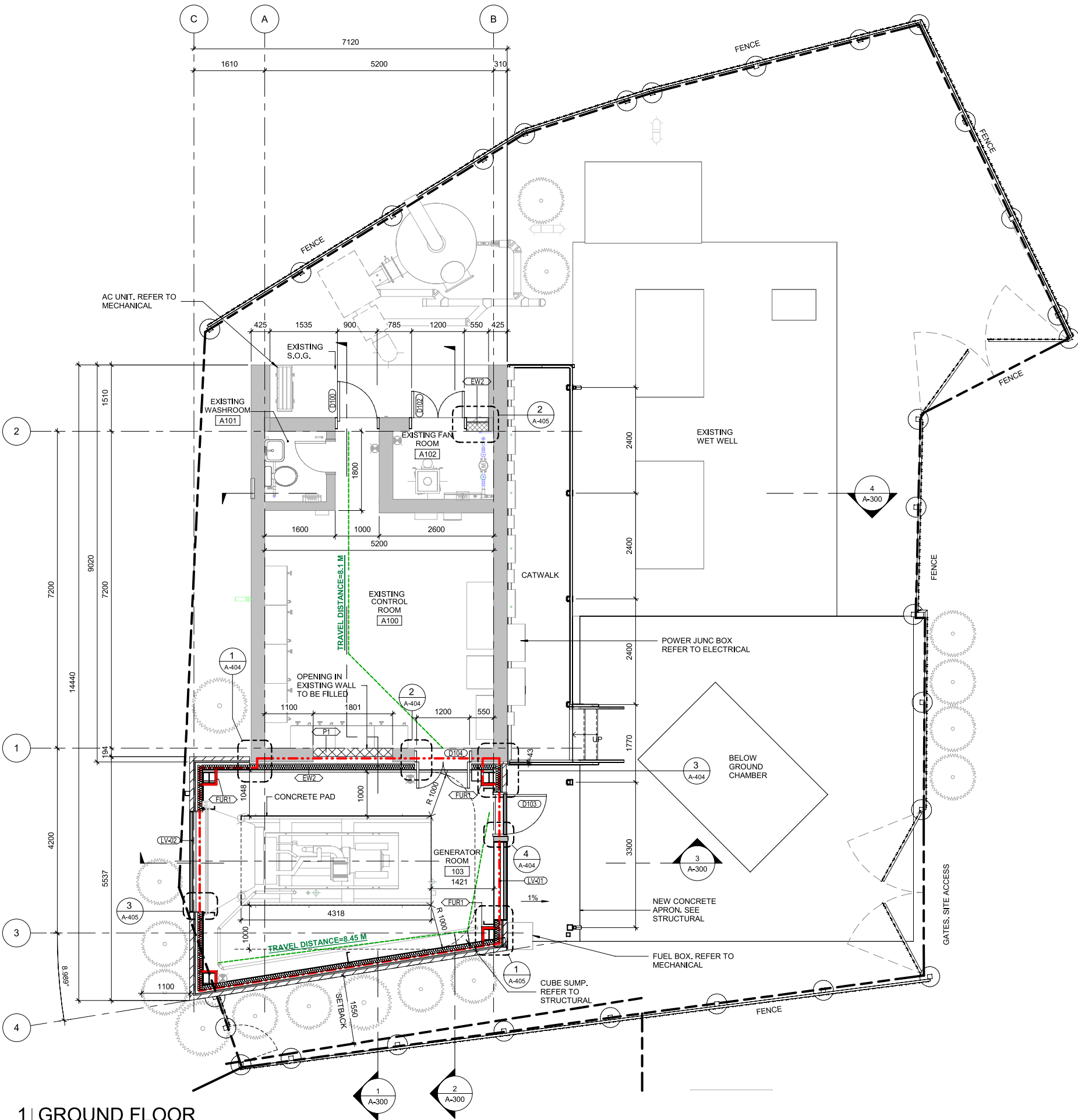
ARCHITECTURAL
COMOX PUMP STATION
3D VIEWS (DEMO)

SHEET NUMBER

A-006

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Project Management Initials: Designer: MN Checked: ST Approved: IG
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Last Plotted: 2025-03-19 1:32:42 PM
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PHASE LEGEND

- EXISTING
- NEW CONSTRUCTION

FOR SITE PLAN AND PROPERTY BOUNDARIES
REFER REFER TO CIVIL DWGS

FIRE RATING LEGEND

- 1H FIRE RESISTANCE RATING
- 2H FIRE RESISTANCE RATING



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KEY PLAN

PROJECT NUMBER

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SHEET TITLE

ARCHITECTURAL
COMOX PUMP STATION
FLOOR PLAN

SHEET NUMBER

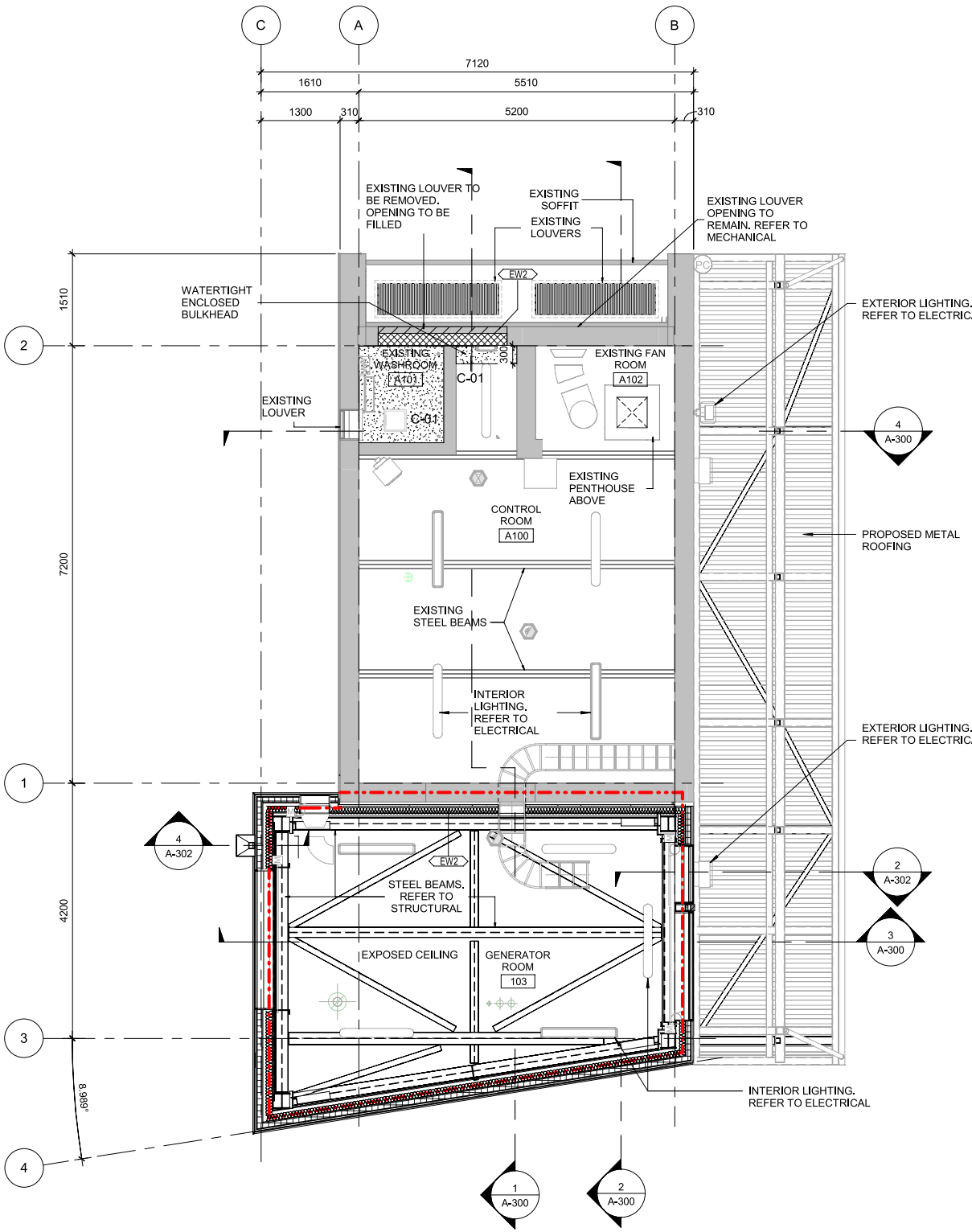
A-100

1 GROUND FLOOR

A-100 REF: A-004 SCALE: 1 : 50

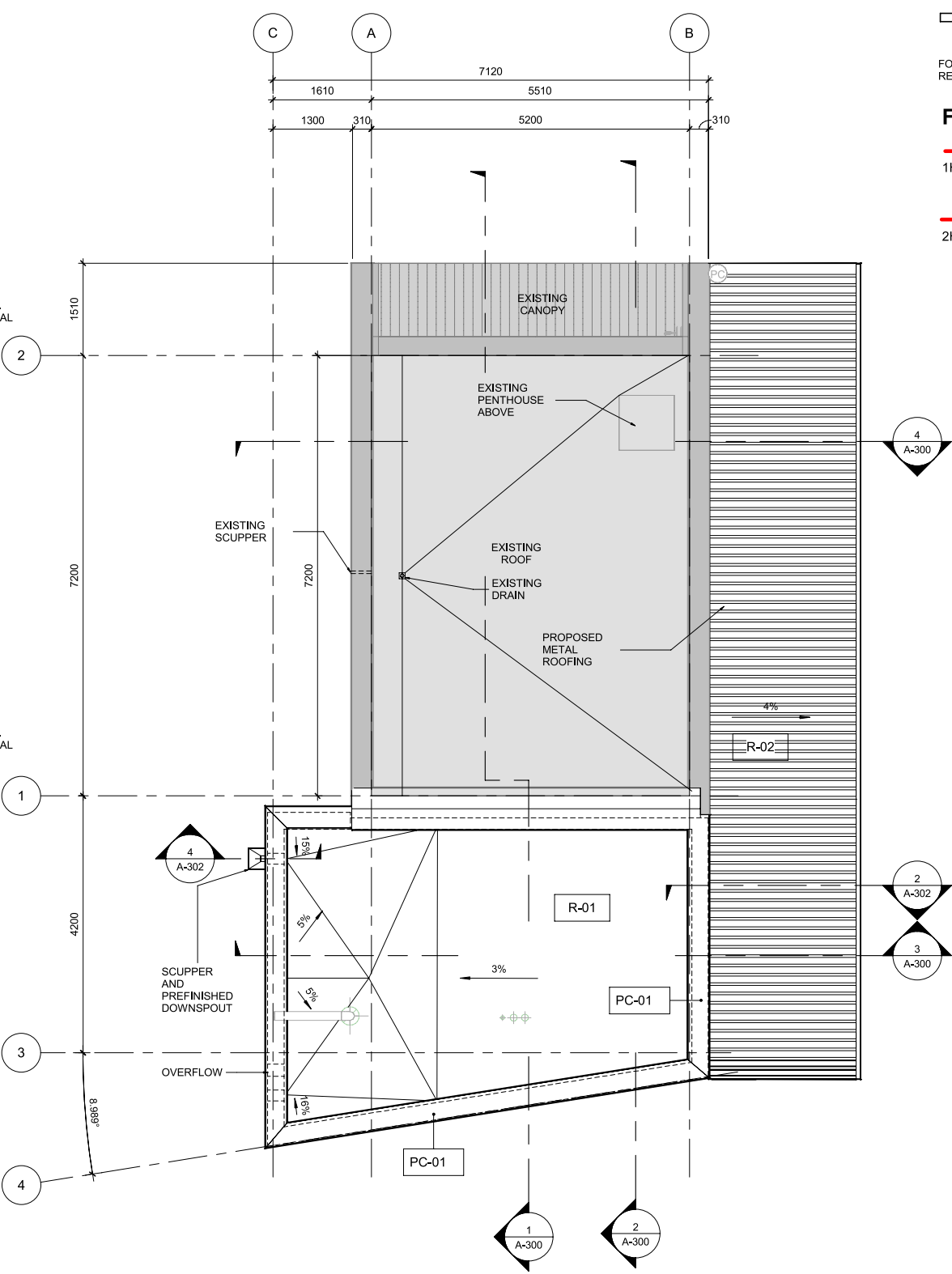
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Approved: IG
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Project Management Initials:

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GROUND FLOOR REFLECTED
1 CEILING PLAN

A-101 REF: A-004 SCALE: 1 : 50



2 ROOF PLAN

A-101 REF: A-005 SCALE: 1 : 50

PHASE LEGEND

EXISTING

NEW CONSTRUCTION

FOR SITE PLAN AND PROPERTY BOUNDARIES
REFER REFER TO CIVIL DWGS

FIRE RATING LEGEND

1H FIRE RESISTANCE RATING

2H FIRE RESISTANCE RATING



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CONTRACTOR
Maple Reinders **Knappett Industries**

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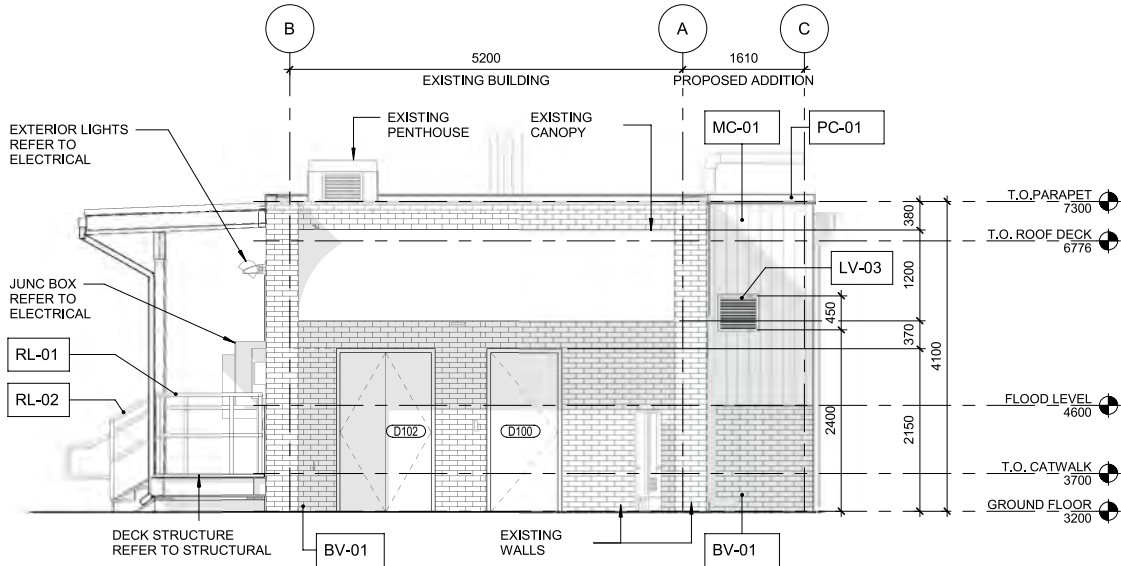
KEY PLAN

PROJECT NUMBER
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SHEET TITLE
ARCHITECTURAL
COMOX PUMP STATION
REFLECTED CEILING & ROOF PLAN

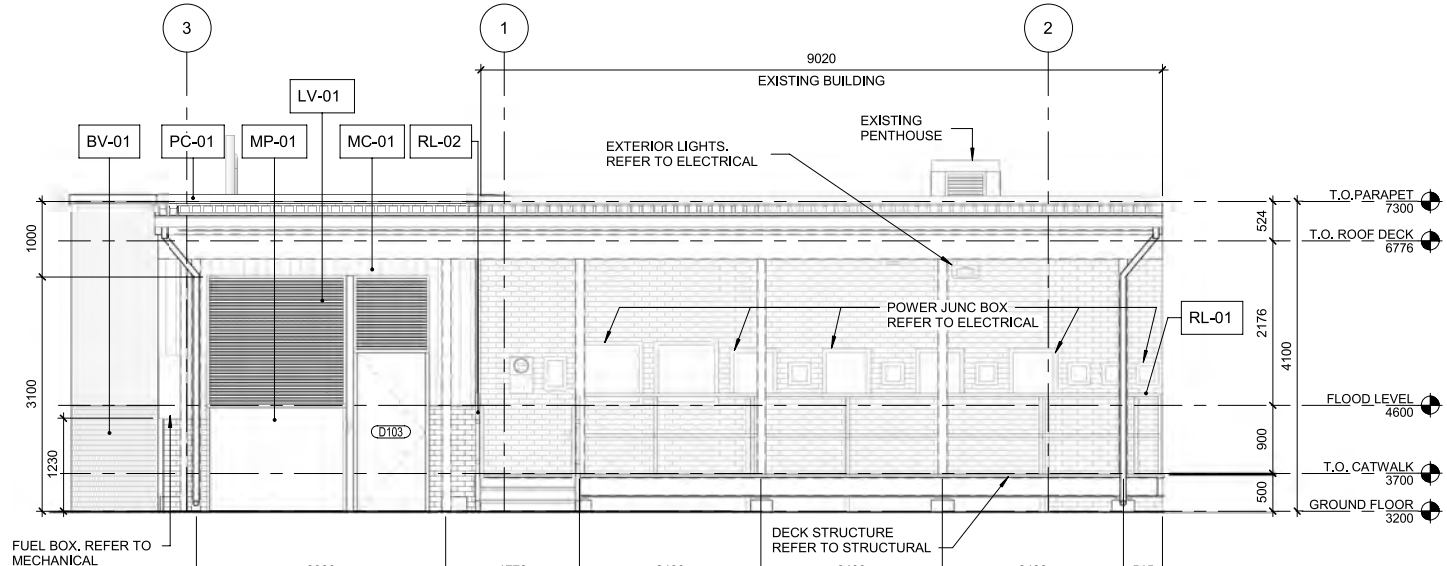
SHEET NUMBER
A-101

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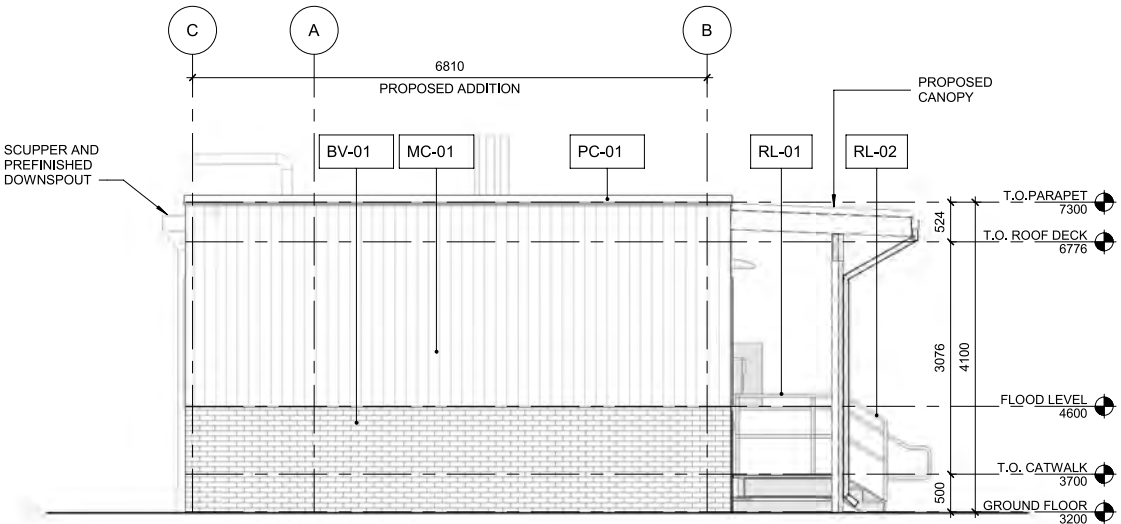
1 NORTH ELEVATION

A-200 SCALE: 1 : 50



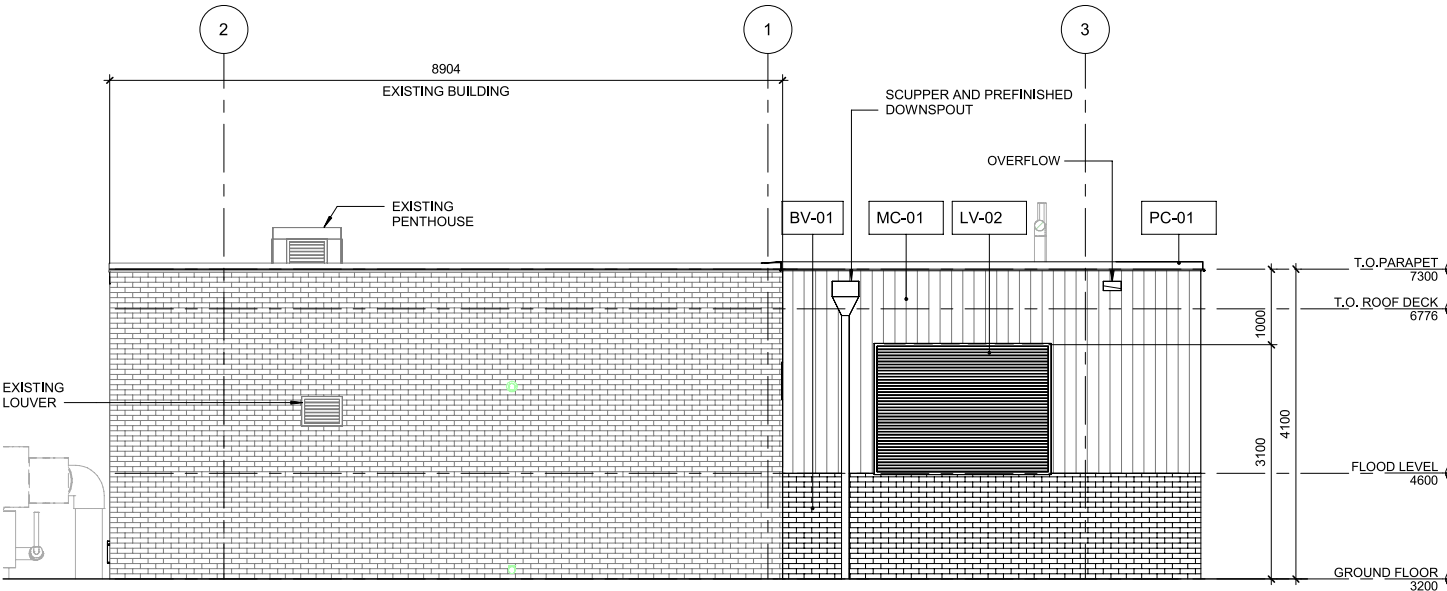
2 EAST ELEVATION

A-200 SCALE: 1 : 50



3 SOUTH ELEVATION

A-200 SCALE: 1 : 50



4 WEST ELEVATION

A-200 SCALE: 1 : 50

SPATIAL SEPARATION AND EXPOSURE CALCULATION

NOTE: N/C = NONCOMBUSTIBLE C = COMBUSTIBLE

	FIRE COMPARTMENT	OCCUPANCY CLASSIFICATION	LIMITING DISTANCE	MAXIMUM AREA OF UNPROTECTED OPENINGS, % OF EXPOSING BUILDING FACE AREA		MINIMUM FIRE-RESISTANCE RATING		TYPE OF CONSTRUCTION		TYPE OF CLADDING	
				REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH WALL	GENERATOR ROOM	GROUP F, DIVISION 3	1.55 m	0 TO 10	0	1 h	1 h	N/C	N/C	N/C	N/C
WEST WALL	CONTROL ROOM	GROUP F, DIVISION 2	> 9 m	100%	UNCHANGED	>1.5 h	>1.5 h (UNCHANGED)	45 min	>1.5 h	N/C or C	N/C
	GENERATOR ROOM	GROUP F, DIVISION 3	> 9 m	100%	25.29	45 min	1 h	N/C or C	N/C	N/C	N/C
EAST WALL	CONTROL ROOM	GROUP F, DIVISION 2	> 9 m	100%	UNCHANGED	>1.5 h	>1.5 h (UNCHANGED)	45 min	>1.5 h	N/C or C	N/C
	GENERATOR ROOM	GROUP F, DIVISION 3	> 9 m	100%	41.40	45 min	1 h	N/C or C	N/C	N/C	N/C
NORTH WALL	CONTROL ROOM	GROUP F, DIVISION 2	> 9 m	100%	27.25	>1.5 h	>1.5 h (UNCHANGED)	45 min	>1.5 h	N/C or C	N/C

MATERIAL LEGEND

MP-01 - PRE-FINISHED METAL PANEL.
REFER TO FACADE PALETTE FOR THE COLOR AND PATTERN

MC-01 - PRE-FINISHED METAL CORRUGATED CLADDING.
REFER TO FACADE PALETTE FOR THE COLOR AND PATTERN

BV-01 - BRICK VENEER TO MATCH EXISTING

PC-01 - PRE-FINISHED PARAPET CAP.
REFER TO FACADE PALETTE FOR THE COLOR AND PATTERN

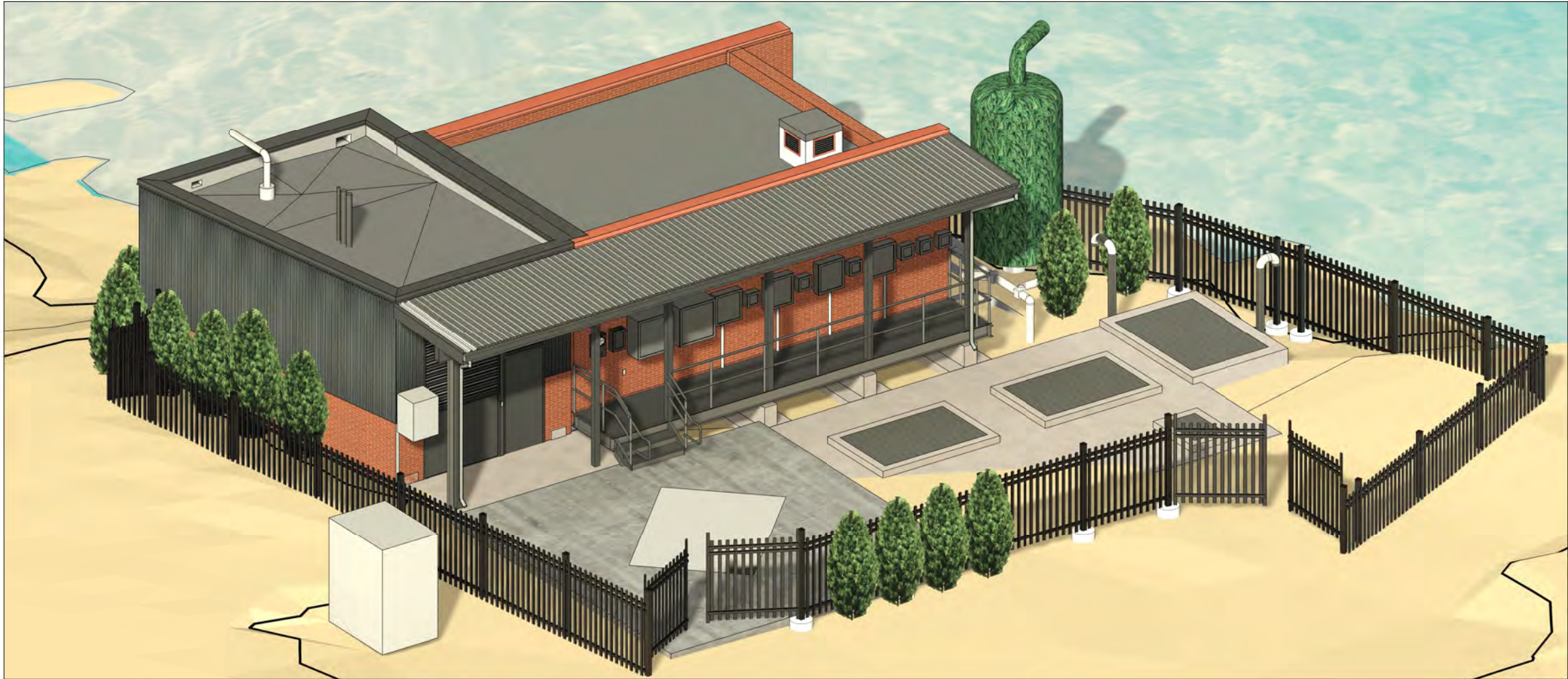
RL-01 - GALVANIZED RAILINGS

RL-02 - GALVANIZED STAIR RAILINGS

LV-01 - LOUVERS, REFER TO MECHANICAL

Project Management Initials: Designer: Designer Checked: Checker Approved: Approver

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1 SOUTH - EAST 3D VIEW
A-500 SCALE:



2 SOUTH WEST 3D VIEW
A-500 SCALE:



3 NORTH-WEST 3D View
A-500 SCALE:

NOTICE:
THE EXISTENCE, LOCATION AND ELEVATION OF
UTILITIES AND/OR CONCEALED STRUCTURES AT
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AECOM CANADA LTD.

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DETERMINING THE EXISTENCE, LOCATION AND
ELEVATION OF ALL SUCH UTILITIES AND/OR
STRUCTURES AND IS RESPONSIBLE FOR
NOTIFYING THE APPROPRIATE COMPANY,
DEPARTMENT OR PERSON(S) OF ITS INTENTION
TO CARRY OUT ITS OPERATIONS.

IR	DATE	DESCRIPTION
3	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
2	2024/11/29	ISSUED FOR 90% DESIGN REVIEW
1	2024/06/05	ISSUED FOR 30% DESIGN REVIEW
0	2024/05/17	ISSUED FOR 30% DESIGN REVIEW

Project Management Initials: Designer: Designer Checked: Checker Approved: Approver\NSJ D 559mm x 864mm



1 SOUTH - WEST ELEVATION

A-501



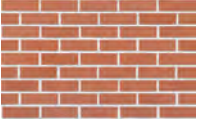



2 SOUTH - WEST ELEVATION

A-501

SCALE:

ELAVATION COLOR AND PATTERN PALLETTE

	DOOR PANELS
	PARAPET
	WALL BRICK VENEER TO MATCH EXISTING BRICK
	WALL CORRUGATED METAL CLADDING

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TO CARRY OUT ITS OPERATIONS.

REGISTRATION

AECOM CANADA Ltd., PERMIT TO PRACTICE NO. 1001307

ISSUE/REVISION

IR	DATE	DESCRIPTION
2	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
1	2024/11/29	ISSUED FOR 90% DESIGN REVIEW
0	2024/09/25	ISSUED FOR 60% DESIGN REVIEW

KEY PLAN

PROJECT NUMBER

60692658

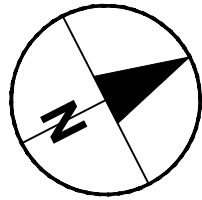
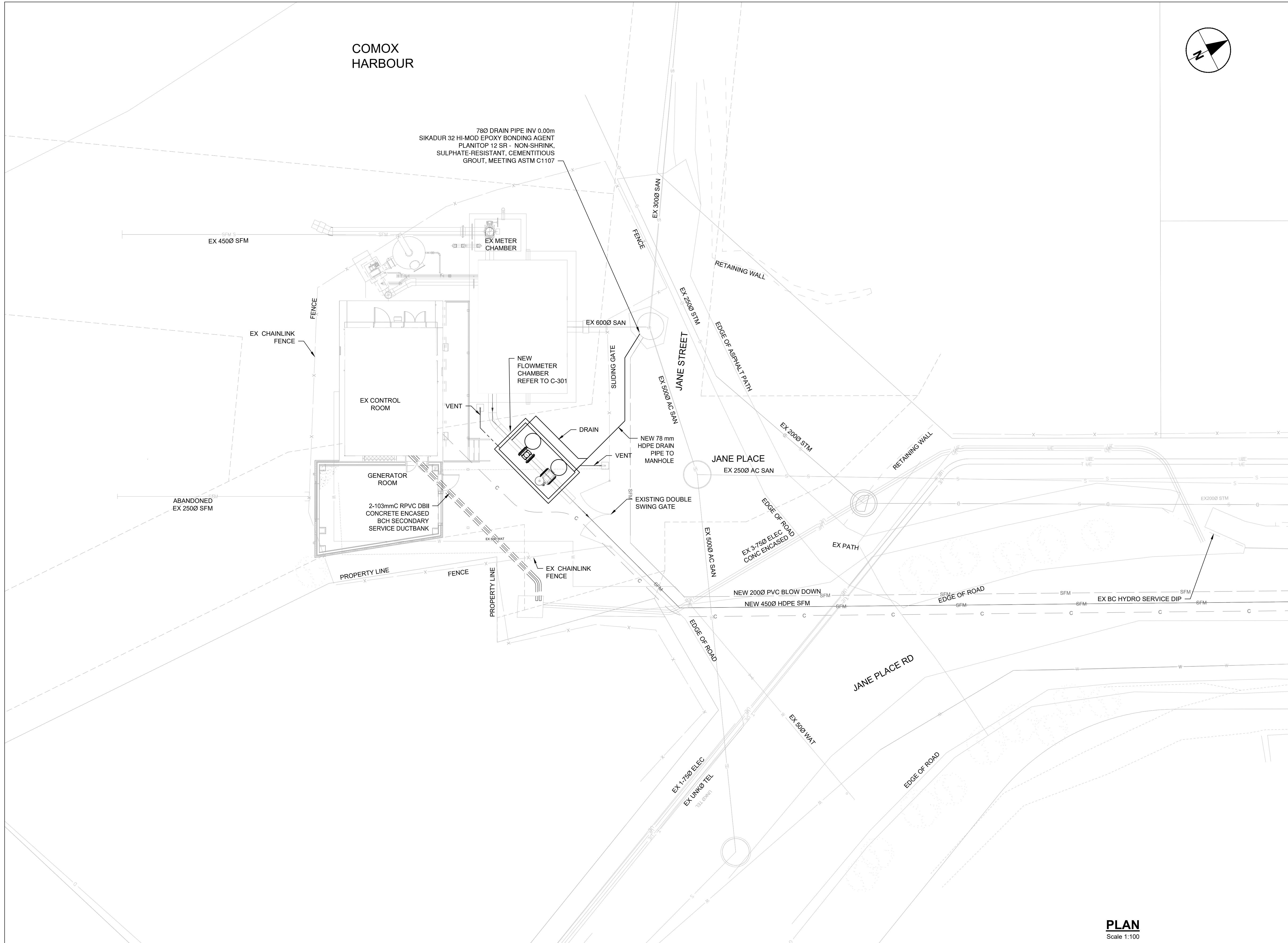
SHEET TITLE

ARCHITECTURAL
COMOX PUMP STATION
ELAVATION COLOR AND PATTERN
PALLETTE

SHEET NUMBER

A-501



**AECOM**

PROJECT

COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY
REGIONAL DISTRICT

770 Harmston Avenue
Courtenay BC V9N 0G8
250-334-6000 tel 250-334-4358 fax
www.comoxvalleyrd.ca



CONSULTANT

AECOM Canada Architects Ltd.
Suite 330 3293 Production Way
Burnaby, BC V5A 4R4
tel 604 444 6400 fax 604 294 8597
www.aecom.com

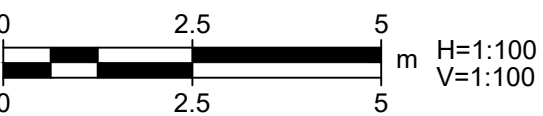
CONTRACTOR

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REGISTRATION

AECOM CANADA Ltd. PERMIT TO PRACTICE NO. 1001307



ISSUE/REVISION

1	2025-03-14	ISSUED FOR REVIEW
0	2024/11/20	DRAFT 90% ISSUE
I/R	DATE	DESCRIPTION

KEY PLAN

SURVEY CONTROL:

- 1. DISTANCES ARE IN METRES UNLESS OTHERWISE NOTED
- 2. LOCAL GROUND COORDINATES ARE DERIVED FROM DUAL FREQUENCY GPS DIFFERENTIAL CARRIER PHASE OBSERVATIONS, TO CONVERT TO UTM ZONE 18 (NAD83 CRS) (EPOCH 1997)
- 3. SCALE ABOUT WSP CONTROL POINT #1549 USING COMBINED SCALE FACTOR OF 0.99982607
 - NORTHING: 5504097.957
 - EASTING: 360917.738
- 4. ELEVATIONS ARE IN METRES AND ARE REFERRED TO GEODETIC DATUM CGVD28(HZ.0-1997) USING WSP CONTROL POINT 1549, ELEVATION=17.017 METRES.

PROJECT NUMBER

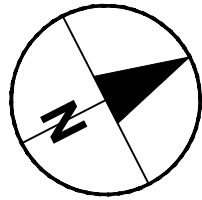
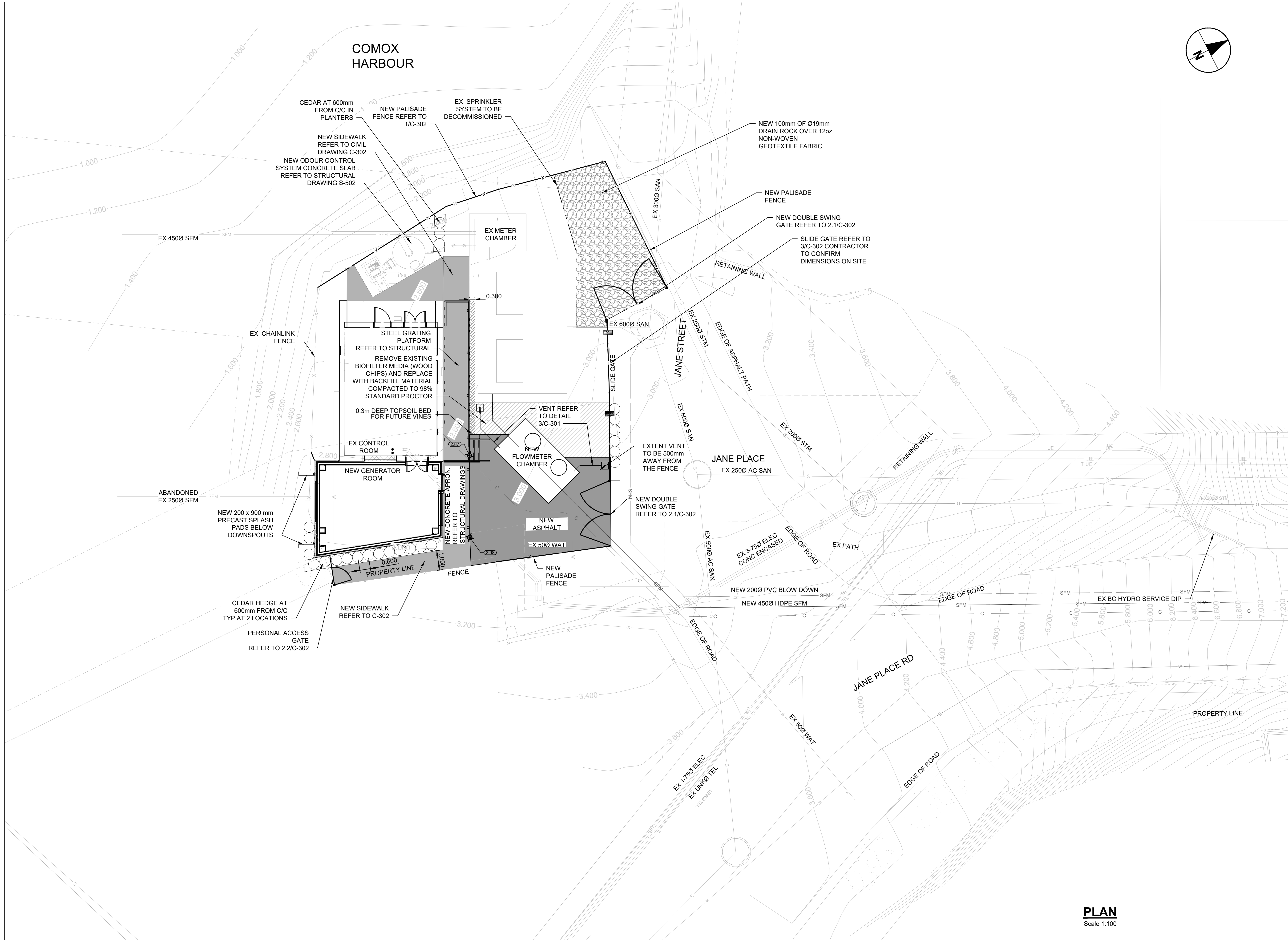
60719424

SHEET TITLE

CIVIL
COMOX PUMP STATION
PROPOSED YARD PIPING PLAN

SHEET NUMBER

C-101

**AECOM**

PROJECT

COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY
REGIONAL DISTRICT

770 Harmston Avenue
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250-334-6000 tel 250-334-4358 fax
www.comoxvalleyrd.ca



CONSULTANT

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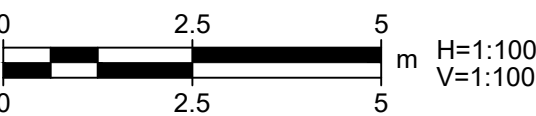
CONTRACTOR

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REGISTRATION

AECOM CANADA Ltd. PERMIT TO PRACTICE NO. 1001307



ISSUE/REVISION

1	2025-03-14	ISSUED FOR REVIEW
0	2024/11/20	DRAFT 90% ISSUE
I/R	DATE	DESCRIPTION

KEY PLAN

SURVEY CONTROL:

- 1. DISTANCES ARE IN METRES UNLESS OTHERWISE NOTED
- 2. LOCAL GROUND COORDINATES ARE DERIVED FROM DUAL FREQUENCY GPS DIFFERENTIAL CARRIER PHASE OBSERVATIONS. TO CONVERT TO UTM ZONE 18 (NAD83 CRS) (EPOCH 1997)
- 3. SCALE ABOUT WSP CONTROL POINT #1549 USING COMBINED SCALE FACTOR OF 0.99982607

NORTHING: 5504097.957
EASTING: 360917.738

- 4. ELEVATIONS ARE IN METRES AND ARE REFERRED TO GEODETIC DATUM CGVD28 (HT 0-1997) USING WSP CONTROL POINT 1549, ELEVATION=17.017 METRES.

PROJECT NUMBER

60719424

SHEET TITLE

CIVIL
COMOX PUMP STATION
PROPOSED SURFACE WORKSPLAN

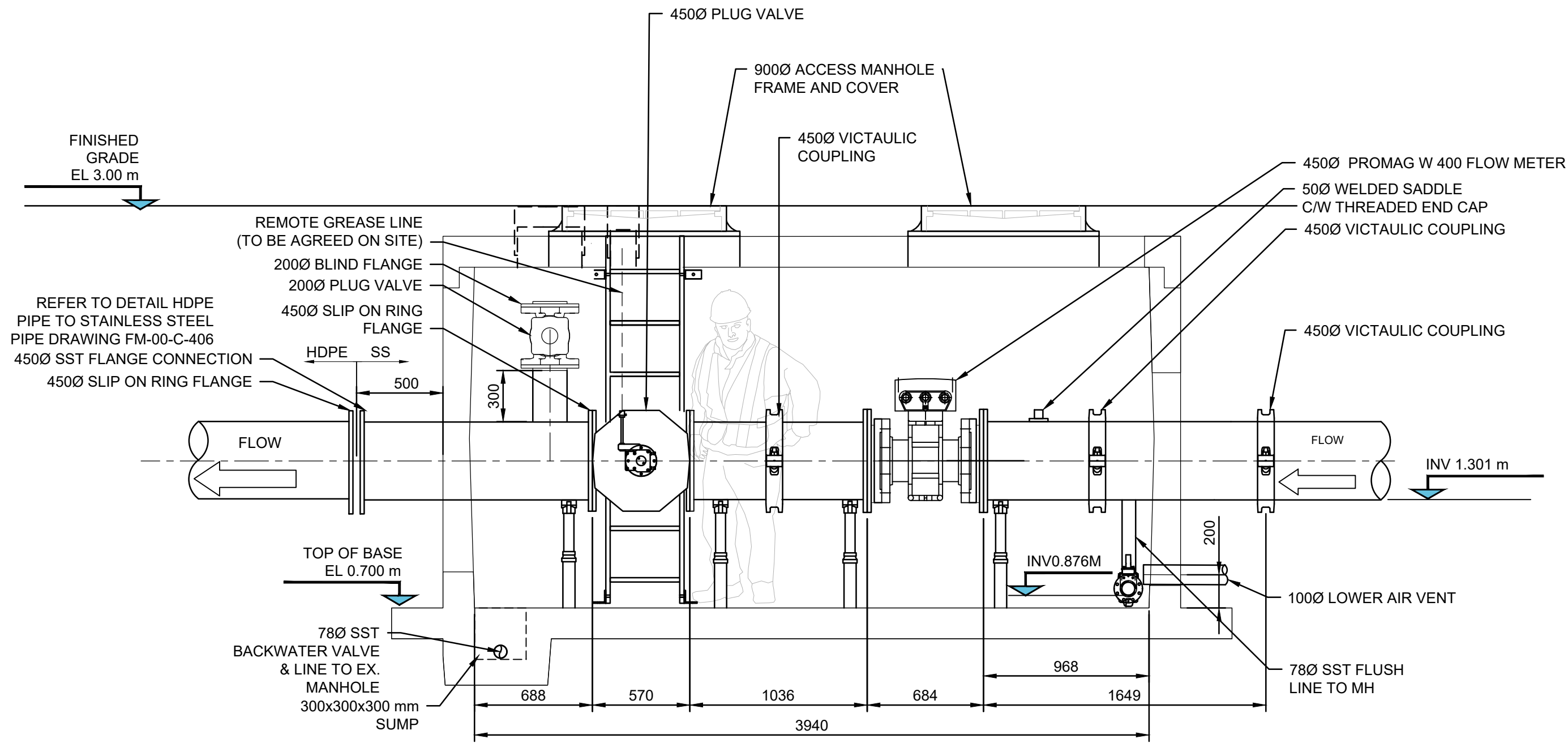
SHEET NUMBER

C-102

Project Management Initials: Designer: Checked: Approved: _____

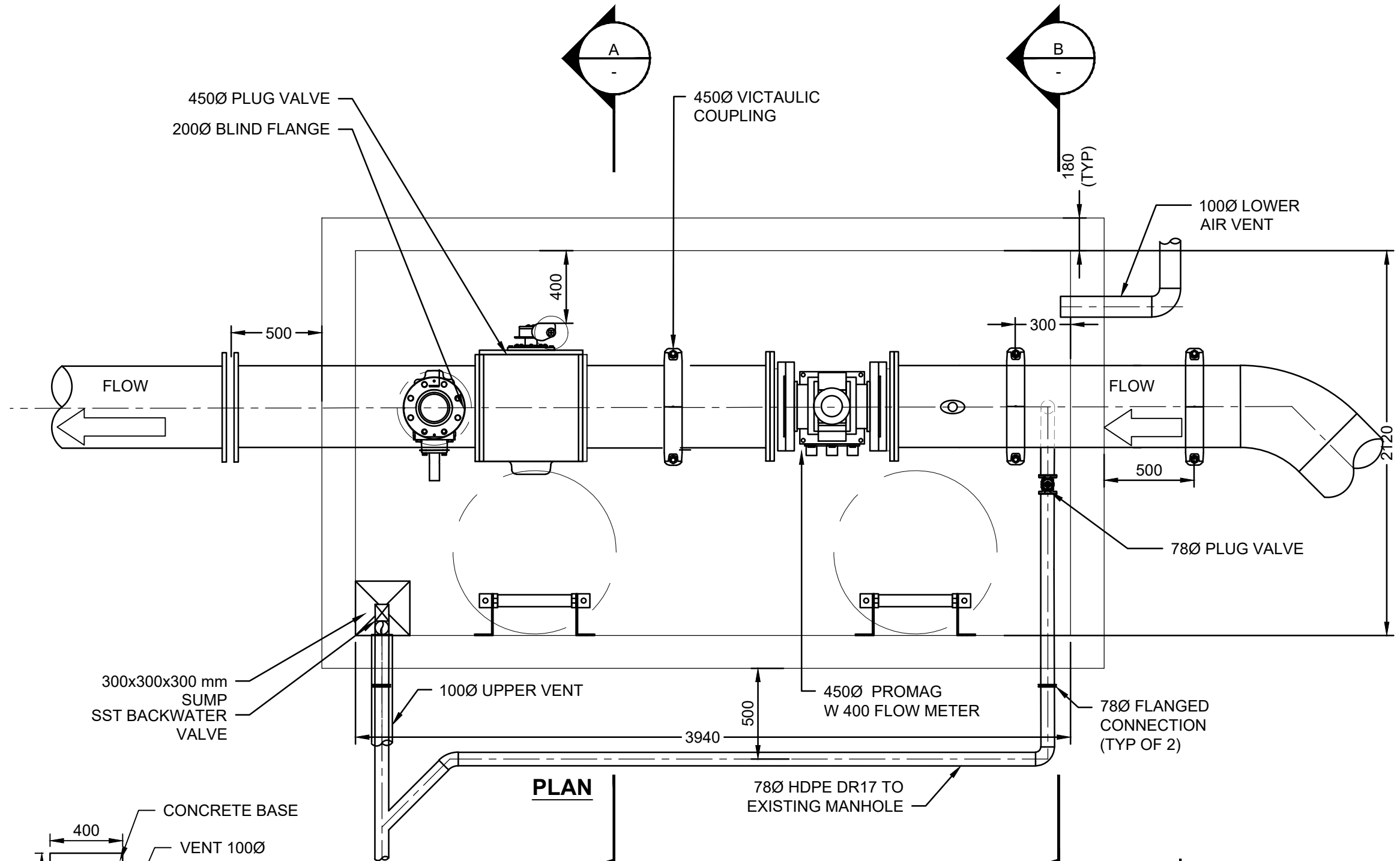
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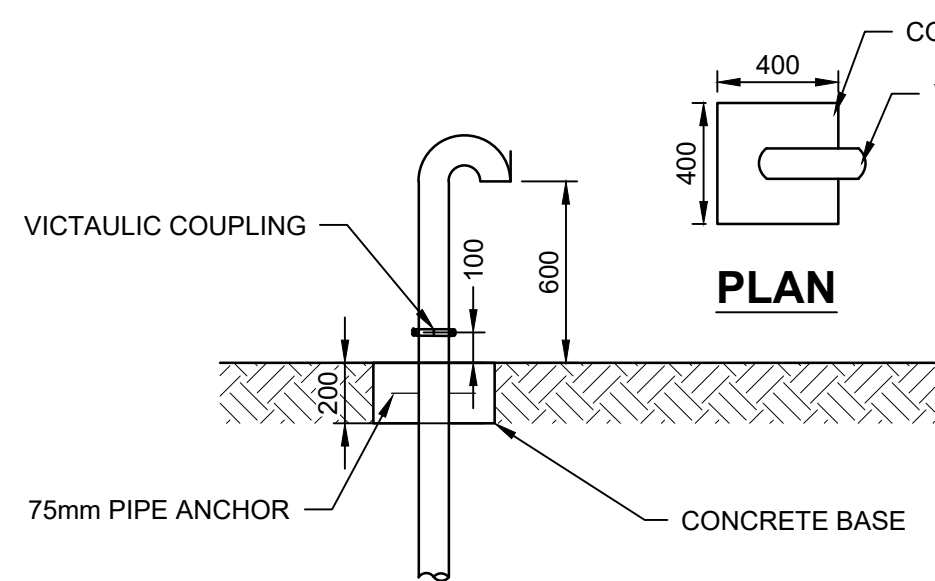
- NOTE:
- BURIED METAL PIPE AND METAL FITTINGS SHALL BE WRAPPED IN DENSOWRAP OR APPROVED EQUAL.
 - VALVE SUPPORTS NOT SHOWN FOR CLARITY.

ELEVATION



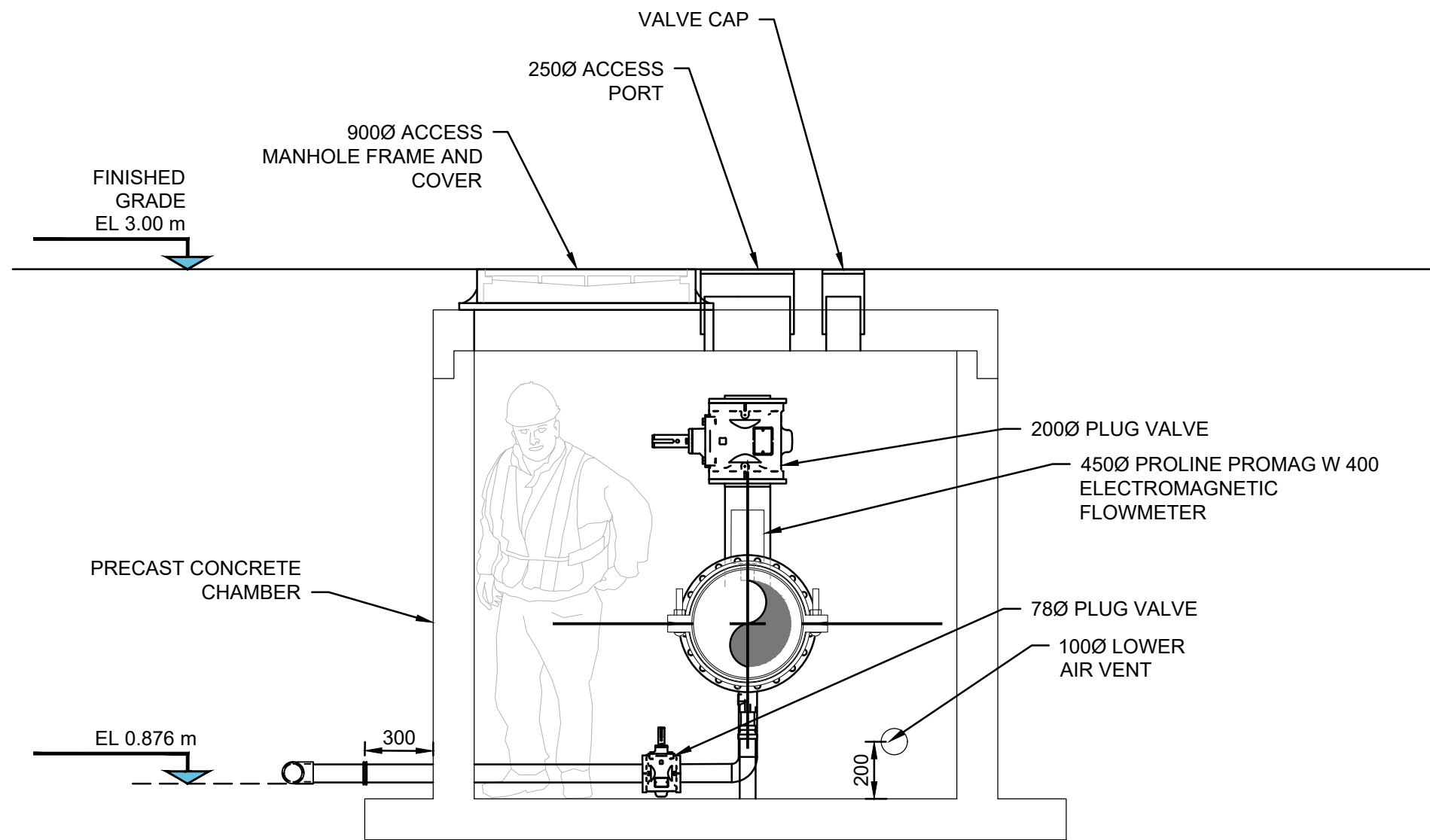
PLAN

1 FLOW METER CHAMBER - DETAIL
Scale 1:25 mm

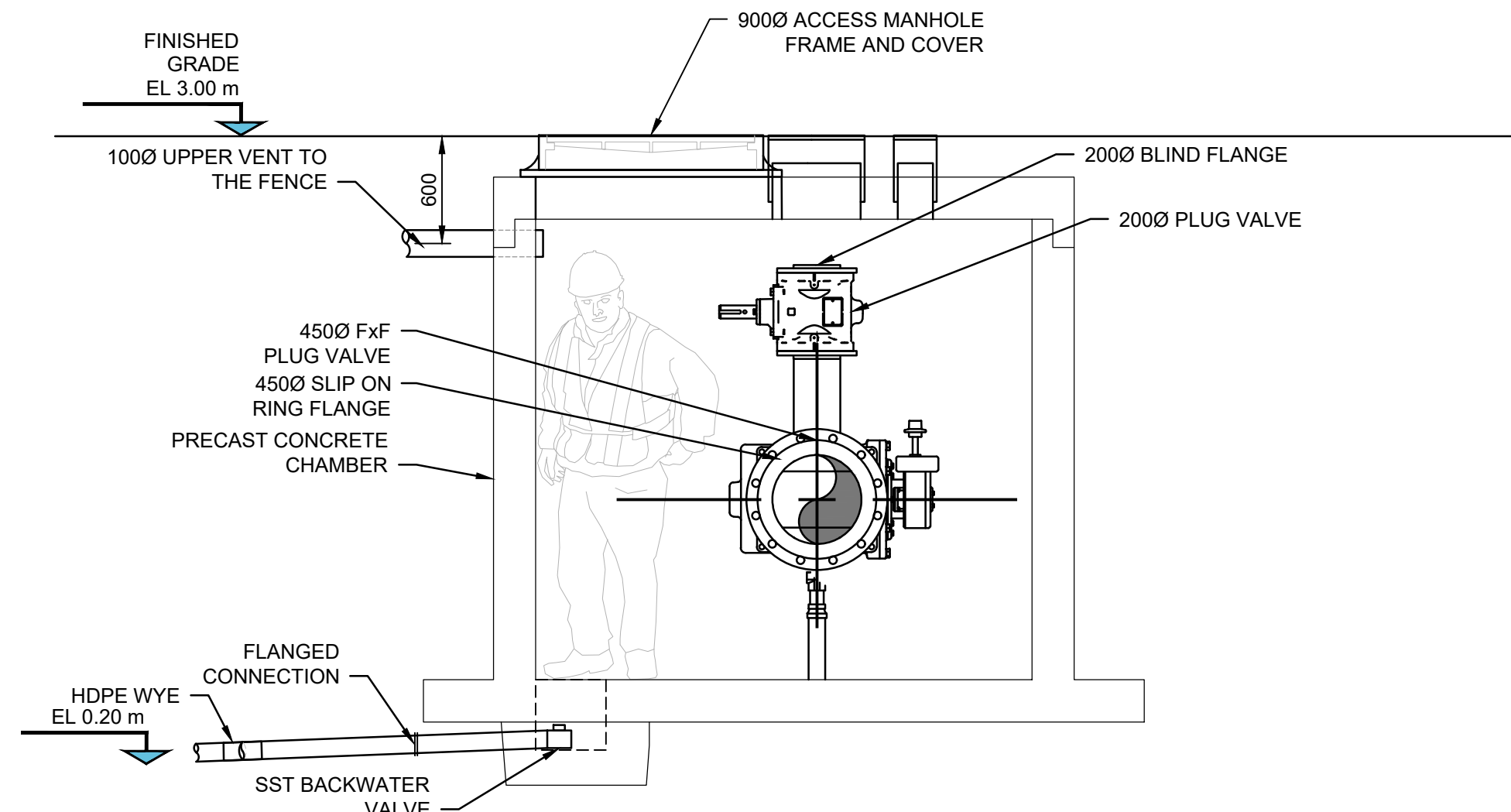


SIDE ELEVATION

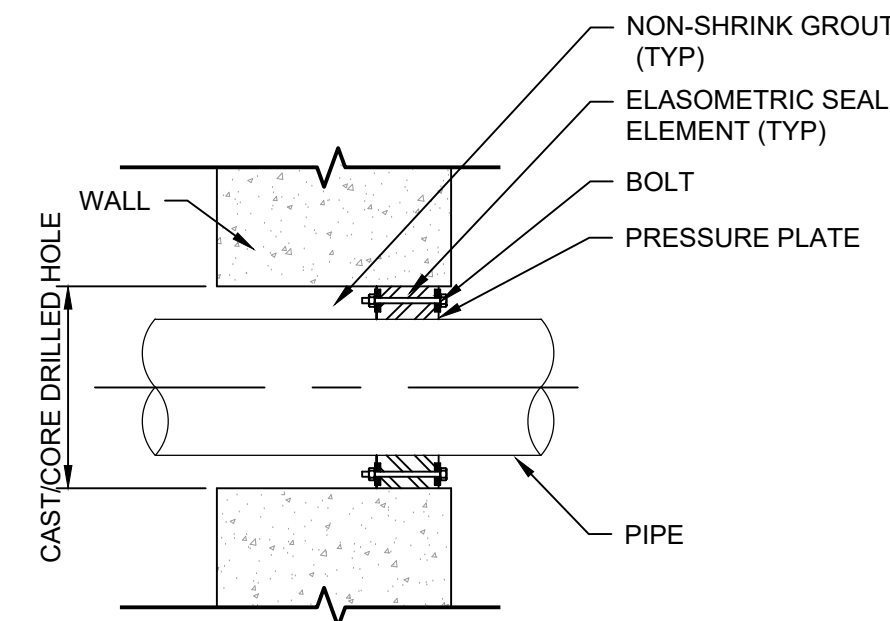
3 1000 VENT - DETAIL
Scale 1:25 mm



B - SECTION



A - SECTION



2 PIPE PENETRATION LINK SEAL - DETAIL
Scale 1:25 mm

AECOM

PROJECT

COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

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REGIONAL DISTRICT

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CONTRACTOR



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REGISTRATION

AECOM CANADA Ltd. PERMIT TO PRACTICE NO. 1001307

ISSUE/REVISION

I/R	DATE	DESCRIPTION
1	2025-03-14	ISSUED FOR REVIEW
0	2024/11/20	DRAFT 90% ISSUE

KEY PLAN

PROJECT NUMBER

60719424

SHEET TITLE

CIVIL
COMOX PUMP STATION
DETAILS

SHEET NUMBER

CX-00-C-301

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ATTACHMENT G

FLOOD ASSESSMENT REPORT AND VARIANCE LETTER

Flood Assessment Report

81 Jane Place
Comox, BC

Town of Comox

Project number: 60719424

January 9, 2025

Statement of Qualifications and Limitations

The attached Report (the "Report") has been prepared by AECOM Canada Ltd. ("AECOM") for the benefit of the Client ("Client") in accordance with the agreement between AECOM and Client, including the scope of work detailed therein (the "Agreement").

The information, data, recommendations and conclusions contained in the Report (collectively, the "Information"):

- is subject to the scope, schedule, and other constraints and limitations in the Agreement and the qualifications contained in the Report (the "Limitations");
- represents AECOM's professional judgement in light of the Limitations and industry standards for the preparation of similar reports;
- may be based on information provided to AECOM which has not been independently verified;
- has not been updated since the date of issuance of the Report and its accuracy is limited to the time period and circumstances in which it was collected, processed, made or issued;
- must be read as a whole and sections thereof should not be read out of such context;
- was prepared for the specific purposes described in the Report and the Agreement; and
- in the case of subsurface, environmental or geotechnical conditions, may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time.

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AECOM agrees that the Report represents its professional judgement as described above and that the Information has been prepared for the specific purpose and use described in the Report and the Agreement, but AECOM makes no other representations, or any guarantees or warranties whatsoever, whether express or implied, with respect to the Report, the Information or any part thereof.

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AECOM: 2015-04-13

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Quality information

Prepared by

Chris Liu, P.Eng.

Checked byAndres Rodriguez, Senior
Water Resources Engineer**Verified by**

Seifu Guangul, P.Eng.

Approved by

Nic Smith, Project Manager

Revision History

Revision	Revision date	Details	Name
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1. Introduction

The Comox Valley Regional District (CVRD) retained AECOM Canada Ltd. (AECOM) to conduct a desktop Flood Assessment and prepare this report. The report summarizes our recommendations for defining the flood level and floodplain setbacks at the project site, 81 Jane Place, in the Town of Comox, British Columbia (as shown in Figure 1).

This work was completed to support an application for a variance to a development permit for constructing the expansion of the Comox pump station, including a new generator room (a new building) and a new odour control system (a set of new equipment) on the project site, which is within the Town of Comox's jurisdictional boundaries.

Appendix A shows a survey plan drawing of the subject property.



Figure 1. Project Site Location, 81 Jane Place, Comox (Image Source: Comox Interactive Map¹)

This report has been prepared following the Town of Comox Flood Plain Designation Bylaw No. 1474 (2006), and the Engineers and Geoscientists of British Columbia Professional Practice Guidelines for Natural Hazards: Legislated Flood Assessments in a Changing Climate in BC (2018).

¹ [TOC Public Interactive Map](#)

This report is subject to the attached Statement of Qualifications and Limitations, which should be clearly understood when reading or interpreting its contents.

This desktop Flood Assessment aims to address the Town of Comox Flood Plains Designation Bylaw No. 1474, highlighting the designated flood level and flood plain setback as per the following definitions:

As per Section (6)d and (7)e of the Flood Plains Designation Bylaw, in combination with s.910(4)(a) and s.910(4)(b), land lower than the specified flood level or located within the specified setback is designated as the flood plain. According to the bylaw, the flood level for the subject property is 1.5 metres above the Natural Boundary, and the setback is 15.0 metres from the Natural Boundary. Based on the communication with the Town of Comox, the "Natural Boundary" in the bylaw refers to the Present Natural Boundary (PNB) established by a British Columbia Land Surveyor.

Furthermore, this assessment relies on McElhanney's latest survey of the subject property completed in December 2022. According to the provided survey map, the PNB has an average elevation of 1.71 m (CGVD28). Therefore, the flood level for the subject property based on the definition provided above is 3.21 m (1.71 m + 1.5 m). The survey map is attached in Appendix A.

As mentioned previously, this assessment pertains to proposed development work on the subject property involving the expansion of an existing pump station, which is classified as commercial land use. Due to the site's proximity to the sea (the distance between the expansion of the pump station and the sea is less than 15 m), the subject property is within the designated flood plain, and therefore, a flood plain setback exemption is required.

According to the Local Government Act referenced by the Designate Flood Plains Bylaw, for land within the designated flood plain, the underside of any floor system or the top of any pad supporting any space or room must be above the applicable flood level. The proposed design of the new generator room shows that the ground floor is at 3.20 m, which is 1 cm below the flood level. On October 29, 2024, AECOM and the Comox Valley Regional District met with the Town of Comox's Department Manager, Randy Houle. Based on the communication with the Town of Comox during the meeting, it is accepted by the Town of Comox that the 1 cm flood depth above the floor is unlikely to pose a hazard to the new building. Therefore, no flood level exemption is required.

According to the Town of Comox Flood Plain Designation Exemption Application Form/Checklist, the flood level and flood plain setback exemptions can be applied separately or together, depending on the specific site situations. For this subject site, only a flood plain setback exemption is needed.

2. Scope of Work

The following tasks were included in the scope of work for this project:

- Review of the survey map and site grading plan;
- Desktop review of surficial geology (based on the current Geotechnical reports) and general local coastal processes;
- Review of the EGBC Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC (EGBC Guidelines), including the completion of the Floodplain Assurance Statement (see Appendix C);
- Review of the Town of Comox's "Flood Plain Designation Bylaw, No. 1474 (2006), and the referenced Local Government Act;
- Flood Hazard Assessment per Appendix D of the EGBC Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC;
- Flood Risk Assessment per Appendix E of the EGBC Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC;
- Recommendations for risk reduction strategies;

- Analyses for the flood plain setback exemption, as required in the Town of Comox Flood Plain Designation Exemption Application Form/Checklist.

3. Site Description

The subject site is situated at 81 Jane Place in the Town of Comox, British Columbia. The property is zoned as Public Assembly and spans an area of approximately 0.037 hectares. As shown in Figure 1, it is bounded by Jane Place to the north and the Strait of Georgia (Comox Harbour) to the south. The subject lot contains an existing pump station, and the proposed development further expands the facilities. The subject site's legal address is SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW.

The subject site operates as a pump station in the Town of Comox and contains buildings and pavement cover, with a portion of vegetated land cover.

3.1 Geological Setting

Thurber Engineering Ltd. prepared a Geotechnical Data Report for the Comox Pump Station site (the subject site) in 2023. The report indicates that the soil condition generally consists of a surficial layer of very loose to compact sandy gravel or gravelly sand fill, overlying dense to very dense interbedded sand and gravel, which contains cobbles and a trace to some silt layers to the full depth investigated which extended to 32 m. Bedrock was not encountered in the 32 m deep test hole.²

3.2 Coastal Setting

The subject site lies approximately 2-4 m north of the PNB of the sea (Strait of Georgia). Between the site and the PNB, there is a sloped area containing exposed rocks and dense vegetation (see Figure 2 and Figure 3).

² CVRD Sewer Conveyance System Project Proposed Comox Pump Station Geotechnical Data Report, Thurber, March 2023



Figure 2. View of the Sloped Area West of the subject site, Looking from North to South



Figure 3. View of the Sloped Area South of the subject site, Looking from West to East

According to historical aerial photos (see Figure 4) from Google Earth, a marina is southwest of the subject site, and a sandy beach exists between the site's PNB and the marina, which is periodically submerged by seawater during high tides.

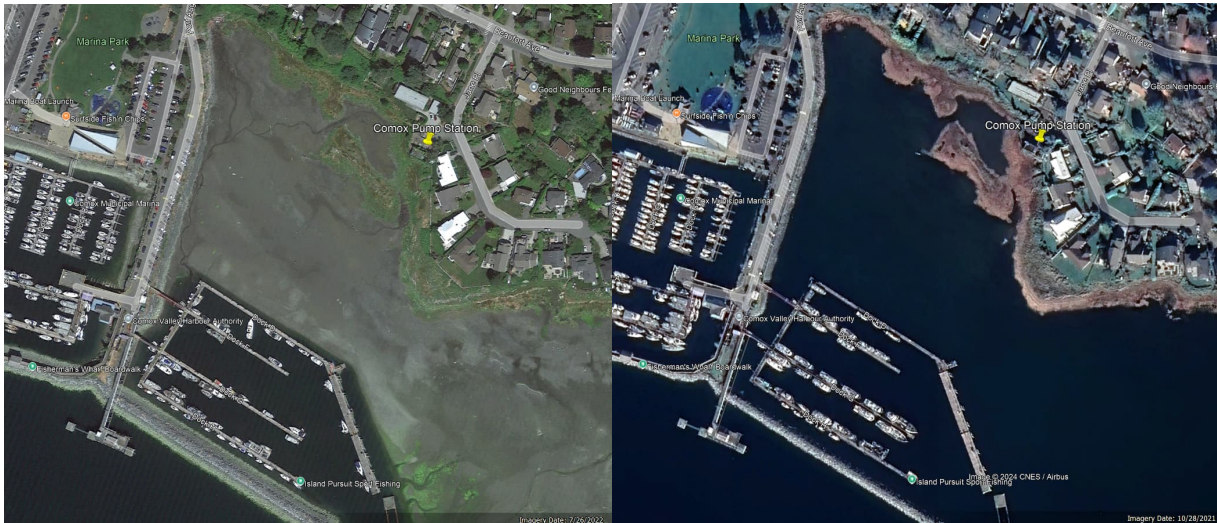


Figure 4. Historical Aerial Photos – Subject Site Coastal Condition

The Canadian Extreme Water Level Adaptation Tool (CAN-EWLAT) has a tide station at the marina southwest of the subject site, the Comox tide station.³ Based on the historical records from the Comox tide station, the higher high water large tide (HHWLT) level is 2.13 m (CGVD28), and the lower low water large tide (LLWLT) level is -3.09 m (CGVD28).

4. Review of Floodplain Bylaws and Guidelines

4.1 Town of Comox Flood Plain Designation Bylaw No. 1474 (2006) with Local Government Act

A Natural Boundary, as defined by the Town of Comox Bylaw No. 1474, is the visible high water mark as established by a British Columbia Land Surveyor of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the body of water a character distinct from that of its banks, in vegetation as well as in the nature of the soil itself.

Furthermore, Section (5) states that Land lower than a flood level specified in section (6) or located within a setback specified in section (7) is designated as flood plain.

Section (6)d states that in respect of the flood plain designated in section (5), 1.5 m above the Natural boundary of the sea is specified as the flood level for the purpose of s.910(4)(a) of the Local Government Act. It also states that the natural boundary shall be determined at a right angle to the extreme upstream point of the floor system or top of pad.

The s.910(4)(a) of the Local Government Act states that the underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater must be above the applicable flood level specified by the bylaw.

Additionally, Section (7)e states that 15.0 metres from the Natural Boundary is specified as a flood plain setback for the purpose of s.910(4)(b) of the Local Government Act.

³ [CAN-EWLAT](#)

The s.910(4)(b) of the Local Government Act states that any landfill required to support a floor system or pad must not extend within any applicable setback specified by the bylaw.

The Town of Comox Flood Plain Designation Exemption Application Form/Checklist states that for a flood plain setback exemption, the analysis of the following parameters is required:

- The erosion hazard;
- Assessment of potential for restriction of flow capacity of the floodway, including increased risk of flooding;
- Consideration of the implications of climate change;
- Consideration of the potential for rising sea levels; and
- Assess debris flow potential for areas subject to debris flow.

4.2 EGBC Guidelines: Legislated Flood Assessments in a Changing Climate in BC, V.2.1

As required by the Town of Comox Flood Plain Designation Exemption Application Form/Checklist, this flood assessment report referenced the EGBC Guidelines: Legislated Flood Assessments in a Changing Climate in BC.

Since the proposed expansion to the existing pump station has a total floor space of more than 25% of the floor space existing at the time of the original building Construction, Appendix F of the EGBC Guidelines, Section F2.4: New Industrial / Commercial / Institutional Building applies. The statements in Section F2.4 that relate to the subject site are summarised as follows:

“New industrial/commercial/institutional buildings should not be located within fan or floodplain areas that are not protected by standard/adequate Structural Mitigation Works unless:

- the local government has adopted an appropriate bylaw or land use regulation that provides for building Construction with knowledge of the Flood Hazard; or
- the Qualified Professional (QP) concludes that the site may be suitable for the intended use.

A QP may conclude that the site may be suitable for the intended use if at least one of the following conditions apply:

- The building site is on an Inactive Fan;
- A standard/adequate Dike or equivalent other Structural Mitigation Works is constructed as part of the development;
- The building site is not in a high-hazard area of the fan or floodplain (as noted above and where safe access and egress are not possible);
- A Risk Assessment is undertaken whereby the local government establishes a tolerable level of Risk, and the QP assessment confirms that the Risk would be within this level.

Standards for new industrial/commercial/institutional buildings should consider the standards for single houses. Variance from the standards is discouraged.

Some specific considerations pertaining to commercial buildings are as follows:

- In some cases, it may be appropriate to allow limited building use below the FCL if appropriate Mitigation Measures are incorporated into the building design.
- The specification of Mitigation Measures must consider the potential for different building use in the future in accordance with the applicable land zoning...”

The statements in Section F2.2.2: New Single Family or Duplex House that relate to the subject site are summarised as follows:

“In general, new buildings should be considered for unprotected floodplains only if:

- the local government has adopted an appropriate bylaw or land use regulation that provides for building Construction with knowledge of the Flood Hazard; or
- the QP concludes that the site may be suitable for the intended use.

A QP may conclude that the site may be suitable for the intended use if at least one of the following conditions applies:

- A standard/adequate Dike or equivalent other Structural Mitigation Works is constructed with the pertinent approvals as part of the development.
- The building site is not in a high-hazard area of the floodplain (i.e., an avulsion path, a flood velocity greater than 1 m/s, a flood depth greater than 2.5 m, and where safe access and egress is not possible).
- A Risk Assessment is undertaken whereby the local government establishes a tolerable level of Risk, and the QP assessment confirms that the Risk would be within this level.

Particular attention needs to be given to the specification of appropriate on-site Mitigation Measures such as foundation design, method of achieving the FCL, and site grading.”

5. Flood Hazard Assessment

Flood Hazard Assessments (FHA), as defined in the EGBC Guidelines, determine the probability of floods of variable magnitudes and assess their intensities. Appendix D of the EGBC Guidelines provides the outline for an FHA. It is essential to determine the appropriate level of effort to be applied to the FHA as the type of assessment changes with the size of the study and the potential elements at risk.

As flood levels are governed by bounding sea level conditions, flood hazards mainly result from rainfall- and snowmelt-generated floods. Any unusual floods, such as debris flows, are not expected for the subject site. Table D-1 from the EGBC guideline is referenced to estimate the level of effort for FHA. The information on the flood hazard class specific to the subject site extracted from Table D-1 of the EGBC guideline is summarized in Table 1.

Table 1. Site-Specific Flood Hazard Assessment Information from Table D-1 of the EGBC Guideline

Class	Typical Hazard Assessment Methods and Climate/Environmental Change Considerations	Typical Deliverables	Applications	Return Periods for Flood Hazard Maps	Application for Development Type
0	<ul style="list-style-type: none"> • Site visit and qualitative assessment of Flood Hazard • Identify any very low hazard surfaces in the consultation area (i.e. river terraces) • Estimate erosion rates along river banks 	Letter report or memorandum with at least water levels and consideration of scour and bank erosion	Very low loss potential for rivers and floodplains; loss of life very unlikely	20-year 200-year 500-year (for Alluvial Fans)	Building Permit: <ul style="list-style-type: none"> • Renovations, expansions, new single house, new duplex house

The “Application for Development Type” in Table 1 relates to the number of subdivisions, and the “Building Permit” category refers to no subdivision for the lot, not specifically for building permits. This assessment for the subject site supports a variance to a development permit and requires no subdivisions, so it is appropriate for a Class 0 hazard assessment. As such, a letter report or technical memorandum is a typical deliverable for a Class 0 assessment. The return periods for the flood hazard assessment for the subject site are 20-year and 200-year. The 500-year return period is for Alluvial Fans and does not apply to the subject site.

The hazards associated with this property are related to ocean water levels. The main risk is property flooding and water damage to structures and equipment. However, loss of life is unlikely since visits and work in or around the pump station are irregular. Additionally, the water level will rise and fall in conjunction with ocean tides and forecasted storm events, allowing for a reasonable time frame to evacuate the property.

6. Flood Risk Assessment

According to Appendix E of the EGBC Guidelines, a Flood Risk Assessment (FRA) involves the estimation of the likelihood that a flood will occur and cause some magnitude and type of damage or loss. The FRA must follow the steps listed below.

1. Identify flood hazard scenarios.
2. Estimate the probability of a Hazard Scenario resulting in an undesirable outcome.
3. Estimate the Consequences of the unwanted outcome, including economic losses, human health and loss of life, environmental losses, cultural/historical losses, and intangibles such as psychological distress.
4. Define tolerable risk criteria.
5. Prioritize risk reduction strategies.

Additionally, Table 2, which references Table E-2 of the EGBC guideline, summarizes a typical FRA for the subject site. The “Applications” in Table 2 relates to the potential of economic and life loss, and the “Building Permit” category refers to a low loss potential, not specifically for building permits.

Table 2. Site-Specific Flood Risk Assessment Information from Table E-2 of the EGBC Guideline

Risk Level	Class	Typical Risk Assessment Methods	Deliverables	Applications	Flood Return Periods (Years)
Very Low	0	<ul style="list-style-type: none"> Include a short site survey with qualitative assessment of potential Consequences 	<ul style="list-style-type: none"> Memorandum or Letter Sketch Maps 	<ul style="list-style-type: none"> Building Permit 	<ul style="list-style-type: none"> 20 200 500

6.1 Flood Hazard Scenario

Flood hazard scenarios are defined as distinct outcomes from a given hazard that result in a potential direct Consequence (e.g., fatalities, damage to a building, environmental damage, intangibles such as human suffering and disruption of day-to-day activities). These scenarios are based on the qualitative flood hazard assessment results discussed and outlined in Section 5 of this report.

The hazard scenarios associated with the subject property pertain to coastal flooding from the Strait of Georgia. This flooding has the potential to inundate the property, damaging its structures and equipment. Factors contributing to high water levels include high tides and storm events. Floodwaters are not expected to be fast-moving as they would be driven primarily by rising tides.

The flooding may also impact the surrounding communities during the pump station's recovery period. For Class 0 FRA, the associated flood return periods include 1 in 20 years and 1 in 200 years, based on the discussion in Section 5 of this report.

6.2 Probability of Hazard Scenario

The probability of hazard scenarios is based on the estimated likelihood that the hazard will occur, reach the Element at Risk when it is present within the hazard zone, and cause an undesirable outcome. These may include a range of outcomes in categories such as economic loss, environmental damage, safety, and corporate or political reputation.⁴

As discussed in the previous sections, the Class 0 flood risk assessment return periods are 1 in 20 years and 1 in 200 years, so the estimated likelihood of flood hazard occurrence ranges from every 20 years to every 200 years. For the

⁴ EGBC Guidelines referenced in this report.

purpose of flood risk assessment, the more frequent occurrence represents a higher likelihood or hazard probability. The 1 in 200 year return period can cause more severe consequences. However, its probability of occurrence is much lower, which results in a lower risk rating than the more frequent occurrence events. Therefore, the estimated probability of the hazard scenario considered for the flood risk assessment of the subject site is every 20 years.

6.3 Estimated Consequence

According to Section E2 of the EGBC Guidelines, there are five (5) categories of consequences:

- Economic losses: economic losses include loss of assets and losses to the local or regional economy.
- Human health and loss of life: Loss of life largely depends on whether the flood was predicted and whether the affected population had been warned and evacuated.
- Environmental losses: Environmental losses include oil spills, spills of hazardous materials, and farm flooding that leads to the uncontrolled release of manure and fertilizer, as well as secondary effects such as decomposing dead animals.
- Cultural/historic losses: Cultural or historic losses can include the flooding of graveyards and ancient buildings of historic value.
- Intangibles: Intangibles include Human suffering, which is almost always associated with damaging floods, either through loss of assets or loss of life.

For the subject site, the main risk is flooding of the property and damage to structures and equipment, so economic losses are considered major for this property.

Flooding of the property may also result in loss of life. Still, the risk is minor, considering the on-site work will only involve monthly inspections and irregular maintenance visits, and no one will work regularly in or around the pump station.

Additionally, the pump station will unlikely store hazardous materials, and no farms will be located within or surrounding the property, so environmental losses are considered negligible. Also, the subject site is surrounded by residential areas. Flooding is unlikely to pose secondary environmental effects, such as decomposing dead animals. However, some equipment and structures of the pump station will be underwater during coastal flooding, so there will be potential wastewater spills. The environmental impact of the wastewater spills is estimated to be recovered in weeks. Therefore, the overall environmental losses are estimated as moderate.

Intangibles are estimated as moderate by combining the risks of economic losses and loss of life.

Since there are no graveyards or ancient buildings within or around the property, cultural/historical losses are also considered negligible.

6.3.1 Erosion Hazards and Potential Impact on Flood Risk

The subject site contains buildings and pavements in the existing condition, and the remaining areas are well-vegetated. Additionally, the slope area between the subject site and the sea consists of rocks and dense vegetation. Therefore, the existing site presents a low risk of erosion during flooding.

The proposed development involves constructing a new generator room east of the existing control room, a new odour control system west of the existing control room, and the associated underground piping and utility works. Any disturbed surface due to the underground works will be reinstated to its original condition. Also, the proposed development is not planned to happen on any floodways, so it is unlikely to restrict the flow capacity of any floodway. Therefore, the proposed development is unlikely to increase the flood risk or erosion hazard compared to the existing condition.

6.3.2 Debris Flow Potential

Debris flows are fast-moving landslides that generally occur during periods of intense rainfall or rapid snowmelt and usually start on hillsides or mountains.⁵ The subject site is within the flood plain of the sea, so debris flows are unlikely to impact it. Therefore, the debris flow potential is negligible for the subject site.

6.4 Tolerable Risk Criteria

Figure E-4 in the EGBC Guidelines provides an example of a semi-quantitative framework developed by BGC Engineering Inc.⁶, for which Risks can be evaluated. The left side of the matrix provides a range of flood likelihoods, and the portion of the table below the Risk ratings exemplifies a typical range of Consequences for floods.

Figure 5 illustrates the FRA using the matrix in Figure E-4 of the EGBC Guidelines. The likelihood in the matrix does not include the 20-year recurrence; therefore, the scenario that typically occurs on average every 10 years (likely) was selected for the FRA. This is a more conservative approach because the Flood Risk Evaluation matrix in Figure 6 shows that higher probability results in higher risk. According to the matrix, the risk levels of the five (5) consequence categories are listed below:

- Economic losses – Major
- Human health and loss of life – Minor
- Environmental losses – Moderate
- Cultural/historic losses – Negligible
- Intangibles – Moderate

⁵ [What is a debris flow? | U.S. Geological Survey](#)

⁶ EGBC Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC (2018)

FLOOD RISK EVALUATION

			RISK EVALUATION AND RESPONSE					
			VH	Very High	Risk is unacceptable short-term (before next flood season); Risk reduction required; long-term Risk reduction plan must be developed and implemented			
			H	High	Risk is unacceptable; medium-term Risk reduction plan must be developed and implemented in a reasonable (<5 years) time frame; planning should begin as soon as feasible			
LIKELIHOOD DESCRIPTIONS Likelihood of Undesirable Outcome			M	Moderate	Risk may be tolerable; more detailed review required; reduce Risk to low where reasonably practicable			
			L	Low	Risk is tolerable; continue to monitor if resources allow			
LIKELIHOOD DESCRIPTIONS		PROBABILITY RANGE	VL	Very Low	Risk is broadly acceptable; no further review or Risk reduction required			
Scenario can be expected on average every other year	Very Likely	0.5 – 0.2	M	H	H	VH	VH	VH
Scenario typically occurs on average every 10 years	Likely	0.2 – 0.07	L	M	H	H	VH	VH
Scenario typically occurs on average every 50 years	Moderate	0.07 – 0.02	L	L	M	H	H	VH
Scenario occurs on average every 100 years	Unlikely	0.02 – 0.007	VL	L	L	M	H	H
Scenario occurs on average every 200 years	Very Unlikely	0.007 – 0.004	VL	VL	L	L	M	H
Scenario occurs on average every 500 years	Extremely Unlikely	0.004 – 0.0013	VL	VL	VL	L	L	M
CONSEQUENCE DESCRIPTIONS	INDICES		1	2	3	4	5	6
			Negligible	Minor	Moderate	Major	Severe	Catastrophic
	SAFETY (INJURY/LOSS OF LIFE)		Minor injuries of few individuals	Major injury of 1 person	Major injury of several persons	Single fatality	<10 fatalities	>10 fatalities
	ECONOMIC (MONETARY LOSSES)		Negligible; no business interruption; <\$1,000	Some asset loss; <\$10,000 damages	Serious asset loss; several days business interruption; <\$100,000	Major asset loss; several weeks business interruption; <\$1 million	Severe asset loss; several months business interruption; <\$10 million	Total loss of asset; 1 year or more business interruption; >\$10 million
	SOCIAL AND CULTURAL		Negligible impact	Slight impact; recoverable within days	Moderate impact; recoverable within weeks	Recoverable within months	Long-term (years) loss of social and cultural values	Complete loss of significant social and cultural values
	INTANGIBLES (PERSONAL SUFFERING)		Negligible impact	Slight impact; recoverable within days	Moderate impact; recoverable within weeks	Personal hardship; usually recoverable within months	Leaves significant personal hardship for years	Irreparable personal hardship
	ECOLOGICAL (FLORA AND FAUNA)		Negligible impact	Slight impact; recoverable within days	Moderate impact; recoverable within weeks	Recoverable within months	Severe species loss	Irreparable species loss

Figure 5. Flood Risk Evaluation Matrix

The overall risk rating for the property is from Low to High based on the matrix. It is important to qualify that risk rating classifications are not intended to conclude an inherent risk rating associated with the proposed development but rather highlight that the appropriate risk reduction strategies are necessary to be incorporated into the development's design such that risk levels for the five risk categories become tolerable (low or moderate risk rating).

The risk reduction strategies within Section 6.5 are proposed to bring risks down to a "Low" risk rating. The strategies are intended to increase the property's resiliency during flood events and reduce the risk categories of economic, safety, and intangibles to negligible impacts.

6.5 Risk Reduction Strategies

The following are recommendations to reduce risks associated with flooding of the Site:

1. The designated flood level for all habitable structures on the property must be enforced.
2. Only equipment that can operate below water or is easily replaceable and considered disposable should remain below the future flood level. The future flood level will be calculated by adding the sea level rise to the designated flood level to account for climate change.
3. Vegetated ground cover or alternate equivalent means of erosion protection must be maintained throughout the lot.
4. The Site must continue to be graded to promote efficient flood flow drainage to the ocean.
5. All the critical equipment and devices should be moved above the future flood level (4.21 m).
6. Any equipment or devices sitting below the future flood level (4.21 m) must be water-tight and submersible with no adverse impacts on performance.
7. Designing the building foundation and other levels below the future flood level must consider hydraulic loading.
8. Building foundations must bear on suitable, naturally deposited soil, as approved by a qualified engineer.
9. An Engineer's certification of building foundation design should be included in the Development Permit application.
10. Earth embankments within the setback area and adjacent to proposed buildings must be adequately protected from scour and other forms of erosion that may be caused by flood events.
11. A Post-Development Report, including post-construction photos, must be completed by a Qualified Professional to document and confirm that the construction of the proposed development (construction of proposed pump station) aligns with the description provided within this report and that the risk reduction strategies are met. Risk reduction strategies that are not completed at the time of construction of the building construction should indicate an expected timeline for completion.
12. Adequate property access control and signage should be implemented to minimize the risk to the public.
13. The on-site work should be limited to monthly inspections and irregular maintenance visits.
14. An active forecast of the tide levels and storm events should be maintained and used to direct the schedule of site maintenance or other site work.
15. No site maintenance or other on-site work should be allowed during forecasted storm events, flood events and high tide periods.
16. A proper evacuation plan should be developed and implemented for on-site staff in case of flood events.
17. This report must be registered as a covenant on title to ensure that the current and future owners are aware of the risks and consequences of building any structure on this site. The covenant should also address a release of liability of the approving authority for damages caused by flooding from the sea.

7. Flood Level and Flood Construction Level

According to the Town of Comox Flood Plain Designation Bylaw No. 1474, the building floor level is required to be determined using the designated flood level (3.21 m) as described in the bylaw, and an analysis of FCL is only needed

for a flood level exemption application. As described in the introduction section of this report, the Town of Comox agreed that the floor level of the new generator room is 1 cm lower than the flood level, and it does not trigger a flood level exemption application. Therefore, the analysis of FCL is not required.

However, the horizontal distance between the new generator room and the sea is approximately 4 m, and between the new odour control system and the sea is approximately 2 m. Both have less than 15 m setbacks, so a flood plain setback exemption is required. To apply for the exemption, the flood risk assessment and the risk reduction measures in this report need to consider climate change implications and the potential for rising sea levels.

According to the Guidelines for Management of Coastal Flood Hazard Land Use (January 2011) by Ausenco Sandwell/BC Ministry of Environment, referenced by the EGBC guidelines, the estimated sea level rise due to climate change towards 2100 is 1 m. Therefore, the future flood level is estimated as the designated flood level calculated based on the Town of Comox bylaw plus the 1 m sea level rise, which is 4.21 m.

The calculations and results are summarized in Table 3 below.

Table 3. Flood Level Calculations

Natural Boundary ¹ (m)	Designated Flood Level (Natural Boundary + 1.5 m) (m)	Sea Level Rise (m)	Future Natural Boundary ⁴ (m)	Future Flood Level (m)
1.71	3.21 ²	1.00 ³	2.71	4.21
References: 1. This Natural Boundary is from the land survey and represents the Present Natural Boundary. 2. Town of Comox Flood Plain Designation Bylaw No. 1474 (2006); 3. Guidelines for Management of Coastal Flood Hazard Land Use. January 2011. Ausenco Sandwell/BC Ministry of Environment. 4. Future Natural Boundary is calculated by adding 1 m sea level rise to the Present Natural Boundary.				

The proposed pump station design upgrades will set all equipment critical to station operation and sensitive to flooding at or above 4.60 masl. The odour control facility is not designated as critical to station operation, with the fan assembly on a plinth at 3.20 masl and will therefore need to be replaced following a flooding event. Given the infrequent nature of flooding above this fan plinth level it is deemed economical and straightforward to replace this component rather than increase installation level above flood level, with the associated impact to residents, both acoustically and visually.

8. Setback

As summarized in Section 4.1, the flood plain setback should be 15.0 metres from the Natural Boundary.

Based on McElhanney's survey of the subject property completed in December 2022, the new generator room is approximately 4 m from the Natural Boundary of the sea, and the new odour control system is approximately 2 m from the Natural Boundary of the sea. Due to the flood plain setback requirement being further inland than the extent of the subject property and the new building, a flood plain setback exemption is required.

Pursuant to Section 524 of the Local Government Act, this report in its entirety may be relied upon by the Town of Comox in considering an application for exemption from the Town of Comox Flood Plain Designation Bylaw No. 1474, section (7)e to vary the horizontal flood plain setback from 15 m to 2 m, from the Natural Boundary of the sea (Strait of Georgia).

Considering the nature of the expected flood hazards summarized in Sections 5 and 6 and the low risk for injury and loss of life, the flood risk of property would be considered tolerable if the risk reduction strategies outlined in Section 6.5 are adhered to.

9. Assurance Statement

The Town of Comox Bylaw and the Local Government Act require a qualified professional to demonstrate that the land may be used safely for the intended purpose. In this report, “safely” is defined as the condition where the hazards and resulting harm or damage are tolerable or acceptable. This report identifies the flood hazard risks to the subject property and recommends strategies to reduce the flood risks.

In accordance with Section 524 of the Local Government Act, the land identified as 81 Jane Place (legal address: SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW) may be used safely for its intended use, provided that the floor level is set at or above 3.2 m, the critical equipment is set above the future flood level of 4.21 m, the building is horizontally offset at least 4 m from the Natural Boundary of the sea, the odour control system is horizontally offset at least 2 m from the Natural Boundary of the sea, and the risk reduction strategies and recommendations outlined in Section 6.5 are implemented.

10. Conclusions

The flood risk has been reviewed for the proposed development on the property with civic address 81 Jane Place, Comox, BC, with the following recommendations:

- The designated flood level for all habitable structures on the property must be enforced.
- Only equipment operating below water or easily replaceable and considered disposable should remain below the future flood level. The future flood level will be calculated by adding the sea level rise to the designated flood level to account for climate change.
- Vegetated ground cover or alternate equivalent means of erosion protection must be maintained throughout the lot.
- The Site must continue to be graded to promote efficient flood flow drainage to the ocean.
- All the critical equipment and devices should be moved above the future flood level.
- Any equipment or devices sitting below the future flood level must be water-tight and submersible with no adverse impacts on performance.
- Designing the building foundation and other levels below the future flood level must consider hydraulic loading.
- Building foundations must bear on suitable, naturally deposited soil, as approved by a qualified engineer.
- An Engineer’s certification of building foundation design should be included in the Development Permit application.
- Earth embankments within the setback area and adjacent to proposed buildings must be adequately protected from scour and other forms of erosion that may be caused by flood events.
- A Post-Development Report, including post-construction photos, must be completed by a Qualified Professional to document and confirm that the construction of the proposed development (construction of proposed pump station) aligns with the description provided within this report and that the risk reduction strategies are met. Risk reduction strategies that are not completed at the time of construction of the building construction should indicate an expected timeline for completion.
- Adequate property access control and signage should be implemented to minimize the risk to the public.
- The on-site work should be limited to monthly inspections and irregular maintenance visits.
- An active forecast of the tide levels and storm events should be maintained and used to direct the schedule of site maintenance or other site work.

- No site maintenance or other on-site work should be allowed during forecasted storm events, flood events and high tide periods.
- A proper evacuation plan should be developed and implemented for on-site staff in case of flood events.
- This report must be registered as a covenant on title to ensure that the current and future owners are aware of the risks and consequences of building any structure on this site. The covenant should also address a release of liability of the approving authority for damages caused by flooding from the ocean.

The assessment's outcome is that the land is considered safe for the intended use, provided that the floor level is set at or above 3.2 m, the critical equipment is set above the future flood level of 4.21 m, the building is horizontally offset at least 4 m from the Natural Boundary of the sea, the odour control system is horizontally offset at least 2 m from the Natural Boundary of the sea, and the risk reduction strategies outlined in Section 6.5 are applied.

11. Quality Assurance

We recommend that the client hires a BC Land Surveyor (BCLS) to confirm flood level and setback references in the field before starting the construction. After the construction is completed, floor elevations should be reviewed by a BCLS to ensure they meet the above requirements. Before placing the foundations, building subgrades must be reviewed by a geotechnical engineer to ensure that foundations will bear directly on undisturbed, competent native soils.

Appendix A Survey Plan

SKETCH PLAN SHOWING IMPROVEMENTS ON:
PART OF THE BED OF COMOX HARBOUR,
NANAIMO DISTRICT

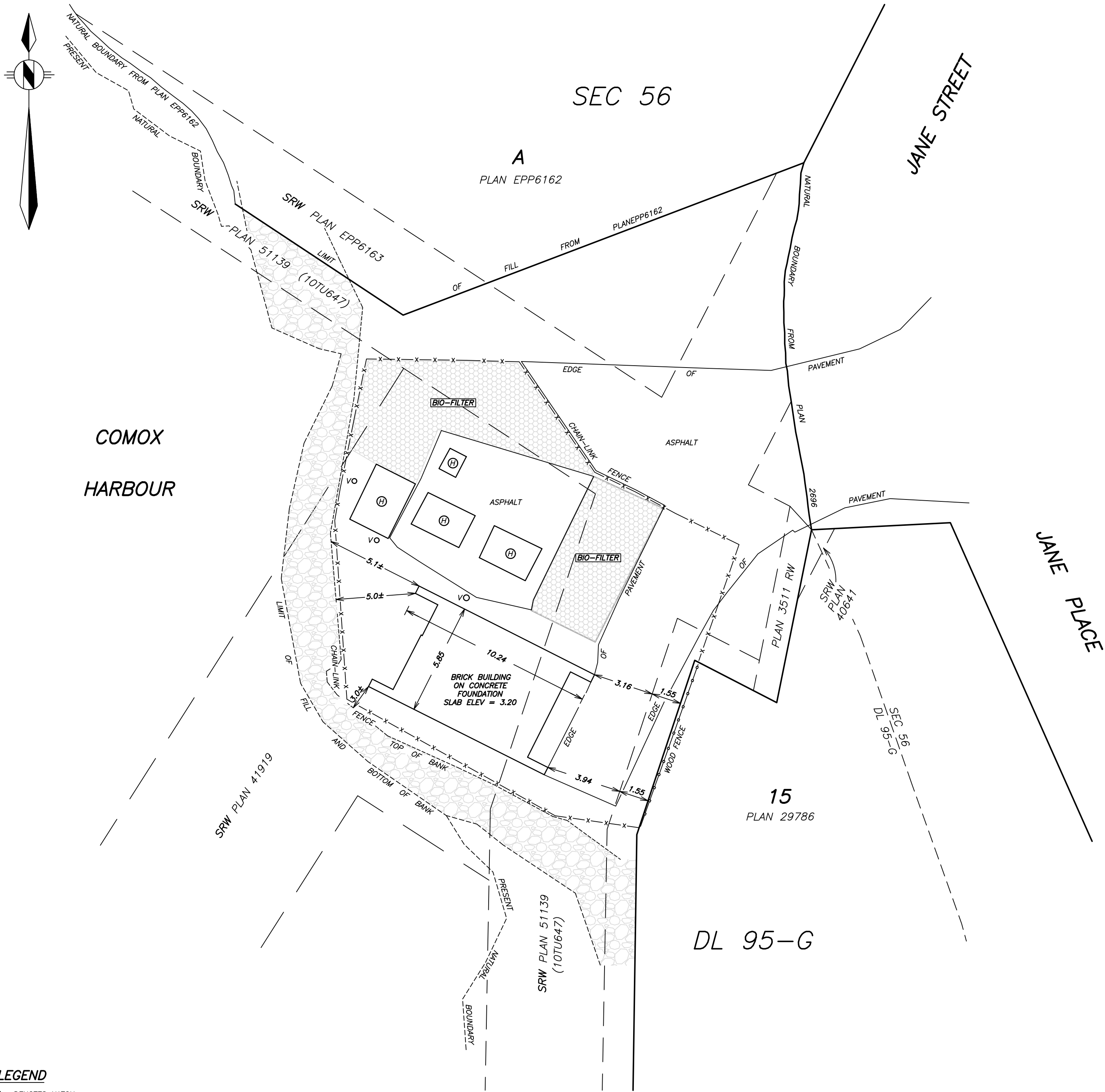
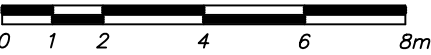
CIVIC ADDRESS:
81 JANE PLACE, COMOX, B.C.

THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF
THE SURVEYED STRUCTURES AND FEATURES WITH
RESPECT TO THE BOUNDARIES OF THE PARCEL
DESCRIBED. THIS DOCUMENT SHALL NOT BE USED
TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

PARCEL BOUNDARIES SHOWN HAVE BEEN DERIVED
FROM PLANS 29786 AND EPP6162

SCALE: 1:150

ALL DISTANCES ARE IN METRES



LEGEND

Ⓜ DENOTES HATCH
VO DENOTES VENT

SURVEYED DECEMBER 8th and 12th, 2022; and OCTOBER 11th, 2024
UPDATED SKETCH PLAN ISSUED OCTOBER 22, 2024

McElhanney Associates accepts no responsibility or
liability for damages that may be suffered by a third
party as a result of any decisions made, or actions
taken based on this document.

All rights reserved. No person may copy, reproduce,
transmit or alter this document in whole or in part
without the consent of McElhanney Associates.

NOTES:

BUILDING DIMENSIONS AND OFFSETS TO PROPERTY
LINES ARE SHOWN TO EXTERIOR OF BUILDING WALLS.

THE AVERAGE ELEVATION OF AVAILABLE PRESENT
NATURAL BOUNDARY IS 1.71m.

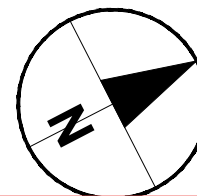
ELEVATIONS WERE DERIVED FROM GNSS OBSERVATIONS
USING THE REAL TIME NETWORK SMARTNET-BCCY AND
REFERENCED TO CGVD28 USING HT2.0 GEOID.



McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
1211 Ryan Road
Courtenay, B.C. V9N 3R6
Ph: 250-338-5495
File: 05860JP-R2

Appendix B Proposed Design Drawings

COMOX
HARBOUR



... obtained from stated dimensions.



PROJECT

CONEX VALLEY SEWER
EYANCE PROJECT

X VALLEY
 ONAL DISTRICT

ston Avenue
BC V9N 0G8
000 tel 250-334-4358 fax
oxvalleyrd.ca



TANT

UARRY PARK BLVD SE
7, ALBERTA T2C 5P2
301 tel 403.270.0399 fax
m.com

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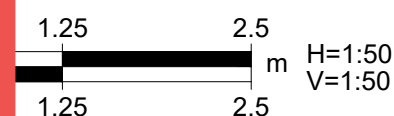


**EXISTENCE, LOCATION AND ELEVATION OF
AND/OR CONCEALED STRUCTURES AT
THE SITE ARE NOT GUARANTEED BY
CANADA LTD.**

TRACTOR IS RESPONSIBLE FOR
ING THE EXISTENCE, LOCATION AND
OF ALL SUCH UTILITIES AND/OR
RES AND IS RESPONSIBLE FOR
THE APPROPRIATE COMPANY,
ENT OR PERSON(S) OF ITS INTENTION
OUT ITS OPERATIONS.

ATION

ADA Ltd. PERMIT TO PRACTICE NO. 1001307



VISION

11/20	DRAFT 90% ISSUE
TE	DESCRIPTION

E IN METRES UNLESS OTHERWISE NOTED
D COORDINATES ARE DERIVED FROM DUAL FREQUENCY GPS
CARRIER PHASE OBSERVATIONS. TO CONVERT TO UTM ZONE10
EPOCH 1997)
WSP CONTROL POINT #1549 USING COMBINED SCALE FACTOR

5504097.957
360917.738
RE IN METRES AND ARE REFERRED TO GEODETIC DATUM
(1997) USING WSP CONTROL POINT 1549, ELEVATION=17.07

NUMBER

4

TLE

PUMP STATION

GRADED SURFACE WORKSPLAN

PLAN

Scale 1:100

This drawing has been

SHEET NUMBER

C-102

Appendix C Flood Assurance Statement

Note: This statement is to be read and completed in conjunction with the current Engineers and Geoscientists BC *Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC* (“the guidelines”) and is to be provided for flood assessments for the purposes of the *Land Title Act*, *Community Charter*, or the *Local Government Act*. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority

Date: November 15, 2024

Town of Comox

1809 Beaufort Avenue, Comox, BC, V9M 1R9

Jurisdiction and address

With reference to (CHECK ONE):

- ☐ *Land Title Act* (Section 86) – Subdivision Approval
- ☐ *Local Government Act* (Part 14, Division 7) – Development Permit
- ☐ *Community Charter* (Section 56) – Building Permit
- ☐ *Local Government Act* (Section 524) – Flood Plain Bylaw Variance
- ☐ *Local Government Act* (Section 524) – Flood Plain Bylaw Exemption

For the following property (“the Property”):

Legal Description: SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW. Civic address: 81 Jane Place, Comox, BC.

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a Qualified Professional and is a Professional Engineer or Professional Geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, sealed, and dated, and thereby certified, the attached Flood Assessment Report on the Property in accordance with the guidelines. That report and this statement must be read in conjunction with each other. In preparing that Flood Assessment Report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- ☐ 1. Consulted with representatives of the following government organizations:
Town of Comox
- ☐ 2. Collected and reviewed appropriate background information
- ☐ 3. Reviewed the Proposed Development on the Property
- ☐ 4. Investigated the presence of Covenants on the Property, and reported any relevant information
- ☐ 5. Conducted field work on and, if required, beyond the Property
- ☐ 6. Reported on the results of the field work on and, if required, beyond the Property
- ☐ 7. Considered any changed conditions on and, if required, beyond the Property
- ☐ 8. For a Flood Hazard analysis I have:
 - ☐ 8.1 Reviewed and characterized, if appropriate, Flood Hazard that may affect the Property
 - ☐ 8.2 Estimated the Flood Hazard on the Property
 - ☐ 8.3 Considered (if appropriate) the effects of climate change and land use change
 - ☐ 8.4 Relied on a previous Flood Hazard Assessment (FHA) by others
 - ☐ 8.5 Identified any potential hazards that are not addressed by the Flood Assessment Report
- ☐ 9. For a Flood Risk analysis I have:
 - ☐ 9.1 Estimated the Flood Risk on the Property
 - ☐ 9.2 Identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
 - ☐ 9.3 Estimated the Consequences to those Elements at Risk

10. In order to mitigate the estimated Flood Hazard for the Property, the following approach is taken:
- ☐ 10.1 A standard-based approach
 - ☐ 10.2 A Risk-based approach
 - ☐ 10.3 The approach outlined in the guidelines, Appendix F: Flood Assessment Considerations for Development Approvals
 - ☐ 10.4 No mitigation is required because the completed flood assessment determined that the site is not subject to a Flood Hazard
11. Where the Approving Authority has adopted a specific level of Flood Hazard or Flood Risk tolerance, I have:
- ☐ 11.1 Made a finding on the level of Flood Hazard or Flood Risk on the Property
 - ☐ 11.2 Compared the level of Flood Hazard or Flood Risk tolerance adopted by the Approving Authority with my findings
 - ☐ 11.3 Made recommendations to reduce the Flood Hazard or Flood Risk on the Property
12. Where the Approving Authority has not adopted a level of Flood Hazard or Flood Risk tolerance, I have:
- ☐ 12.1 Described the method of Flood Hazard analysis or Flood Risk analysis used
 - ☐ 12.2 Referred to an appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk
 - ☐ 12.3 Made a finding on the level of Flood Hazard or Flood Risk tolerance on the Property
 - ☐ 12.4 Compared the guidelines with the findings of my flood assessment
 - ☐ 12.5 Made recommendations to reduce the Flood Hazard or Flood Risk
- ☐ 13. Considered the potential for transfer of Flood Risk and the potential impacts to adjacent properties
- ☐ 14. Reported on the requirements for implementation of the mitigation recommendations, including the need for subsequent professional certifications and future inspections.

Based on my comparison between:

[CHECK ONE]

- ☐ The findings from the flood assessment and the adopted level of Flood Hazard or Flood Risk tolerance (item 11.2 above)
- ☐ The findings from the flood assessment and the appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk tolerance (item 12.4 above)

I hereby give my assurance that, based on the conditions contained in the attached Flood Assessment Report:

[CHECK ONE]

- ☐ For subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended":
[CHECK ONE]
 - ☐ With one or more recommended registered Covenants.
 - ☐ Without any registered Covenant.
- ☐ For a development permit, as required by the *Local Government Act* (Part 14, Division 7), my Flood Assessment Report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of this section [Section 491 (4)]".
- ☐ For a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended":
[CHECK ONE]
 - ☐ With one or more recommended registered Covenants.
 - ☐ Without any registered Covenant.
- ☐ For flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* and the *Amendment Section 3.5 and 3.6* associated with the *Local Government Act* (Section 524), "the development may occur safely".
- ☐ For flood plain bylaw exemption, as required by the *Local Government Act* (Section 524), "the land may be used safely for the use intended".

I certify that I am a Qualified Professional as defined below.

November 15, 2024

Date

Chris (Linghao) Liu, P.Eng.

Prepared by

Chris (Linghao) Liu

Name (print)



Signature

Seifu Guangul, P.Eng.

Reviewed by

Seifu Guangul

Name (print)



Signature

3292 Production Way, Suite 330

Address

Burnaby, BC V5A 4R4

604.444.6400

Telephone

chris.liu@aecom.com

Email



(Affix PROFESSIONAL SEAL here)

If the Qualified Professional is a member of a firm, complete the following:

I am a member of the firm _____
and I sign this letter on behalf of the firm.

AECOM Canada Ltd.

(Name of firm)

Pamela Nall
Planner
Town of Comox
1809 Beaufort Avenue
Comox
BC V9M 1R9

March 19, 2025

Project #
60719424

**Subject: CVRD Sanitary Sewer Conveyance Project – Comox Pump Station Upgrade – Jane Place
Flood Assessment Design Variance**

Dear Pamela,

As a follow-up to our Flood Assessment Report for this project, which was issued on January 9, 2025, this letter summarises the development of our design and how and why the current design proposals deviate from the recommendations that were provided in the aforementioned report.

Specifically, the Flood Assessment Report contains the following recommendations:

- Sections 6.5 & 10: Only equipment that can operate below water or is easily replaceable and considered disposable should remain below the future recommended flood level.
- Sections 6.5 & 10: All the critical equipment and devices should be moved above the future flood level (4.21 m).
- Sections 6.5 & 10: Any equipment or devices sitting below the future flood level (4.21 m) must be water-tight and submersible with no adverse impacts on performance.
- Section 6.5 & 10: To the extent possible, site maintenance or other on-site work should be avoided during forecasted storm events, flood events and high tide periods.
- Section 9: In accordance with Section 524 of the Local Government Act, the land identified as 81 Jane Place (legal address: SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW) may be used safely for its intended use, **provided that** the floor level is set at or above 3.2 m, and **the critical equipment is set above the future flood level of 4.21 m.**

However, following the completion of the Flood Assessment Report, AECOM has progressed with the detailed design, concluding that it is not practical to meet these recommendations. First, the height of the existing building is fixed, and it is our understanding that raising the building is not practical within the scope of the project, therefore creating a constraint to the upgrade work. We have also established that there is insufficient space between the future flood level of 4.21m and the ceiling level of 6.70m (underside of beams at 6.20m) to accommodate all the critical equipment within the building.

Taking these observations into consideration, and in consultation with the Comox Valley Regional District (CVRD), AECOM and the Maple Knappett Joint Venture (MKJV) have agreed to adopt an alternative risk reduction strategy for this pump station upgrade project:

It is proposed that physical interventions be incorporated to minimize flood water entering the pump station rather than accept that water can enter unchecked and partially or totally submerge the critical equipment within the building. The below-listed measures are proposed to be incorporated into the design and construction, the details of which are currently under development:

- An externally installed demountable flood barrier or stop-log system will be incorporated into the existing and proposed external doorways to the west and the north of the building, up to a height of 4.60m.
- Existing and new wall and floor penetrations, such as air bricks, existing louvres and/or cable and pipe entry points below future flood level (4.21 m), are to be sealed to minimize water ingress.
- Masonry brickwork that forms extension is to be constructed using water-resistant mortar and/or external sealant.
- For any lower flow residual water ingress, a collection channel with sump for installation of a small dewatering pump will be provided in each room, along with a 3" PVC pipe detail to allow camlock connection of the pump hose to facilitate external discharge of water. This will have a flap valve on the end to prevent water or rodents entering the building. Proposed louvres and vents through the building envelope will be situated above 4.60 m.
- All equipment inside the building, both the existing and the extension, will be on standard "housekeeping pads" to keep them out of any water entering the building, with top of concrete elevation of 3.30 m.
- Replacement air supply fan and associated heater unit within the existing filter room are to be installed above 4.60 m.
- Internal proposed power receptacles within the building extension will be placed above 4.6 m to facilitate uninterrupted power from the generator in the event that primary power is not available.

As stated above, it is not possible to make the existing structure water-tight, and even with the proposed mitigation measures listed above, it is still expected that flood waters will seep into the building, as is the case for all masonry-constructed buildings.

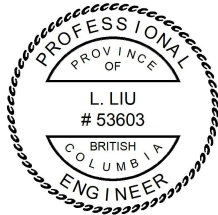
This change in strategy may also require the presence of operational staff on site either immediately before or during any forecasted flood event. Staff would be required to set the demountable flood barriers and submersible pumps before any storm that could potentially exceed the flood level of 3.20m. Ideally, this would be completed in advance and then monitored from a safety point of view. However, detailed operational procedures and response plans for sudden events or failures have not yet been developed.

We trust that this letter provides sufficient information regarding the rationale for changing the design philosophy of this pump station upgrade, and will enable our current design to be in conjunction with our original Flood

Assessment Report. If you have any questions or concerns with this approach please do not hesitate to contact us or the CVRD at your earliest convenience.

Sincerely,

AECOM Canada ULC



AECOM Canada ULC
Permit to Practice
No. 1001307

Chris Liu, P.Eng
Civil Engineer
Email: chris.liu@aecom.com
Phone: +1 (604) 444-6596

ATTACHMENT H

DRAFT DEVELOPMENT VARIANCE PERMIT 25-1

Permit Number: DVP 25-1

Resolution of Council dated:

Development Variance Permit issued to:

Name: Jenn Racine on behalf of Maple Knappett Join Venture for Comox Valley Regional District

Address: Maple Reinders, 1835 Gordon Drive, Suite 200, Kelowna, BC, V1Y 3H5

Property to which permit refers (PID): No PID

(Legal and Civic): THAT PART OF THE BED OF COMOX HARBOUR, SRW PLAN 41919, SRW PLAN 51139, PLAN 3511 RW

81 Jane Place, Comox

Conditions of Permit:

1. This Development Variance Permit is to permit construction of an addition to the existing municipal wastewater collection and pumping station and a new odour control system in general compliance with the drawings in **Schedule 1, Sheets 1 to 6**; attached to and forming part of this permit.

2. This Development Variance Permit is to vary Comox Zoning Bylaw 1850:

a. Section 5.19 Watercourse Regulations Sub-section (1)

From

Notwithstanding any other provision of this Bylaw, no building shall be constructed or located on land above the natural boundary:

(1) Within 7.5 metres of the natural boundary of Golf Creek, Carthew (Indian) Creek, the sea, or a retention pond, or detention pond;

To

Notwithstanding any other provision of this Bylaw, no building shall be constructed or located on land above the natural boundary:

(1) Within 2.0 metres of the natural boundary of Golf Creek, Carthew (Indian) Creek, the sea, or a retention pond, or detention pond;

- b. Schedule A, Section 701.9 Required Setbacks Sub-section (3) Side - interior

From

Excluding community gardens, fire stations or training facilities, and accessory buildings to fire stations or training facilities – Interior setback shall not be less than 6.0 metres

To

Excluding community gardens, fire stations or training facilities, and accessory buildings to fire stations or training facilities – Interior setback shall not be less than 1.5 metres

3. At the time of Building Permit issuance provision of a landscaping security of \$131,250 (based on 125% of the landscaping and irrigation cost estimates).

Time Schedule of Development: N/A

Security Required at time of building permit: \$131,250

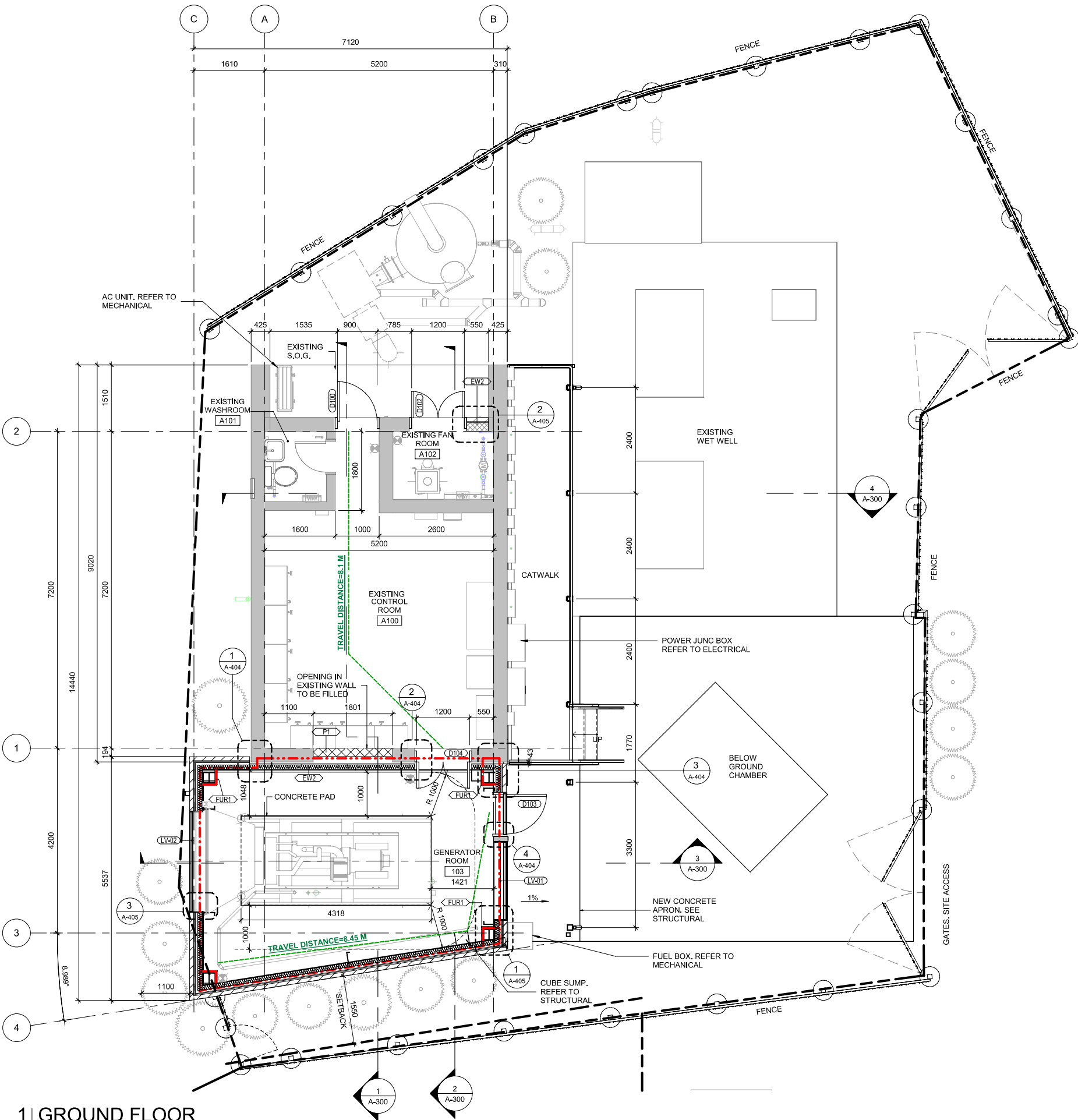
Lapse of Permit: Subject to the conditions as stated under conditions of permit, if the permit has not substantially commenced any construction with respect to which the permit was issued within 24 months after the date it was issued, the permit lapses.

Permit Issuance Date

Signature of Director of
Development Services

THIS IS NOT A BUILDING PERMIT

Last Plotted: 2025-03-19 1:32:42 PM
 Filename: AutoDesk Docs\\CHAMER(CAN)40719424-CVRD Comox Sewer\\60719424-MDL-CX-06-A-124.rvt
 Project Management Initials: Designer: MN Checked: ST Approved: IG
 ANS I D 559mm x 864mm



PHASE LEGEND

- EXISTING
- NEW CONSTRUCTION

FOR SITE PLAN AND PROPERTY BOUNDARIES
REFER REFER TO CIVIL DWGS

FIRE RATING LEGEND

- 1H FIRE RESISTANCE RATING
- 2H FIRE RESISTANCE RATING



PROJECT
COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY
REGIONAL DISTRICT

770 Harmston Avenue
Courtenay BC V9N 0G8
250-334-6000 tel 250-334-4358 fax
www.comoxvalleyrd.ca



CONSULTANT

AECOM Canada Architects Ltd.
Suite 330 3292 Production Way
Burnaby BC V5A 4R4
tel 604 444 6400 fax 604 294 8597
www.aecom.com

CONTRACTOR



NOTICE:
THE EXISTENCE, LOCATION AND ELEVATION OF
UTILITIES AND/OR CONCEALED STRUCTURES AT
THE PROJECT SITE ARE NOT GUARANTEED BY
AECOM CANADA LTD.

THE CONTRACTOR IS RESPONSIBLE FOR
DETERMINING THE EXISTENCE, LOCATION AND
ELEVATION OF ALL SUCH UTILITIES AND/OR
STRUCTURES AND IS RESPONSIBLE FOR
NOTIFYING THE APPROPRIATE COMPANY,
DEPARTMENT OR PERSON(S) OF ITS INTENTION
TO CARRY OUT ITS OPERATIONS.

REGISTRATION

AECOM CANADA Ltd, PERMIT TO PRACTICE NO. 1001307

ISSUE/REVISION

IR	DATE	DESCRIPTION
4	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
3	2024/11/29	ISSUED FOR 90% DESIGN REVIEW
2	2024/09/25	ISSUED FOR 60% DESIGN REVIEW
1	2024/06/05	ISSUED FOR 30% DESIGN REVIEW
0	2024/05/17	ISSUED FOR 30% DESIGN REVIEW

KEY PLAN

PROJECT NUMBER

60692658

SHEET TITLE

ARCHITECTURAL
COMOX PUMP STATION
FLOOR PLAN

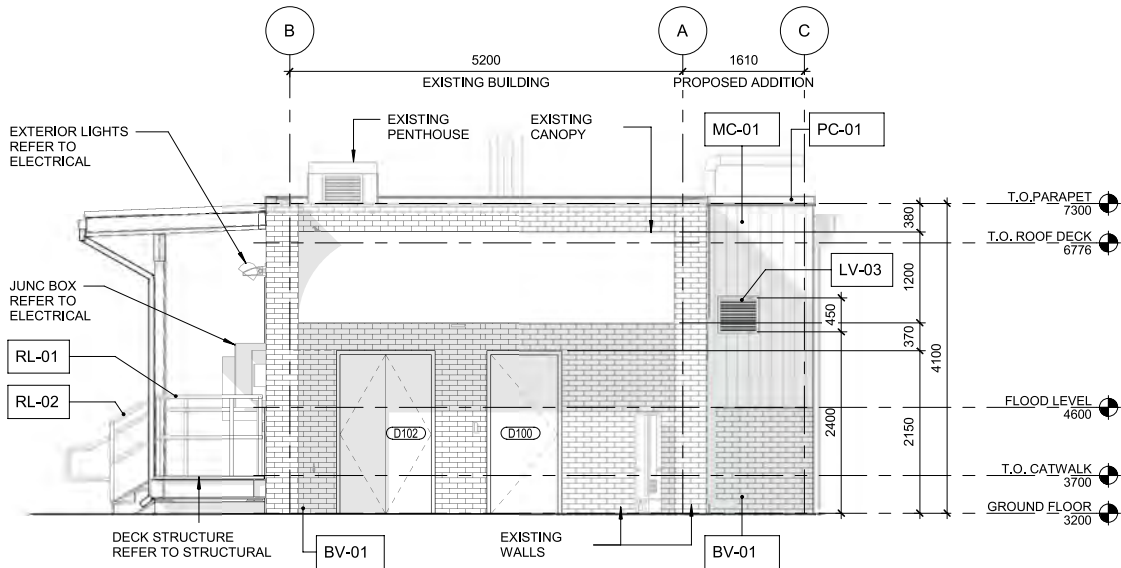
SHEET NUMBER

A-100

1 GROUND FLOOR

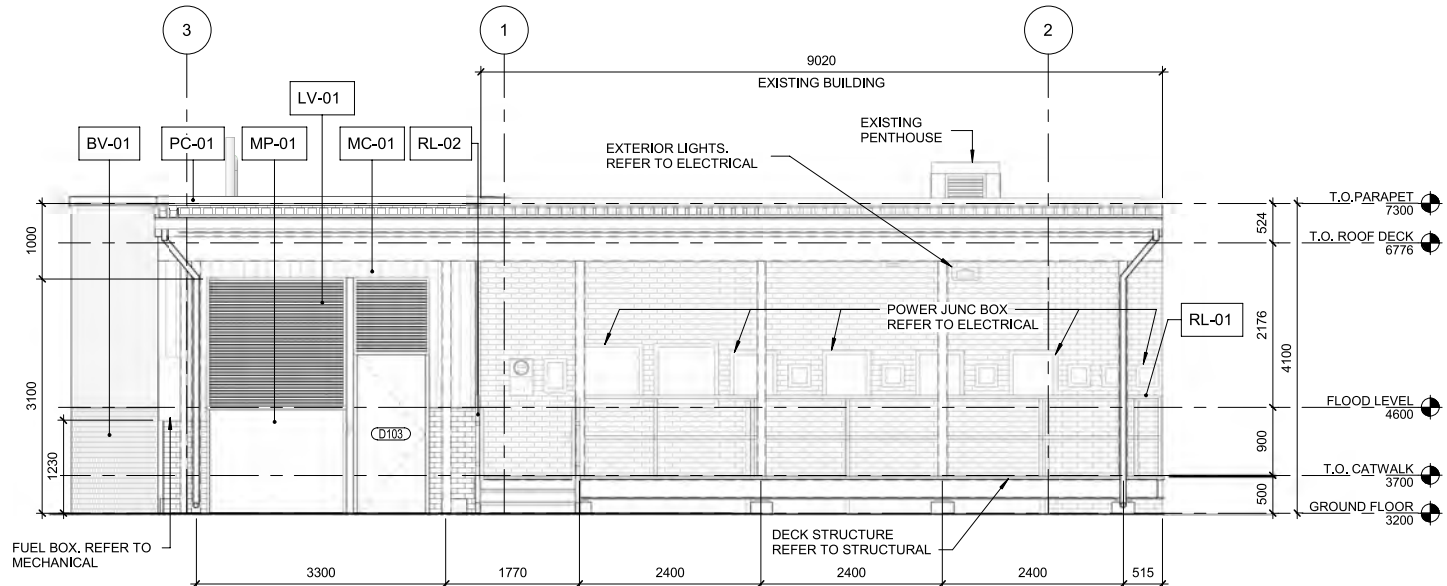
A-100 REF: A-004 SCALE: 1 : 50

IR	DATE	DESCRIPTION
3	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
2	2024/09/25	ISSUED FOR 60% DESIGN REVIEW
1	2024/06/05	ISSUED FOR 30% DESIGN REVIEW
0	2024/05/17	ISSUED FOR 30% DESIGN REVIEW



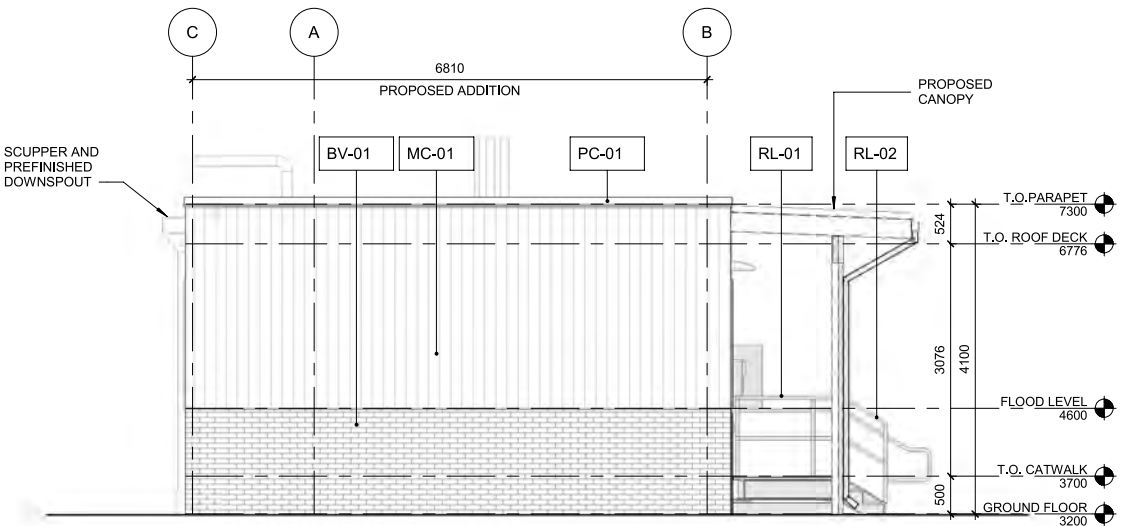
1 NORTH ELEVATION

A-200 SCALE: 1 : 50



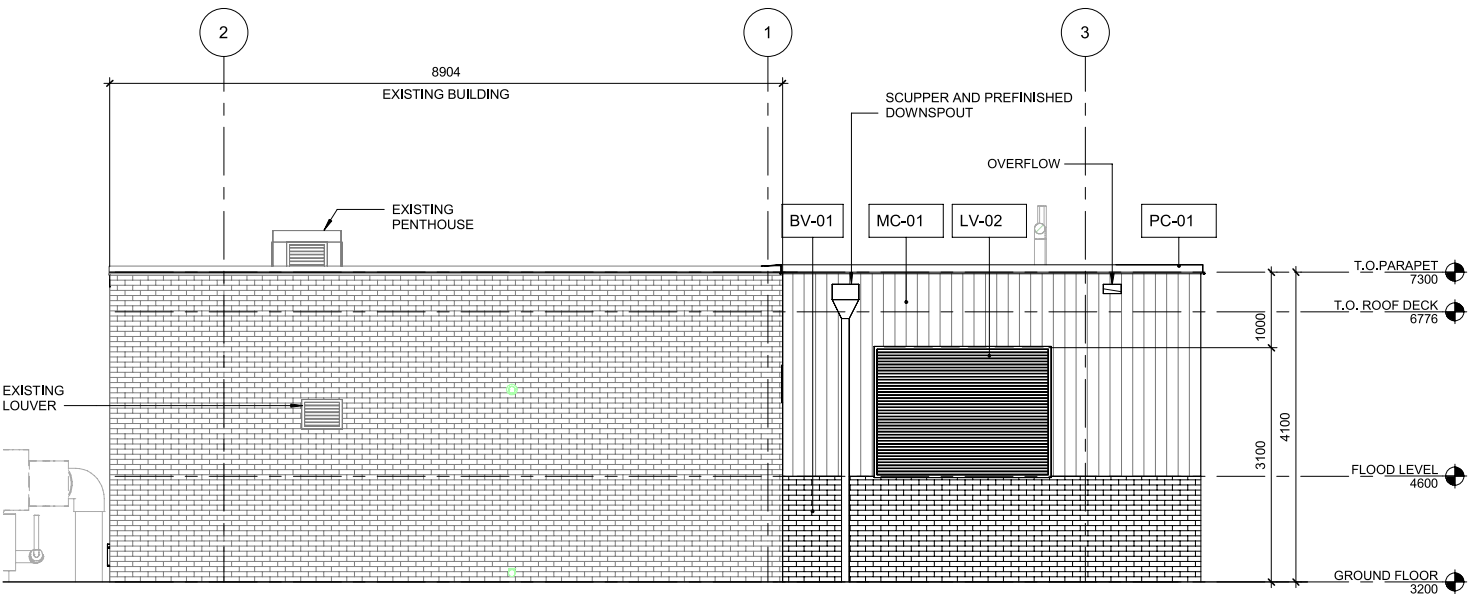
2 EAST ELEVATION

A-200 SCALE: 1 : 50



3 SOUTH ELEVATION

A-200 SCALE: 1 : 50



4 WEST ELEVATION

A-200 SCALE: 1 : 50

SPATIAL SEPARATION AND EXPOSURE CALCULATION

NOTE: N/C = NONCOMBUSTIBLE C = COMBUSTIBLE

	FIRE COMPARTMENT	OCCUPANCY CLASSIFICATION	LIMITING DISTANCE	MAXIMUM AREA OF UNPROTECTED OPENINGS, % OF EXPOSING BUILDING FACE AREA		MINIMUM FIRE-RESISTANCE RATING		TYPE OF CONSTRUCTION		TYPE OF CLADDING	
				REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH WALL	GENERATOR ROOM	GROUP F, DIVISION 3	1.55 m	0 TO 10	0	1 h	1 h	N/C	N/C	N/C	N/C
WEST WALL	CONTROL ROOM	GROUP F, DIVISION 2	> 9 m	100%	UNCHANGED	>1.5 h	>1.5 h (UNCHANGED)	45 min	>1.5 h	N/C or C	N/C
	GENERATOR ROOM	GROUP F, DIVISION 3	> 9 m	100%	25.29	45 min	1 h	N/C or C	N/C	N/C	N/C
EAST WALL	CONTROL ROOM	GROUP F, DIVISION 2	> 9 m	100%	UNCHANGED	>1.5 h	>1.5 h (UNCHANGED)	45 min	>1.5 h	N/C or C	N/C
	GENERATOR ROOM	GROUP F, DIVISION 3	> 9 m	100%	41.40	45 min	1 h	N/C or C	N/C	N/C	N/C
NORTH WALL	CONTROL ROOM	GROUP F, DIVISION 2	> 9 m	100%	27.25	>1.5 h	>1.5 h (UNCHANGED)	45 min	>1.5 h	N/C or C	N/C

MATERIAL LEGEND

MP-01 - PRE-FINISHED METAL PANEL.
REFER TO FACADE PALETTE FOR THE COLOR AND PATTERN

MC-01 - PRE-FINISHED METAL CORRUGATED CLADDING.
REFER TO FACADE PALETTE FOR THE COLOR AND PATTERN

BV-01 - BRICK VENEER TO MATCH EXISTING

PC-01 - PRE-FINISHED PARAPET CAP.
REFER TO FACADE PALETTE FOR THE COLOR AND PATTERN

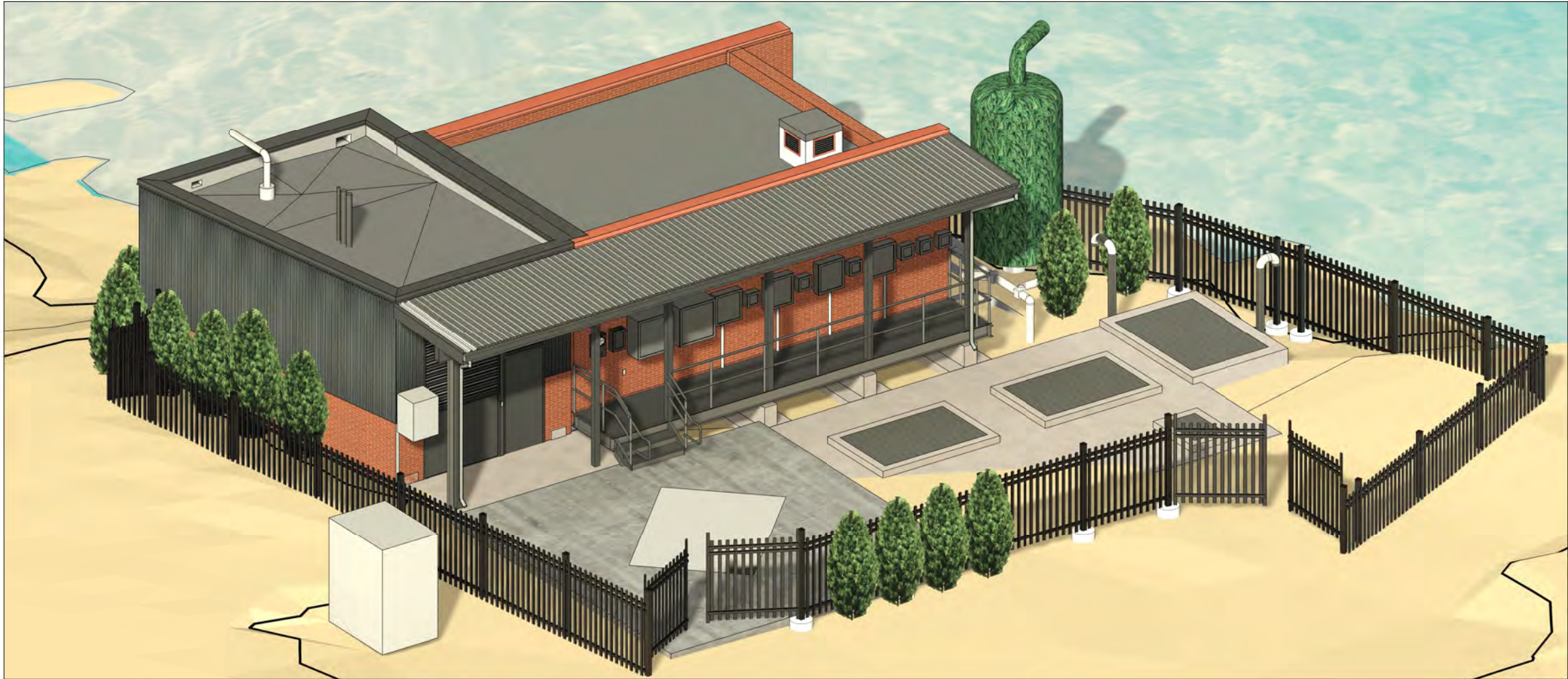
RL-01 - GALVANIZED RAILINGS

RL-02 - GALVANIZED STAIR RAILINGS

LV-01 - LOUVERS. REFER TO MECHANICAL

Project Management Initials: Designer: Designer Checked: Checker Approved: Approver

Last Printed: 2025-03-19 13:15:11 PM
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Printed on: Recycled Content



1 | SOUTH - EAST 3D VIEW

A-500

SCALE:



2 | SOUTH WEST 3D VIEW

A-500

SCALE:



3 | NORTH-WEST 3D View

A-500

SCALE:

PROJECT

COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

COMOX VALLEY
REGIONAL DISTRICT

770 Harmston Avenue
Courtenay BC V9N 0G8
250-334-6000 tel 250-334-4358 fax
www.comoxvalleyrd.ca



CONSULTANT

AECOM Canada Architects Ltd.
Suite 330 3292 Production Way
Burnaby BC V5A 4R4
tel 604 444 6400 fax 604 294 8597
www.aecom.com

CONTRACTOR



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DEPARTMENT OR PERSON(S) OF ITS INTENTION
TO CARRY OUT ITS OPERATIONS.

REGISTRATION

AECOM CANADA Ltd, PERMIT TO PRACTICE NO. 1001307

ISSUE/REVISION

IR	DATE	DESCRIPTION
3	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
2	2024/11/29	ISSUED FOR 90% DESIGN REVIEW
1	2024/06/05	ISSUED FOR 30% DESIGN REVIEW
0	2024/05/17	ISSUED FOR 30% DESIGN REVIEW

KEY PLAN

PROJECT NUMBER

60692658

SHEET TITLE

ARCHITECTURAL
COMOX PUMP STATION
3D VIEWS

SHEET NUMBER

A-500

Project Management Initials: Designer: Designer Checked: Checker Approved: Approver\NSJ D 559mm x 864mm



1 SOUTH - WEST ELEVATION

A-501



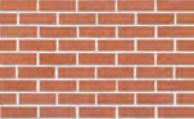



2 SOUTH - WEST ELEVATION

A-501

SCALE:

ELAVATION COLOR AND PATTERN PALLETTE

	DOOR PANELS
	PARAPET
	WALL BRICK VENEER TO MATCH EXISTING BRICK
	WALL CORRUGATED METAL CLADDING

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REGISTRATION

AECOM CANADA Ltd., PERMIT TO PRACTICE NO. 1001307

ISSUE/REVISION

IR	DATE	DESCRIPTION
2	2025/03/18	REISSUED FOR 90% DESIGN REVIEW
1	2024/11/29	ISSUED FOR 90% DESIGN REVIEW
0	2024/09/25	ISSUED FOR 60% DESIGN REVIEW

KEY PLAN

PROJECT NUMBER

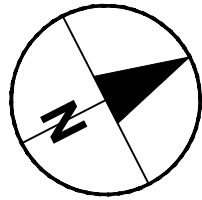
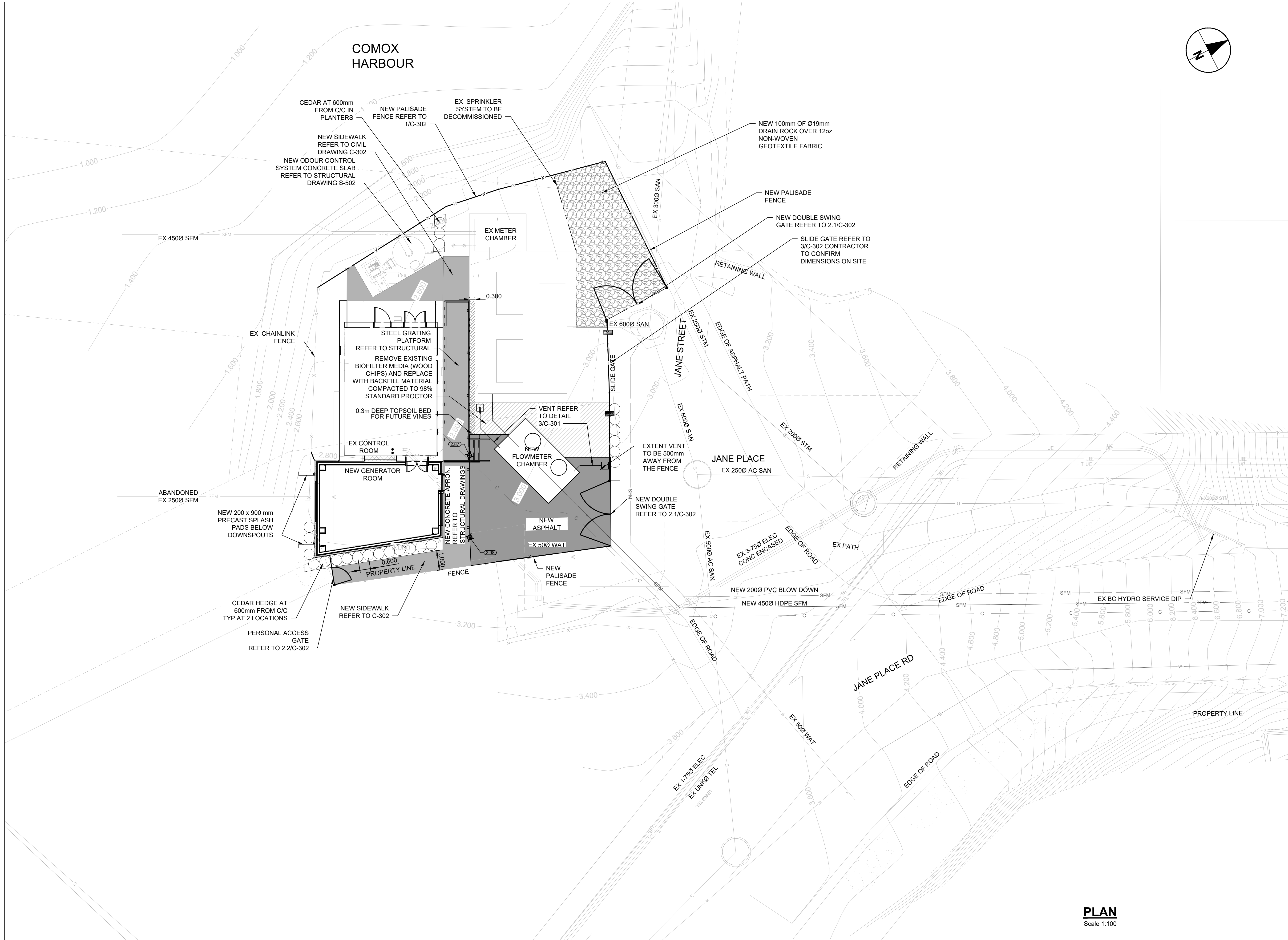
60692658

SHEET TITLE

ARCHITECTURAL
COMOX PUMP STATION
ELAVATION COLOR AND PATTERN
PALLETTE

SHEET NUMBER

A-501

**AECOM**

PROJECT

COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

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REGIONAL DISTRICT

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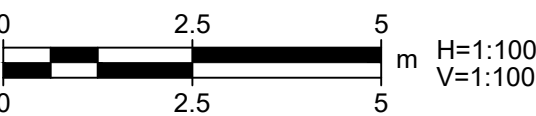
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REGISTRATION

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ISSUE/REVISION

1	2025-03-14	ISSUED FOR REVIEW
0	2024/11/20	DRAFT 90% ISSUE
I/R	DATE	DESCRIPTION

KEY PLAN

SURVEY CONTROL:

- 1. DISTANCES ARE IN METRES UNLESS OTHERWISE NOTED
- 2. LOCAL GROUND COORDINATES ARE DERIVED FROM DUAL FREQUENCY GPS DIFFERENTIAL CARRIER PHASE OBSERVATIONS. TO CONVERT TO UTM ZONE 18 (NAD83 CRS) (EPOCH 1997)
- 3. SCALE ABOUT WSP CONTROL POINT #1549 USING COMBINED SCALE FACTOR OF 0.99982607
- NORTHING: 5504097.957
- EASTING: 360917.738
- 4. ELEVATIONS ARE IN METRES AND ARE REFERRED TO GEODETIC DATUM CGVD28 (HT 0.1997) USING WSP CONTROL POINT 1549, ELEVATION=17.017 METRES.

PROJECT NUMBER

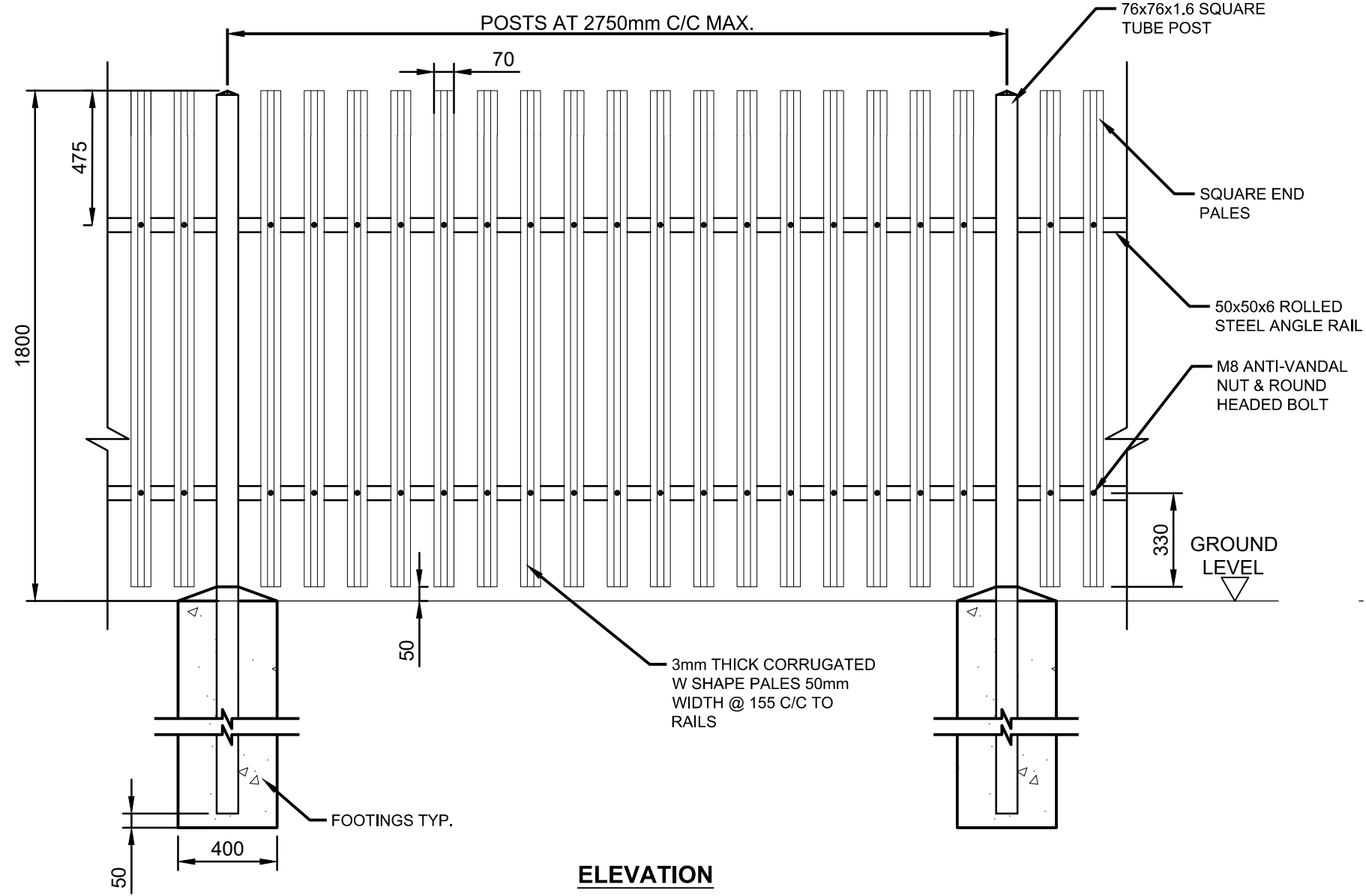
60719424

SHEET TITLE

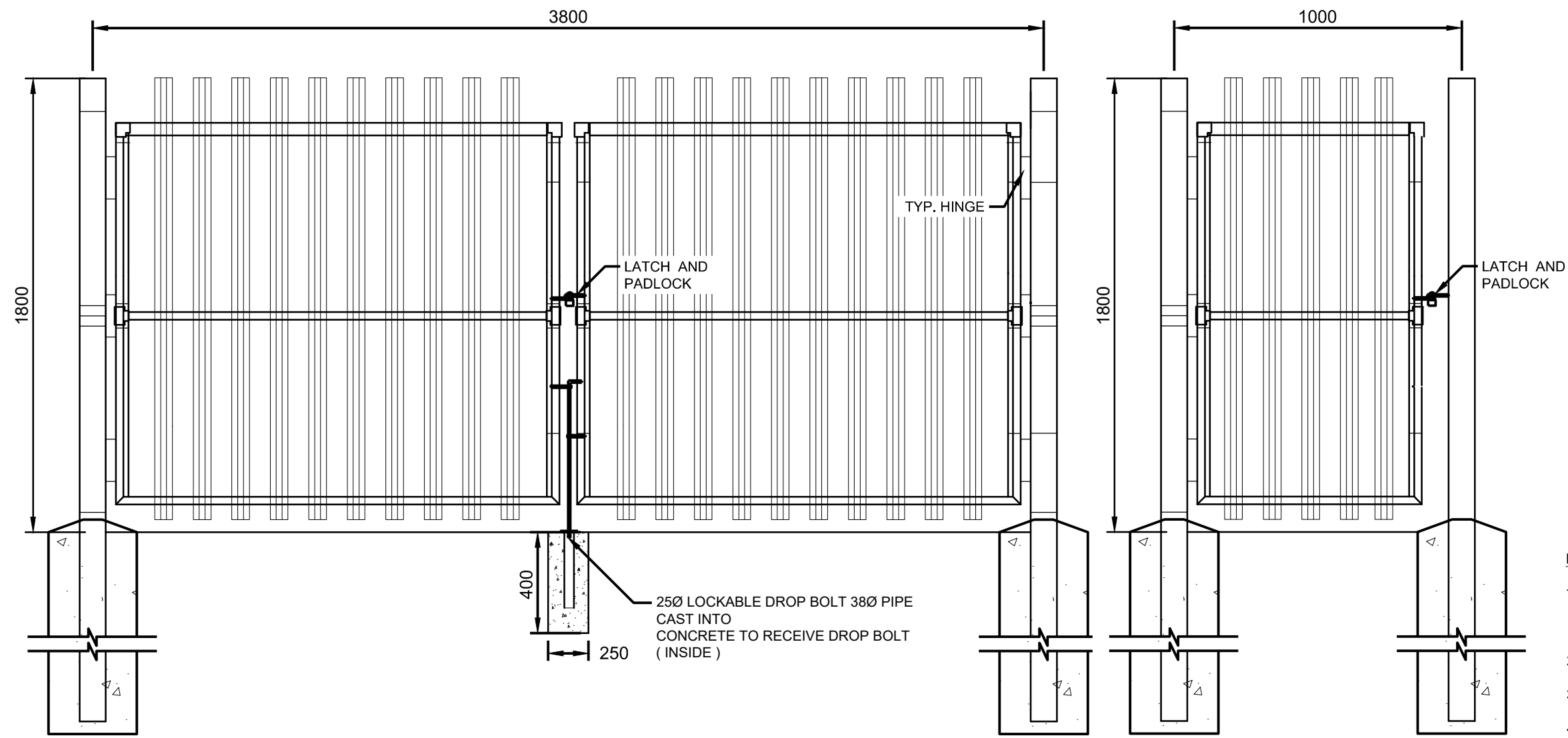
CIVIL
COMOX PUMP STATION
PROPOSED SURFACE WORKSPLAN

SHEET NUMBER

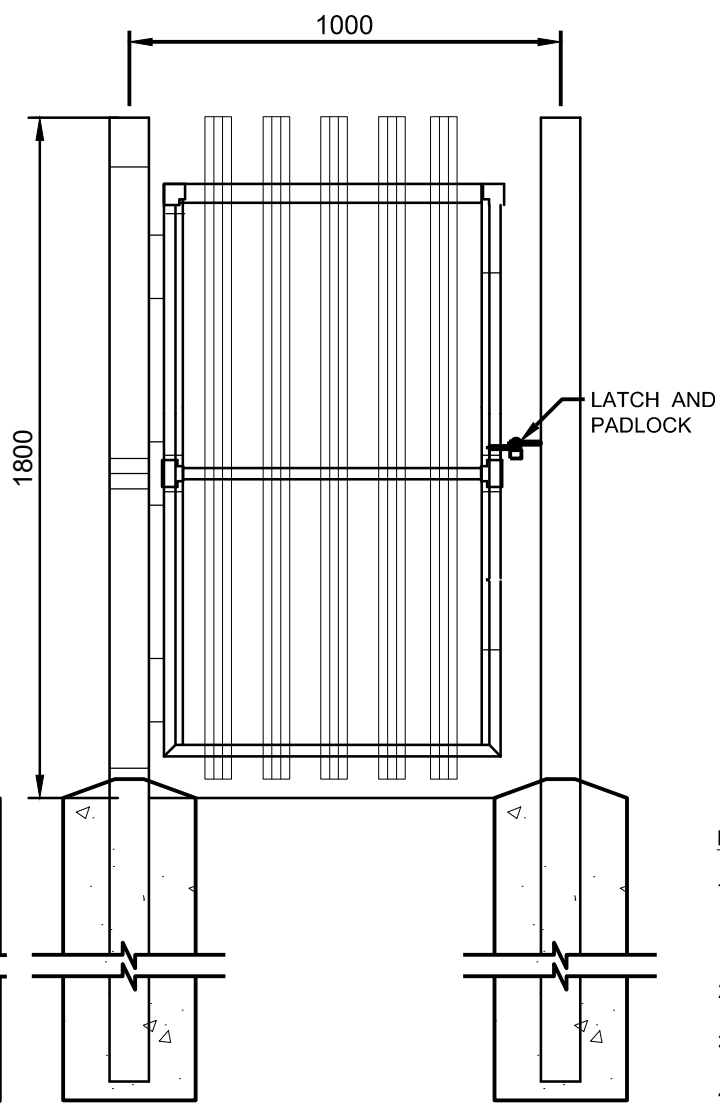
C-102



1 | TYPICAL PALISADE FENCE
SEE NOTE 10 Scale N.T.S.



2.1 | VEHICLE SWING GATE
SEE NOTE 10 Scale N.T.S.



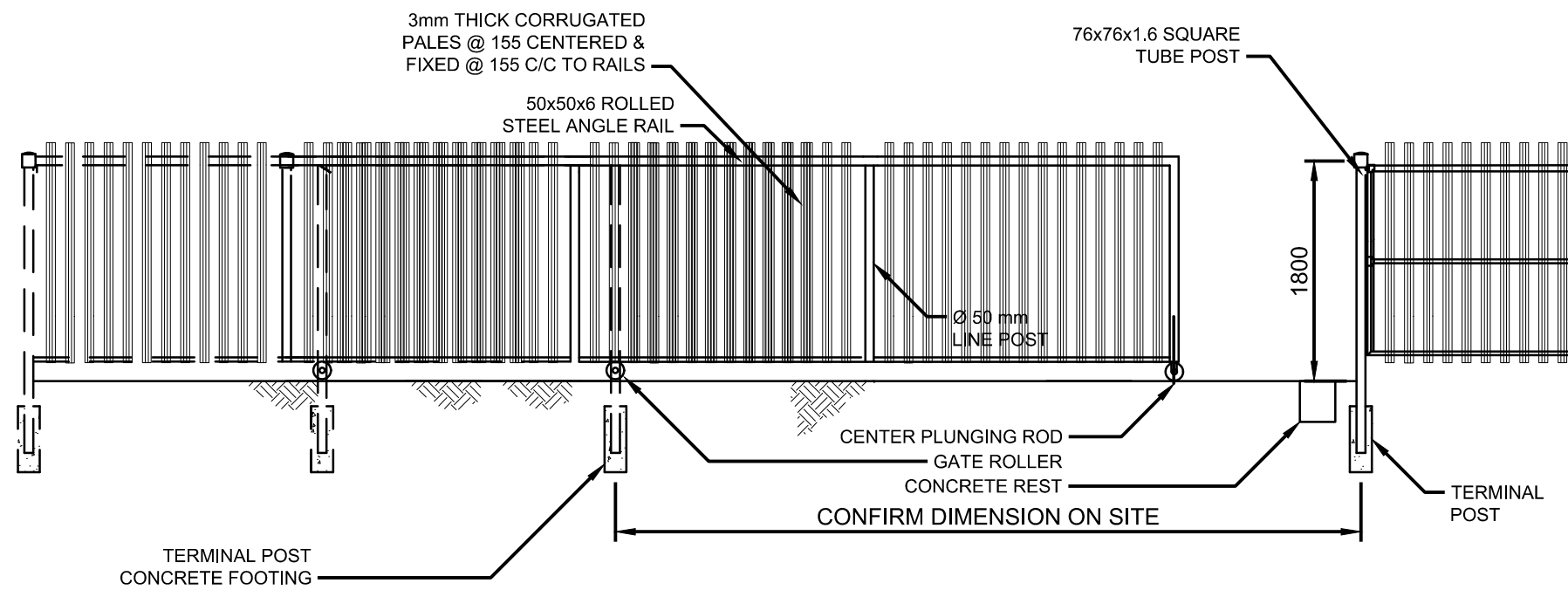
2.2 | ACCESS GATE
Scale N.T.S.

NOMINAL HEIGHT	POST SIZE	
	HEIGHT	OUTSIDE DIAMETER
LINE POST	1800	
END POST - CORNER POST	3800	REFER TO TECHNICAL SPECIFICATION
TERMINAL POST	4300	

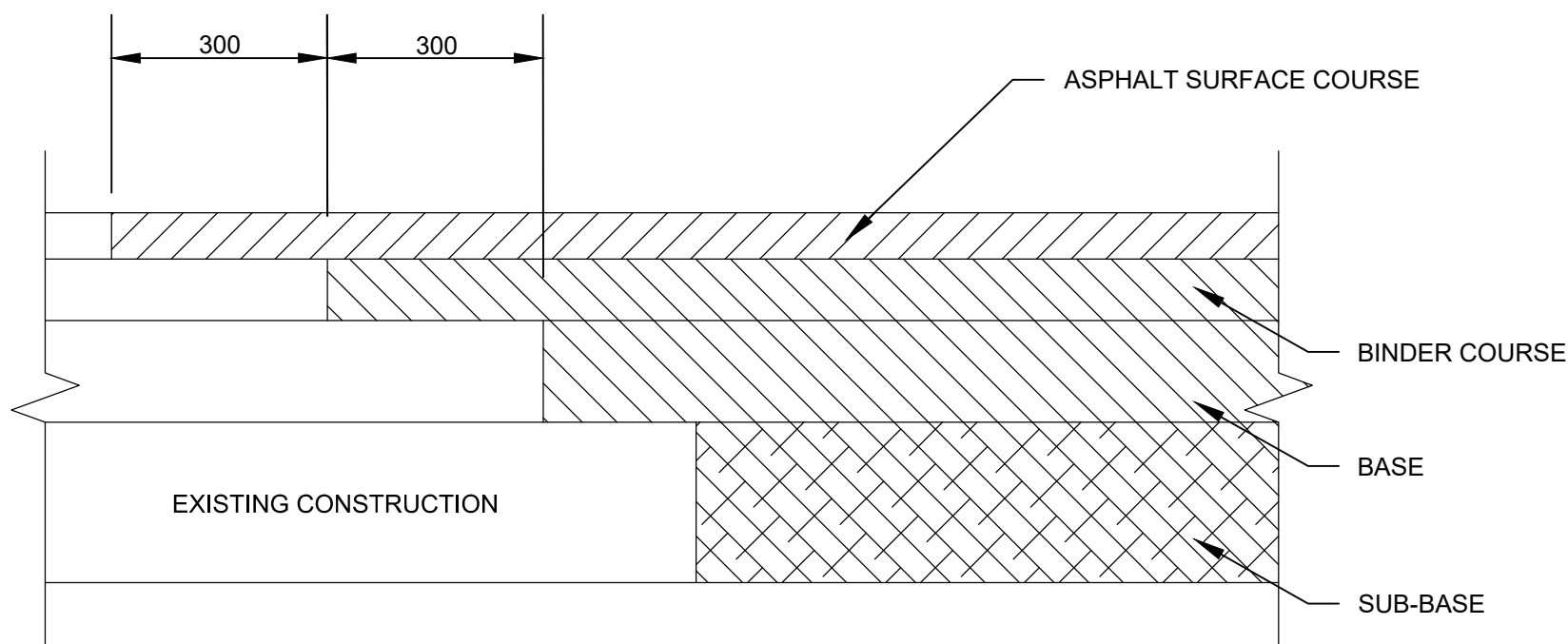
FOOTINGS			
LINE POST		TERMINAL POST	
SQUARE	DEPTH	SQUARE	DEPTH
76mm	2000mm	76mm	2500mm

FENCING SPECIFICATIONS AND MATERIALS

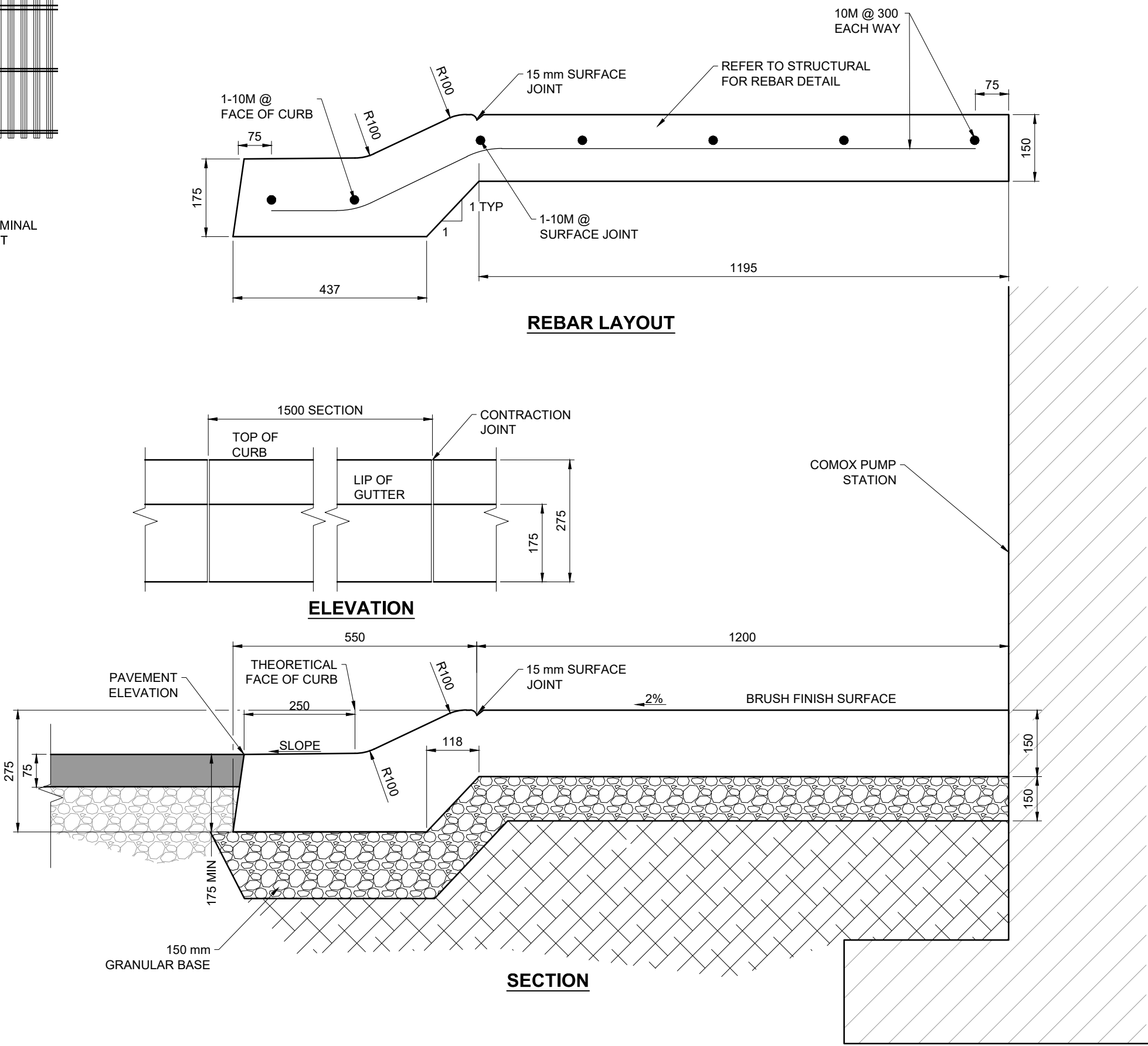
- POSTS, PIPES, FRAMING AND RAILS SHALL BE CONSTRUCTED FROM SCHEDULE 40 STEEL HOT DIPPED GALVANIZED ZINC COATED IN SATIN BLACK. ALL MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH THE "CANADIAN GENERAL STANDARDS BOARD" CGSB/CAN2-138, (1-4)-M80(2) INDUSTRY STANDARDS. IN ADDITION TO THE SCHEDULES SHOWN AND FOLLOWING SPECIFICATIONS.
- POSTS: LENGTH AND DIAMETER OF TERMINAL POSTS, CORNER POSTS AND PULL POSTS SHALL BE AS SPECIFIED IN THE SCHEDULES.
- BRACING: HORIZONTAL MID-BRACES SHALL BE LOCATED AT; TERMINAL POSTS CORNER POSTS, GATE POSTS, PULL POSTS AND TERMINATING AT THE FIRST LINE POST.
- FITTINGS: ALL FITTINGS SHALL BE INSTALLED SO AS TO PREVENT TAMPERING FROM OUTSIDE THE FENCED AREA.
- FOOTINGS: MINIMUM CONCRETE COMPRESSIVE STRENGTH SHALL BE 25 Mpa AT 28 DAYS USING SULPHATE RESISTANT (TYPE 50) CEMENT AND 20 mm NOMINAL AGGREGATE SIZE. ALLOW CONCRETE TO CURE A MINIMUM OF 5 DAYS PRIOR TO INSTALLATION OF FENCE FABRIC.
- VERIFY DIMENSIONS AND ALL MATERIALS REQUIRED IN FIELD PRIOR TO INSTALLATION.
- POLES, PALES, FASTENERS AND ANCILLARY MATERIALS TO BE HOT DIPPED GALVANIZED ZINC COATED IN SATIN BLACK.



3 | VEHICLE SLIDING GATE
SEE NOTE 10 Scale N.T.S.

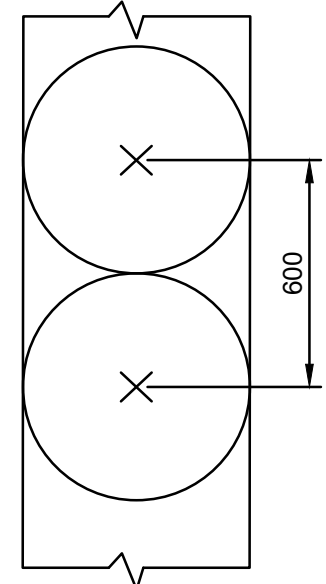


4 | TYP. PAVEMENT TIE-IN DETAIL
Scale 1:10mm

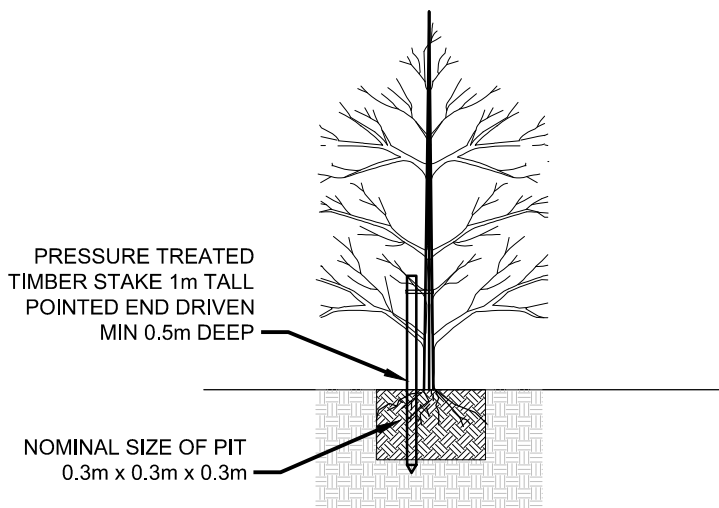


5 | ROLLED CURB SIDEWALK
Scale 1:10

PLANTING SCHEDULE						
Quantity	Code	Botanical Name	Common Name	Size	Planting	Notes
25	CH	THUJA OCCIDENTALIS 'SMARAGD'	EMERALD CEDAR	1.2m HT., 0.3m DIA	0.6m SPACING	



PLAN



SECTION

6 | TYP. CEDAR HEDGE PLANTING
Scale 1:20

PROJECT

COMOX VALLEY
SEWER CONVEYANCE
PROJECT
RFP NO. 22-040A

CLIENT

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REGIONAL DISTRICT

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REGISTRATION

AECOM CANADA Ltd. PERMIT TO PRACTICE NO. 1001307

ISSUE/REVISION

1	2025-03-14	ISSUED FOR REVIEW
0	2024/11/20	DRAFT 90% ISSUE
I/R	DATE	DESCRIPTION

KEY PLAN

PROJECT NUMBER

60719424

SHEET TITLE





CIVIL
COMOX PUMP STATION
DETAILS

SHEET NUMBER

CX-00-C-302

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TO: Mayor and Council	FILE: DVP 25-3
FROM: Elliot Turnbull, Planner II	DATE: April 16, 2025
SUBJECT: Development Variance Permit 25-3 (468 Pritchard)	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Randy Houle, Director of Development Services	Operations Approved:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
--	--	---	---

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Development Variance Permit 25-3 be Approved.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Development Variance Permit 25-3 be referred back to Staff for more information.

PROPOSAL

The applicant is proposing to subdivide the subject property into three lots. To facilitate the subdivision as proposed, a variance to Comox Subdivision and Development Servicing Bylaw 1261 is required:

- Appendix G, Section 1.2.1: to permit above ground wiring and the addition of one (1) new hydro pole.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus
Balanced Community Planning	<p>Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.</p> <p>Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.</p> <p>Community Addition - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p>

BACKGROUND

Subject Property:

Legal Address: LOT 1, SECTION 76, COMOX DISTRICT, PLAN 22955

Zoning Designation: R1.0 Small-Scale Multi-Family Housing

OCP Designation: Residential: Ground Oriented Infill

Property Size: 1634 m²

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

Surrounding Land Uses: Single-family development to the north, south, and west. Multifamily to the east.

Application History: At the March 20, 2024 Regular Council Meeting, RZ 23-1 and DVP 23-5 were issued to permit subdivision of the subject property. On July 3, 2024, a Preliminary Layout Review Letter was issued.

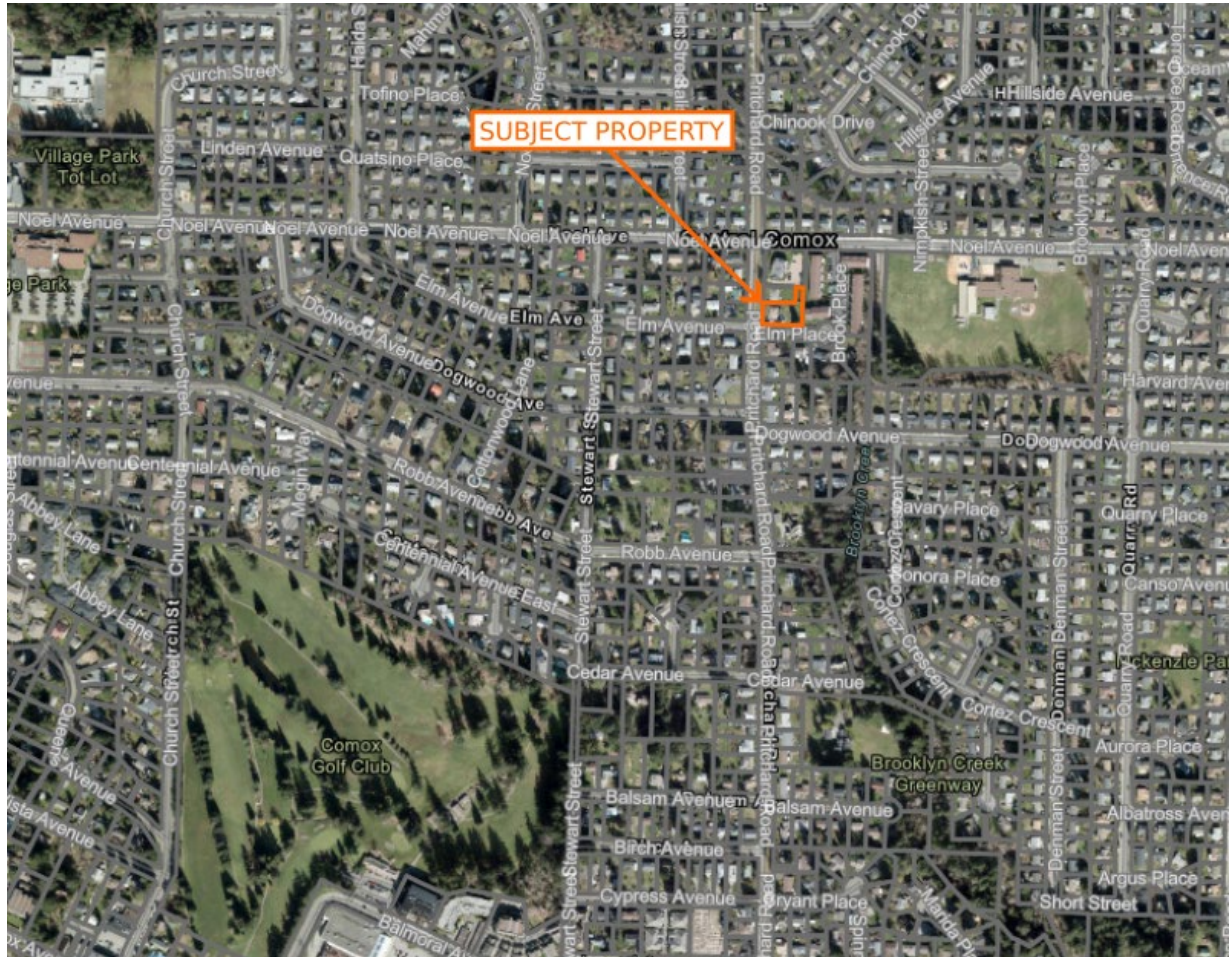


Figure 1: Subject Property

BACKGROUND

At the March 20, 2024 Regular Council Meeting, RZ 23-1 was adopted and DVP 23-5 was issued to permit subdivision of the subject property into three lots. DVP 23-5 included a variance to Comox Subdivision and Development Servicing Bylaw 1261 (SDS Bylaw) to permit overhead wiring provided that no additional poles were required (i.e. each lot could directly connect to the existing overhead wires). It appeared at time of rezoning that this would be possible based on initial review by the service providers. As the development proceeded to subdivision, BC Hydro informed the applicant that due to capacity constraints in the existing infrastructure on Elm Place, a new pole with a transformer is required to provide overhead servicing. The proposed location of this pole is shown below, with the approximate cost being \$10,000 (as indicated by BC Hydro).

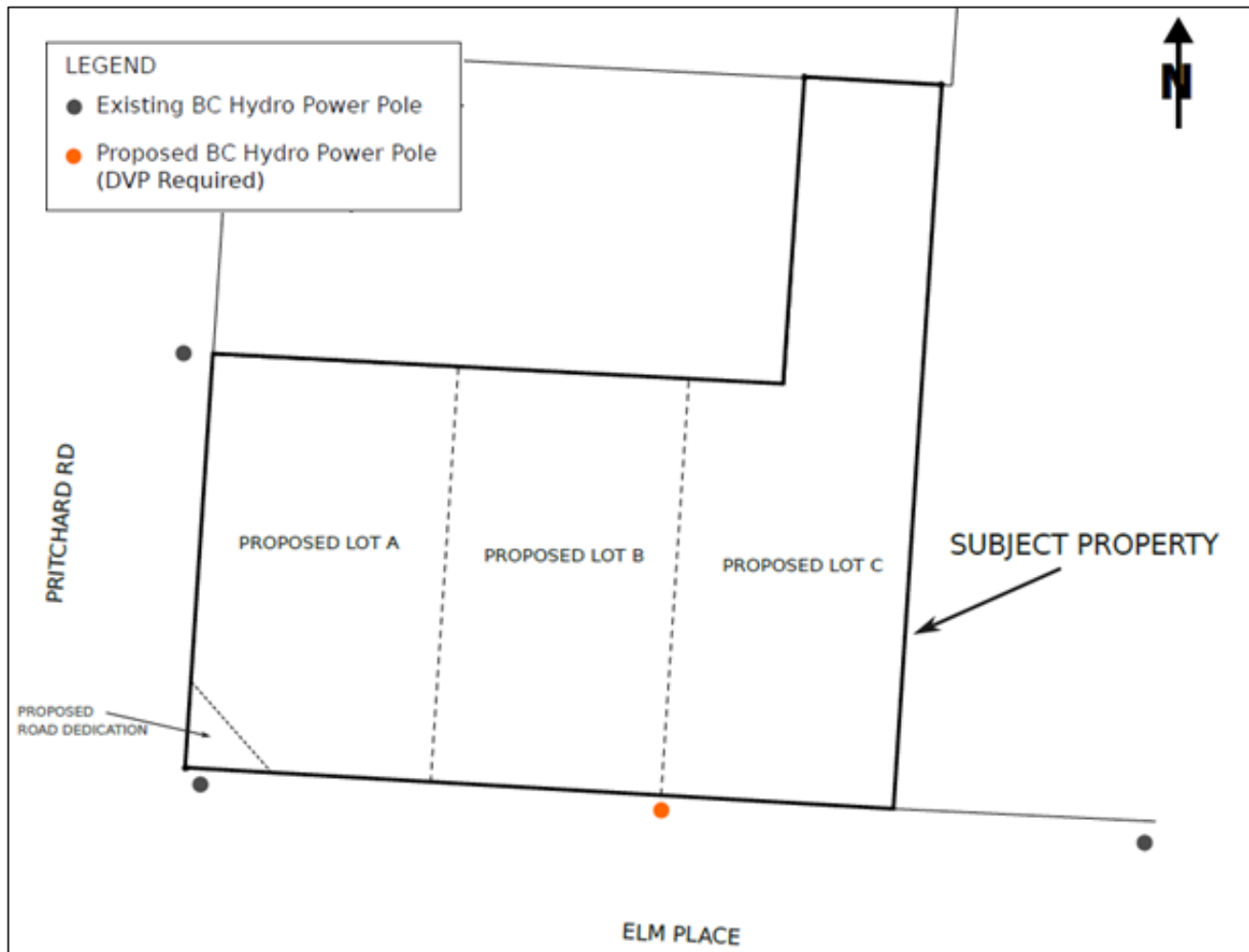


Figure 2: Proposed Pole Location for Subdivision

BC Hydro has identified that there is an option for underground servicing coming from across Pritchard Road which would be in accordance with the SDS Bylaw. The approximate cost of this option is \$95,000-\$100,000 (as indicated by BC Hydro plus installation estimate by the developer). Due to the cost of this option, the applicant wishes to instead proceed with overhead serving of the proposed lots including one additional pole, which requires a new variance.

ANALYSIS/ISSUES/IMPLICATIONS

When considering a variance to a Town bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable.

Subdivision and Development Servicing Bylaw 1261, Schedule C.1, Appendix G, Section 1.2.1: to permit above ground wiring and the addition of one (1) new hydro pole

- The SDS bylaw indicates that for subdivisions greater than two lots, all hydro servicing is to be installed underground (Appendix G 1.2.1). The rationale for the underground wiring requirement is that it reduces visual clutter associated with overhead servicing and the potential for conflicts between power poles and existing/future Town infrastructure (e.g. driveway locations, sidewalks, underground pipes, etc). Development Permit Areas (e.g. DPA #2 Ground Oriented Infill, DPA #17 Coach Houses, etc) contain the requirement that all onsite services, including hydro, must be underground which is consistent with the SDS Bylaw requirement.
- While underground servicing is ideal, in this case the cost of going underground is prohibitive to the development. In addition, the entire neighbourhood is already serviced with overhead wiring and the impact of one additional pole will be minimal. As such, Administration recommends granting the variance.

FINANCIAL IMPLICATIONS

If the developer proceeds with the subdivision, the Town will receive Development Cost Charges at a total cost of \$32,664.14 in addition to servicing connection fees and building permit fees, based on the cost of construction.

REFERRALS

The application was referred to the Town's Engineering Department. Engineering comments are contained in the analysis section.

PUBLIC PROCESS

Adjacent property owners will have received notification of the development variance permit application with written comments regarding the proposal being accepted until 12:00pm on the same day that Council considers the application.

ATTACHMENTS:

Attachment A: Property Location Map

Attachment B: Official Community Plan Map

Attachment C: Zoning Map

Attachment D: Photos of Subject Property

Attachment E: Drawings



Attachment F: Applicant's Letter of Rationale

Attachment G: Development Variance Permit 25-3

Attachment A

Property Location Map



 Subject Property
 Parcels

Attachment B

Official Community Plan Map



Attachment C

Zoning Map



Attachment D

Photos



Subject Property Elm Place Frontage looking towards Pritchard



Existing Home – Elm Place Frontage



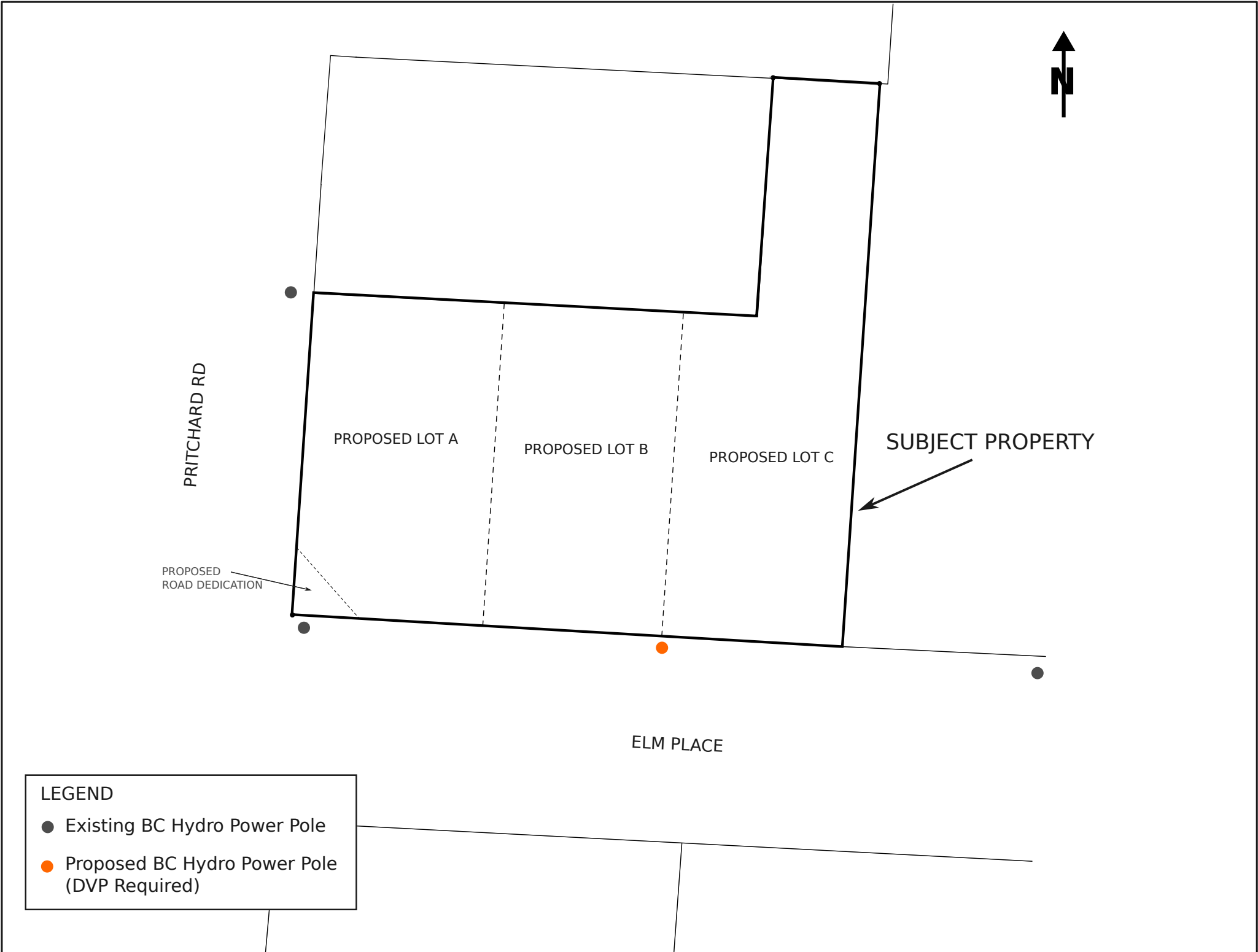
Pritchard Road Frontage from Across Pritchard Road



Elm Place showing existing hydro infrastructure

Attachment E

Drawings



LEGEND

- Existing BC Hydro Power Pole
- Proposed BC Hydro Power Pole (DVP Required)

Attachment F

Applicant's Letter of Rationale

H. A. Martyn, P.Eng.
1080 Arrowsmith Ave.
Courtenay, BC V9N 8M8
Tel: 250-334-2338 / Cel: 250-898-7210

Huska
Proposed Hydro Pole DVP
468 Pritchard Road, Comox

Summary and Rationale

Michael and Ida-Marie Huska and Bruce Huska are the Owners of the property addressed as 468 Pritchard Road, legally described as Lot 1, Section 76, Comox District, Plan 22955. This property is located on the NE corner of Pritchard Road and Elm Place in Comox. The lot has public road frontage on both Pritchard and Elm. The Owners have held title to the property, as an investment for rental, since April, 2022.

The property was rezoned in 2025 to permit 3 small infill SF lots, generally in accordance with the BCLS-prepared plan of proposed subdivision accompanying the application. At the time of rezoning, a concurrent Development Variance Permit, DVP 23-5, was issued, which varied a number of Subdivision Servicing Bylaw requirements with respect to servicing standards. Of the variances granted, we are asking Town Council to reconsider the variance regarding utility wiring. The variance approved was "no undergrounding of wiring, provided the parcels can connect directly to existing overhead wiring".

Utility Servicing

The wired Utilities (BC Hydro, Telus, Cable) are currently on an overhead pole line on the north side of Elm Place, with overhead drop services to the existing house from the Elm frontage. All wired utility servicing in the area is via overhead pole lines. At the time of applying for the existing DVP, we had a brief consultation with BC Hydro and we visited the site to observe the current overhead infrastructure in place. It appeared, visually, that it would be a simple matter to add 2 new mid-span overhead drop services to the existing wiring along the Elm frontage, while maintaining the service point of the existing house, hence the variance requested and granted.

As we delved into the detailed design to satisfy the PLR Conditions, we assumed the overhead service drops were feasible. Plans were submitted to BC Hydro for review and detailed design input, at which time we were advised that an additional pole would be required along the new subdivision frontage in order to mount a transformer and then provide overhead service drops to the new lots. This requirement was a surprise development. BC Hydro advised the following:

1. The existing overhead hydroelectric servicing infrastructure in this location is old-style servicing and would not exist in this fashion in today's design world. However, it is not going to be changed or upgraded by the Utility and is the constraint to the servicing of the Huska subdivision.
2. The existing pole-mounted transformer serving Elm Place, including the adjacent townhouse development, is at maximum capacity. The service for the existing house comes from that transformer.

468 Pritchard Avenue, Comox
Proposed Zoning Amendment/DVP
Summary and Rationale (cont'd)

3. The existing transformer cannot be replaced with a larger pole-mounted transformer to provide the additional capacity, as it is the largest transformer that can be mounted on a pole. Additionally, with current equipment in place, the pole cannot have a primary voltage dip service underground to service the new subdivision.
4. The existing pole at the NE corner of Elm/Pritchard has protection fusing installed, which precludes the installation of a pole-mounted transformer or a primary dip service underground to the new subdivision.
5. Since neither pole on the project frontage on Elm Place can support a pole transformer nor a primary underground dip, the only way to provide either overhead or underground servicing to the subdivision, utilizing the existing Elm Place infrastructure, is to install a new pole, located as per the attached sketch from BC Hydro.

This information was presented to Town Staff. In an attempt to have the Developer comply with the letter of the Servicing Bylaw and the variance granted by DVP 23-5, as is their mandate, Staff have asked whether it is possible to provide underground primary dip service from the existing pole on the NW corner of Elm/Pritchard. BC Hydro has advised that, electrically, it is possible. The result would be installation of a concrete pilaster at the base of the NW corner pole, underground duct crossing via pavement cut across Pritchard Road, installation of a Low Profile Transformer (LPT) pad and transformer on the NE corner and underground duct installation and buried service boxes along the project frontage on Elm.

Implications

Compliance with the current Town Servicing Bylaw regarding Wired Servicing to new developments, and the variance granted by DVP 23-5, will have significant impact on the viability of the proposed infill lot development. As noted above, servicing without the addition of a secondary service pole requires an open-cut, underground duct bank crossing of Pritchard Road, from west to east, as well as an LPT and excavation for duct installation along the Elm Place frontage of development. The duct crossing of Pritchard is a significant undertaking, and will result in a patch across the entire paved width. This street, fully reconstructed about 20 years ago, has not even reached the mid-point of its service life. The trench patch will inevitably affect the integrity of the road at this location, with possible premature maintenance costs for the Town.

Additionally, there will be a major economic impact to the proposed Development. BC Hydro has advised that their cost to the Developer for material and equipment only will be approximately \$45,000. This includes supply of the pilaster for the pole dip, supply of the LPT pad and any service boxes for the lot services. It also includes provision (supply and installation) of all of the electrical cables and the transformer. The Developer is responsible for all civil installation work associated with the underground wiring option. We estimate that the pilaster installation, duct crossing under Pritchard, installation of the LPT pad, installation of service boxes and the provision of all ducting along the Elm Place frontage to be in the range of \$50,000 to \$55,000. Resultant total to comply with the Town's wired underground Hydro servicing policy will be nearly \$100,000. In addition, there will be some civil servicing costs to provide underground service infrastructure for Telus and Rogers, although these costs are relatively minor by comparison, likely \$5000 to \$10,000.

468 Pritchard Avenue, Comox
Proposed Zoning Amendment/DVP
Summary and Rationale (cont'd)

For comparison, BC Hydro has provided an estimate for the proposed overhead option, requiring one added pole, of approximately \$10,000. This includes pole, transformer and wiring, all installed by Hydro, with no additional cost to the Developer. With the pole installed, we expect little to no additional cost from Telus and Rogers as the overhead cables are already in place.

We request variance to the Subdivision Development Servicing Bylaw as follows:

1. Allow the addition of one secondary servicing pole to allow direct overhead servicing to this 3 lot subdivision, as was the intent of DVP 23-5.
2. If deemed necessary, vary Section B of DVP 23-5 to delete the wording "provided the parcels can connect directly to existing overhead wiring".

Summary

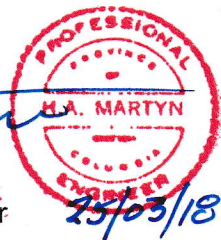
The unique character and limitations of the existing overhead wired Hydro servicing on Elm Place was not clear to the Applicant team at the time of the original Rezoning and DVP applications. Compliance with the letter of the Town's Servicing Bylaw will result in a 10-fold increase in the cost of providing wired servicing to this small 3 lot infill project, together with the construction disruption that will ensue from an underground crossing of Pritchard, and the increased potential for future pavement maintenance costs for the Town. Granting of the requested variance will not have an appreciable negative impact to the existing neighbourhood character.

We respectfully request favourable consideration of this variance request, in order to ensure project viability, and the addition of the proposed housing to the Town's residential stock.

Prepared By:



H.A. Martyn, P.Eng.
Consulting Engineer



EGBC Permit to Practice #1003254

Attachment G

Development Variance Permit 25-3

Permit Number: DVP 25-3

Resolution of Council dated:

Development Variance Permit issued to:

Name: Hal Martyn, P.Eng

Address: 1080 Arrowsmith Ave, Courtenay, BC V9N 8M8

Property to which permit refers (PID): 003-201-121

(Legal and Civic): LOT 1, SECTION 76, COIVIOX DISTRICT, PLAN 22955

468 Pritchard Road, Comox, B.C,

Conditions of Permit:

1. This Development Variance Permit is to permit a subdivision of the subject property in substantial compliance with Plan of Proposed Subdivision of Lot 1, Section 76, Comox District, Plan 22955, dated April 2, 2024 in Schedule 1, Sheet 1 of 1, attached to and forming part of this permit.
2. The Town of Comox Subdivision and Development Servicing Bylaw, 1261 Schedule C.1, Appendix "G", Section 1.2.1 Specifications for underground wiring is hereby varied as follows:

From:

With respect to subdivision, all wiring shall be underground

To:

With respect to subdivision, overhead wiring is permitted including the addition of one (1) new hydro pole.

Time Schedule of Development: N/A

Security Required: N/A

Lapse of Permit: Subject to the conditions as stated under conditions of permit, if the permit has not substantially commenced any construction with respect to which the permit was issued within 24 months after the date it was issued, the permit lapses.

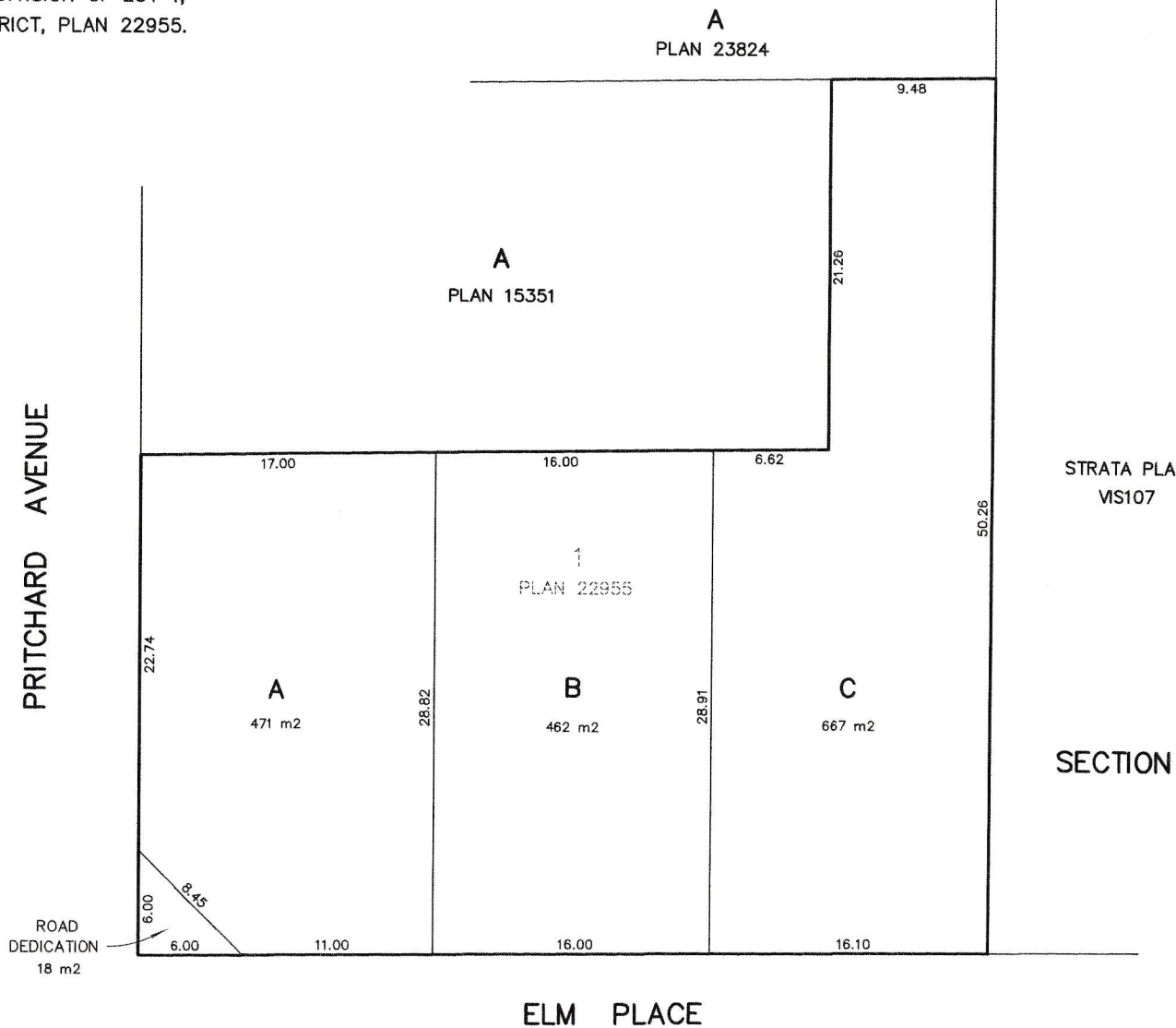
Permit Issuance Date

Signature of Director of
Development Services

THIS IS NOT A BUILDING PERMIT

PLAN OF PROPOSED SUBDIVISION OF LOT 1,
SECTION 76, COMOX DISTRICT, PLAN 22955.

468 PRITCHARD AVENUE, COMOX
SCALE 1 : 250 (METRIC)



APRIL 2, 2024

HOERBURGER LAND SURVEYORS
280-A ANDERTON ROAD, COMOX, B.C.
PH. (250) 890 - 0100
FILE: 2411PR2

To: Mayor and Council	File: 6480-20
From: Randy Houle, Director of Development Services	Date: April 16, 2025
Subject: Official Community Plan Update	

Report Approved:



Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council endorse the draft OCP Vision and Guiding Principles.
2. THAT Council endorse the **Flexible OCP with Medium Pre-zoning approach** as shown in "Option 3" of the April 16, 2025 report from Randy Houle, Director of Development Services, titled "Official Community Plan Update" to guide the development of the preparation of the draft OCP and Zoning Bylaw Review.

ALTERNATIVE TO THE RECOMMENDATIONS:

1. THAT Council endorse the **(Flexible/Conservative) OCP with (low/medium/high) Pre-zoning approach** to guide the development of the preparation of the draft OCP and Zoning Bylaw Review.
2. That Council direct staff to reduce the extent of employment land expansion by applying a draft designation of Ground Oriented Residential to 1150 Pritchard Road.

EXECUTIVE SUMMARY

- The Town is mid-way through the process of updating the OCP and requires Council direction on how to proceed.

- An OCP sets the long-term goal for the type of development of a site and zoning sets the rules by which the site must develop.
- With instream applications and small scale multi unit infill, the Town can meet the required 3,300 units for pre-zoning required by Bill 44 without additional pre-zoning or changes to the OCP.
- Council is being asked to provide direction to bring to the community a draft OCP map that indicates an **open or conservative** OCP:
 - A conservative OCP will indicate to the development community less desire from Council to see additional density and require OCP changes and Public Hearings for more sites.
 - An open OCP will indicate to the development community areas of the community where Council will accept higher density giving higher levels of surety for development investment and housing construction.
 - *Public Hearings are no longer permitted to be held for rezonings that have at least a 50% residential component and that are consistent with the OCP.
- Council is further being asked whether to provide **low, medium, or high** levels of pre-zoning of land:
 - OCP designations indicate a higher willingness of Council to accept different uses on a site while zoning mandates that those uses happen.
 - Changes in zoning provide surety to developers and the community that a parcel will be used specifically for that purpose and will likely lead to higher levels of investment and construction.

PURPOSE

This report provides an update on the Official Community Plan update process including what has been learned from community engagement to date. It also seeks Council endorsement of an updated Vision and Guiding Principles for the OCP, and direction on draft OCP future land use map and designations.

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan identifies the following project/initiative that contributes to the Balanced Community Planning Strategic Priority:

- Update the OCP through community consultation to develop a vision for the future growth of Comox.

BACKGROUND

The Comox Official Community Plan Bylaw 1685 (OCP) was adopted on July 20, 2011. Council held an OCP Scoping Workshop on December 13, 2023 to provide direction for a review and update. Urban Systems Ltd. was hired to assist with the project and began working with staff in July 2024. There are six

project phases as shown in Figure 1. The project is in Phase 4 and would benefit from Council direction as the OCP is developed.



Figure 1: OCP Update project phases.

ANALYSIS AND ISSUES

Community Engagement

Community engagement initiatives held to date include a community survey, pop-up events, and interest holder focus groups. The survey and community pop-ups inform an updated Vision, Guiding Principles and identified priority policy areas for the OCP and are summarized in the Phase 1 and 2 What We Learned Report (Attachment B). The interest holder focus groups inform OCP goals, objectives, and policies regarding community wellbeing, transportation and infrastructure, and growth and development. An Engagement Summary for the workshops is included as Attachment C.

Vision and Guiding Principles

The community survey and pop-up events inform the proposed updated vision and guiding principles. 422 respondents completed the online community survey held from November 12 to December 10, 2024. It focused on the questions that could inform the OCP vision, guiding principles, and policy priorities. It also included questions on land use scenarios developed for the Complete Communities Growth Assessment to inform the land use map of the OCP.

The survey provided the existing OCP Vision and asked respondents whether it aligns with what their community values. Over two-thirds of respondents (68%) agreed or strongly agreed with the current OCP vision statement, suggesting a high level of support. The proposed updated Vision would include minor adjustments to align with contextual changes since 2011, as well as community input that highlighted concerns about the implications of growth.

Existing Vision:

“The Town of Comox is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighbourhoods, commercial/service areas and the waterfront

through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability.”

Updated Vision:

“Comox embraces its natural areas and surroundings, recreational opportunities and the unique atmosphere of its seaside setting. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of housing, services, and amenities. New development diversifies housing and employment options throughout Comox and is accompanied by concerted efforts to minimize environmental impacts. Mixed-use nodes throughout the community allow residents to safely access education, services, amenities, and employment by walking, rolling, or using public transit.”

The current OCP includes a list of ten Community Values and twenty-three associated Planning Goals that function as guiding principles for the OCP. The proposed Guiding Principles aim to succinctly summarize the overarching principles that inform the entire OCP.

Updated Guiding Principles:

1. Prioritize integrated community planning, with strong links between land use, infrastructure, active transportation, and community amenities.
2. Plan Comox to be a complete community with convenient access to services and amenities linked by multi-modal transportation options for all abilities.
3. Enhance Downtown Comox in partnership with the Comox BIA and other interested community partners.
4. Increase housing diversity throughout land inside the Urban Containment Boundary.
5. Continue to build a strong relationship with K’omoks First Nation.
6. Enhance partnerships with agencies, organizations, and regional partners.
7. Protect, restore and enhance the natural environment.
8. Provide a connected and diverse network of parks, trails, and open spaces.
9. Contribute to achieving emissions targets and risk management objectives of the Climate Action Plan and Risk Assessment.

Provincial Legislation

In winter 2023, the province amended the *Local Government Act* and required local governments to adopt interim housing needs reports based on a provincial methodology in 2024. The Local Government Act also requires OCP land use designation and zoning bylaw amendments in 2025 to demonstrate that sufficient land is designated and zoned to fulfill 20-year housing need. Whereas in the past, development would typically be facilitated through rezoning to align with the OCP designation, the new approach would require “pre-zoning” sufficient land to fulfill 20-year housing need of 3358 units as identified in the Interim Housing Needs Report.

The Town’s current instream applications that have reached or been given 3rd reading along with the expected development of infill through small scale multi unit development is sufficient to

meet this requirement. No additional pre-zoning or OCP designation is required to meet the Provincial Requirements.

There are various approaches to fulfill legislative requirements in the *Local Government Act* for the Town's OCP and Zoning Bylaw updates. The descriptions below outline 4 approaches as options for Council's consideration.

1. Conservative OCP Land Use Designations / Minimal pre-zoning

This approach would mean that OCP land use designations and zoning can minimally fulfill 20-year housing need. Calculations would assume housing need would be built out based on existing or instream OCP amendment applications at third reading coupled with projected SSMUH development based on Provincial projections. Proposed OCP land use designations would be selected with little analysis of the likelihood of redevelopment or consideration of developments currently in the inquiry stage or recommendations of recent planning initiatives such as the Complete Communities or the Downtown Enhancement Action Plan. Based on this approach, approval of instream applications at 3rd reading and SSMUH zoning alone would be sufficient to fulfill housing need and there would be no need for additional pre-zoning; however, based on recent uptake, it would be unlikely that sufficient SSMUH development would take place to fulfill housing need. This approach is also dependent on a select few developments progressing to completion. Though this approach could technically meet legislative requirements to zone sufficient land to fulfill housing need, it would not be aligned with the intent of the legislation due to the low margins of error in the OCP land use designations and Zoning Bylaw.

*Result: High levels of OCP applications and high level of zoning applications in the future.

2. Flexible OCP / Minimal pre-zoning

This approach would have a longer-term focused OCP that would articulate where additional growth is desired and require less future OCP amendments to fulfill housing need, providing additional flexibility and relying less on specific developments being built out to meet housing need. This approach can better articulate desired future land use and not "pre-zone" significant number of properties to exceed housing need. A main benefit of this approach is the retention of discretionary rezoning for development sites to align with the OCP designation. Like the approach in Option 1, this approach could technically meet legislation as written and is closer to meeting the intent of provincial legislation but would not streamline priority land use development due to minimal pre-zoning.

One consequence to this scenario is that projects without their desired zoning would be required to submit re-zoning applications. This provides Council with more control over specific projects but increases the development timeline, costs, and uncertainty for developers.

*Result: Less OCP applications but high level of zoning applications in the future.

3. Flexible OCP / Medium pre-zoning (Preferred Option)

This approach would add an additional layer of analysis to pre-zoning to consider the likelihood of redevelopment completed for the Comox Complete Communities Growth Assessment. It would utilize the forecast in the province's SSMUH and Transit Oriented Area Scenarios in BC report for the SSMUH component of properties zoned to accommodate housing need, which is roughly 1500 new units over 20 years. It would also utilize the likelihood of redevelopment analysis from the Comox Complete Communities Growth Assessment to consider pre-zoning select sites predominantly in the Comox Avenue and Anderton/Guthrie corridors to streamline townhouse and apartment development on certain sites with minimal complexity. This approach aligns with the intent of provincial legislation while still retaining discretionary rezoning where it is needed on more complex development sites.

Data analysis has identified gaps in the development of new missing middle housing such as townhouses. Interest holder engagement has identified that this is likely due to financial feasibility challenges of this form of development in the current market. There would be an opportunity to pre-zone some larger sites for townhouse development to improve financial feasibility and incent increased the supply of missing middle housing.

*Result: Less OCP applications and medium level of zoning applications in the future.

4. Flexible OCP / High pre-zoning

This approach would pre-zone more land than would be required to fulfill twenty-year housing need regardless of development likelihood or priorities, providing maximum flexibility. The benefit of this approach is the highest potential for increasing the rate of new housing supply. The drawback is that it will be more challenging to ensure positive development outcomes without discretionary rezoning, especially on complex sites. A risk associated with this approach is that the provision of infrastructure, services, and amenities to accommodate growth will be required over a larger geographical area and may fall behind the rate of development. This option may also facilitate higher than expected growth rates and put pressure municipal services and provincially funded services such as healthcare and education. Evidence of these impacts can be seen in high-growth municipalities transitioning from suburban to urban.

*Result: Less OCP applications and low levels of re-zoning applications in the future.

Approach Recommendation

The Flexible OCP / Medium pre-zoning, Option 3, is the recommended approach to fulfilling legislative requirements. It ensures that the OCP has a margin of error for meeting 20-year housing need, while also providing a small margin where if SSMUH development were to be slower than expected, housing needs could still be fulfilled on pre-zoned sites; however, the public interest benefits of discretionary rezoning for complex development sites would still be retained. This approach goes beyond the bare minimum required for legislative compliance and is better aligned with the intent of provincial

legislation. This approach also has administrative benefits by reducing the number of future OCP and zoning amendment applications.

Land Use Map & Potential Development Sites

The draft OCP land use map (Attachment A) was presented to interest holders at workshops held on April 1st and 2nd.

The draft primary land use designations that will guide development include:

Ground Oriented Residential: This designation would permit a variety of building types such as single-detached dwellings, accessory dwelling units, duplexes, townhouses, and apartments in buildings up to three storeys in height. This designation would not speak to the maximum number of dwelling units per parcel, which would be regulated in the updated Zoning Bylaw. In effect, the designation would support consolidation of parcels to develop sites with more than four units per parcel, such as strata townhouse sites that exist throughout Comox today.

Low-Rise Residential and Mixed-Use: These designations would support buildings up to four storeys in height. The Low-Rise Residential designation is limited to residential use, while the Low-Rise Mixed-Use designation would support residential, commercial, and/or institutional uses on the same site. These designations form mixed-use nodes with existing or future commercial and institutional services, active transportation infrastructure, and high public transit service levels. There is one area proposed as Low-Rise Residential at the intersection of Noel Avenue and Pritchard Road that is not part of a mixed-use node but is adjacent to a school and within walking distance of the Community Centre.

Some areas proposed as Low-Rise might be suitable for higher buildings but are constrained by the Comox Airport Zoning Regulations, such as at the intersection of Guthrie Road and Anderton Road.

Mid-Rise Residential and Mixed Use: These designations would support buildings up to six storeys in height. The Mid-Rise Residential designation would be limited to residential use while the Mid-Rise Mixed-Use designation would encourage residential, commercial, and institutional uses. These designations are proposed in and around Downtown Comox and fronting Comox Avenue, which would be the area of the Town with the highest density to support a vibrant core that could support a variety of businesses and economic development initiatives.

Business Park: The current OCP includes a Light Industrial designation around the intersection of Pritchard Road and Knight Road. The Business Park designation would permit light industrial use in addition to limited commercial uses that would benefit from proximity to the Airport, such as a hotel.

The Council Strategic Priority for Economic Health includes an action to increase the Town's employment land base. Further, Goal 4 of the Economic Development Strategy is to secure additional industrial lands and enable industrial investment. The draft land use map includes 13.3 hectares (33 acres) of additional lands designated for employment use to contribute to fulfilling that goal as shown in Figures 2 and 3. The Economic Development Strategy estimates the need for an additional 26.3 hectares (65 acres) of industrial land. It could be feasible to extend the Business Park further south, but the current approach balances the need for some large residential development sites within existing Town boundaries, and the long-term need for additional employment land. As employment lands have been slow to develop in Comox, it is possible that further designation of lands for Business Park development would tie up land that could otherwise be used for residential development. If the existing vacant employment lands were to fully redevelop within the life of the OCP, a boundary expansion or designation of additional lands could be considered to provide additional employment lands.

An alternate recommendation has been provided for Council's consideration should Council not endorse the business park land use designation expansion as illustrated below and on the OCP Land Use Map (Attachment A). This includes applying a draft designation of Ground Oriented Residential to 1150 Pritchard Road which will provide a gentler transition from future industrial uses.

At this time Council is only being asked to decide the OCP designation on this site. It is unlikely that Council will see zoning applications on these lands in the future to change from residential to industrial due to the land value differences between the two. If Council makes the decision to add this land as industrial in the OCP, Council will then, after public consultation, be asked to decide whether to pre-zone some or part of these lands.

ATTACHMENTS:

Attachment A: Draft OCP Land Use Map

Attachment B: OCP Update Phase 1 & 2 What We Learned Report

Attachment C: OCP Update Interest Holder Focus Groups Engagement Summary

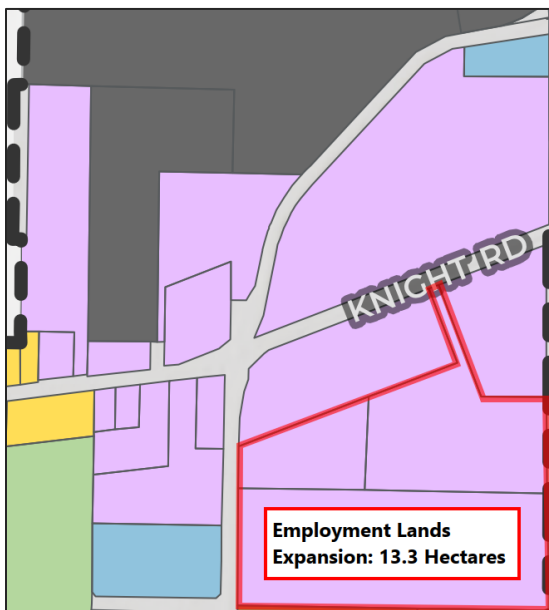


Figure 3: Proposed OCP Business Park designation (employment lands).



Figure 2: Existing OCP Light Industrial designation (employment lands).



TOWN OF COMOX

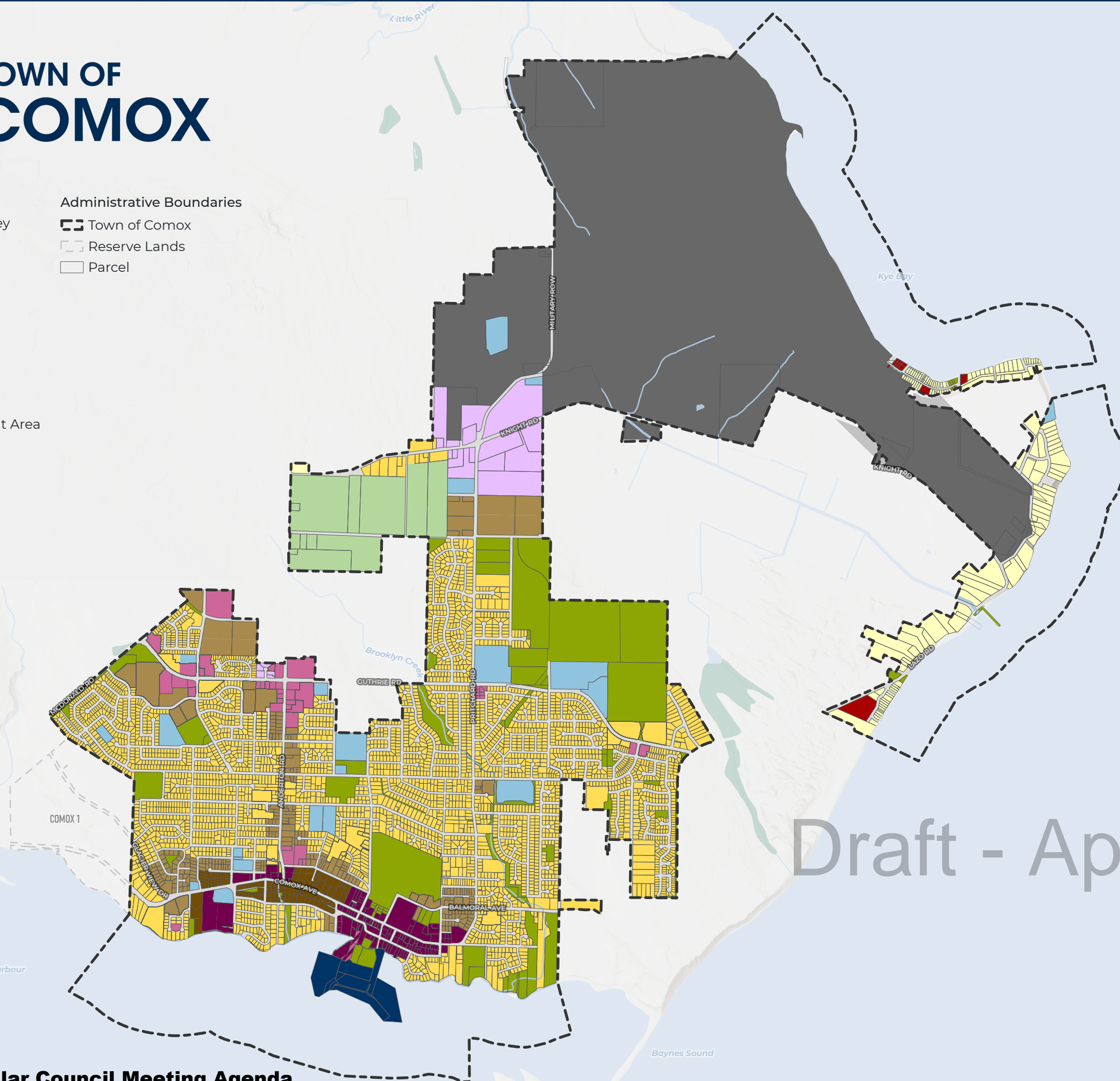


OCP Land Use (2025)

- 19 Wing Comox / Comox Valley Airport
- Agricultural
- Business Park
- Commercial: Tourist
- Parks and Open Space
- Institutional
- Harbour and Marina
- Low-Rise Mixed-Use
- Harbour and Marina Comprehensive Development Area
- Mid-Rise Mixed-Use
- Low-Rise Residential
- Mid-Rise Residential
- Detached Residential
- Ground Oriented Residential

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel



Draft - April 2025

1,000

Meters

Scale: 1:27,000
(When Printed at 11 x 17")



Official Community Plan Update

What We Learned Report Phase 1 & 2

2025-01



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1.Introduction

Background

Fall, 2024, the Town of Comox (Town) kicked off a comprehensive review and update of the current Official Community Plan (OCP). The OCP update is intended to guide the Town's development for the next 20 years with housing needs as a primary focus. The OCP update process is to be completed by December 31, 2025, as mandated by the province.

The OCP update is building off the Complete Communities project that is currently in progress and set to be completed early 2025. Two land use scenarios were developed through the Complete Communities project and the final land use scenario will create some of the foundational elements of the OCP update.

The OCP update has been broken into 6 phases:



Community engagement will occur throughout the update, focusing on Phase 2 Visioning, Phase 3 Draft Policy Development, and Phase 5 Refining. This *What we Learned* memo summarizes engagement from Phase's 1 and 2.



422

Survey Responses



2500+

Survey Comments



10+

Social Media Posts Across Channels



2,669

Individual Engage Comox
Valley Project Page Visits

ENGAGEMENT BY THE NUMBERS

2. Our Approach

A variety of community engagement activities were undertaken targeting broad feedback from a diverse range of Comox residents. The following is a synopsis of the activities that were undertaken. A summary of feedback and key take-aways is included in **Section 3**.

How We Engaged

Engaging with the community is vital for the OCP update. Various methods were used to gather feedback during Phases 1 and 2.

COMMUNITY SURVEY

A community survey was created and distributed through the OCP's dedicated project page on the *Engage Comox Valley platform* November 12th to December 10th. The survey aimed to gather information on the following:

- OCP vision
- Priorities
- Complete Communities land use scenarios

The survey garnered 422 responses, indicating substantial interest in the update. The survey was promoted via social media platforms and pop-up engagement. Participants who completed the survey were invited to provide their email addresses to enter a draw for a chance to win one of three prizes.

POP-UP ENGAGEMENTS

During Phases 1 and 2, one pop-up event was held. The project team “popped up” at the Downtown Comox Businesses Association’s Holiday on the Harbour event November 22nd, 2024. At the event, the team shared information about the update and promoted the community survey.



THE TOWN OF COMOX

OCP Community Survey | What we Learned

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ONLINE COMMENTS

The social media posts and community survey sparked conversation online. Town of Comox residents and interested citizens engaged in productive dialog about what they enjoy about living in Comox and areas that might be improved or addressed in this OCP update.



Walkability (accessibility for all) to amenities and green spaces 😊
Comox is already pretty good at this.

23h 4 👍



Maintaining our infrastructure before building more new.
Promoting our character as a 'small' seaside town.
Promoting bicycle travel.

23 hrs Like Reply 👍❤️👎 5

ENGAGEMENT WITH LOCAL FIRST NATIONS

Leveraging relationships is an important component of the OCP engagement. A letter inviting K'ómoks First Nation (KFN) to share how they want to be engaged in the OCP planning process was sent to KFN in fall 2024 and with a follow up letter in January 2025.

How We Informed

Promotional materials and tools were used to promote the OCP update and community survey. These promotional tools helped spread awareness and share information throughout Phase 1 and 2 of the OCP update process.

ENGAGE COMOX VALLEY PROJECT PAGE

A dedicated project page was set up under the Town's section of the *Engage Comox Valley* platform. The project page has been visited over 2,000 times throughout Phase 1 and 2 of the project.

PRESS RELEASES

A press release was issued to local media and published on the Town's News Releases page on November 21st, 2024. This resulted in a news article shared by *My Comox Valley Now* on November 23rd, 2024.

PRINT ADS

A print ad was placed in the Comox Valley Record to promote the project's webpage and community survey.

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OCP Community Survey | What we Learned

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SOCIAL MEDIA

Facebook, Instagram, X, and LinkedIn were used to promote the project and the opportunities to get involved in the process. 10+ posts were shared across the Town's social media channels.

Paid ads were also used to amplify the reach of social media posts and resulted in positive chatter and feedback around the project.

The social media posts were a larger driver of traffic to the community survey. We saw a spike in visits and survey submissions on days that the Town posted.



INFORMATIONAL POP-UPS

Unstaffed, informational pop ups were placed at strategic points in the community to share information about the project and the community survey. Pop ups were placed in the Comox Mall and one at the Comox Recreation Centre. These pop ups will remain up throughout the project.



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OCP Community Survey | What we Learned

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3. What We Learned

Community Survey

An online survey was conducted on the *Engage Comox Valley* engagement platform, as part of the OCP update's "Visioning" phase. The objective of the survey was to gain an early understanding of the community's vision for the Town's future and initial preferences for ways to accommodate future growth.

The survey also focused on two land use scenarios, which are preliminary concepts developed from the Town's Complete Communities Assessment. Community members were invited to share their thoughts on the maps as an early discussion opportunity. A total of **422 survey responses** were collected between November 12 and December 10, 2024.

Survey Introduction

What are the three things you value about Comox today? (n=422)

In this open-ended question, survey respondents could share anything they value about the community of Comox. The most common responses are provided below.

- **Small town charm:** Many respondents appreciate that Comox still has a small-town feel, sharing that it is easy to get around, build a sense of community, and access local businesses in a compact downtown core.
- **Safe and quiet:** Safety was another top theme shared by respondents. They value Comox as a peaceful, relaxed, and family-friendly town with low levels of crime.
- **Proximity to nature / the ocean:** Comox's location, surrounded by the ocean and natural areas, is a big advantage according to survey participants. Specific areas that were mentioned include Filberg Park, Macdonald Wood, Mack Laing Park, Goose Spit, Northeast Woods, and Brooklyn Creek.
- **Walkability and trails:** 76 respondents mentioned Comox's walkability and easy access to many daily needs, including schools and essential services.
- **Amenities:** Survey respondents appreciate that Comox is close to many important amenities, both within the community or just outside. The library, community centre, golf course, and Marina Park were the most referenced local amenities.

What are the top three things that you would like to see improved or changed within Comox now or in the future? (n=422)

The most common things that respondents wanted to see improved or changes within Comox included:

- **Road infrastructure, traffic and parking:** Many respondents would like to see improvements to Comox's transportation network, including better roads and

THE TOWN OF COMOX

OCP Community Survey | What we Learned

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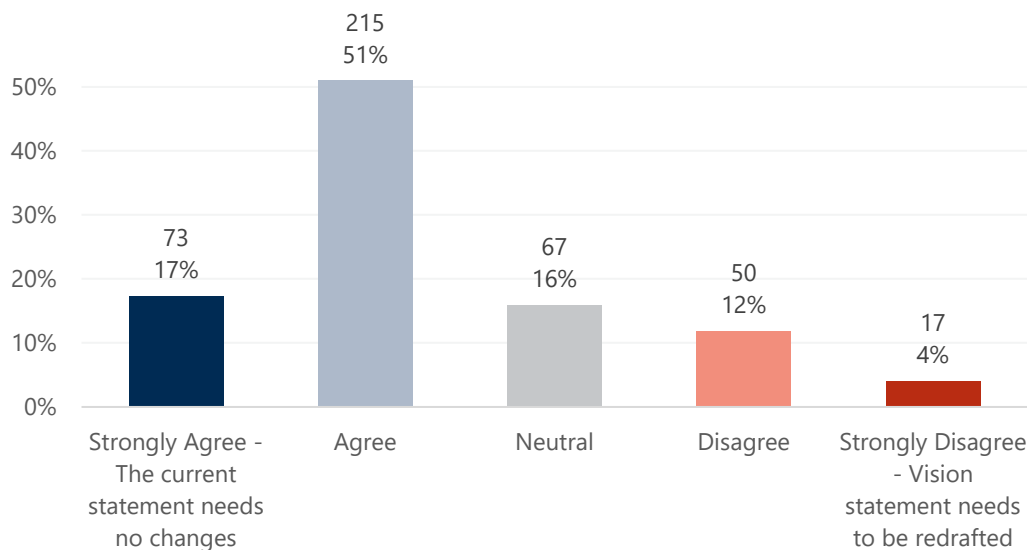
intersections, more sidewalks, bike lanes and public parking. Traffic flow, noise, and vehicle speeds were seen as important issues that can be addressed through the OCP update.

- **Improved transit and connectivity:** Improving transit service and the overall connectivity of Comox was highly desired by survey respondents. Respondents would like more convenient options for busing, walking and cycling to neighbouring communities.
- **Downtown vibrancy:** A common theme was improving Downtown Comox with more shopping, restaurants, and events to attract residents and tourists. A greater variety of small businesses and extended shopping hours were also mentioned.
- **Environmental preservation:** Respondents noted the importance of preserving public green space, shoreline habitat, and tree canopy, especially as Comox continues to grow and develop.
- **Housing availability:** More housing choices, especially affordable options, were desired by many survey respondents. Feedback was mixed regarding density, with a number of comments supportive of denser housing and others opposing it.



Community Vision

Does the current vision statement in Comox's OCP align with what you value in the community? (n=422)



Over two-thirds of respondents (68%) agreed or strongly agreed with the current OCP vision statement, suggesting a high level of support. Of those respondents, over half (51%) supported the statement generally, and 17 percent indicated that the current statement needs no changes. Meanwhile, 16 percent of respondents said they were neutral on the vision statement, and another 16 percent either disagreed or strongly disagreed with the vision statement. Approximately four percent of respondents thought that the statement needs to be redrafted.

Current Vision Statement: *"The Town of Comox is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighbourhoods, commercial/service areas and the waterfront through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability."*

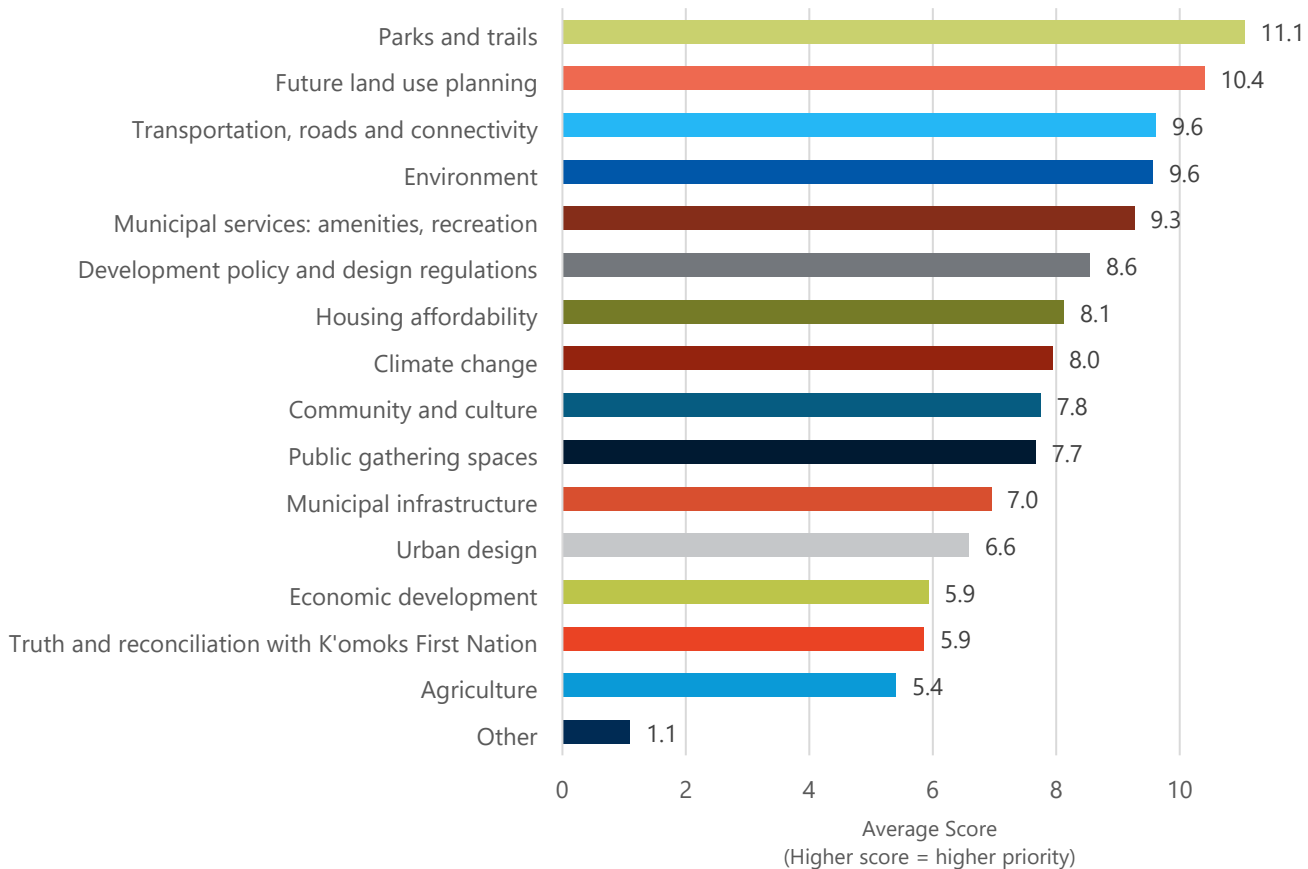
Please explain your selection. (n=346)

Respondents could then explain why they agreed or disagreed with the current OCP vision statement. Most responses reiterated their support for Comox being a livable, pedestrian-friendly place to live with protected natural areas.

Of the comments that provided additional feedback:

- Some comments suggested that the vision statement can do more to emphasize greenhouse gas reduction, air quality, and connectivity for all vehicle modes (bikes, transit, walking, etc.).
- There were also concerns about growth and development, with some respondents warning about potential strains on local infrastructure, parking, and traffic when higher densities are introduced. These responses urged for a more gradual approach to growth.
- Other comments saw ways to enhance Downtown Comox with a livelier mix of activities to attract more people, especially younger people and families. These comments saw greater potential for the area, with suggestions to make it more pedestrian-friendly and attract different business types to what is currently within the core.

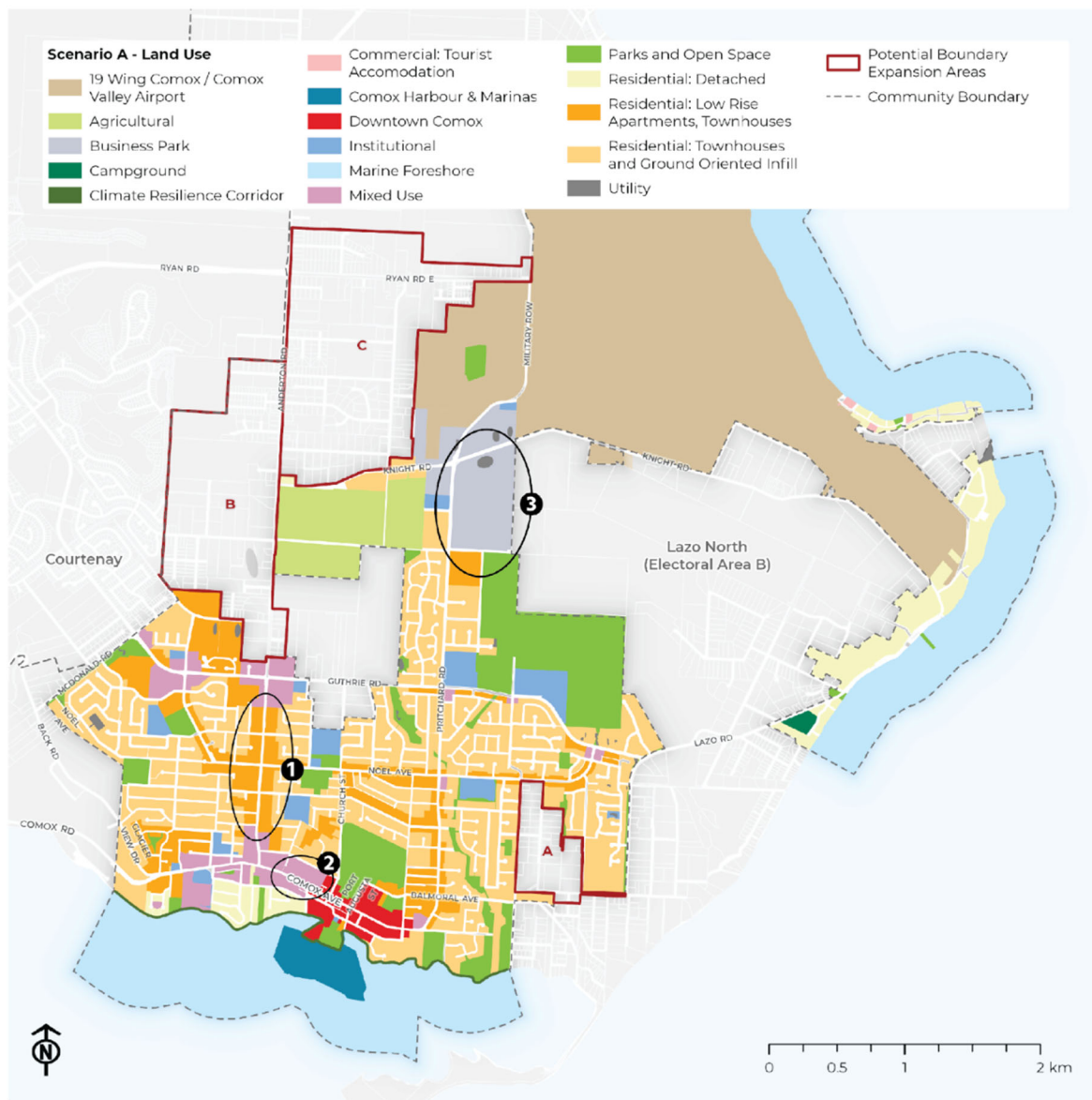
Please prioritize the issues below by ranking them in the order of importance to you.
(n=422)



Survey respondents were asked to rank a list of 16 different issues against one another. On average, respondents indicated "parks and trails" as their top priority, followed by "future land use planning," "transportation roads and connectivity," "environment" and then "municipal services: amenities and recreation." Of those that selected "other", one of the common themes was reconciliation with K'ómoks First Nation.

Land Use Scenarios

Land Use Scenario A



What do you like about land use Scenario A? (n=422)

- Overall, respondents supporting Scenario A liked that housing designations were concentrated along main transportation corridors and supported by commercial hubs. The approach was seen as a sensible way to accommodate growth in already urban areas, without the need to increase greenfield development in other areas of Comox.
- Respondents appreciated the concentration of mixed-use designations on Anderton Road (#1) to maintain a residential feel while keeping the area walkable.

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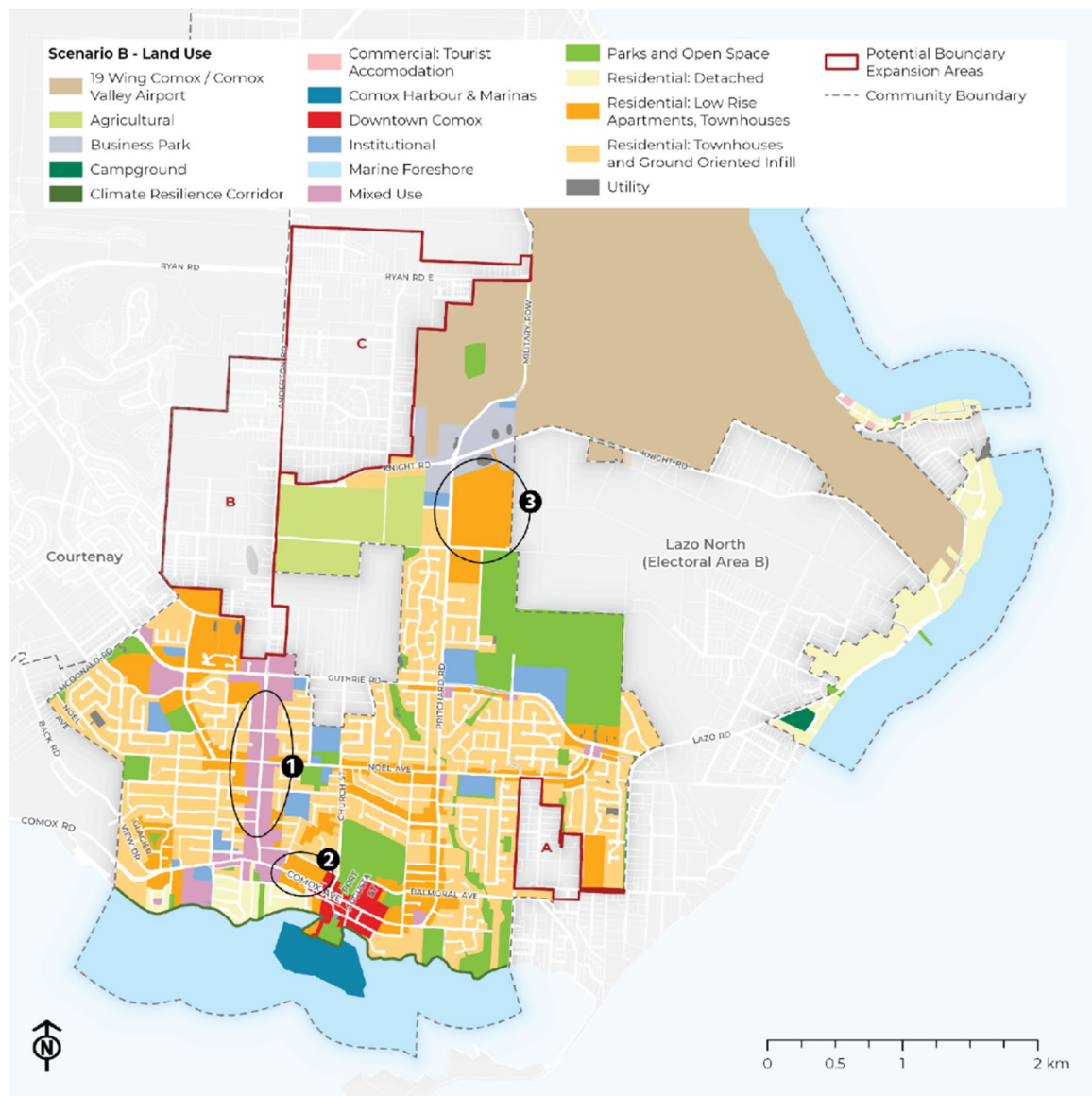
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- Survey respondents liked the idea of expanding Downtown Comox (#2) to allow for more services, shops and multi-family housing within the core. Respondents saw this as a more efficient use of the area.
- Respondents who supported the business park designation on North Pritchard and Knight Roads (#3) commented on its potential to create local jobs, generate tax revenue and keep industrial traffic away from a majority of homes.

What do you not like about land use Scenario A? (n=422)

- Survey respondents expressed concern about increased residential density and activity along the Anderton Corridor. Respondents noted the current traffic issues on Anderton and warned that the current road infrastructure is insufficient for low-rise apartments or townhomes.
- Respondents noted the potential environmental and community impacts of the proposed business park area. They warned that development of this area would result in the loss of urban trees, and the area's proximity to protected park spaces also drew concern. Respondents also noted that surrounding residential properties would be negatively affected by noise and traffic generated by the business park.
- The proposed downtown expansion in Scenario A drew some concern, with respondents saying that it might dilute the appeal of Downtown Comox as it is today. Other concerns related to increased congestion on Comox Avenue, parking, encroachment of residential areas to the east, and the unknown demand for more commercial spaces.

Land Use Scenario B



What do you like about land use Scenario B? (n=422)

- Respondents who supported Scenario B liked the potential for more housing and amenities on North Pritchard Road (#3). They generally agreed that the size of the area would suit multi-family dwellings and increase housing availability for residents. These respondents preferred this approach to the proposed business park designation, which they feared would increase traffic and noise to the area.
- Respondents liked keeping the downtown boundary unchanged (#2) because it maintains the charm and small-town feel of the core. Respondents said that expanding the core could create more traffic and activity, making it a less relaxing place to gather.

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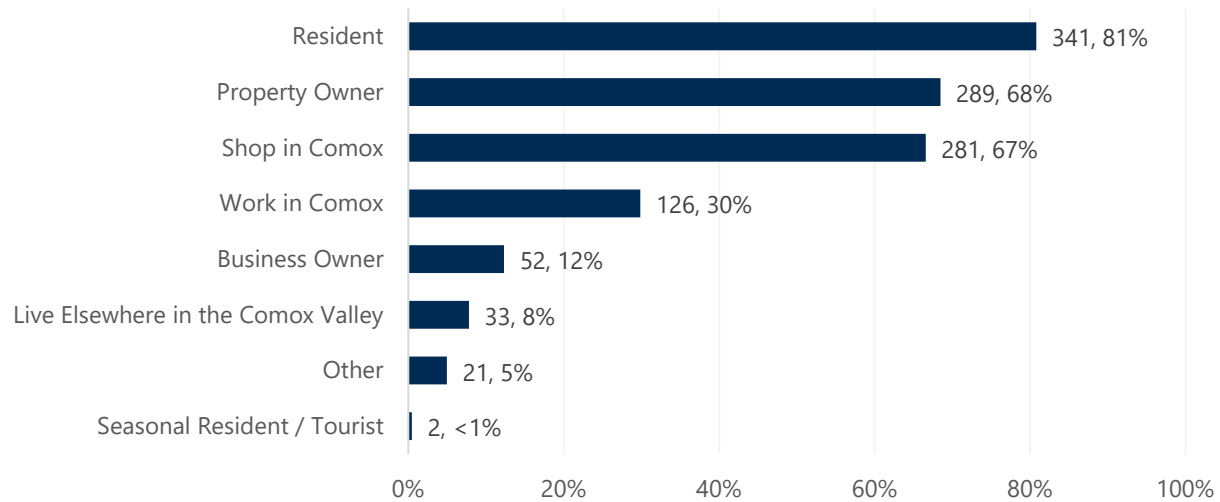
- Making Anderton Road an “urban shopping street” (#1) was seen as a creative way to bring more shops and services to Comox, reducing the need for people to travel outside of the community. Respondents suggested that it wouldn’t draw business away from downtown but instead bring more people to Comox in general.

What do you not like about land use Scenario B? (n=422)

- Respondents who did not like the Anderton mixed use corridor said that Scenario B might lead to an unappealing “strip mall” effect on the area. They feared it would detract from downtown’s vibrancy and draw economic activity away from the core and waterfront. Traffic congestion and road safety might also become an issue, if mixed use were to be spread across Anderton Road.
- Respondents said that leaving Downtown Comox unchanged would decrease interest in the core and disadvantage local businesses. These respondents said that the Town should celebrate and enliven its core to attract visitors and families to Comox.
- Concerns about the multi-family designation on North Pritchard Road included the environmental impact of development, the current lack of family amenities in the area, the effects of densification away from the Town core, and transportation concerns such as transit service and traffic.
- Overall, respondents who did not favour Scenario B said that the land use designations could create commercial sprawl and diffuse economic activity away from the heart of Comox, as opposed to a more concentrated village centre that maintains neighbourhoods and industrial activities to their own areas.

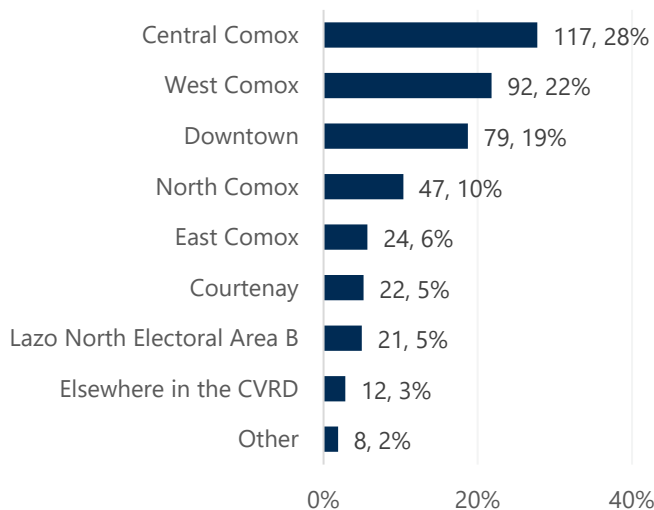
Who We Heard From

What is your connection to Comox? (select all that apply)



Approximately four in five respondents (81%) indicated they were residents of Comox. 30 percent of respondents work and 67 percent shop in Comox. Eight percent of respondents live elsewhere in the Comox Valley. Over two-thirds of respondents (68%) are property owners, and 12 percent are business owners.

What area do you live in?



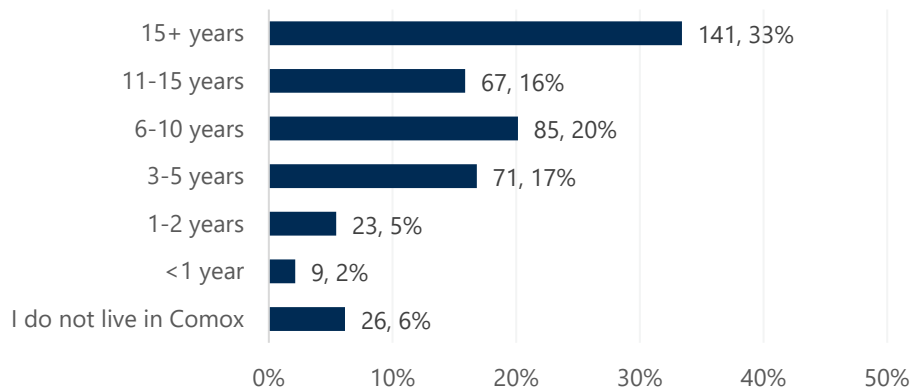
The highest number of survey respondents (28%) live in Central Comox, followed by West Comox (22%), Downtown (19%) and North Comox (10%). Respondents from East Comox represented six percent of all participants, while the remaining respondents live in Courtenay (5%), Electoral Area "B" (5%) or elsewhere in the CVRD (3%).

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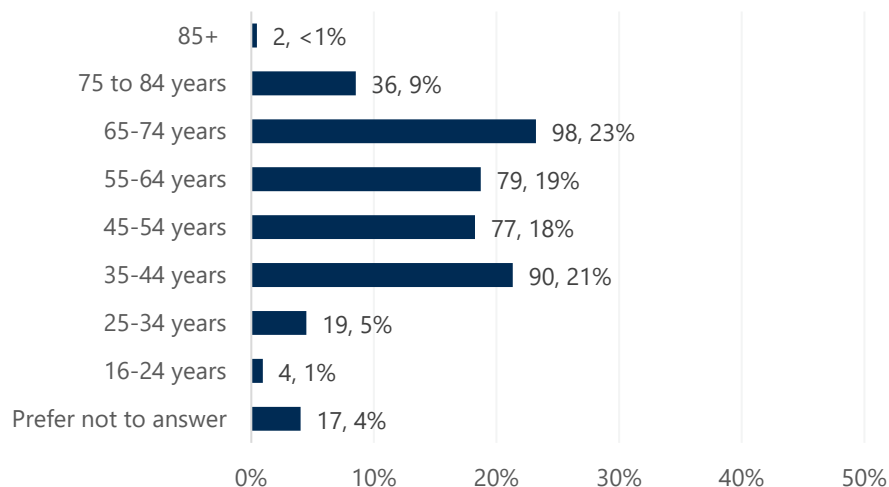
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How long have you lived in Comox?



A majority of respondents (69%) have lived in Comox for over five years, with the highest number of participants (33%) indicating they have lived here for 15 years or more. Approximately 22 percent have lived in Comox for 1 to 5 years, 2 percent have lived here for less than a year, and the remaining 6 percent do not live in Comox.

What is your age?



Survey respondents were predominantly between the ages of 35 and 74 (81%), with the highest number of respondents indicating they were in the 65-74 age category (23%). Six percent of respondents were under the age of 35, 10 percent were over the age of 75, and the remaining 4 percent preferred not to disclose their age.

Overall, on the survey we received 422 responses and 2500+ responses to the open-ended questions posed. Themes and findings from these responses will inform the next phase of the OCP update.

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Community Pop-Ups

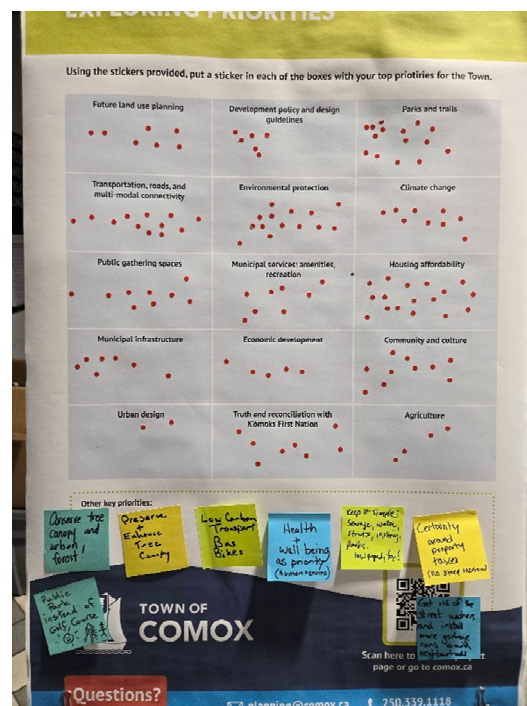
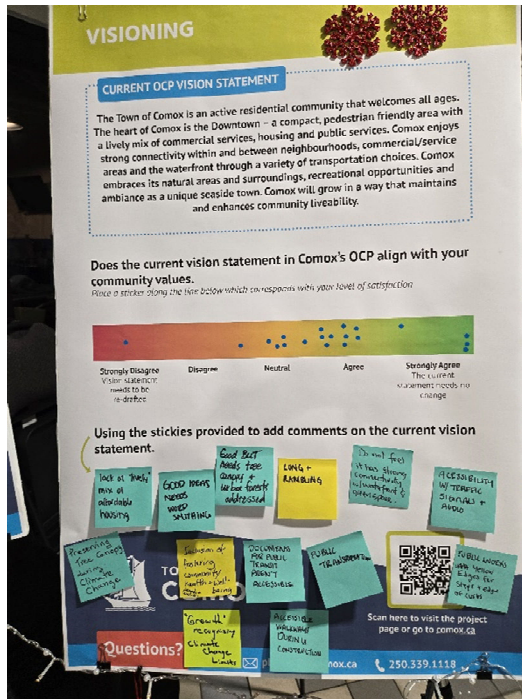
A "community pop-up" event took place as part of the Annual Mayor's Tree Lighting and Winter Market on Friday, November 22, 2024, from 3:00 to 7:00 pm at the Comox Centre Mall. The community was invited to engage in activities aligned with the Community Survey, which included three engagement boards introducing the project, gathering feedback on the current OCP vision, and prioritizing policy areas. The engagement activities included two "dotmocracy" exercises and the collection of qualitative feedback on sticky notes to complement the dotmocracy votes. The goal of the pop-up was to collect initial feedback, raise awareness of the OCP update process, and encourage participation in the survey.

Who We Heard From

During the community pop-up, approximately 20 to 30 community members who attended the Winter Market participated in the engagement activities

What We Learned

Participants were asked "Does the current vision statement in Comox's OCP align with your community values?". Most participants level of satisfaction was "neutral" or "agree" with current OCP vision statement. Participants were also asked to identify their top 4 policy priorities from a list. Top policy priority areas were parks and trails, housing affordability, environmental protection, and transportation.



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Online Comments

The Town received over 30 individual comments on social media posts shared on Facebook. The following themes and sentiments were pulled from the comments:

- Appreciation to be involved in the process but want to see change based on input provided
- More amenities options for youth
- More walkable and bicycle friendly infrastructure
- Maintaining current infrastructure
- Parking options



Official Community Plan Update

Phase 3 Event Summary Focus Group Workshops

2025-04



1.Introduction

Background

In the fall of 2024, the Town of Comox (the Town) kicked off a comprehensive review and update of the current Official Community Plan (OCP). The OCP update is intended to guide the Town's development for the next 20 years, with housing needs as a primary focus. The OCP update process is to be completed by December 31, 2025, as mandated by the Province.

The OCP update has been broken into 6 phases, with multiple opportunities for community engagement throughout the project. To date, engagement activities have been completed as part of Phases 1 and 2. A summary of this feedback, which includes a community survey and pop-up engagements, is available in the [Phase 1 & 2 What We Learned Report](#).



About this Report

This report summarizes an engagement effort that informs Phases 3-4 of the OCP update. On April 1 and 2, 2025, the Town hosted a series of workshops designed to gather feedback on a number of policy areas that will comprise the OCP. The policy areas of focus were:

- Community Wellbeing
- Connectivity and Infrastructure
- Growth and Development (2 meetings)

The Town is currently developing a Parks and Trails Master Plan, Urban Forest Management Strategy, and Amenity Cost Charge Bylaw. As a result, the OCP workshops did not focus on these topics.

The following sections describe the general approach, objectives, and key findings from each of the workshop categories.

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Focus Group Workshops | What we Learned

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2. Our Approach

The Town engaged **76 workshop participants** across four meetings, seeking to gain feedback from a diverse range of interest holders such as community associations, government agencies, school districts, non-profits, developers, builders, and the business community.

How We Engaged

Workshop Format and Topics

The workshops were primarily held in person, with one additional virtual meeting for the Growth and Development focus group. The virtual Growth and Development workshop was 90 minutes and the in-person workshops were two hours long. Each workshop began with an overview presentation to introduce the session and inform participants of the OCP update process. Participants then broke into smaller groups for facilitated discussions covering relevant topics.

The topics covered at each focus groups are captured in the table below.

Focus Group	Date and Time	Topics
Community Wellbeing	April 1, 2025 2:30 - 4:30 pm	<ul style="list-style-type: none"> • Placemaking and Belonging • Healthy People of all Ages • Partnerships • Policy Scope / Areas
Connectivity and Infrastructure	April 2, 2025 2 - 4 pm	<ul style="list-style-type: none"> • Active Transportation • Public Transportation • Parking and Transportation Demand Management • Infrastructure Servicing
Growth and Development	(in-person) April 2 8 -10 am	<ul style="list-style-type: none"> • Land Use Map • SSMUH and Missing Middle Housing • Employment Lands • Development Permit Areas
	(virtual) April 1 7:30 - 9 pm	

Attending Organizations

Notable organizations who participated in the workshops included:

- BC Transit
- Comox Business in Action (BIA)
- Comox Community Centre
- Comox Valley Marina
- Comox Valley Airport
- Comox Valley Coalition to End Homelessness
- Comox Valley Community Health Network
- Comox Valley Community Justice Centre
- Comox Valley Hospice society
- Comox Valley Realty
- Comox Valley Regional District
- d'Esterre Seniors' Centre Association
- Filberg Heritage Lodge and Park
- Fortis BC
- Island Health
- Royal LePage
- School District 71
- Vancouver Island Regional Library

Ways to support inclusion and representation of diverse communities in placemaking:

- Consider renaming of spaces in collaboration with K'omoks First Nation
- Programs to support food growing and community gardening
- Community kitchen opportunities
- Further engagement with youth and diverse communities

Healthy People of all Ages

Participants discussed how OCP policy can help with the provision of services and amenities within Comox, to support healthy living across the entire lifespan. Ideas included:

- Accessibility improvements in Town facilities.
- Multiple amenities within already popular destinations (e.g. parks)
- Focus amenities for age demographics where loneliness and isolation are an issue, such as young adults and seniors
- Engaging service users about their needs, with a focus on intergenerational planning

Amenities and services that are important to provide in Comox:

- Gathering spaces in parks that integrate local culture
- Spaces that can accommodate new activity programming (woodworking, glass blowing, etc.)
- Scale up existing services that are popular
- Maker spaces
- Amenities that are free (or low cost) to use
- Bookable amenities (e.g. gathering spaces)
- Covered, all-weather outdoor spaces

Policy approaches for scaling services with increased density:

- Onsite amenities as part of new developments, to help with community building and need for certain spaces (e.g. maker spaces)
- More language in the OCP about waterfront access, finding ways to connect residents
- Build awareness of public amenities and how to access them
- Caretaker units within private apartments

Partnerships

Participants discussed potential partnership opportunities for the Town, related to community wellbeing:

- Downtown organizations and businesses to reach residents and share community resources
- K'omoks First Nation for strategic partnerships (infrastructure/transportation) and cultural training
- The RCMP for education initiatives for community safety
- Social service organizations to address transportation barriers for accessing Town services
- Organizations based near the waterfront to discuss planning near the Town's marine spaces
- Intercultural organizations to facilitate ESL, inclusivity, and other resources for newcomers to Canada
- Community spaces (churches, Lions, etc.) for creating connections and hosting events
- Sports organizations to help reach youth for engagement

Policy Scope / Area

Participants reviewed the draft scope of the OCP policies for the Community Connection and Wellbeing section, which is provided in the table below.

Draft Policy Scope (Community Connection and Well-being)	
Accessibility	Placemaking and Community Connection
Age Friendly Community	Public Health
Child care	Recreation
Climate Action and Risk Management	Schools
Food Security	Youth
Housing Diversity and Affordability	

Participants were then asked if any themes related to Community Wellbeing were missing from the list. Their feedback included:

- Diversity and Inclusion
- Public Safety
- Reconciliation
- Universal Design

Potential focus areas within the draft categories included:

- **Age-friendly community:** focus on aging in place and/or transitioning process into care
- **Youth:** focus on building social connections, addressing loneliness.
- **Childcare:** ensuring appropriate number of childcare spaces in the community.
- **Accessibility:** a suggestion to define what this term means, in terms of Town planning
- **Public Health:** focus on increasing resources and spaces within Comox

Participants shared their examples of innovative OCP goals, policies or objectives that could be considered for Comox. These included:

- Housing diversity (fourplexes, tiny homes)
- Incentives for physicians and nurse practitioners (e.g. housing, childcare)
- Program for intergenerational connection (seniors visiting schools)
- A free “tool library”
- Integrating First Nations food systems into OCP policy

Connectivity and Infrastructure

The Connectivity and Infrastructure workshop included a total of 12 participants. Their feedback for the Town, related to transportation and infrastructure, is summarized below.



Figure 2: Example interactive engagement boards summarized below.

Active Transportation

Current challenges for improving active transportation:

- Outside of downtown, destinations are generally spread out from each other
- Lack of road shoulders and sidewalks in some areas mean that it is difficult or unsafe to travel by foot or by bike

Considerations for OCP policies:

- Identify key connections for multi-modal transportation and support with infrastructure (e.g. crosswalks)
- Policy to facilitate conversations with CVRD and neighbouring municipalities to support connectivity of AT projects
- Signage and wayfinding is important to enable more trips by foot by bike
- Expand scope of the Transit Advisory Committee to include active transportation
- Consider how active transport supports overall community health goals

Public Transportation

Participants discussed ideas and opportunities for improving public transit use in Comox:

- OCP policy can highlight collaboration with BC Transit to increase ridership and identify gaps in the transit network in Comox.

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- Service increases need a customer base for new/expanded routes to be viable. Explore ways to determine and prioritize what transit can look like in Comox in the future.
- Connect transit to active transportation in the community.

Infrastructure Servicing and Growth Management

Important considerations for infrastructure when implementing SSMUH

- Capacity of sewer and water systems, including fire flow
- Ensure ongoing communication between housing target implementation and infrastructure plans.
- Updated master plans for water and sewer will be available before OCP adoption
- Tree canopy retention
- Scaling social infrastructure (schools, community centres, etc.)

Growth Management

- Sprawling infrastructure costs more. Consider that when planning where to focus housing density
- Ensure that growth projections are grounded in data (e.g. development referrals)
- Consider financial sustainability when accommodating growth
- Affordable housing needs to scale with increase in residential units

Partnerships

Discussion about how and when partnerships can enhance connectivity goals:

- Island Health: looking at how to improve community health outcomes through enhanced transportation (e.g. reducing climate change impacts, improving physical health benefits from walking and cycling)
- School Districts: critical partner for school travel, infrastructure needs
- CVRD: how to achieve positive outcomes through the Regional Growth Strategy
- Funding opportunities through provincial, federal programs for infrastructure and transportation

SSMUH & Missing Middle Housing

Participants discussed the new provincial policy for allowing small-scale, multi-unit housing (SSMUH) to be built on residential lots:

- Townhouses and duplexes are generally lacking in Comox because of past zoning and development permit areas.
- Economic viability is a concern for builders. Generally, the land cost is high, and additional Building Code requirements for 3-6 units on SSMUH parcels creates less financial return than single-family with a secondary suite.
- Form and character guidelines, as well as servicing, drive up costs
- Depending on demographics, townhouses with stairs are not conducive to aging in place
- The setbacks within SSMUH are generally prohibitive for townhouses on average-sized SSMUH parcels

Ideas to facilitate more development of townhouses and duplexes

- Incentivize this type of development by reducing soft costs (e.g. taxes, DCCs, form and character requirements, etc.)
- Pre-zone parcels for townhouses where Town wants to see them
- More flexibility in Comox's zoning bylaw to allow for more of these housing types
- Reduce application processing times

Employment Lands

Participants were asked to discuss potential challenges for developing employment lands:

- Parcels are large and expensive
- Limited industrial land once storm drainage infrastructure constructed
- Permitting challenges
- Servicing requirements (e.g. stormwater, sewer)

Discussion about how make it easier:

- Reduce development fees
- Meet with neighbouring municipalities to discuss their experiences
- Supporting businesses is key

Proposed Business Park Expansion (Knight and Pritchard)

- General support with some concerns
 - Supportive comments agreed that Comox needs more employment lands and that this location is a good place for it. Idea to incorporate some commercial with the light industrial uses.

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- There was some concern about whether there is enough demand to expand, and potential for concerns from neighbouring property owners
- Some concern about designating land that could be used for housing

Other suggestions/considerations

- Consider traffic impacts and parking
- Consider the agricultural nature of surrounding lands
- Market analysis of land value to justify the amendment for land owners that were planning to develop residential on the expanded lands (light industrial vs. other uses)

Development Permit Areas

Participants were asked to share their experiences with development permitting in Comox:

- Participants provided feedback on language use and level of detail within development permits. Generally, participants appreciated specificity when it comes to meeting permitting requirements (e.g. what level of studies are needed) but more general language for meeting Form and Character guidelines.
- Longer application timelines create more cost for applicants. Streamlined permitting processes would create certainty for applicants and give an advantage to the Town.
- Pre-application meetings can be improved to make it more helpful and reduce back-and-forths
- Create development permit guidelines that increase energy efficiency and constructability (e.g. simple building forms that are made interesting with materials, colours, window patterns, rather than articulations)
- Development sites can currently have overlapping form and character DPAs, introducing time, complexity, and cost to the development process

Ideas about updating form and character guidelines for Downtown Comox

- Maintain a small town feel that is welcoming, walkable and with a variety of services
- Suggestion to do a visioning exercise to see how Downtown's design can be refreshed
- Mixed use keeps downtown vibrant and safe
- Nautical theme can be better articulated (less fishing and more marine and recreational elements)
- As a vital place of the community, give lots of guidelines and layers of regulatory protection

How might the character of Downtown Comox be maintained when redeveloping sites with 4 to 6 storey buildings?

- Heights of 4 storeys with mixed use.
- Stagger building heights along Downtown

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- Allowing access to rooftop patios to take advantage of viewscales
- Consider protecting views of the water / marina / etc.

To: Mayor and Council	File: 6480-20
From: Randy Houle, Director of Development Services	Date: April 16, 2025
Subject: Official Community Plan Update (Property Specific Decisions)	

Report Approved:



Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council support in principle the draft OCP Land Use Map, as shown in "Attachment A" of the April 16, 2025 report from Randy Houle, Director of Development Services, titled "Official Community Plan Update (Property Specific Decisions)" for community consultation purposes.

ALTERNATIVES TO THE RECOMMENDATION

1. That Council support in principle the draft OCP land use designation of Mid-Rise Residential (up to 6 stories) for 1533 Cedar Avenue.
2. That Council support in principle the draft OCP land use designation of High-Rise Residential (up to 9-storeys) for 2181 Comox Avenue.
3. That Council support a height maximum of up to 12-storeys for the Harbour and Marina Comprehensive Development Area (1805 and 1823 Beaufort Avenue).
4. That Council direct staff to revise the land use designation for 1198 Anderton Road.

PURPOSE

This report provides an update on major properties that are outside of the recommended OCP map as attached to the report. Through consultation with the development community these properties have

indicated a desire for higher OCP designations than is included in the recommendation. Administration is seeking guidance from Council on whether to provide a OCP designation that matches the development desire for increased density, increased height, and additional housing on these sites or whether Council wishes to consider them in individual applications for an OCP amendment after the OCP is adopted.

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan identifies the following project/initiative that contributes to the Balanced Community Planning Strategic Priority:

- Update the OCP through community consultation to develop a vision for the future growth of Comox.

BACKGROUND

Addition Direction Required: Future Land Use Considerations

There are four potential development sites that require Council's consideration and additional direction:

1. 1533 Cedar Avenue
2. 2181 Comox Avenue
3. 1805 and 1823 Beaufort Avenue
4. 1198 Anderton Road

1. 1533 Cedar Avenue



discussions that indicate a desire for development that would require a Mid-Rise Residential Designation (buildings up to six storeys). The proponent attended the Growth and Development workshop on April 2 and has requested follow-up discussions.

The primary rationale for designating the parcel as Ground Oriented Residential is due to the impacts of higher buildings on adjacent properties. The adjacent parcels are a mixture of 1-storey and 2-storey single-detached homes. Buildings above three storeys could lead to a contrast in building scale, overlook and shadowing. In addition, higher densities may lead to additional noise and activity for adjacent properties resulting from more vehicular traffic entering and exiting the site.

Despite the impacts of higher buildings on adjacent properties, the Mid-Rise Residential designation has the potential to provide more housing units in a streamlined manner than if the parcel is designated Ground Oriented Residential as a future OCP amendment would not be required. This is an attractive site that may develop sooner than others due to its easy vehicular site access, a serene setting adjacent to Brooklyn Creek, no arterial or collector road frontages, and still being within walking distance to Downtown/waterfront.

The impacts to adjacent properties and the fact that there are many other locations where higher density is permitted may outweigh the public interest benefits of additional housing units and potential negotiated public land dedication adjacent to Brooklyn Creek. Other areas with a draft Mid-Rise Residential designation are closer to existing services and amenities and more frequent public transportation.

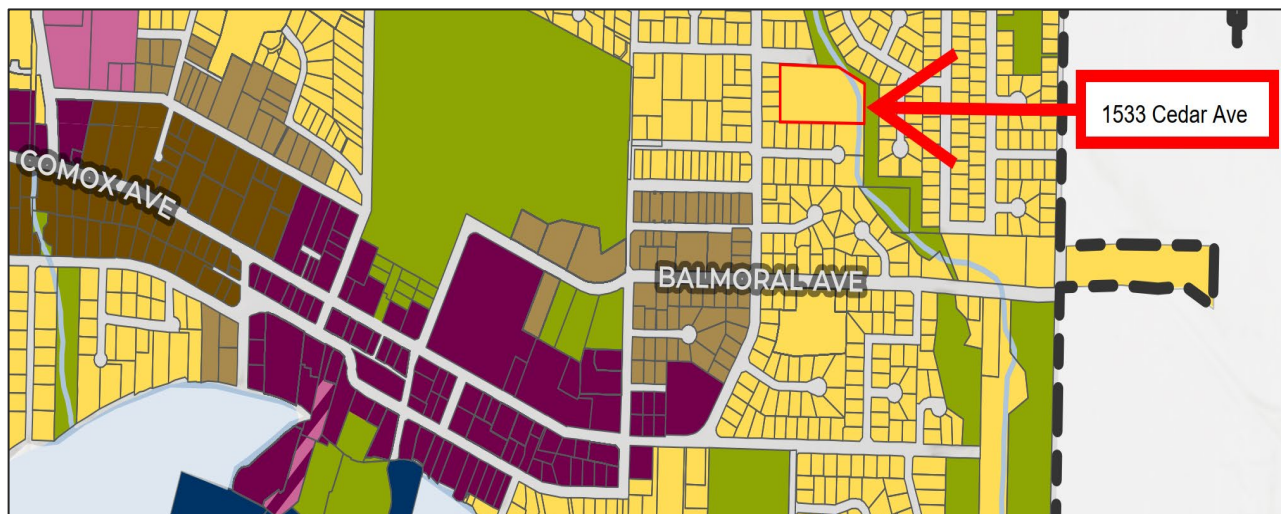


Figure 2: 1533 Cedar Avenue designated Ground Oriented Residential on OCP draft land use map.

An alternate recommendation has been provided for Council consideration should Council wish to direct staff to revise the draft OCP land use designation outlined in Attachment A from Ground Oriented Residential to Mid-Rise Residential to provide additional flexibility and alleviate the requirement for a future OCP amendment and associated public hearing. Pre-zoning the site is not recommended as part of the zoning bylaw review to meet the 20-year housing need.

2. 2181 Comox Avenue

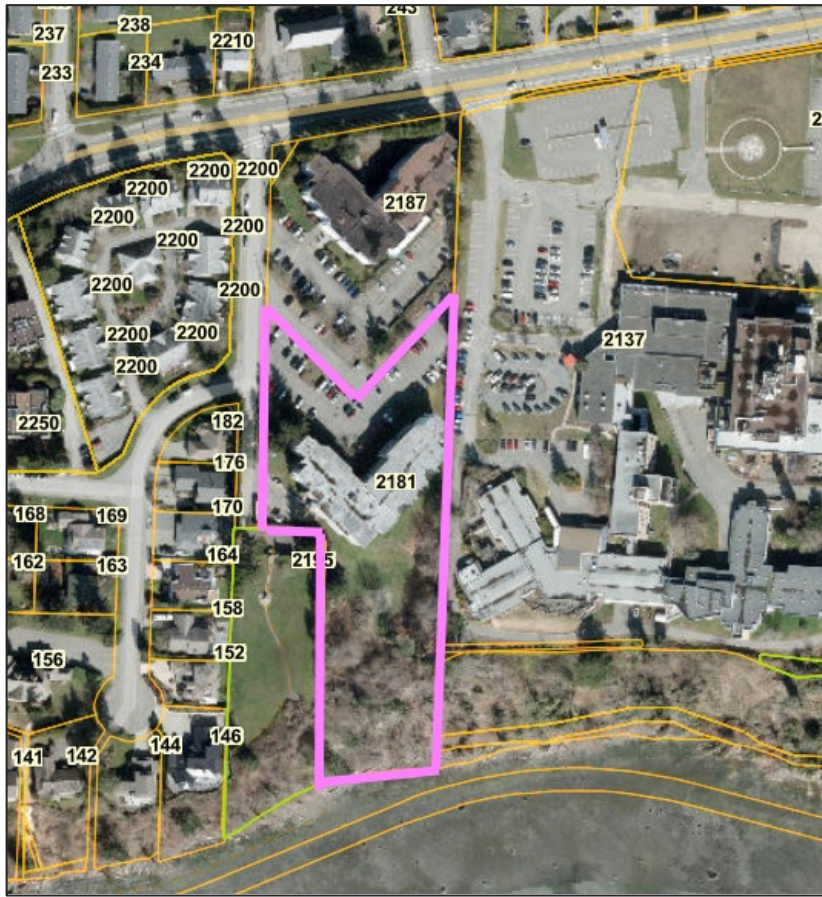


Figure 3: 2181 Comox Avenue Ortho Map

2181 Comox Avenue has a draft OCP designation of Mid-Rise Residential, which is currently the designation with that permits the highest density and tallest buildings on the draft updated OCP land use map. Proponents have been part of pre-application discussions and filled out a follow-up questionnaire from the Growth and Development Focus Group. They have expressed the desire to develop a 9-storey rental apartment building with a child care center at grade. This would currently be the tallest building in the Comox and requires a High-Rise Residential OCP designation, which does not currently exist on the draft land use map. The current designation of Mid-Rise Residential is in keeping with the long-standing Comox public value of small-town character, which is often equated with lower scale building height and form. However, there are some public interest considerations that Council may wish to consider in providing further direction on this site.

In terms of impacts to the public, the height of the building from Comox Avenue could appear as a shorter building due to the slope of the site.

The proponents have expressed the desire to utilize a phased development approach where the existing rental apartment building would be retained throughout construction, so tenants are not displaced, with an option for a unit in the new building. A 9-storey building could allow for a smaller building footprint compared to a six-storey building with similar floor area, making it easier to fit on the site without demolishing the existing building, which could be ensured as a condition of rezoning. A new draft OCP land use designation up to 9 storeys would allow for development without the need for an OCP amendment soon after adoption of the updated OCP. Pre-zoning for additional density is not recommended for this site.

In summary, the competing public interest elements are retaining small town character through 6-storey building height, versus provision of new housing units while retaining existing more affordable rental housing units. Council could consider this as a one-off site that may require a future OCP amendment application due to the significant increase in building height and detailed nature of an application that involves retention of existing buildings on a development site.

An alternate recommendation has been provided for Council consideration should Council wish to direct staff to revise the draft OCP land use designation outlined in Attachment A from Mid-Rise Residential and create a High-Rise Residential land use designation and designate the subject land to provide additional flexibility and alleviate the requirement for a future OCP amendment and associated public hearing.

3. Comox Harbour and Marina (1805 and 1823 Beaufort Avenue)



Figure 4: 1805 and 1823 Beaufort Ortho Map

Comox Valley Marina Ltd. attended the March 12, 2025, Strategic Planning Committee meeting as a delegation. They also attended the Growth & Development and Connectivity & Infrastructure Interest Holder Focus Groups held on April 2. The draft OCP land use designation of the subject properties are Harbour and Marina Comprehensive Development Area. The recommended policies for this designation would speak to the Town's desire for the development to include tourist accommodation uses such as a hotel and associated uses and high-quality buildings on the site given its prominent location, with some flexibility in building form due to site constraints such narrow parcel width, proximity to the coastal floodplain, and the maintenance of parking spaces for the marina. The Downtown Enhancement Action Plan includes a preliminary 4-storey mixed-use building concept; however, there is a desire for a taller building to achieve an economically viable development that includes a mix of tourist accommodation

and residential uses based on the high-profile location and site limitations. Proponents have indicated the desire for a land use designation that supports mixed-use buildings up to 12 storeys.

Additional direction from Council is requested to ensure that Council's desired future land uses are captured in the Harbour and Marina Comprehensive Development Area land use designation and associated policies. The most critical aspect is to seek Council's direction on the acceptable height in this area. Through the current OCP process, a six-storey height maximum is recommended in keeping with the maximum heights proposed in the downtown area.

4. 1198 Anderton Road: Letter from Property Owner



Figure 5: 1198 Anderton Road Ortho Map

The property owner has been in touch with staff and attended the Growth & Development Interest Holder Focus Group on April 2. A letter has also been distributed and included as Attachment B to this Report. The property owner has requested an OCP land use designation that would permit a hotel or other tourist-related uses. However, the parcel does not align with the criteria used for designations that permit commercial development in other areas of the Town.

1198 Anderton Road is designated Commercial: Neighbourhood in the current OCP. Land designated Commercial: Neighbourhood is intended to accommodate neighbourhood restaurants, service stations, retail, office and service commercial uses that primarily serve the day-to-day convenience needs of local residents. Despite this designation, the subject property does not have a sewer service, and such development would not be feasible without significant sewer main upgrades. The parcel is adjacent to rural residential CVRD parcels on three sides, and ALR lands within the Town on one side. It is currently

zoned R3.3 – Single Family Large Lot. As the parcel is over 4050 square metres and does not have sewer service, provincial legislation does not require the parcel to be zoned for small-scale multi-unit housing.

The draft updated OCP land use map identifies this parcel as Residential: Detached due to the lack of sewer service, rural context, and separation from built up areas of the Town. The OCP update criteria for land to have a designation that permits commercial development are proximity to:

- multi-unit housing
- other commercial and institutional services
- sewer and water servicing capacity or planned upgrades to provide capacity
- current or planned public transportation infrastructure
- current or planned active transportation infrastructure

The only exception to the above criteria is parcels designated Commercial: Tourist in the Kye Bay and Point Holmes areas to align with the existing tourist commercial use of those parcels.

Revisions to the draft Land Use Map are not recommended for the subject property additional direction is required should Council wish to consider an alternate land use designation for this property.

NEXT STEPS

Further to Council direction, staff will make requested revisions and proceed with developing a draft OCP document. The OCP draft is scheduled to be presented to Council in June. Once endorsed by Council the draft OCP would be referred to agencies and organizations and made available for public review. Additional public engagement including a public open house is targeted for summer 2025.

A comprehensive zoning bylaw review is underway and being completed in alignment with the OCP process. A zoning bylaw update will also be provided to Council in June.

Subsequent to public engagement over the summer, a What We Learned Report will be presented to Council together with possible consideration for revisions to the draft OCP. Staff and our consultants will revise the OCP and in October 2025 present a second draft OCP bylaw to Council for consideration of first and second reading and scheduling a public hearing.

ATTACHMENTS:

Attachment A: Draft OCP Land Use Map

Attachment B: Beadry Letter to Mayor and Council

Attachment C: Property Specific Questionnaires



TOWN OF COMOX

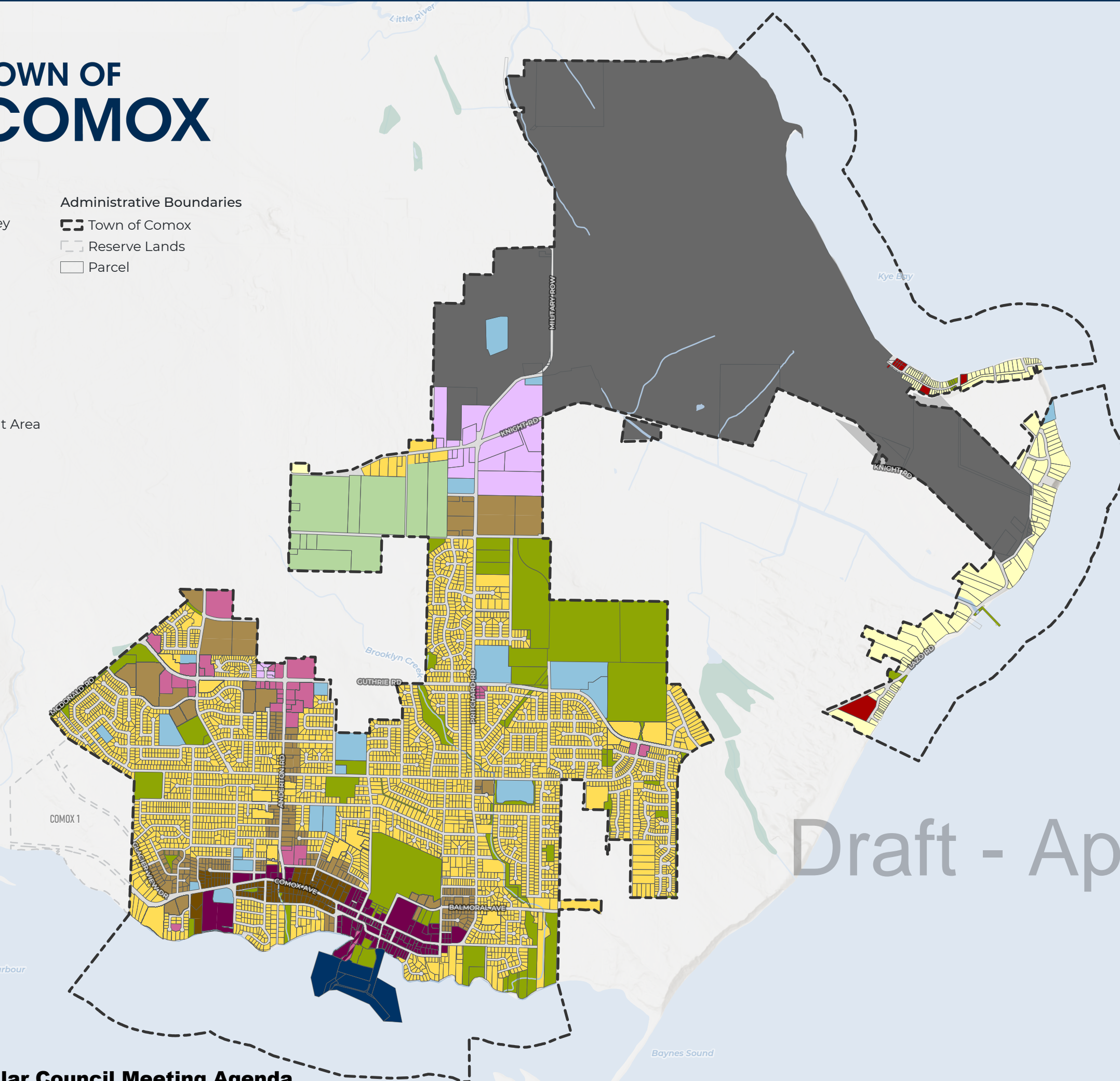


OCP Land Use (2025)

- 19 Wing Comox / Comox Valley Airport
- Agricultural
- Business Park
- Commercial: Tourist
- Parks and Open Space
- Institutional
- Harbour and Marina
- Low-Rise Mixed-Use
- Harbour and Marina Comprehensive Development Area
- Mid-Rise Mixed-Use
- Low-Rise Residential
- Mid-Rise Residential
- Detached Residential
- Ground Oriented Residential

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel



Draft - April 2025

1,000

Meters

Scale: 1:27,000
(When Printed at 11 x 17")

RECEIVED

APR 02 2025

Hello,

TOWN OF COMOX

My name is Earl Beadry and I have lived at 1198 Anderton road since 1990. My property is just over 2 acres and is located at the corner of Knight rd and Anderton. I am connected to municipal water but I don't have either natural gas or sewer. Originally I was in the regional district and my zoning was tourist/commercial. I applied to come into the town of comox and received assurances over the years that my zoning wouldn't change. The current town of Comox OCP dated May 12, 2011 has highlighted my property as potential rezoning to tourist /commercial. With respect to the OCP update scheduled to be completed this fall both possible scenarios A and B show my property as residential R 3.3. Commercial/tourist zoning is no longer being considered. This doesn't make sense in my opinion for the following reasons:

The size and proximity of my property to a growing airport makes this an ideal spot for a hotel or other tourist related infrastructure. Currently there is only one hotel in Comox and limited accommodations due to recent changes in short term rentals. Courtenay on the other hand has many such facilities. So in essence travellers fly into Comox but take their tourist dollars to Courtenay. Any updates to the OCP must not only create housing areas but also identify properties where economic benefits can accrue to our community thru increased employment, tax revenue etc. Where I live is a very busy noisy corner and therefore it doesn't make a lot of sense to build residential units there.

My questions are thus:

In light of the above and given its size and location with respect to town settlement expansion why was the possibility of the development permit area #5 removed from both scenario A and B in the proposed OCP update? Is zoning my property R 3.3 really in the long term best interests of the town of Comox? Surely this is not the highest and best use of my property....

Regards



Earl Beadry
April 2, 2025

250-339-0536

View results

Respondent

1

Anonymous

99:47

Time to complete

1. What is the civic address or PID of the subject potential development site?

2181 Comox Ave.

2. What land use designation do you feel the subject site should have?

- ☐ Ground Oriented Residential (variety of housing options in buildings up to three storeys)
- ☐ Low-Rise Residential (variety of housing options in buildings up to four storeys)
- ☐ Mid-Rise Residential (multi-unit residential buildings up to six storeys)
- ☐ Low-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to four storeys)
- ☐ Mid-Rise Mixed-use (commercial, residential, and/or institutional uses in buildings up to six storeys)
- ☐ Business Park (large-format commercial or light industrial (includes hotel/conference centre)
- ☒ Mid-Rise Residential up to nine storeys

3. Are there any details you would like to add regarding the proposed land use(s) designation for the subject site?

Our stewardship of affordable rental homes for families in the Comox Valley goes back 40+ years. As BC-based owners and developers of purpose-built rentals, we are committed to providing durable housing solutions. Our analysis of this site leans on a few key differentiators:

Favourable topography - the site setback from Comox Ave, with only the hospital site as a notable neighbouring use (eventual), would comfortably tolerate 9 storeys; site lines from Comox Ave are minimally impacted.

Access to transportation artery

Replacing aging infrastructure - density should be viewed as a positive contributor to fiscal realities around municipal priorities

Replacing aging housing stock - in phases to minimize the impact on existing tenants who won't be displaced by our phased approach

Parks and Trails upgrades - we see our site plan as a viable asset to the community vis a vis upgrading Pioneer Park and the surrounding trail network

Current market realities are increasingly difficult to predict for a capital-intensive development of any mid-rise development. Together with our site's unique characteristics and the economic challenges of a 6 storey project, our team is confident that this site deserves careful consideration before an OCP update renders the nature of our investment in the community untenable. We'd like the opportunity to meet with council to present our approach to our site's suitability for 9 storeys.

4. Please provide your contact information (name, email, phone number) in case of the need for follow-up:

Drew Ratcliffe

[View results](#)

Respondent

2

Anonymous

01:06

Time to complete

1. What is the civic address or PID of the subject potential development site?

1533 Cedar Ave

2. What land use designation do you feel the subject site should have?

- ☐ Ground Oriented Residential (variety of housing options in buildings up to three storeys)
- ☐ Low-Rise Residential (variety of housing options in buildings up to four storeys)
- ☒ Mid-Rise Residential (multi-unit residential buildings up to six storeys)
- ☐ Low-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to four storeys)
- ☐ Mid-Rise Mixed-use (commercial, residential, and/or institutional uses in buildings up to six storeys)
- ☐ Business Park (large-format commercial or light industrial (includes hotel/conference centre)
- ☐ Other

3. Are there any details you would like to add regarding the proposed land use(s) designation for the subject site?

This is a large acreage that should be mid-rise residential for future development.

4. Please provide your contact information (name, email, phone number) in case of the need for follow-up:

Kristy Shambrook

[View results](#)

Respondent

4

Anonymous

05:16

Time to complete

1. What is the civic address or PID of the subject potential development site?

1805 and 1823 Beaufort Ave PID: 027-510-743 and 023-482-231

2. What land use designation do you feel the subject site should have?

- ☐ Ground Oriented Residential (variety of housing options in buildings up to three storeys)
- ☐ Low-Rise Residential (variety of housing options in buildings up to four storeys)
- ☐ Mid-Rise Residential (multi-unit residential buildings up to six storeys)
- ☐ Low-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to four storeys)
- ☐ Mid-Rise Mixed-use (commercial, residential, and/or institutional uses in buildings up to six storeys)
- ☐ Business Park (large-format commercial or light industrial (includes hotel/conference centre)
- ☒ High Density, Mixed Use, Comprehensive Development Zone. Provisions for Commercial and Residential up to 12 stories in height.

3. Are there any details you would like to add regarding the proposed land use(s) designation for the subject site?

Marina Parkin Bylaw variance (3:1), Height (up to 12 stories), Commercial - Tourist accomodation with limited accessory uses, Apartment Residential, Condominium Residential, Environmental and FCL variances to 7.5 meters. Lot line setback variances.

4. Please provide your contact information (name, email, phone number) in case of the need for follow-up:

John Neville - CVML President [REDACTED] and Allan Gornall - CVML General Manager [REDACTED]

View results

Respondent

7

Anonymous

63:21

Time to complete

1. What is the civic address or PID of the subject potential development site?

2181 Comox Ave - PID 000-915-271

2. What land use designation do you feel the subject site should have?

- ☐ Ground Oriented Residential (variety of housing options in buildings up to three storeys)
- ☐ Low-Rise Residential (variety of housing options in buildings up to four storeys)
- ☐ Mid-Rise Residential (multi-unit residential buildings up to six storeys)
- ☐ Low-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to four storeys)
- ☐ Mid-Rise Mixed-use (commercial, residential, and/or institutional uses in buildings up to six storeys)
- ☐ Business Park (large-format commercial or light industrial (includes hotel/conference centre)
- ☒ Mid-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to nine storeys)

3. Are there any details you would like to add regarding the proposed land use(s) designation for the subject site?

Currently, there are no plans of increasing height and density in the new OCP. We believe that our site deserves careful consideration from council due to its unique characteristics and attributes. Without supporting policy language surrounding increased heights and density, our long standing investment in the community becomes unviable.

- Site grading and topography allow for a 9-storey height while maintaining the visual impact of a 6-storey building from Comox Avenue.
- A preliminary shadow study reflects no major impact to neighboring sites at a height of 9 storeys.
- We are clear of any flight path going to/from the airport/air base further supporting an increase in height.
- Transit oriented site on arterial route - preliminary traffic assessment shows no major strains on transportation corridors with increased density
- Commercial use would make our plans for a ground-floor daycare center more feasible
- All our buildings are pet friendly with a community first approach, therefore, the increased density at our site compliments the proposed dog park and improvements planned for the neighboring Pioneer Memorial Park.
- By taking a phased approach, we are able to continue to offer affordable housing options without the need for tenant displacement. The existing building will remain in place during the course of construction.

4. Please provide your contact information (name, email, phone number) in case of the need for follow-up:

Darren Alderman

[View results](#)

Respondent

11

Anonymous

40:34

Time to complete

1. What is the civic address or PID of the subject potential development site?

1603 Brighton / 1000 Pritchard

2. What land use designation do you feel the subject site should have?

- ☐ Ground Oriented Residential (variety of housing options in buildings up to three storeys)
- ☐ Low-Rise Residential (variety of housing options in buildings up to four storeys)
- ☒ Mid-Rise Residential (multi-unit residential buildings up to six storeys)
- ☐ Low-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to four storeys)
- ☐ Mid-Rise Mixed-use (commercial, residential, and/or institutional uses in buildings up to six storeys)
- ☐ Business Park (large-format commercial or light industrial (includes hotel/conference centre)
- ☐ Other

3. Are there any details you would like to add regarding the proposed land use(s) designation for the subject site?

Modular Home/Multi Family. We feel that this would be a good mix for the area and would assist the town with diverse product that would help with the affordability for seniors, first time homebuyers and military personnel

4. Please provide your contact information (name, email, phone number) in case of the need for follow-up:

Simba Investments, Shawn Vincent [REDACTED]

[View results](#)

Respondent

13

Anonymous

00:15

Time to complete

1. What is the civic address or PID of the subject potential development site?

1194 Pritchard Ave

2. What land use designation do you feel the subject site should have?

- ☐ Ground Oriented Residential (variety of housing options in buildings up to three storeys)
- ☐ Low-Rise Residential (variety of housing options in buildings up to four storeys)
- ☐ Mid-Rise Residential (multi-unit residential buildings up to six storeys)
- ☐ Low-Rise Mixed-Use (commercial, residential, and/or institutional uses in buildings up to four storeys)
- ☐ Mid-Rise Mixed-use (commercial, residential, and/or institutional uses in buildings up to six storeys)
- ☒ Business Park (large-format commercial or light industrial (includes hotel/conference centre)
- ☐ Other

3. Are there any details you would like to add regarding the proposed land use(s) designation for the subject site?

4. Please provide your contact information (name, email, phone number) in case of the need for follow-up:

Simba Investments Shawn Vincent





LIFE *by the* SEA

March 28, 2025

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

RECEIVED

March 31, 2025

TOWN OF COMOX

LOG: 25-105	REFER:	AGENDA: RCM 16-Apr-25
FILE: 5400-04,8	ACTION: MR	

File: 5400-04, 8100-20

Copies: Council
JW/SA/CP/SR/CD

RE: Requested Road Closure – Summer Fest 2025

Dear Mayor and Council,

The Comox BIA is well underway with planning for the 2025 Summer Fest event with 60 vendor spots already spoken for. We extend our gratitude for the continued collaboration between the Town and the BIA. We are seeking the following road closure request:

Date: Saturday, June 28, 2025

Hours for Road Closure: 8:00 am- 6:00 pm

Closure Inclusions: Comox Avenue from Port Augusta Street to Church Street. Through access will be available from The Glenshee apartment's parking lot to Church Street. As we've done in the past, all residents will be notified of the closure with due notice and we will be working with building management to ensure the safety and convenience of all residents for the closure. This includes:

1. Not blocking the entrance to their parking lot with booths. In an medical emergency situation involving an ambulance, we'll open the barricade and guide the ambulance down the middle of the street to the front door.
2. We will leave a minimum 12' corridor between the booths all the way down the street for other emergency vehicles.

We have also enclosed a map of the proposed closure and the Road Closure application. We will reach out directly with your terrific Public Works team regarding barricades and other related items.

If any members of Council wish to join the enthusiastic team of volunteers that day, please let us know via comoxbia@gmail.com.

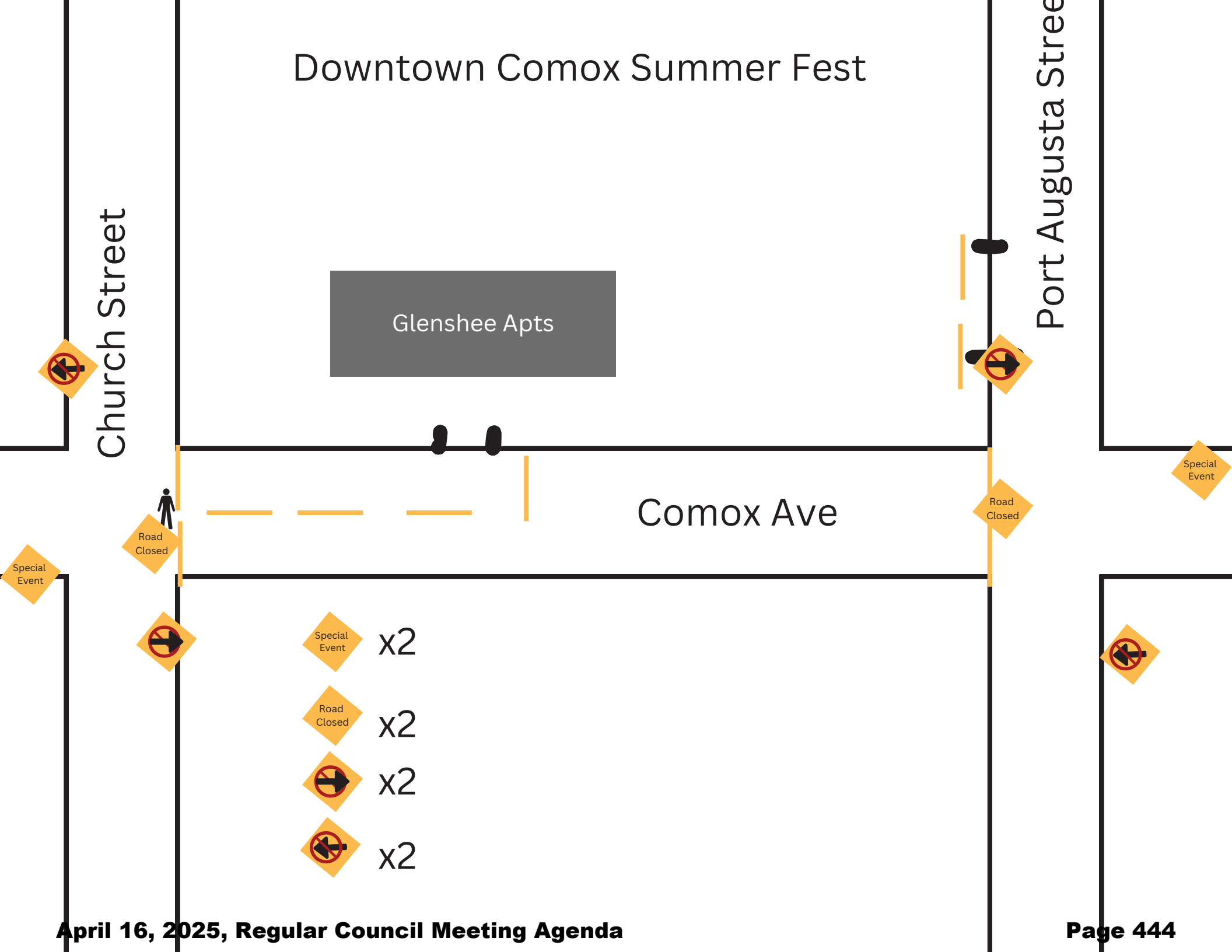
Do not hesitate to contact us if you have any questions and thank you again for your consideration and continued support.

Thank you,

Pete Chambers
President, Comox BIA Board of Directors

Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
downtowncomox.com | comoxbia@gmail.com

Downtown Comox Summer Fest





TOWN OF COMOX - ROAD PERMIT

FILE# 5400-20-01

APPLICANT INFORMATION:

Last Name: Chambers		First Name: Pete	
Company Name: Comox BIA			
Address: PO Box 1624, RPO Stn A			
City: Comox	Province: BC	Postal Code: V9M 8A2	
Phone: 778-977-5210	Fax:		
E-mail: comoxbia@gmail.com			
Contact: John Mang	Work# 250-465-1180	Home#	Cell#
Alternate Contact: Sue Wood	Work# 250-465-9295	Home#	Cell#

I hereby apply for permission to close a road to traffic in accordance with the following:

Location of Road Closure: Comox Avenue, between Port Augusta and Church Street	
Purpose of Road Closure: Summer Fest event street market and entertainment / activities	
Date of Road Closure:	From: June 28 To: June 28
Time of Road Closure:	From: 8 am To: 6 pm
Type of Closure:	<input type="checkbox"/> Partial <input checked="" type="checkbox"/> Complete

March 28, 2025

Date of Application

Applicant (sign here)

FOR OFFICE USE ONLY:

Applicant will notify the following:

- ☐ Fire
 ☐ RCMP
 ☐ Ambulance
 ☐ CV Transit
 ☐ Min of Transportation
☐ BC Hydro
 ☐ Fortis BC
 ☐ Telus
 ☐ Shaw TV
 ☐ Radio
 ☐ Newspaper

Applicant to provide the following:

- | | | |
|--------------------------|-----------------------------------|---------------------------------------|
| Good Neighbour Letter | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Required |
| Certificate of Insurance | <input type="checkbox"/> Provided | <input type="checkbox"/> On File |
| Traffic Management Plan | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Required |

Subject to the conditions of this Permit, this Road Permit is approved.

RP-

Road Permit Number

Date

Municipal Engineer

Town of Comox, Public Works Department
 1390 Guthrie Road, Comox, BC, V9M 0A5 / Phone: 250-339-5410



The permission and approval granted herein is at all times subject to the following conditions:

1. The applicant shall notify *BC One Call* at 1-800-474-6886 prior to any excavation.
2. For a partial road closure, the applicant shall ensure that one unimpeded lane of traffic is maintained at all times and that qualified traffic control persons are present to coordinate single-lane vehicle movements in accordance with the BC Ministry of Transportation and Infrastructure's "Traffic Control Manual for Work on Roadways".
3. The applicant shall ensure that signs and barricades are in accordance with the BC Ministry of Transportation and Infrastructure's "Traffic Control Manual for Work on Roadways" and are erected and maintained during the duration of all construction activities.
4. The applicant shall notify the RCMP, the Comox Fire Department, BC Ambulance Service and Comox Valley Transit at least 48 hours prior to the planned partial road closure.
5. The applicant shall restore unimpeded two-lane vehicular movements at all times outside of the permitted dates and times.
6. The applicant shall restore the road surface and any other infrastructure damaged during the construction activities associated with this permit to standards within 48 hours of completing the works. All infrastructure restoration shall be certified by a qualified Professional Engineer.
7. The applicant shall notify and provide a "good neighbor" letter by providing a written notice to the residents and the businesses in the immediate area of the works, describing what is being constructed, when the works will occur and who to contact for more. A copy of the notice shall be submitted to the Town's Municipal Engineer for approval prior to distribution.
8. The applicant shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the Town from all claims and demands whatsoever in respect of these works and such works.
9. The applicant shall submit **proof of insurance with minimum liability coverage of \$5,000,000 (five million) and naming the Town of Comox as an additional insured party**. The expiry date of the insurance shall be clearly identified.
10. This permit is granted subject to and without prejudice to the provisions of the Highway Act, or any other acts governing Town lands and public works or their use by the public, and subject to and without prejudice to any Town Bylaws.
11. This permit is valid only for the specific works stated herein. Any alteration or addition to the scope of work shall be covered by a separate permit.
12. This permit may be cancelled at any time at the direction of the Town's Municipal Engineer without recourse should the applicant fail to comply with all the conditions of the permit.

RECEIVED

File: 3900-02

April 9, 2025

April 9, 2025

Via email: russwurm@comox.ca

TOWN OF COMOX

Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

LOG: 25-127	REFER:	AGENDA: RCM 09-Apr-25
FILE: 0114-30/21	ACTION: MR	

File: 0114-30/2025.01
Copies: Council
JW/EH/SR/CD

Attention: Ms. Shelly Russwurm, Director of Corporate Services

Dear Ms. Russwurm:

Re: Bylaw No. 865 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 2".

The Comox Valley Regional District (CVRD) Board, at its meeting of April 8, 2025, gave three readings to Bylaw No. 865 being " Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 2" (attached). The intent of the bylaw is to remove the Town of Comox as a participant in the Comox Valley Housing Service.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay, the Town of Comox and the Village of Cumberland.

In light of the above, the board requests your council to consent to the bylaw amendment under section 349 of the *Local Government Act* by considering the following resolution:

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 865 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 2" under section 349 of the *Local Government Act*.

By way of background information, please find attached the staff report dated March 6, 2025 regarding the initiation of a service review by the Town of Comox for the Comox Valley Housing Service 450.

At the March 11 Board meeting, the Board directed the CVRD Chief Administrative Officer, James Warren, to engage with the service participants in consideration of an expedited service withdrawal for the Town. Based on this informal engagement, consent of the participants is anticipated and considering the interests of the Town of Comox, adoption of Bylaw No. 865 would negate the need for a service review.

In order to proceed in a timely manner, we would appreciate a response by May 9, 2025. If you have any questions, please contact me at 250-334-6052 or via email at ldennis@comoxvalleyrd.ca.

We look forward to hearing from you at your earliest convenience.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Attachments: Bylaw No. 865 at third reading
 Staff report dated March 6, 2025

Comox Valley Regional District

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 865

A bylaw to amend the service establishing bylaw for the Comox Valley Housing Service to remove the Town of Comox as a participant

WHEREAS the Emergency Shelter and Supportive Housing Land Acquisition Service was created by the adoption of Bylaw No. 52 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009" on the 26th day of May, 2009;

AND WHEREAS the Emergency Shelter and Supportive Housing Land Acquisition Service was amended to the Comox Valley Housing Service by the adoption of Bylaw No. 850 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 1" on the 25th day of February, 2025;

AND WHEREAS the Board wishes to amend the service bylaw to remove the Town of Comox as a participant to the service and address a minor housekeeping update;

AND WHEREAS consent of at least two-thirds of the participants has been obtained in accordance with the *Local Government Act (RSBC, 2015, C. 1)*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained in accordance with the *Local Government Act (RSBC, 2015, C. 1)*; and

NOW THEREFORE the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 52 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009" is hereby amended by:
 - (a) Replacing section 2 (Boundaries) which reads as follows:
 2. The boundaries of the service are coterminous with the Comox Valley Regional District including the City of Courtenay, the Town of Comox, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman / Hornby

Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek).

with the following:

2. The boundaries of the service are the City of Courtenay, the Village of Cumberland, Electoral Area A (Baynes Sound – Denman / Hornby Islands), Electoral Area B (Lazo North) and Electoral Area C (Puntledge – Black Creek).

(b) Replacing section 3 (Participants) which reads:

3. The participating areas for the service are the City of Courtenay, the Town of Comox, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek) (the "participating area").

with the following:

3. The participating areas for the service are the City of Courtenay, the Village of Cumberland, Electoral Area A (Baynes Sound – Denman / Hornby Islands), Electoral Area B (Lazo North) and Electoral Area C (Puntledge – Black Creek) (the "participating area").

(c) Replacing section 7 (Review of service) which reads:

7. All aspects of the emergency shelter and supportive housing service shall be reviewed every five years, with the first review occurring in 2014.

With the following:

7. All aspects of the service shall be reviewed every five years, with the first review occurring in 2014.

Citation

2. This Bylaw No. 865 may be cited as "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 2".

Read a first and second time this 8th day of April 2025.

Read a third time this 8th day of April 2025.

**Consented to in writing by the Electoral Area A
(Baynes Sound – Denman/Hornby Islands)**

Director this day of 2025.

**Consented to in writing by the Electoral Area B
(Lazo North) Director this**

day of 2025.

**Consented to in writing by the Electoral Area C
(Puntledge – Black Creek) Director this**

day of 2025.

**Consented to by resolution of the City of
Courtenay this**

day of 2025.

**Consented to by resolution of the Town of
Comox this**

day of 2025.

**Consented to by resolution of the
Village of Cumberland this**

day of 2025.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 865 being
"Emergency Shelter and Supportive Housing Land Acquisition Service
Establishment Bylaw No. 52, 2009, Amendment No. 2" as read a third time by the
Board of the Comox Valley Regional District on the 8th day of April, 2025.



Corporate Officer

**Approved by the
Inspector of Municipalities this**

day of 2025.

Adopted this

day of 2025.

Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 865 being
"Emergency Shelter and Supportive Housing Land Acquisition Service
Establishment Bylaw No. 52, 2009, Amendment No. 2" as adopted by the Board of
the Comox Valley Regional District on the ____ day of _____, 2025.

Corporate Officer

DATE: March 6, 2025**TO:** Chair and Directors
Comox Valley Regional District Board**FILE:** 5040-20/Service 450**FROM:** James Warren
Chief Administrative OfficerSupported by James Warren
Chief Administrative Officer***J. Warren*****RE: Town of Comox - Service Review Initiation**

Purpose

To provide information concerning the initiation of a service review by the Town of Comox for the Comox Valley Regional District's (CVRD) Emergency Shelter and Supportive Housing Land Acquisition Service (Service 450), now the Comox Valley Housing Service.

Recommendation from the Chief Administrative Officer:

1. THAT in response to the Town of Comox's initiation of a service review for Service 450, a preliminary meeting of the participant representatives be scheduled for a suitable date in April 2025;

AND FURTHER THAT the municipal participants in the service, that being the City of Courtenay, Town of Comox and Village of Cumberland be requested to appoint a representative to the service review;

AND FINALLY THAT the CVRD Board Chair be appointed as the representative of the Comox Valley Regional District Board.

2. THAT the Chief Administrative Officer, in consultation with the Chief Administrative Officers of the Town of Comox, Village of Cumberland and City of Courtenay, engage a facilitator to support the review process for Service 450 Comox Valley Housing Service.

Executive Summary

- Correspondence (attached as Appendix A) has been received from the Town of Comox initiating a service review of Service 450 Emergency Shelter and Supportive Housing Land Acquisition Service (Service 450), which has since been amended to the Comox Valley Housing Service.

- Part 10, Division 6 (Dispute Resolution in Relation to Services) of the *Local Government Act* (LGA) provides for a formal process for service partners to review the terms and conditions of their service arrangements and seek resolution to disputes and, where desired and authorized, service withdrawal.
- Staff recommend that the service review process be commenced in alignment with the statutory process and timelines. Initiating the process entails confirming the participant representatives and scheduling a preliminary meeting to review the terms and conditions of the service and establish the negotiation process.
- The legislation provides that at any time during a review, the Minister of Housing and Municipal Affairs (Ministry) may appoint a facilitator to assist in reaching an agreement. Discussions with Ministry staff has indicated that an appointment is not anticipated. As such, Board direction is sought to retain a neutral third-party facilitator to support the conduct of the preliminary meeting and all subsequent negotiations.

Prepared by:

J. Martens

Jake Martens
General Manager of
Corporate Services

Government and Community Interests Distribution (Upon Agenda Publication)

Town of Comox	✓
City of Courtenay	✓
Village of Cumberland	✓

Background/Current Situation

The CVRD's Service 450 (the Service) was established through the adoption of Bylaw No. 52 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009". The Service was created to acquire land for emergency shelter and supportive housing purposes in the Comox Valley Regional District. Shortly after its establishment the Service was used to acquire land for a housing project which was ultimately not realized in that location.

The service remained relatively inactive until 2022 when the Board, in response to the growing housing and homelessness challenges, directed the completion a strategic review of this Service alongside the Comox Valley Homelessness Supports Service. The report entitled "[Homelessness and Supports Service Review Implementation and Emergency Shelter Service Review](#)" was received by the Board

in September of 2023. Aligned with the report findings, the Board proceeded to advance its understanding and intentions with respect to the Regional District's role and activities to address housing affordability and homelessness. Such considerations were the core focus of the Board's strategic planning session which provided direction to establish a means for regional housing collaboration, coordination, advocacy and development focused on non-market rental housing.

In 2024, work commenced on three strategic housing projects: Regional Housing Action Plan, Homelessness Needs Assessment and Community Plan and a [Direct-Action Feasibility Study](#). The latter report identified Service 450 as a vehicle that, subject to its amendment, could be used to fund direct actions undertaken by the CVRD. Bylaw No. 850 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 1" was adopted by the Board at the February 25, 2025 regular meeting, increasing the maximum requisition and revising the service purpose to the provision of non-market housing, including:

- investing in, developing, acquiring, holding and disposing of lands and buildings for the purposes of providing non-market housing; and
- the provision of assistance in accordance with the requirements of the *Local Government Act* (LGA) to a corporation established by the CVRD.

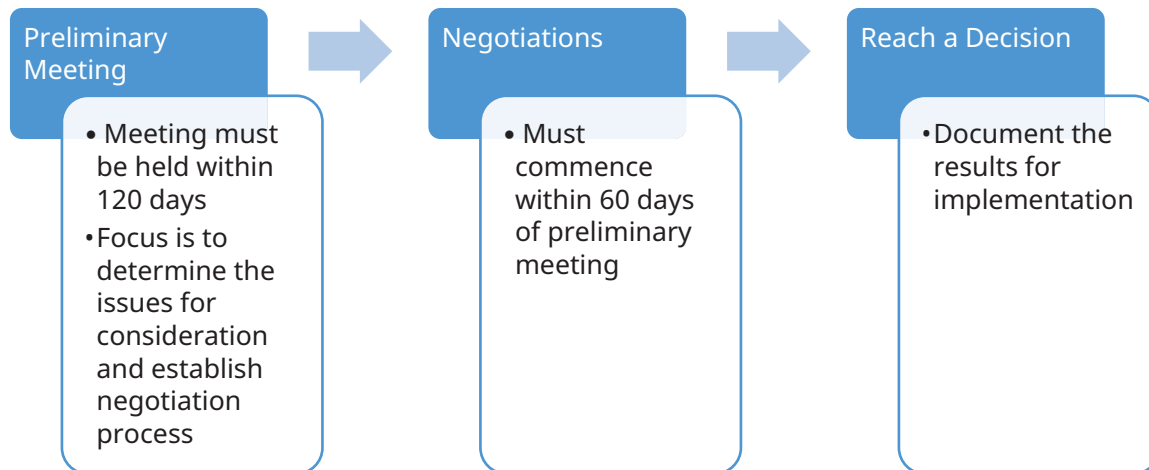
The Town of Comox's letter dated February 25, 2025 (Appendix A) has expressed disapproval with the revisions to Service 450 and a general desire to make direct contributions to affordable housing and homelessness initiatives. Based on this feedback, a service review is an appropriate step to seek resolution to these issues through potential changes to the terms and conditions for the service and/or its participants. A letter of response from the Ministry is expected but has not been received as of the time to writing this report.

The LGA provides for a formal process for service partners to review the terms and conditions of their service arrangements and seek resolution to disputes and, where desired and authorized, service withdrawal. These provisions reflect the general principle that regional district services are voluntary and consensual.

In undertaking a service review there are three options available to regional districts: informal, bylaw-based and statutory. The bylaw-based option is triggered when a regional district has drawn on the specific authority to include their own review process within a service establishment bylaw. Once established, the process outlined in the bylaw then supersedes the statutory review process. The service establishment bylaw for Service 450, that being Bylaw No. 52 "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52,

2009” (Appendix B) includes a special provision that requires the service to be reviewed every five years but does not provide a detailed alternative review process. This has created some ambiguity concerning the applicability of the default statutory review process.

The statutory review process with additional supporting steps is summarized in the process chart below:



Given the broad nature of the statutory review process, staff recommend following the same general process and timelines. It is noted that the bylaw-based review still ties-in to the service withdrawal provisions provided for in the LGA if agreement is ultimately not reached. In general, withdrawal can be initiated by a participant if the service has been subject to a review within the past three years, the first meeting respecting the review was convened more than eight months ago and the service is not a regulatory service or a service prescribed in the LGA. If a service withdrawal is initiated, the Minister of Housing of Municipal Affairs must do one of the following:

- if the establishing bylaw provides an alternative review process and the minister considers that agreement may be reached by a service review under this Division, terminate the service withdrawal and direct the parties to engage in a service review;
- direct the parties to engage in further negotiations respecting continued participation in the service, specifying a time period within which the parties must conclude negotiations;
- direct the parties to engage in negotiations respecting the terms and conditions for withdrawal, specifying a time period within which the parties must conclude negotiations;

- direct the parties to engage in mediation respecting the terms and conditions for withdrawal, specifying a time period within which the mediation must be concluded;
 - if satisfied that agreement is unlikely, direct that the terms and conditions for withdrawal from the service be resolved by arbitration.

Initiating the service review process entails confirming the participant representatives and scheduling a preliminary meeting to review the terms and conditions of the service and the establish the negotiation process. 120 days from February 25th would put the deadline for the preliminary meeting at June 25th, 2025. Service reviews are to be conducted by a committee consisting of one representative from each of the service participants and one from the CVRD Board. Issuing a request for participant representatives, confirming the preliminary meeting date and identifying a third-party facilitator form the critical first steps in initiating the process.

While a third-party facilitator is to be engaged to support the process, service reviews require the commitment of staff resources to organize and coordinate meetings, undertake research and financial analysis as well as collaborate with municipal staff and other relevant parties to the process. A key focus of the 2025 workplan for Service 450 is to engage with interest groups and community partners, define the key elements of the housing corporation (e.g. business plan, articles of incorporation, partnering agreement), obtain provincial approval, and launch the entity. This body of work will require many of the same staff resources engaged in the service review process, meaning that an extended service review may impact progress on the described workplan.

Options

The following two options are identified for the Board's consideration:

1. Proceed with initiating the service review process as described and recommended by this report.
2. Consider an amendment to the service establishment bylaw to alter the service participants or other key terms and conditions to quash the need for a service review. With the agreement of the CVRD Board and consent from 2/3rds of the participants, amendments to the service establishment bylaw could be made to bring about desired changes that could address the issues raised by the Town of Comox. This process could significantly expedite the process and minimize the length of time and resources required for the service review. Such an approach is recommended only if the desired changes can be readily identified and consensus is probable. This approach may also result in some unintended consequences including that the issues raised by the Town of Comox, or other

participants during a preliminary meeting, are not fully explored. Also, other participants may follow a similar path in seeking withdrawal from the service, further eroding the viability of the Board's vision to support non-market rental housing. Directors are encouraged to give especially careful consideration of this option.

Should the Board opt to pursue option 2, it could: *direct the Chief Administrative Officer to explore the issues raised by the Town of Comox in respect of their participation in Service 450 in a cursory fashion with the municipal Chief Administrative Officers and the Elector Area Directors in conjunction with expedited service withdrawal for the Town of Comox.*

Following that exploration, if consensus does not appear likely, the Board would have to give further consideration to option 1.

Financial Factors

The allocation and recovery of the costs of the service review are generally prescribed in the LGA. The service review process costs, including the production of reports or studies to inform the review process, administrative expenses associated with co-ordinating the process, and any consultancy or expert fees that are incurred, will be funded by Service 450 Comox Valley Housing Service. In general, the only exception to this are the fees of a facilitator if appointed by the minister. It is also noted that a municipality or an electoral area is responsible for its own costs of participating in the service review. This would include expenses incurred by the participant, such as travel or staff time and reports undertaken independently.

Strategic Considerations - Strategic Drivers						
Fiscal Responsibility		Climate Crisis and Environmental Stewardship and Protection		Community Partnerships	Indigenous Relations	Accessibility, Diversity, Equity and Inclusion

The Board's Strategic Drivers are not identified as core considerations in the service review process.

Strategic Considerations - Regional Growth Strategy Goals						
Housing	✓	Ecosystems, Natural Areas and Parks		Local economic development		Transportation
Infrastructure		Food Systems		Public Health and Safety		Climate Change

Service 450 is viewed as a key component of the Regional District's diverse efforts to achieve Goal 1 – Housing, of the Regional Growth Strategy which strives to ensure a diversity of housing options to meet evolving demographics and needs. Objective 1-B: Increase affordable housing options, notes the scarcity of affordable housing and its impact on households within the Comox Valley. The Strategy recognizes that affordable housing is realized in many forms, ranging from moderately sized and apportioned market housing to secondary suite rentals to subsidized and cooperative housing.

Intergovernmental Factors

The service review is proposed to include one representative of each of the service participants and the CVRD Board. It is expected that the representatives are to keep their governing body briefed respecting the negotiations and the service review process. Subject to inclusion in the approved negotiation process, it is envisioned that a staff representative from the participating jurisdictions may attend meetings to remain current on discussions, provide information as requested, review options and assist in briefing their governing body.

Citizen/Public Relations

Public engagement is not planned or proposed as part of the service review process, however, general input from the public and stakeholders may be provided through delegations or written correspondence to the CVRD Board or the individual participating municipal governments.

When completed, the service review outcome(s) will be communicated to the public.

Attachments: Appendix A – Town of Comox Service Review Initiation
 Appendix B – Bylaw No. 52 being “Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009” (Consolidated version)

File: 0114-30 / 2025.01

February 25, 2025

Via email only:

The Honourable Ravi Kahlon
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4
HMA.Minister@gov.bc.ca

Chair and Directors
Comox Valley Regional District
770 Harmston Ave
Courtenay, B.C. V9N 0G8
jwarren@comoxvalleyrd.ca

Mayor and Council
The Corporation of the City of Courtenay
830 Cliffe Ave
Courtenay, B.C. V9N 2J7
council@courtenay.ca

Mayor and Council
The Corporation of the Village of Cumberland
2673 Dunsmuir Ave
Cumberland, B.C. V0R 1S0
info@cumberland.ca

RE: SERVICE 450 REQUEST FOR SERVICE REVIEW

Dear Minister, Board Chair and Mayors:

The Town of Comox (the Town) and the Comox Valley Regional District (the CVRD) have a longstanding and positive relationship across numerous services. We plan to continue this strong relationship into the future.

The Town has been a participant in the CVRD's Emergency Shelter and Supportive Housing Land Acquisition Service (Service 450) since its inception in May of 2009. Service 450 has not been subject to a service review within the past three years, and the establishing bylaw does not include provisions for an alternative review process.

This letter serves as our formal notice that the Town finds the terms and conditions of participation in Service 450 unsatisfactory (certified resolutions enclosed). Service 450 was established in 2009 to support land acquisition for emergency shelter and supportive housing. This service remained largely inactive for years, with a renewed budget of approximately \$73,000 in 2023 and \$722,000 in 2024.

Recently, the CVRD began the process of expanding Service 450's scope to accomplish a newly developed strategic goal of creating a Housing Corporation, providing additional grants to

Tel: 250-339-2202
Fax: 250-339-7110
Email: town@comox.ca

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

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.

February 25, 2025

Page 2

organizations supporting the homeless and developing a non-market housing master plan. However, the CVRD has an existing Homelessness Support Service (Service 451), which was established in 2015 to provide funds to local organizations that address homelessness in the Comox Valley.

The Town of Comox has chosen not to join Service 451 and instead funds affordable housing and similar initiatives locally through payments directly to support organizations. In September of 2024, prior to the proposed expansion of Service 450, staff from the Town and the CVRD discussed a more appropriate service for the expanded scope, which was Service 451. Comox's representative made it clear to the CVRD that it would not be appropriate to place these new services in Service 450, since they were not part of the scope of service that the Town chose to participate in when Service 450 was initiated.

The CVRD proceeded to increase the scope of Service 450, not knowing if the expanded service would receive support from Comox Council. In our current climate, our Town and residents are under immense pressure to meet the infrastructure costs of a growing community under Bill 44 and an influx of new residents into our communities.

Changing the nature and purpose of a service which has largely been dormant, to include a purpose that had never been envisioned or agreed to, and is not supported by all the participants, has left the Town of Comox no choice but to initiate a service review.

It is the hope of the Town of Comox moving into the future that we are fully consulted, and our consent sought when already established and negotiated services in which we are participants undergo fundamental changes. The work that the Comox Valley Regional District intends to undertake through this service is important and we hope to continue to support work and efforts to bolster affordable housing in the Comox Valley through continued direct contributions.

Yours truly,



Her Worship,
Mayor Nicole Minions

Enclosed: Town of Comox – Certified Resolutions of January 15, 2025, Regular Council Meeting



RESOLUTIONS OF COUNCIL

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

I hereby certify the following to be a true copy of the resolution(s) as passed by Council during their Regular Council Meeting of January 15, 2025 in the Town of Comox:

THAT the December 4, 2025, presentation from the Comox Valley Regional District regarding Homeless and Affordable Housing supports and Regional Transportation and the Alternative Approval Process for the proposed bylaw changes be received for information.

2025.011 -- CARRIED

THAT, given the changes in scope of Service 450 (Emergency Shelter and Supportive Housing Land Acquisition), Comox initiate a service review with the intention to withdraw from the service.

2025.013 -- CARRIED

February 21, 2025

DATE

SHELLY RUSSWURM
CORPORATE OFFICER



Emergency Shelter and Supportive Housing Land Acquisition

The following is a consolidated copy of the Emergency Shelter and Supportive Housing Land Acquisition Bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
52	Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009	August 25, 2009	To establish a service to acquire land for emergency shelter and supportive housing purposes in the Comox Valley Regional District
850	Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 1	February 25, 2025	To amend the service purpose and increase the maximum requisition

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version more clear and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX VALLEY REGIONAL DISTRICT**BYLAW NO. 52****A bylaw to establish the emergency shelter and supportive housing land acquisition service**

WHEREAS under section 796 of the *Local Government Act* a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the board of the Comox Valley Regional District wishes to establish a service to acquire land for emergency shelter and supportive housing purposes in the Comox Valley Regional District;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801 of the *Local Government Act*; and

AND WHEREAS the approval for the participating areas was obtained by alternative approval process under section 801.3 of the *Local Government Act*;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Service

1. The service established by this bylaw is the Comox Valley Housing Service (the "Service") for the purpose of providing non-market housing within Comox Valley Regional District and without limitation includes:
 - (a) Investing in, developing, acquiring, holding and disposing of lands and buildings for the purposes of providing non-market housing;
 - (b) the provision of assistance in accordance with the requirements of the *Local Government Act* to a corporation established by the Comox Valley Regional District for the purposes stated in sub-section 1(a) of this Bylaw.

Boundaries

2. The boundaries of the service are coterminous with the Comox Valley Regional District including the City of Courtenay, the Town of Comox, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek).

Participants

3. The participating areas for the service are the City of Courtenay, the Town of Comox, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek) (the "participating area").

Cost recovery

4. The annual cost of providing the service shall be recovered by one or more of the following:
 - (a) Property value taxes;
 - (b) Parcel taxes;
 - (c) Revenues raised by other means authorized by the *Local Government Act* or another act; and
 - (d) Revenues received by way of agreement, enterprises, gift, grant or otherwise.

Maximum requisition

5. The maximum amount that may be requisitioned annually for the cost of the service established by this bylaw is the greater of \$1,500,000 or \$0.05592 per \$1,000 of assessed value.

Apportionment

6. The annual costs of the service shall be apportioned among the participating areas on the basis of population as defined in the schedule to the *Community Charter*.



Review of service

7. All aspects of the emergency shelter and supportive housing service (Comox Valley Housing Service) shall be reviewed every five years, with the first review occurring in 2014.

Citation

8. This Bylaw No. 52 may be cited for all purposes as the "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009" .

TO: Mayor and Council	FILE: PR 25-1
FROM: Randy Houle, Director of Development Services	DATE: April 16, 2025
SUBJECT: Short-term Vacation Rental – Post Public Hearing Bylaw Amendments	

Prepared by:  Randy Houle, Director of Development Services	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

- 1) THAT Comox Zoning Amendment Bylaw No. 1850.53 be given Third Reading.
- 2) THAT Comox Zoning Amendment Bylaw No. 1850.53 be Adopted.
- 3) THAT Comox Business Regulation Amendment Bylaw No. 1882.06 be Adopted.
- 4) THAT Fees and Charges Amendment Bylaw No. 2016.07 be Adopted.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That either of the bylaws be referred back to Staff for more information.

PURPOSE

The purpose of this report is to discuss amendments to Zoning Bylaw No. 1850 to permit short term rentals as well as amendments to Comox Business Regulation Bylaw No. 1882 and Fees and Charges Bylaw No. 2016 to add a business licence fee for vacation rentals and to increase the existing bed and breakfast business licence fee.

BACKGROUND

At its Regular Meeting of March 19, 2025, Council received a Staff report regarding the implementation of short-term rentals, with the following resolutions passed:

- 1) THAT Comox Zoning Amendment Bylaw, 1850.53 be given First and Second Reading and proceed to a Public Hearing; AND
THAT the holding of the Public Hearing be scheduled for April 16, 2025; AND FURTHER, THAT Staff give notice of the Public Hearing in accordance with the requirements of the *Local Government Act*.
- 2) THAT Comox Business Regulation Amendment Bylaw No. 1882.06 be given First, Second and Third Reading.
- 3) THAT Fees and Charges Amendment Bylaw No. 2016.07 be given First, Second and Third Reading.

ANALYSIS

Zoning Amendment Bylaw

- 1) Amending the definition of "Bed and Breakfast Accommodation" to:
 - define a bed and breakfast accommodation as the use of bedrooms within a dwelling unit for temporary accommodation.
 - Allow within a single-family dwelling only and not a coach house or secondary suite.
 - Allow a maximum of three-bedrooms and six-guests which is an increase from the current two-bedroom maximum.
 - Prohibit additional cooking facilities.
 - Limit the host to being a property owner and principal resident. The Provincial legislation does not limit hosts to being a property owner, but Staff recommend doing so to avoid potential disputes between landlords and tenant operators.
 - Limit bed and breakfast accommodations to one per parcel and not allowing in conjunction with a vacation rental. The Provincial legislation allows for both a bed and breakfast accommodation and a vacation rental on the same parcel, but Staff

recommend against this to help limit the impacts to neighbours (such as parking demands and noise).

- 2) Adding the definition of "Principal Residence" to align with the Provincial definition.
- 3) Adding the definition of "Vacation Rental" to:
 - define a vacation rental as the use of an entire dwelling unit for temporary accommodation, whether that a single-family dwelling, secondary suite or coach house.
 - Allow a maximum of six-guests to help limit the impacts to neighbours.
 - Limit the host to being a property owner with a principal residence on the property.
 - Limit vacation rentals to one per parcel and not allowing in conjunction with a bed and breakfast accommodation.
- 4) Adding "Vacation Rental" as a permitted use within the R1.0, R1.1, R3.3, R3.4, R3.5, R3.6, R3.7, CD5, CD9, CD15, CD18 and AG1.1 zones.
 - The (R1.3 Single-Family 1,110m² parcel) zoned properties along Butchers Road and the (R1.2 Mobile Home Small-Scale Multi-Family Housing) zoned properties have been excluded as bed and breakfast accommodations are not currently permitted.
 - The (AG1.1 Agriculture) zone has been included as bed and breakfast accommodations are currently permitted and short-term rental uses can help contribute to the agri-tourism experience.
- 5) Deleting the provision that "Bed and Breakfast accommodations shall only be permitted on a parcel where no more than one single-family dwelling unit exists" from the (R1.0 Small-Scale Multi-Family Housing) zone to align with new provisions.
- 6) Deleting the provision that "Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists" from existing residential and CD zones to align with new provisions.

Business Regulation Amendment Bylaw

- 1) Removing Schedule A – Business Licence Fees and incorporating these charges into the Fees and Charges Bylaw to continue to create a central and convenient location for all Town fees.
- 2) Updating the definitions of Bed and Breakfast Business and Cannabis to reference the Zoning Bylaw definitions.
- 3) Adding a definition for Vacation Rental Business and referencing the Zoning Bylaw definition.
- 4) Updating all references to Schedule A to instead reference the new Schedule D in Fees and Charges Bylaw No. 2016.

Fees and Charges Amendment Bylaw

- 1) Adding a new Schedule D – Business Licence Fees.
- 2) Adding a business licence fee of \$300 for vacation rentals to help cover the costs of Staff review and inspection. As per section 9 (2) of Business Regulation Bylaw No. 1882, there is a 25% reduction in annual fees for new business licences issued between April 1st and June 30th, and a 50% reduction between July 1st and December 31st of each year.
- 3) Increasing the existing bed and breakfast business licence fee from \$100 to \$300 to be consistent with the new fee for vacation rentals as the same licencing process will be followed.

FINANCIAL IMPLICATIONS

The Town will process an estimated 40 new business licence applications for approximately \$9,000 in new revenue. Annual fees are reduced for licences issued after April 1st, as per Section 9(2) of Business Regulation Bylaw No. 1882.

REFERRALS

N/A

PUBLIC PROCESS

Notice of the April 16, 2025, Public Hearing for Zoning Amendment Bylaw No. 1850.53 was advertised in two editions of the Comox Valley Record and on the Town public notice posting board. Notice of Comox Business Regulation Amendment Bylaw No. 1882.06 was also advertised in two editions of the Comox Valley Record and on the Town public notice posting board.

ATTACHMENTS:

Attachment A: Comox Zoning Amendment Bylaw No. 1850.53

Attachment B: Comox Business Regulation Amendment Bylaw No. 1882.06

Attachment C: Fees and Charges Amendment Bylaw No. 2016.07

TOWN OF COMOX

BYLAW NO. 1850.53

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS the Council of the Town of Comox has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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

1. TITLE

- (1) This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw No. 1850.53".

2. AMENDMENTS

- (1) Comox Zoning Bylaw 1850 is hereby amended as follows:

- (a) Section 3.2 (Definitions) is amended by:

- (i) Replacing the definition of "Bed and Breakfast Accommodation" with the following:

Bed and Breakfast Accommodation

The use of bedrooms within a dwelling unit for the temporary accommodation of paying guests for a period of less than 90 consecutive days. This does not include a vacation rental. Bed and breakfast accommodations:

- (1) shall not be operated without a valid business license issued by the Town of Comox;
- (2) shall be conducted only within a single-family dwelling;
- (3) shall not involve the use of more than three (3) bedrooms and six (6) guests;
- (4) shall not include additional cooking facilities;
- (5) shall be operated only by the owner of the parcel in question whose principal residence is the dwelling unit in which the use is occurring;

- (6) shall not be permitted on the same parcel as a vacation rental; and
- (7) no more than one (1) bed and breakfast accommodation is permitted per parcel.

(ii) Adding the definition of "Principal Residence" to read as follows:

Principal Residence

A dwelling unit in which an individual resides for a longer period of time in a calendar year than any other place.

(iii) Adding the definition of "Vacation Rental" to read as follows:

Vacation Rental

The use of an entire dwelling unit for the temporary accommodation of paying guests for a period of less than 90 consecutive days. This does not include a bed and breakfast accommodation. Vacation rentals:

- (1) shall not be operated without a valid business license issued by the Town of Comox;
- (2) shall be conducted only within a single-family dwelling, legal secondary suite, coach house or SSMFH coach house.
- (3) shall not involve more than six (6) guests;
- (4) shall be operated only by the owner of the parcel in question whose has a principal residence on the parcel in question;
- (5) shall not be permitted on the same parcel as a bed and breakfast accommodation; and
- (6) no more than one (1) vacation rental is permitted per parcel.

(b) Adding "Vacation Rental" as a permitted use in the following zones:

- (i) Section 100.1 of (R1.0 Small-Scale Multi-Family Housing).
- (ii) Section 101.1 of (R1.1 Single-Family).
- (iii) Section 109.1 of (R3.3 Single-Family – Large Lot).
- (iv) Section 110.1 of (R3.4 Single-Family – Kye Bay Seaside).
- (v) Section 111.1 of (R3.5 Single-Family – 1300m2 Parcel Kye Bay).

- (vi) Section 112.1 of (R3.6 Single Family – 1100m2 Parcel Kye Bay Seaside).
 - (vii) Section 113.1 of (R3.7 Single Family – Kye Bay).
 - (viii) Section 805.1 of (CD5 Lazo Marsh – Single Family).
 - (ix) Section 809.1 of (CD9 Average 4650m2 Parcel – Single Family).
 - (x) Section 815.1 of (CD15 Single Family/Campgrounds).
 - (xi) Section 818.1 of (CD18 Single Family 560 Colby Road).
 - (xii) Section 900.1 of (AG1.1 Agriculture).
- (c) Deleting the Conditions of Use that “Bed and Breakfast accommodations shall only be permitted on a parcel where no more than one single-family dwelling unit exists” from the following zones:
- (i) Section 100.2.1 of (R1.0 Small-Scale Multi-Family Housing).
- (d) Deleting the Conditions of Use that “Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists” from the following zones:
- (i) Section 101.2.1 of (R1.1 Single-Family).
 - (ii) Section 109.2.1 of (R3.3 Single-Family – Large Lot).
 - (iii) Section 110.2.1 of (R3.4 Single-Family – Kye Bay Seaside).
 - (iv) Section 111.2.1 of (R3.5 Single-Family – 1300m2 Parcel Kye Bay).
 - (v) Section 112.2.1 of (R3.6 Single Family – 1100m2 Parcel Kye Bay Seaside).
 - (vi) Section 113.2.1 of (R3.7 Single Family – Kye Bay).
 - (vii) Section 805.2.1 of (CD5 Lazo Marsh – Single Family).
 - (viii) Section 809.2.1 of (CD9 Average 4650m2 Parcel – Single Family).
 - (ix) Section 818.2.1 of (CD18 Single Family 560 Colby Road).

(x) Section 900.2.8 of (AG1.1 Agriculture).

- (e) Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. ADOPTION

- | | |
|-----------------------------------|-------------------------------------|
| (1) READ A FIRST time this | 19 th day of March, 2025 |
| (2) READ A SECOND time this | 19 th day of March, 2025 |
| (3) ADVERTISED A FIRST time this | 2 nd day of April, 2025 |
| (4) ADVERTISED A SECOND time this | 9 th day of April, 2025 |
| (5) PUBLIC HEARING HELD this | day of April, 2025 |
| (6) READ A THIRD time this | day of , 2025 |
| (7) ADOPTED this | day of , 2025 |

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 1882.06

A BYLAW TO AMEND THE COMOX BUSINESS REGULATION BYLAW NO. 1882

WHEREAS the Council of the Town of Comox wishes to remove Schedule A – Business Licence Fees - and incorporate them into Fees and Charges Bylaw No. 2016 and update as necessary to reflect changes in the Comox Zoning Bylaw 1850;

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

1. TITLE

This bylaw may be cited for all purposes as the "Comox Business Regulation Amendment Bylaw No. 1882.06".

2. AMENDMENT

The Comox Business Regulation Bylaw No. 1882, 2018 is hereby amended as follows:

- (a) By replacing the definition of Bed and Breakfast Business with "Bed and Breakfast Business has the same meaning as in the Comox Zoning Bylaw 1850."
- (b) By replacing the definition of Cannabis with "Cannabis has the same meaning as in the Comox Zoning Bylaw 1850."
- (c) By adding a definition for Vacation Rental Business as follows: "Vacation Rental has the same definition as in the Comox Zoning Bylaw 1850."
- (d) By replacing all references to "Schedule A – Business Licence Fees" with "Schedule D" of the Comox Fees and Charges Bylaw No. 2016.
- (e) By removing Schedule A – Business Licence Fees.

3. **ADOPTION**

- | | |
|--|-------------------------------------|
| (1) READ A FIRST, SECOND and THIRD time this | 19 th day of March, 2025 |
| (2) ADVERTISED A FIRST time this | 2 nd day of April, 2025 |
| (3) ADVERTISED A SECOND time this | 9 th day of April, 2025 |
| (4) REPRESENTATIONS HEARD this | day of , 2025 |
| (5) ADOPTED this | day of , 2025 |

MAYOR

CORPORATE OFFICER

BYLAW NO. 2016.07

APPENDIX A
BUSINESS LICENCE FEES

SCHEDULE "D"	
ONGOING BUSINESSES	
Terms noted in this schedule are defined in the Comox Business Regulation Bylaw No. 1882, 2018	
Column 1 Type of Business	Column 2 Annual Fee
Apartment Building Business	\$6 per residence; \$60 minimum
Bed and Breakfast Business	\$300
Cannabis-Related Establishment	\$150
Financial Institution	\$100
Home-Based Business	\$100
Hotels, Motels, Restaurant Not Liquor Licensed	\$100
Liquor Licensed	\$150
Intermunicipal Licence	\$150
Inter-Community Licence	\$150
Peddler	\$250 per peddler
Not for Profit Business	\$0
Recreational Cannabis Retail Store	\$150
Vacation Rental Business	\$300
Business not specified above	\$100
TEMPORARY AND SEASONAL BUSINESSES	
Type of Business	Fee
Carnival or Circus	\$200 per day
Flea Markets	\$100 per day
Trade Shows	\$100 per day
Mobile vendors	\$10 per month; \$100 maximum
BUSINESS LICENCE AMENDMENT	
Business Licence Amendment Fee	\$10